

AGREEMENT

between

THE WAREHAM SCHOOL COMMITTEE

and

THE WAREHAM EDUCATION ASSOCIATION, INC.

UNIT A

September 1, 2021 - August 31, 2024

TABLE OF CONTENTS

Articles		Page
I.	Recognition	1
II.	Compensation and Other Conditions	1
III.	Non-Discrimination Clause	2
IV.	No Strike	2
V.	Committee Rights	2
VI.	Grievance Procedure	2
VII.	Scope of Negotiations	4
VIII.	Mileage Reimbursement	4
IX.	Notification to Teachers	5
X.	Termination of Services	5
XI.	Payroll Deductions	5
XII.	Family and Medical Leave Act	6
XIII.	Sick Leave	6
XIV.	Paid Temporary Leaves of Absence	8
XV.	Parental/Maternity/Placement/Adoptive Leave	9
XVI.	Sabbatical Leave	10
XVII.	Personal Injury Benefits	11
XVIII.	Protection	11
XIX.	Length of Work Year and Workday	11
XX.	Teacher Assignment and Transfers	13
XXI.	Teacher Preparation Time and Work Load	14
XXII.	Class Size	15
XXIII.	Job Vacancies	15
XXIV.	Teacher Evaluation and Personnel Files	16
XXV.	Scheduling of Workshops	17
XXVI.	Professional Development and School Business	17
XXVII.	School Facilities	17
XXVIII.	Information to the Association	18
XXIX.	General Provisions	18
XXX.	Salaries	19
XXXI.	Extended Leaves of Absence	19
XXXII.	Reduction in Force	20
XXXIII.	Job Sharing	25
XXXIV.	Course Reimbursement	27
XXXV.	Agency Fee	28
XXXVI.	Duration	29

	Page
Appendix A	
Basic Salary Schedule	30
Advancement on Salary Schedule	33
Teacher Eligibility for Column Movement	33
Placement on Salary Schedule	33
Method of Salary Payment	33
Longevity	34
Death Benefits	34
Extended Year Teacher/Administrator Positions	34
Salaries of Guidance Counselors, School Psychologists, and Speech Therapists	34
Teacher of Distributive Education	35
Work-Study Work Experience Counselor	35
Curriculum Workshops and Committees	35
Audio-Visual Director	36
School Councils	36
Extended Day Programs	36
Personal Project Coordinators	37
Mentor Teachers/Mentor Trainer	37
Equity Coordinators	38
Advisory	38
Supervisor of Attendance	38
New Committee	38
Appendix B	
Coach Salaries	39
Appendix C	
Advisors	40
Appendix D	
Nurses	42
Appendix E	
Department Chairs, Deans, Instructional Leaders, and Curriculum Leaders	43
Appendix F	
Teacher Evaluation	45
Appendix G	
Intensive Assistance	70
Appendix H	
Disability Leave Form	74
Teacher Sick Bank Donation Form	75
Side Letter#1	76
Side Letter#2	77
Side Letter#3	78

PREAMBLE

Pursuant to the provisions of Chapter 150E, this Agreement is entered into this 1st day of September 2021, by and between the Wareham School Committee, hereinafter called the "Committee" and the Wareham Education Association, Inc., hereinafter called the "Association".

Whereas the parties have reached certain understandings that they desire to confirm in this Agreement, the following principles and procedures are hereby adopted.

Article I – Recognition

- A. For purposes of collective bargaining with respect to wages, hours, standards of productivity and performance, and other conditions of employment, the Committee recognizes the Association, "Unit A", as the exclusive bargaining agent for the following full-time and regular part-time professional employees, including those employees in positions which are state and federally funded, as follows: Classroom teachers, including Art, Music, Physical Education Specialists; Team Chairs; Teachers of Distributive Education; Special Needs; Special Needs Classroom Resource Room, Speech and Language Therapists/Pathologists, Teachers for the Visually Impaired; Librarians; Audio-Visual Director; Nurses; Deans; Department Chairs; Guidance Vocational, Special Needs Vocational, Guidance Counselor, Adjustment Counselor, School Psychologist; Work Study/Work Experience Counselor; Title 1 Supervisor; Long term substitutes; Lead Teachers; Instructional Leaders; Adjustment Counselor, Behaviorist, JROTC Instructor, Social Worker and excluding as follows: Principals, Assistant Principals, Assistant to the Principal, Chapter 188 Supervisor and Directors (Transportation, and others defined by DESE in the 2019 revised subject matter guidelines), Teacher Assistants, School Secretaries/Clerks, Substitutes, Tutors, Nurse Practitioners, and Custodians.
- B. Long-term substitute teachers are teachers employed at least ninety-one consecutive working days in one position. Long-term substitutes will commence full coverage and benefits on a pro-rata basis under this contract on the ninety-second (92) workday of employment. The Superintendent, in his/her sole discretion, may place such long-term substitutes on the first, second, or third step of the Bachelor's Column of Appendix A.
- C. In the event the Committee hires a teacher for a full teacher work year, then such teacher shall be covered by the terms and conditions of this Agreement for one year. This provision shall not be applicable to Special Substitutes.
- D. Unless otherwise specified, the term "teacher" shall include all members of the Bargaining Unit.
- E. Unless otherwise specified, the benefits of a part time bargaining unit member shall be prorated. The proportions of benefits received shall be equal to the percent of employment vis-à-vis full time employment.

Article II - Compensation and Other Conditions of Employment

- A. Subject to the provisions of this Agreement (and except as provided otherwise by Appendix A attached hereto and made a part hereof) the wages, hours and other conditions of employment applicable to the teachers covered by this Agreement on the effective date of this Agreement shall continue to be so applicable.

B. CORI

In compliance with the provisions of Chapter 385 of the Acts of 2002, the Superintendent of Schools and his/her designee 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 not more than once every three (3) years. 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 s/he be given his/her reports.

After review of a CORI report, the Superintendent, if s/he deems it necessary, may meet with the employee who may at such 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 III - Non-Discrimination Clause

Teacher assignments will be made without regard to race, creed, color, national origin, religion, sex or marital status or any other basis prohibited by law. The Committee and the Association agree not to discriminate against any member of the bargaining unit on the basis of race, color, creed, sex, religion, national origin, marital status or any other basis prohibited by law.

Article IV - No Strike

No teacher covered by this Agreement shall engage in, induce, or encourage any strike, work stoppage, slowdown, or withholding of services.

Article V - Committee Rights

The Committee is a public body established under and with powers provided by the statutes of the Commonwealth of Massachusetts, and nothing in this Agreement shall derogate from the powers and responsibilities of the Committee and/or Superintendent under the statutes of the Commonwealth or the rules and regulations of agencies of the Commonwealth. The Committee and/or Superintendent retain those rights, powers, and duties they now have or may be granted, or have conferred upon them by law, unless modified or changed by this Agreement. Any action made by the Committee and/or Superintendent pursuant to those matters reserved to them by this Agreement shall not be made the subject of the provisions of the grievance procedure.

Article VI - Grievance Procedure

A. Definitions

1. Grievance - A grievance is a dispute over the interpretation or application of the terms or provisions of this Agreement.
2. Grievant - A grievant may be an individual teacher, the Association, or a class of teachers.
3. Days - Days shall mean school days except during the summer recess when days shall mean when the Central Office is open.

- B. All grievances shall be in writing and shall specify the nature of the grievance, article or articles of the Agreement alleged to have been violated and the remedy sought.

A grievant may present a grievance to the Committee or its agents and have such grievance heard without the intervention of the Association. However, the Association must be afforded the right to be present at all grievance hearings and no settlement inconsistent with the terms of this Agreement may be effected.

All grievances brought before the Committee will be held in executive session.

The grievant may be represented at all levels of the procedure by representative(s) of the Association and/or the Massachusetts Teachers Association.

- C. The purpose of the Grievance Procedure is to produce prompt and equitable solutions to problems which from time to time may arise. The Committee and the Association desire that the state Grievance Procedure shall always be as informal and confidential as may be appropriate for the grievance involved at the procedural level involved.

Level 1 - Principal or Director to Designee

A grievant shall present his/her grievance to the appropriate Principal or Director within twenty (20) days from the date when the facts giving rise to the grievance occurred or when the grievant should have known of said occurrence. The Principal or Director shall meet with the grievant within five (5) days from receipt of such grievance and render a written decision to the grievant within five (5) days from such meeting.

Level 2 - Superintendent or Designee

If the grievance has not been resolved at Level 1 to the satisfaction of the grievant, s/he may appeal the decision to the Superintendent within twenty (20) days from receipt of such decision. The Superintendent shall meet with the grievant to discuss the grievance within ten (10) days from receipt of the written appeal and render a written decision within ten (10) days next following the meeting.

Level 3 – Committee

If the grievance has not been resolved at Level 2 to the satisfaction of the grievant, s/he may appeal the decision to the Committee within twenty (20) days from receipt of the Level 2 decision. At this time, a Level 3 Association Grievance, involving a class action grievance, will identify the individuals involved. The Association will submit an estimate of the amount of time the Association will need to present the grievance. The Association and the Superintendent will mutually agree upon the school committee meeting date and will schedule a time slot during which the grievance will be presented. Within fifteen (15) days from said meeting, a written response will be sent to the grievant and the Association.

Level 4 – Arbitration

- a. If the grievance has not been resolved at Level 3 to the satisfaction of the Association within fifteen (15) days after the receipt of the decision at Level 3, the Association and the Committee shall forthwith attempt to mutually select an arbitrator and to secure his/her services to hear the grievance. If within ten (10) school days following the Committee's receipt of the Association's written notice, the parties have not been able to select an arbitrator, the Association shall forthwith submit the grievance to the American Arbitration Association, Boston, Massachusetts, for disposition in accordance with the applicable rules of the American Arbitration Association. The Arbitrator's decision will be final, binding and in writing, and will set forth his/her findings of fact, reasoning, and conclusions on the issues submitted by the parties.
- b. The Arbitrator is without authority to render a decision which requires the commission of an act prohibited by state law or which is violative of the terms of this Agreement.
- c. All cost for the services of the Arbitrator shall be borne equally by the Committee and the Association.
- d. If a grievance is not initiated or appealed in accordance with this Grievance Procedure, the grievance shall be deemed waived.

Association grievances which affect the teachers in more than one building may be initiated at Level 2 within twenty (20) days from the date when the facts giving rise to the grievances occurred or when the grievant should have known of said occurrence.

No written document or record relating to any grievance shall be filed in the personnel folder of any teacher.

The time limits herein may be extended, in writing, by mutual agreement of the Committee and the Association or their respective designees.

Article VII - Scope of Negotiations

- A. This Agreement incorporates the entire understanding of the Committee and the Association on all issues which were or could have been the subject of negotiations. During the term of this Agreement neither the Committee nor the Association shall be required to negotiate with respect to any such matter, whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both at the time they negotiated or signed this Agreement.
- B. This Agreement may not be modified in whole or in part by the Committee or the Association except by an instrument in writing duly executed by them.

Article VIII - Mileage Reimbursement

- A. Teachers shall be entitled to mileage reimbursement of an amount equal to the rate per mile as established by the U.S. Internal Revenue Service.
- B. Teachers seeking reimbursement must notify the Superintendent's office, in writing, on a form which will be provided.

Article IX - Notification to Teachers

Each teacher returning to the Wareham School System should receive by October 1, of each year, a notice stating (when available):

1. His/her salary for the present school year;
2. The amount of his/her supplemental salaries,
3. His/her accumulated sick leave.

Article X - Termination of Services

Teachers shall give thirty (30) school days' notice when terminating their services. A teacher resigning between August 1 and the beginning day of school in September shall give sixty (60) days' notice. Exceptions to this provision may be approved by the Superintendent due to illness or unforeseen circumstances beyond the control of the teacher involved. Unless so approved by the Superintendent, violation of this provision will be included in any future reference requests.

Article XI - Payroll Deductions

A. Dues

1. The Committee agrees to deduct from the salaries of its teachers dues for the Association, the Plymouth County Education Association, the Massachusetts Teachers Association and the National Education Association, and Associations for which teachers individually and voluntarily authorize the Committee to deduct and to transmit the monies promptly to such Association or Associations. Teacher authorization will be in writing in the form set forth infra.
 - a. In the event that a mandatory agency fee is reinstated either through a binding court decision or through legislation, the Parties agree that the agency fee language will be consistent with any binding decision.
 - b. All new employees must submit direct deposit information to payroll.

DUES AUTHORIZATION CARD

Name _____
 Address _____

I hereby request and authorize the Wareham School Committee to deduct from my earnings and transmit to the Association checked below an amount sufficient to provide for regular payment of the membership dues as certified by such Association(s) in equal monthly payments over the remainder of the school year and for succeeding school years. I understand that the Committee will discontinue such deductions for any school year only if I notify the Committee in writing to do so not later than sixty (60) days prior to the commencement of the school year. I hereby waive all right and claim for said monies deducted and transmitted in accordance with this authorization relieve the School Committee and all its officers from any liability therefore.

2. The Wareham Education Association, Inc., named in Section 1 will certify to the Committee in writing the current rate of membership dues. The Committee will be given thirty (30) days' written notice prior to the effective date of any change in membership dues.

3. Deductions will be made as agreed by the Association and the Town Treasurer.
4. Continuing cash members are those who choose to pay dues directly to the Association. Notwithstanding the above said cash members must pay their full dues by December 31 of each school year. In the event they do not make such payment by December 31, as so certified to the Committee by the Association to the extent certified, then in such event the dues authorization previously executed on file in the Superintendent's office shall become operative.
5. No later than October 15, of each year, the Committee will provide the Association with a list of those employees who have voluntarily authorized the Committee to deduct dues for any of the Associations named in Section 1 above. This authorization shall be stated prior to September 30. The Committee will notify the Association monthly of any changes in said list. Any teacher desiring to have the Committee discontinue deductions s/he previously authorized must notify the Committee and the Association concerned in writing sixty (60) days prior to the commencement of the school year.
6. The Association shall indemnify and save the Committee and/or the Town harmless against all claims, demands, suits, or other forms of liability which may arise by reason of any action taken in making deductions and remitting the same to the Association pursuant to this Article.

B. Other Deductions

Other deductions will be allowed at the request of the teacher for the following:

Professional dues	Life Insurance
A bank or credit union	Health Insurance
Annuity Programs	Cafeteria Plan

Article XII - Family and Medical Leave Act

A member who has been employed for one complete school year shall be entitled to a leave of absence without pay for up to twelve (12) consecutive weeks for birth, adoption, foster care, placement of a child, and/or for a serious health condition affecting the employee or the employee's spouse, child or parent in accordance with the Federal Family and Medical Leave Act.

Article XIII - Sick Leave

- A. Teachers shall be allowed fifteen (15) days per year for absences due to said teacher's personal illness, disability, or injury; or illness or injury in the immediate family (as defined in Article XIV, subsection C). The fifteen (15) days per school year shall be effective as of the first day worked by the teacher in each school year. First year teachers shall be granted three (3) days sick leave at the beginning of their employment and shall accrue sick leave at the rate of one and one half days per month beginning in the third month of their employment.
Following five days of sick leave usage in any school year, if a good faith determination of a pattern of sick leave misuse is made by the administration, they may request a doctor's certificate. Such request shall not be made in an arbitrary or capricious manner.
- B. Sick leave that is not used each year shall accrue. Any unused personal leave days (as defined in Section XIV, A) will be contributed to accumulated sick leave. The maximum accrual shall be 130 days.

C. Sick Bank

1. A sick leave bank for all nurses and members of the bargaining unit with Professional Teacher Status shall be established. The Wareham School Committee shall make an initial contribution of one hundred (100) sick days. Eligible teachers who wish to be members of the sick leave bank shall become members by contributing one sick day of their accumulated sick leave each year until the bank contains five hundred (500) sick days. Teachers who enter the Wareham School Department and/or become Professional Teachers after the establishment of the sick leave bank shall become eligible by contributing one sick day to the bank. As of September 30 each year, if the sick bank contains fewer than 500 sick days, eligible teachers shall contribute one sick day in order to remain a member. Sick bank members will remain active members unless they notify the clerk in writing by September 15 of the school year. New members must sign up by September 15.
2. The sick leave bank shall be administered by a joint committee consisting of two school committee members appointed by the Wareham School Committee, three (3) Wareham Education Association sick bank members appointed by the Wareham Education Association, and the Superintendent of Schools who shall be a non-voting member who serves as the Clerk of the Committee. School Committee members and Wareham Education Association members of the Sick Bank Committee shall be appointed annually and limited to a maximum term of four (4) years. The Clerk shall be responsible for posting an annual list of available days in the bank. The decisions of the Sick Leave Bank Committee shall be shared with the member requesting the sick bank leave.
3. Eligible members who have used up all of their accumulated sick leave may apply to use the sick leave bank provided that application is made to the Sick Bank Committee, and said application states the nature of the disability and the anticipated period of recovery. A physician's letter confirming the disability and anticipated period of recovery shall accompany the application.
4. The minimum number of sick days that can be granted for a single disability shall be five (5) and the maximum number shall be fifty (50). Sick leave bank members are eligible to apply to the Bank up to two times per disability for a total amount of days not to exceed one hundred (100).
5. In the event of a new contract or an extension of an existing contract, the balance of days in the sick leave bank will be carried over to the succeeding contract.

Article XIV - Paid Temporary Leaves of Absence

A. Personal Leave

Teachers will be entitled to three (3) days of absence for personal, business, legal, household or family matters which require absence during school hours. Applications for leave pursuant to this section shall be made at least forty-eight (48) hours before taking such leave, except in case of emergency. The application for said leave shall be set forth in writing. If no personal days are used, one will carry over to the next school year. Any unused personal leave days, with the exception of said carry over day, will be added to accumulated sick leave subject to the 130 sick day accrual maximum (as defined in Article XIII, B). Personal leave shall not be taken for the purpose of extending a school recess or holiday period. If a personal leave is requested immediately prior to or following a vacation, the Superintendent will review the request and may grant it under extraordinary circumstances. The Superintendent will respond promptly to applications for personal leave. Additional days without pay may be granted by the Superintendent in the exercise of his/her sole discretion. The decision of the Superintendent on whether or not to grant additional days shall not be subject to grievance or arbitration.

B. Court Leave

If a teacher is required to appear in a Court of Law in a case arising out of his/her employment in the Wareham School System, s/he shall suffer no loss of pay and such absence shall not be deducted from his/her excused absences; provided, that s/he is found not guilty in such court proceeding of a crime involving moral turpitude or negligence in the performance of assigned duties.

C. Bereavement Leave

Up to five (5) school days at any one time will be granted in the event of the death of a member of the teacher's immediate family or a more distant relative residing in said teacher's household. The Superintendent may authorize two (2) additional days leave when deemed advisable by the existing circumstances. The immediate family shall be defined as: parents, spouse, children, brother, sister, grandparents, parents-in-law, step-family, grandchildren, and members of the teacher's immediate household.

D. Association Leave

The Association shall be granted annually a total of eight (8) work days to attend conventions, meetings or conferences sponsored by the Massachusetts Teachers Association or the National Education Association. Additionally, six (6) work days shall be granted annually for teachers to attend the Plymouth County Education Association Leadership Conference. The Superintendent will consider requests for time off for the Association President during the school day when said Association business cannot be conducted outside of school hours. The Superintendent will not withhold consent unreasonably. The Association President will be permitted to use a portion of the eight Association days for Association business which cannot be conducted outside of school hours.

E. Jury Duty

If a teacher is required to serve as a juror, the Committee will pay to the teacher the difference between a teacher's regular daily rate of compensation and the compensation received for jury duty.

F. Military Leave

Teachers who are required to absent themselves from their regularly assigned duties as a result of performing services in the Armed Forces of the United States or the National Guard of the Commonwealth of Massachusetts shall be compensated by the Committee for no more

than seventeen (17) workdays per school year, an amount of money to ensure that such teacher shall not receive less than said teacher's annual contracted salary s/he would have received but for such military service.

G. Religious Holidays

If a teacher is absent due to religious holidays, s/he shall suffer no loss of pay and such absence shall not be deducted from his/her excused absences.

Article XV – Parental/Maternity/Placement/Adoptive Leave

- A. Consistent with M.G.L. Ch. 149, Section 105D, an employee who has completed the initial probationary period set by the terms of employment, not to exceed 3 months, or, if there is no such probationary period, has been employed by the same employer for at least 3 consecutive months as a full-time employee, shall be entitled to 8 weeks of parental leave for the purpose of giving birth or for the placement of a child under the age of 18, or under the age of 23 if the child is mentally or physically disabled, for adoption with the employee who is adopting or intending to adopt the child; provided, however, that any 2 employees of the same employer shall only be entitled to 8 weeks of parental leave in aggregate for the birth or adoption of the same child.
- B. For parental leave for the purpose of giving birth:
1. A teacher requesting a parental leave for the purpose of giving birth (maternity leave) shall indicate in her request to the Superintendent the total length of leave desired including disability sick leave and extended unpaid leave. A teacher may request only disability leave or a combination of disability and extended unpaid leave, but the total maternity leave shall not exceed two (2) school years. The combination of disability and unpaid leave may include unpaid leave before the disability period and/or after the disability period. A teacher requesting maternity leave shall give two (2) weeks prior notice to the commencement of the leave, except in cases of premature delivery, of her anticipated date of departure and intention to return. Said notice shall include certification by the teacher's attending physician/medical practitioner of such anticipated delivery date.
 2. The teacher who desires to return to work at the end of her disability period may then return to work. A teacher who intends to take extended unpaid leave immediately following the disability leave may take such leave for the balance of the school year and, if the teacher so requests, for the next following school year. The teacher may elect to return prior to the end of the school year but must return at the beginning of a marking term. Teachers of Pre-K - 4 will return one week prior to the elected marking term and be paid per diem to attend half (1/2) days so as to allow for a smoother transition back into the classroom. Teachers of 5-12 will return one day prior to the elected marking term and be paid per diem for that day.
 3. During the disability period a teacher may apply her accumulated sick leave to her disability resulting from her pregnancy, childbirth and recovery from childbirth. Sick leave shall be allowed only for days teachers would normally be working during their regular work year. The teacher's attending physician shall certify to the Superintendent the length of the teacher's disability period. Such certification shall be provided on the form set forth in Appendix H of this Agreement. The Committee reserves the right to require a second medical opinion, at its own expense, should it have a concern regarding the teacher's attending physician's medical opinion.

- C. A non-birthing parent, an employee who gives birth or who legally adopts a child may use up to eight (8) weeks of accrued sick leave, provided that such leave shall commence immediately following the birth, placement or adoption of the teacher's child.
- D. In the event that the reason for maternity leave or parental leave be no longer operative, then such teacher, with the approval of the Superintendent, may return to work.
- E. All benefits to which a teacher was entitled at the time his/her leave commenced minus any sick leave used will be restored upon return, and the teacher will be assigned to the same position held at the time the leave commenced or to an equivalent position, if possible. A teacher returning from leave under this Article will be placed on the next step of the salary schedule if s/he had been in a pay status in the Wareham Public Schools for more than ninety-one (91) work days in the year during which the leave commenced.
- F. A teacher on leave pursuant to this Article must give written notice to the Superintendent by March 1 of the school year in which the leave is taken or by March 1 of the subsequent school year, if applicable, of said teacher's intention to return the next following September. If such written notice is not received by the Superintendent on or before March 1, then the teacher on leave may be terminated from the School System.

Article XVI - Sabbatical Leave

- A. Purpose
The purpose of the Sabbatical Leave is threefold:
 - 1. Recognition of professional excellence as a teacher;
 - 2. Encouragement of professional growth for teachers,
 - 3. Improvement of the Wareham Schools.
- B. A Sabbatical Leave shall be predicated upon demonstrable professional growth and promise as evidenced by recommendations of superiors; award of scholarships, fellowships or grants; participation in a graduate program leading to a higher degree, licensure, or academic concentration.
- C. In implementing Sabbatical Leave the following guidelines will be observed:
 - 1. Sabbatical leave, not exceeding one year, may be granted to no more than two teachers who have served continuously in the Wareham Public Schools for a period of at least seven (7) years. On recommendation by the Superintendent, the Committee may permit a teacher to take Sabbatical Leave for the purpose of self-improvement and benefit to the school system.
 - 2. Teachers on full year Sabbatical Leave will be compensated at not less than 50% salary on step.
 - 3. The teacher will agree to return to employment in the Wareham Public School system for two (2) years.
 - 4. Successful candidates will sign contracts which will contain the following:
 - a. An agreement to return to the Wareham system for twice the length of absence;
 - b. An agreement to reimburse the town for any default on a pro-rata basis.
 - 5. A teacher returning from Sabbatical Leave shall be placed on the step of the salary schedules/he would have attained had s/he remained in the school system.
 - 6. A request for Sabbatical leave shall be submitted on or before April 1 of the school year preceding the school year for which the request is made.

Article XVII - Personal Injury Benefits

Whenever a teacher is absent from school as a result of a personal injury incurred during the course of his/her performance of duties for the Wareham School System, the committee will make up the difference between the teacher's worker's compensation benefits and his/her regular salary provided said teacher has accumulated sick leave against which said difference may be prorated and charged. The teacher shall receive his/her regular paycheck less the amount being paid to the teacher by worker's compensation. If an employee has exhausted all his/her sick leave under this article, the employee shall automatically be placed on an unpaid leave of absence. Said unpaid leave of absence shall not exceed one (1) school year and at the discretion of the Superintendent may be extended for an additional school year. It is understood by the parties that said leave shall not affect the individual's statutory rights.

If a teacher uses accumulated sick leave and is approved for Workers Compensation, the compensation check must be turned over to the school department. The teacher will be made whole for any lost sick leave covered by Workers Compensation plus the initial five (5) days. The teacher will not suffer the loss of a regular paycheck, nor shall such a leave interrupt his/her length of service.

Article XVIII – Protection

- A. Teachers will report in writing, to the principal and the Superintendent all cases of assault suffered by them in connection with their employment no later than 48 hours following the alleged occurrence.
- B. This report will be forwarded to the Superintendent and the Association. The Superintendent will comply with any reasonable request from the teacher for information in its possession relating to the incident or persons involved. The Superintendent will then meet with the Association President or his or her designee to communicate what actions will be taken related to the incident and what future adjustments will be made to ensure the safety and well-being of students and staff of the school. The Superintendent will then act in appropriate ways as liaison among the teacher, the police and the courts.
- C. No teacher shall transport any student in his/her personal vehicle for any reason at any time on school related business.

Article XIX - Length of Work Year and Work Day

- A. The work year for members of Unit A may begin no earlier than August 24 and shall terminate no later than June 30. The Committee shall consult with the Association to establish the school calendar. The work year shall consist of one hundred eighty (180) workdays with students plus five (5) workdays with no students. The District will, to the best of its managerial and financial ability, provide professional development in accordance with current licensure requirements on the fourth workday with no students. New teachers (who start at the beginning of the school year) shall complete two (2) additional days for orientation. These two (2) days will be scheduled prior to the commencement of the teacher work year. Part time bargaining unit members shall attend the above referenced “five (5) workdays with no students” on a prorata basis. Additionally, they may voluntarily attend or may be assigned to attend by their appropriate supervisor with thirty (30) days notice such days up to one hundred percent (full time). They shall be compensated for all such additional time at their rate of pay up to the equivalent salary of a full-time teacher for such day(s).
- B. The work day for teachers Grades PreK-4, except Deans, Department Chairs and Nurses, shall be seven (7) hours in length except on Fridays, the day before a holiday and the day

- before vacation, teachers may leave ten (10) minutes after student dismissal time unless the teacher has bus duty, in which case the teacher may leave at the completion of the assigned duty. The work day will begin no earlier than 8:00 a.m. and end no later than 4:00 p.m. There shall be one mandatory school related meeting each week for an additional twenty minutes for a total of 45 minutes. Teachers will be permitted to leave school after the students are released for one additional day per week. These days shall be scheduled into the building's calendar, with a start time for the school related meetings reflecting the student dismissal time, at the start of the school year in order that teachers can plan accordingly. On the remaining two days, any individual student related meetings will commence as early as possible prior to or not later than student dismissal time.
- C. The work day for teachers Grades 5-12, except Deans, Department Chairs and Nurses, shall be seven and one-quarter (7 1/4) hours in length except on Fridays, the day before a holiday and the day before vacation, teachers may leave ten (10) minutes after student dismissal time unless the teacher has bus duty, in which case the teacher may leave at the completion of the assigned duty. The workday for teachers will begin no earlier than 7:15 a.m. and end no later than 3:15 p.m.
 - D. Notwithstanding above, the Wednesday immediately preceding Thanksgiving Day and the day before winter (i.e. Christmas) vacation will be no longer than a half (1/2) day. The last day of school for students will be a half day provided that the time and learning mandates have been met and the last day of school for all teachers will be a half day provided all the professional responsibilities have been met. Additionally, December 23rd, when it falls on a weekday, shall be a no school day, except by mutual agreement.
 - E. The work year and work day for Nurses, Deans, Department Chairs, Curriculum Leaders, Directors and Supervisors is set forth in the appendices to this Agreement.
 - F. Elementary teachers will attend two (2) meetings per year for parent conferences, which may be scheduled in the evening. Music teachers, in lieu of their annual concert, will attend only one of the aforementioned meetings.
 - G. Teachers at the Middle School shall work one additional evening meeting per school year for the purpose of meeting with parents and discussing portfolios
 - H. The Superintendent will meet and consult with the Association about the school calendar for the upcoming school year including the scheduling of in-service days. The Superintendent will consider the Association's desire to have the in-service days scheduled on the first or last workday of the work week.
 - I. When school is closed early due to inclement weather, teachers will be allowed to leave after the last bus has departed provided there is adequate coverage at the school to ensure the safety of any students remaining on school grounds. The building principal shall determine what level of staffing is necessary to ensure student safety. The building principal will first solicit volunteers to remain with students. If there aren't any volunteers, the building principal may assign teachers to remain with students provided such assignments rotate over the course of a school year. On days when school closes at its regular time, but after school activities are cancelled due to inclement weather, all meetings will be cancelled and the staff will be released. In the event of a delayed school opening, staff must arrive thirty (30) minutes prior to students. If an unforeseen circumstance arises, the member will meet with their building administrator to notify them of the reason of the delay.

Article XX - Teacher Assignment and Transfers

- A. The principals shall notify teachers as soon as possible prior to the start of school of their program for the coming 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 they will have.
- B. **Teacher Assignment**
1. Teachers will not be assigned outside the scope of their teaching certificates, teaching experience and/or their major or minor fields of study unless necessary.
 2. A teacher who receives an involuntary change in assignment will be notified prior to such change. A meeting will be held between the teacher and the teacher's current principal at least five (5) school days prior to such change. In the event that the change is not acceptable to the teacher, said teacher will be granted a meeting with the Superintendent to request no change in assignment. This meeting will occur prior to the change, if possible.
 3. A teacher may request a voluntary change in assignment. Such request shall be made in writing with the Office of the Superintendent not later than May 1 of the school year preceding the school year for which the assignment is requested.
- C. **Voluntary Building Transfers**
- Teachers who desire to transfer to another building will file a written request and reasons with the building Principals not later than May 1 of the school year preceding the school year when the transfer would be effective. The Superintendent will notify in writing each teacher who has filed a request of the action taken in regard to the request as soon as possible. Both Principals must agree to the transfer.
- D. **Involuntary Transfers**
- If an involuntary transfer becomes necessary, a meeting will be held between the teacher to be transferred and the teacher's current principal at least five (5) school days prior to such transfer. In the event that the transfer is not acceptable to the teacher, said teacher will be granted a meeting with the Superintendent, prior to the transfer, if possible.
- E. **Transfers in Consecutive Years**
- In the event that a teacher is required to transfer his or her work location in two consecutive years, the transferred teacher will be compensated at a rate of up to two (2) days at his/her per diem rate in the second year for the time spent due to the transfer outside of the contractual work year.

Article XXI - Teacher Preparation Time and Work Load

- A. Teachers, grades PreK-4, shall be granted two hundred (200) minutes of preparation time each week within the student day. Preparation time is defined as scheduled time under the exclusive control of the teacher. Said preparation time shall be divided into daily uninterrupted blocks of at least forty (40) minutes. If after making reasonable efforts, it is not feasible to provide daily blocks, the Committee may schedule a teacher for multiple blocks on the same day. At no time shall preparation blocks be scheduled on less than four (4) days in one week for any teacher. Any complaints regarding the implementation of this provision will promptly be brought to the Superintendent's attention.
- B. Teachers who teach Grades 5-12, shall have the equivalent of one (1) academic class period for preparation time each day of the week. Preparation time is defined as scheduled time under the exclusive control of the teacher. The daily schedule at the high school shall be comprised of 4 class periods of equal length; teachers of grades 9-12 shall teach a maximum of three periods each day. Every other school day, high school teachers can use half of the common prep time (41 minutes) for common planning time. Teachers of 9-12 shall have no assigned duties during the blocks and may leave ten (10) minutes after student dismissal on Wednesday. The Association will meet with the high school principal and the Superintendent on or before every June 1 to review high school faculty assignments for the purpose of reviewing teachers' schedules with a goal of establishing an equitable distribution of students. However, teachers may volunteer to teach more than assigned. At the Middle School, the application of this Section shall require that the daily preparation period be equal to one class period.
Note: The parties acknowledge that changes in schedules are a mandatory subject of bargaining.
- C. Whenever possible, teachers who teach Grades 7-12 shall not be assigned more than a total of three (3) teaching preparations.
- D. Teachers shall have a duty-free lunch period at least equal in length to that of student's lunch period in the building in which the teacher works.
- E.
1. In the event a teacher is absent from school for all or part of a school day, every effort will be made to provide a substitute.
 2. In the event a substitute cannot be obtained for PreK-4, the Principal may assign a substitute from a volunteer list of teachers within the building. Such list will be established by the Principal at the beginning of the school year and may be updated during the course of each school year. Teachers who volunteer will be paid \$22.20 per class period. There will be an equitable rotation of volunteers. In the event that there be no volunteer available for a class period, then the homeroom teacher will be assigned to teach the class and will be paid per class period or portion thereof: \$11.10.
 3. In the event that a substitute cannot be obtained for Grades 5-12, the Principal may assign a substitute from a volunteer list of teachers within the building. Such list will be established by the Principal at the beginning of the school year and may be updated during the course of each school year. Teachers who volunteer to teach will be paid per class period or portion thereof: \$22.20. There will be an equitable rotation of volunteers.
- F. Principals shall consult with teachers from PreK-4 prior to finalizing classroom schedules. Teachers from PreK-4 who are rated Exemplary or Proficient overall shall be allowed the flexibility to use their professional judgment and make adjustments to their classroom

schedule as long as such adjustments do not deviate from the classroom schedule by more than thirty (30) minutes in a day.

- G. One (1) early release day per semester shall be dedicated toward work on the evaluation process. This time shall be used by Educators and Evaluators to meet the requirements of the process, including, but not limited to: completing self-assessments, developing and writing goals, gathering evidence, meeting about educator plans. The use of this time may be adjusted through mutual agreement of the Association and the District. During these early release times, training may be offered on a voluntary basis.

Article XXII - Class Size

Class size will be determined by the Superintendent consistent with the educational needs of the system.

Article XXIII - Job Vacancies

- A. 1. All vacancies in promotional, extra-curricular, and athletic department positions, including specialists and/or special project teachers, shall be posted on the District's website at least ten (10) days before the final date by which the application must be submitted. The Superintendent's bulletin shall clearly set forth a description of the qualifications for the position, including the duties and salary. All acting positions shall be posted, except in the case of an emergency vacancy. If however, the emergency position lasts for more than one month, then the position will be posted.
2. Teachers who desire to apply for such vacancies shall submit their applications in writing to the Superintendent or building Principal within the time limit specified in the notice.
3. In filling such vacancies, the following factors will be considered:
- credentials
 - performance as evidenced by evaluations
 - seniority in the system
 - recommendations by the administration
- B. Promotional positions include positions which pay a salary differential and/or positions which are on the administrative-supervisory level. These include but are not limited to the positions of principal, assistant principal, housemaster, coordinator, supervisor, director, department chair, dean and counselor.
- C. All appointments to the aforesaid vacancies shall be made without regard to age, race, creed, color, religion, national origin, marital status, sex or ancestry, unless based upon bona fide occupational qualification.
- D. Teachers who desire to apply for a vacancy which may be filled during the summer vacation period shall submit their names and summer address to the Superintendent and identify the positions for which they apply. The Superintendent shall notify such teachers of any vacancy. The Superintendent's notification shall set forth a description of and qualifications for the position, including the duties and salary. The notice shall be sent at last twenty-one (21) days before the final date when applications must be submitted. In addition the Superintendent shall, in the same time period, post in every school a list of openings and vacancies to be filled during the summer vacation period.

- E. Department Chairs, Instructional Leaders, Extra-Curricular Advisors, Coaches and Intramural Instructors shall be appointed annually. Incumbent Department Chairs and Extra-Curricular Advisors who hold such positions will be notified by June 1 of the school year if they are not being recommended for rehire. Incumbent coaches and Intramural Instructors will be notified within forty-five (45) days of the end of the season if they are not being recommended for rehire. Teachers who are interested in applying for such positions may apply in accordance with Sections A and D above.

Article XXIV - Teacher Evaluation and Personnel Files

A. Teacher Performance Evaluation

Teacher evaluation shall be conducted in accordance with the requirements under the Wareham/Massachusetts Department of Elementary and Secondary Education Educator Evaluation system. The evaluation process is attached hereto as Appendix F and is incorporated herein by reference.

B. Personnel Files

- 1. Teachers shall have the right, upon written request to the Superintendent for an appointment, to inspect the contents of his/her personnel folder, files, cards and records and to make copies of such contents and records.
 - 2. No material, originating after initial hiring, which is derogatory to a teacher's conduct, service, character, or personality will be placed in the teacher's personnel file unless the teacher has been afforded an opportunity to review the material. The teacher shall acknowledge that s/he has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents. The teacher shall also have the right to submit a written answer to such material and said answer shall be reviewed by the Superintendent and attached to the file copy.
- C. Any complaints which would form the basis of an entry in the teacher's personnel file regarding a teacher made to any member of the Committee by the Superintendent or the Principal from any parent, student, or other person will be promptly called to the attention of the teacher.
 - D. The Association recognizes the authority and responsibility of the Committee and its agents to discipline or reprimand a teacher for delinquency in professional performance.
 - E. No teacher will be disciplined, suspended, or discharged without just cause.
 - 1. Nothing in this Article will inhibit the Committee's statutory right to non-renew a non-professional teacher's contract, and it is agreed that the non-renewal of a non-professional teacher's contract shall not be grievable under the Grievance Procedure and Arbitration Provisions of this Agreement.
 - 2. The Committee and the Association agree that the annual Committee appointment/reappointment of professional employees to coaching or extra-curricular positions shall not be grievable under the Grievance Procedure and Arbitration Provisions of this Agreement. However, any disciplinary action up to and including the dismissal of a coach or advisor, who is otherwise covered by this Contract, during the term of the teacher's annual appointment shall be subject to just cause. In an

arbitration relating to the dismissal of a coach or advisor, if the arbitrator sustains the Association's position, the arbitrator shall be limited to a monetary award. The arbitrator shall be without power or authority to reinstate the coach or advisor.

3. It shall be the policy of the Committee to notify a teacher of any action being taken concerning his/her suspension or dismissal before announcement or disclosure is given or made public.
4. Any Association complaints made to any member of the Committee and/or the Superintendent will be shared first by the Association with the administrator.

Article XXV - Scheduling of Workshops

The Committee and the Association agree that workshops may be beneficial to the educational process. Workshops will be scheduled by the Administration on a needs basis. Teachers will be given at least ten (10) days advance notice of workshops.

Article XXVI - Professional Development and School Business

A. Professional Development

Teachers may be authorized time off in pay status for professional visits to other schools, educational meetings, conferences, conventions, or other activities related to the improvement of professional skills and expertise. Requests for visitations will be in writing and may be initiated by a teacher, a teacher's immediate supervisor, the Principal, or Central Administration. Such requests will be forwarded through channels to the Superintendent or his/her designee for approval. A brief overview to staff members during a staff or department meeting may be offered and scheduled with principals/department heads or grade level peers. These will not negatively impact any member's evaluation and it is understood that it should be a collaborative process.

B. School Business

Whenever a teacher, as part of his/her duties, participates in student field trips, or in other school business as assigned by the Superintendent or his/her designee, the day or days involved in such activity will not be classified as Professional Development day or days.

Article XXVII - School Facilities

- A. The Association shall have the right to use school buildings for meetings. The principal of the building involved will be notified in advance of the time and place of the meetings.
- B. There shall be a bulletin board in each faculty lounge of each school building. The bulletin board will be available to the officers of the Association and/or their designees and to the Administration for displaying notices, circulars, and other professional materials of a nonflamatory nature. The source of the material, notices, etc. must be readily identified. Copies of all such material will be given to the building principal. The Association will be required to complete a Building Use Form for approval.

Article XXVIII - Information to the Association

- A. The minutes of open official Committee meetings and all other printed materials that are distributed to the Committee members at open official meetings shall be made available to the Association as soon as possible after such meeting. Copies of the agenda of such meetings shall be made available to the Association at the same time as released to publication.
- B. The Committee and the Association agree to share the costs of printing the Contract.
- C. The Committee shall, upon request, provide the Association with any available information which may be necessary for the Association to use for the purpose of collective bargaining and the administration of this Agreement.

Article XXIX - General Provisions

- A. There shall be no reprisals of any kind taken against a teacher by reason of his/her membership in the Association or participation in its activities.
- B. Teachers shall be entitled to full rights of citizenship. No religious or political activities of a teacher, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of the teacher.
- C. If any provisions of this Agreement or any application of the Agreement to a teacher or group of teachers shall be found contrary to the law, then such a provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.
- D. Regular part-time teachers shall be entitled to the benefits of this Agreement in direct proportion to the time worked.
- E. The Committee may establish, on an annual basis, one or more Professional Task Forces. The members of said Task Force shall be selected from among the applications submitted by employees covered by this Agreement. The annual selection by the Committee, upon the recommendation of the Superintendent, shall not be grievable under the Grievance Procedure or Arbitration Provisions of the Agreement. However, if during the period of the annual appointment any disciplinary action is taken up to and including the dismissal of a Professional Task Force member, said action shall be subject to just cause as set forth in Article XXIV, Section E,2.

The duties and responsibilities of the Task Force shall be determined by the Committee. Such will be conducted outside of the employee's regularly scheduled workday and work year. An employee who agrees to the assignment and compensation shall agree to fulfill all aspects of the assignment to the satisfaction of the Superintendent.

The hourly rate of compensation of Task Force members shall be determined by the following formula:

The individual's annual base salary as of the date of the appointment by the Committee to the Task Force, divided by 1281.

- F. Members are expected to dress appropriately for a school setting.

Article XXX – Salaries

- A. Salaries of the teachers are set forth in Appendices attached hereto and made a part hereof.
- B. In the event that there is a day when a teacher is not entitled to compensation, said teacher shall be reduced by 1/185 of his/her annual salary as set forth in the appendices of the Agreement.

Article XXXI - Extended Leaves of Absence

- A. The Committee agrees that one teacher per school year shall, upon request, be granted a leave of absence for no less than one (1) year and no more than two (2) years without pay or without increment for the purpose of serving in the Association's State or National elective office.
- B. Military leave will be granted to any teacher who is inducted or enlists to satisfy induction requirements in any branch of the Armed Forces of the United States. In granting such leave, the Committee will comply with any existing Federal or State laws on this subject.
- C. A leave of absence without pay or increment of up to one (1) year shall be granted for the personal health reasons of the teacher or for the purpose of caring for a sick member of the teacher's family where said teacher's personal attention is required. If such leave is granted during the school year, the involved teacher may not return to school until the September next following the granting of such leave. The Superintendent may waive this latter requirement. Additional leave may be granted at the discretion of the Committee. (Immediate family for the purpose of this section shall include, mother, father, brother, sister, wife, husband, child, grandparent or immediate in-laws, or member of the immediate household.)
- D. The Committee shall grant a leave of absence without pay or increment to any teacher to serve in any elected office for no more than two (2) years.
- E. Educational leave without pay or increment for up to one (1) school year shall be granted.
- F. Notwithstanding any past practice to the contrary relative to extended leaves, requests for extended leaves other than those set forth above may be granted by the Superintendent in the exercise of his/her sole discretion which shall not be grievable or arbitrable.
- G. Teachers requesting extended leaves of absence, except for extended leave under Section C above, shall apply for said leave at least thirty (30) calendar days in advance of the commencement of the leave.
- H. All benefits to which a teacher was entitled at the time his/her leave commenced will be restored upon return, and the teacher will be assigned to the same position held at the time said leave commenced, or to an equivalent position, if possible.

Any teacher returning from leave under this Article will be placed on the next step of the salary schedule if in a pay status in the Wareham Public Schools for more than ninety-one (91) workdays in the year during which the leave commenced.

- I. All requests for extension or renewals of leave will be made in writing before March 1 of each school year immediately preceding the commencement of such extension or renewal. If granted, such extension or renewal will be in writing.
- J. A teacher on leave pursuant to this Article must give written notice to the Superintendent by

March 1 of the school year in which the leave is taken or by March 1 of the subsequent school year, if applicable, of said teacher's intention to return to the next following September. If such written notice is not received by the Superintendent on or before March 1, then the teacher on leave may be terminated from the school system.

Article XXXII - Reduction in Force

A. In the event that the School Committee determines to reduce the number of employees in the bargaining unit, the procedures set forth hereinafter shall apply: NOTE: As a matter of clarification, members of the bargaining unit whose positions are state or federally funded, partially or totally, shall be within the discipline in section B.1 and all the provisions of this Article shall apply.

1. Insofar as possible, normal attrition will be used whereby teachers who retire or resign will not be replaced if there are fully qualified teachers available who are capable of filling such positions and who would otherwise be subject to layoff. Teachers not under regular contract or who are on temporary status (e.g. teachers filling in for teachers on leave of absence or long-term substitutes) will be laid off first, provided that there are fully qualified permanent teachers available who are capable of performing all the duties of the teachers to be laid off.
2. In case of reduction in the teaching staff, a professional teacher shall not be laid off if there is a non-professional teacher employed whose position the professional teacher is qualified to fill.
3. In the event that layoffs are necessary, professional teachers within the affected discipline(s) shall be laid off in inverse order of seniority except in the following situations:
 - a. If the most junior teacher holds a position which no other teacher within the group and discipline is qualified, as determined by the Committee subject to a reasonableness standard, to fill, the least senior teacher holding a position which can be filled by another teacher will be laid off.
 - b. In the event that layoffs of teachers with professional status are necessary within a particular discipline, a teacher's job performance and the best interests of the students shall be determinative, and shall be defined as the teacher's most recent summative overall evaluation rating. Teachers with professional status (1) whose last overall summative rating was Unsatisfactory and (2) have been on an Improvement Plan of at least forty-five (45) days that has not resulted in a change to the teacher's overall rating, shall be reduced before professional status teachers in their discipline whose last overall summative rating was not Unsatisfactory. Ties in this determination shall be broken by seniority, with the least senior teacher in the discipline being subject to lay off first. Such teachers shall not be eligible for recall.

If further layoffs are necessary within a particular discipline, teachers with professional status (1) whose last overall summative rating was Needs Improvement, (2) received a formative overall rating of Needs Improvement during this evaluation cycle, and (3) have been on a Directed Growth Plan of at least sixty (60) days that has not resulted in a change to the teacher's overall rating shall be reduced before professional status teachers not rated

Needs Improvement or Unsatisfactory. Ties in this determination shall be broken by seniority, with the least senior teacher in the discipline being subject to lay off first. Such teachers shall be eligible for recall.

4. The above selection process can result in one or more transfers of personnel from one assignment or building to another.

B. Definitions

1. Discipline - for the purpose of this Article, the following shall be defined as disciplines:

Elementary Level

- Grades PreK-4
- Assistant Principals
- ELL

Secondary Level (5-12)

- English
- Science (by licensure)
- Math
- Social Studies
- Language (by licensure)
- Business (by licensure)
- Speech
- Assistant Principals
- Middle School Generalist
- JROTC Instructor
- BCBA

Both Levels (PreK-12) With Licensure

- Deans
- Guidance Counselors to include Vocational, Special Needs Vocational, and Work Study/Work Experience Counselors
- Adjustment Counselors
- Behaviorist
- Social Worker
- Supervisor of Attendance
- School Psychologists
- Teachers of Special Education
- Art
- Music
- Physical Education and Health
- Industrial Arts
- Home Economics
- Culinary Arts
- Librarian
- Audio-Visual Media Director
- Reading

- Speech

2. **Seniority**

- a. Seniority shall be defined as the length of continuous service in years, months, and days in the Wareham Public Schools in a professional position represented by the Association. Seniority shall be computed from the date of the Committee appointment as reflected in the original Committee minutes. Regular part-time service will be prorated in determining seniority.
- b. In the event of a tie, the date of signature on the initial individual employment contract, which must be on file in the Superintendent's office, shall be used to determine the order of seniority. Any remaining ties shall be broken by the level of education of each employee involved as reflected in Appendix A of this Agreement. In the event of further ties, a lottery shall be conducted.
- c. Notwithstanding the second sentence in Section 2a above, teachers hired to commence employment on September 1, 1985, or later will have their seniority computed from the first day worked in a professional position represented by the Association.
- d. Fall-back – Pursuant to this Article, an administrator who is a member of the Association's Unit B, who had accrued seniority as a member of Unit A, will have fall-back rights equal to the amount of time served as a member of Unit A in the area of their teaching experience.
- e. Fall-back - Notwithstanding Section 2a above and pursuant to this Article, members of the Association who fill a promotional position (see Article XXIII, Section B) within the Wareham School Department but outside of the Wareham Education Association, Inc., and had fall-back rights pursuant to the provisions of this Article, shall retain said fall-back rights for a period of five (5) years to the extent of their accrued seniority.

3. **Licensure**

- a. For the purpose of this Article, "licensure" shall mean a teacher's official credentials as mandated by, and on file with the Massachusetts State Department of Education Bureau of Licensure. In implementing the procedures set forth in this Article, the teacher's licensure to be utilized is that license on file in the Superintendent's Office at the time the Committee votes a reduction in force.
- b. For the purposes of this Article, teachers who are legally exempt from licensure shall be considered as only in the disciplines in which they have taught in the Wareham Public Schools.
- c. For positions which require approval on licensing rather than, or in addition to, licensure, said approval of license must be on file in the Superintendent's Office at the time the Committee votes a reduction in force.

C. **Seniority List and Procedure to Challenge List**

1. By February 1 of each school year, the Superintendent will post a seniority listing, which will have been determined as of the immediately preceding December 31, by disciplines of all professional personnel represented by the Association. If so

licensed, personnel may appear on the seniority list in more than one discipline (as defined above), if they are teaching or have taught in more than one discipline in the Wareham School System. Said seniority list shall be forwarded to the President of the Association and posted in all buildings. Teachers with the greatest length of seniority (as previously defined) will be listed first in each discipline; teachers with the least amount of service will be placed last on the list.

2. Any teacher who wishes to challenge his/her position on the seniority list shall submit the challenge, in writing, to both the Superintendent and the President of the Association, setting forth the basis for the challenge, no later than March 1. Said challenges shall be jointly reviewed by the Superintendent and the President of the Association in an effort to resolve said challenges. Any unresolved challenge or new challenges resulting from the resolution of a challenge shall be submitted to a tripartite panel described below. Notwithstanding the provisions of Article VI of this Agreement, a tripartite panel, consisting of a person appointed by the Association, a person appointed by the Committee, and a third person chosen by the appointed persons, shall meet to decide the validity of the unresolved challenges. If the parties are unable to agree on a neutral third party, they will jointly request from American Arbitration Association a list of five names, and after striking alternately two names, the remaining name shall be the neutral third party. This panel shall render its decision prior to April 1st.

A teacher who has filed timely in accordance with the provisions of this Article a challenge to the seniority list which remains unresolved shall be advised of the date, time and place of the meeting of said panel. The teacher and, if the teacher so desires, a representative of the Association shall have the opportunity to explain his/her challenge before the panel. The decision of a majority of the panel will be final and binding on the teacher, the Association, and the Committee. The cost, if any, of the services of the neutral member of the panel shall be borne equally by the Committee and the Association. The list, as finally determined by the panel, shall be the seniority list for the purpose of this Article.

In the event that there are no unresolved challenges to the February 1 list, then the promulgated list shall be the final list for that school year.

D. Leaves of Absence

All paid or partially paid leaves of absence provided in this Agreement and/or approved by the Committee shall count towards seniority. All unpaid leaves will not count towards seniority but shall not interrupt continuous service. Teachers on leave of absence shall be eligible to be laid off as though they were currently in active employment. For the purpose of this Agreement, Maternity Leave shall be considered as unpaid leave except for that portion which is Disability Leave paid pursuant to Article XIV.

E. Notification

Whenever possible, written notification of pending layoff will be completed by May 15 for the following school year. In the event of a decision to RIF during the school year, those staff members being laid off will be given a minimum of thirty (30) days written notice.

F. Recall

1. Teachers laid off due to reduction in force shall be placed on the recall list for thirty-six (36) months from the effective date of the layoff. The effective date of layoff will be the last day worked by the teacher. While the previous sections of this Article do

not apply to non-professional teachers, such teachers shall be granted full coverage under this Section F. The period of layoff, however, shall not count toward professional teacher status.

2. Teachers on the recall list will be recalled to vacancies in their last previous teaching discipline in the reverse order of their layoff. Teachers on layoff will also be offered job openings in other disciplines in which they hold licensure (in reverse order of layoff) provided that there are no current faculty members on layoff from such disciplines. Teachers on the recall list will be given first priority in filling long-term substitute teaching vacancies in their field of licensure and/or experience. For purposes of recall, "vacancy" shall be defined as an opening in a professional position covered by Article I which has become open as a result of resignation, retirement, death, or resulting from the establishment of a new position or from a leave of absence of not fewer than ninety-one (91) consecutive days. Should a teacher reject the offer of a vacancy that is in the same discipline and is for at least the same work schedule (hours per day and days per week) as the position from which the teacher was reduced, the teacher shall be dropped from the recall list. Should a teacher reject the offer of a vacancy in a different discipline or with fewer hours, that teacher shall remain on the recall list.
3. The only benefits accorded teachers who have been laid off due to RIF and who are on a recall list will be those specified in this Article. All other benefits gained by teachers as a result of this or successive collective bargaining Agreements will be received only by those teachers actively employed.
4. 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 teacher pays the entire cost of such insurance pursuant to the requirements of the insurance carrier, and there shall be no contribution by the Committee or the town for such teacher's insurance.
5. Teachers on the recall list shall be deemed to be on leave of absence from the Wareham Public Schools for the duration of the recall period.
6. When a vacancy occurs to which a teacher is entitled to be recalled as set forth above, the appropriate teachers on the recall list will be notified by certified mail at their last recorded address. Failure to accept certified mail shall not be deemed sufficient reason for failing to meet the necessary response date. Failure to respond to the Superintendent with a letter of acceptance of the offered position within thirty (30) calendar days of the certified date of mailing shall be considered a rejection of such offer and the teacher shall be dropped from the recall list. It shall be the responsibility of the teachers on the recall list to inform the Office of the Superintendent, in writing, of changes of address. The Superintendent shall have the right to notify more than one teacher at a time of vacancies and will inform those teachers of their respective placement on the recall list.
7. Teachers on the recall list shall have priority in filling vacancies as hereinbefore set forth. No new teachers shall be hired to fill such vacancies until all appropriate teachers on the recall list have been offered the vacancy.
8. Upon return to employment from the recall list, teachers will have accumulated to their accounts the same number of sick days which they had accumulated at the time of their layoff. Teachers filling temporary vacancies at the time of layoff due to

reduction in force shall have no recall rights.

- G. Except as set forth below, nothing in this article shall act so as to diminish the rights of teachers under Chapter 71, Sections 41 and 42 of the General Laws of the Commonwealth of Massachusetts.

In recognition of the fact that a layoff is treated as a leave of absence in this Article, a teacher who accepts such a leave in lieu of dismissal shall waive, in writing, any present or future rights to a dismissal hearing which he or she may have pursuant to Chapter 71, Section 42 and 42a. A teacher may elect to have his layoff treated as a dismissal in which case such teacher shall be afforded his full statutory rights.

Article XXXIII - Job Sharing

- A. A job sharer is a professional employee who shares a position with another professional employee. Job sharers divide the salaries, benefits and responsibilities of one full-time job. The terms "employee", "teacher", or "job sharer" shall include all members of the Bargaining Unit mentioned in the Recognition Clause of the Agreement between the Wareham School Committee and the Wareham Education Association. For purposes of this proposal, terms "teacher A" and "teacher B" will refer to the two job sharers.

Employees who want to share a job must give a written proposal to the Superintendent by March 15. It is at the discretion of the Committee to accept or reject the proposal. Acceptance or rejection of a job-sharing proposal is not subject to grievance or arbitration.

Unless otherwise specified herein, the terms and conditions of employment listed in the Agreement between the Wareham School Committee and the Wareham Education Association are applicable for job sharers, excluding Article XVII, Sabbatical Leave.

- B. **Salary**
The salary for job sharers will be prorated. Each employee will earn one half (1/2) of his/her appropriate full-time annual basic salary pursuant to the terms of the Agreement, except when the employee works a full day pursuant to the provisions of this proposal. On such days, the teacher will be paid his/her daily rate of compensation.
- C. **Seniority**
The service of job sharers will be prorated in determining seniority.
- D. **Sick Leave**
Job sharers will be entitled to fifteen half (1/2) sick days allowed per year for absences due to Article XIII, Sick Leave.
- E. **Paid Temporary Leaves of Absence**
1. **Personal Leave** - Job sharers will be entitled to three, half (1/2) days as allowed per year pursuant to Article XIV, Paid Temporary Leaves of Absence.
 2. **Bereavement Leave** - Job sharers will be entitled to those days as allowed pursuant to Article XIV, Paid Temporary Leaves of Absence.
- F. **Health Insurance, Dental Insurance and Life Insurance**
1. Those employees in a job-sharing arrangement as of the date of this memorandum of agreement shall continue with the following:
Employees A and B will decide the manner in which health

insurance, dental insurance and life insurance will be shared so that the cost to the town does not exceed that of one professional employee. The manner in which insurance will be shared shall be included in the job-sharing proposal.

2. As to employees who enter a job-sharing arrangement after the date of this memorandum of agreement, only those who work twenty (20) hours or more per week shall be entitled to health, dental and life insurance.

G. Teacher Assignment

1. Duration of Assignment - The job-sharing assignment will last not less than one full year. In the event that teacher A resigns from the school system, is terminated by the Committee, or dies, then teacher B will teach full-time and assume all responsibilities of the full-time position for the remainder of the school year. Teacher B will receive full-time benefits. The job sharer shall be given priority in filling that position on a full-time basis if s/he so desires.
2. Change in Assignment - The participation of employees in job sharing shall be on a voluntary basis. An employee who is employed on a full-time basis and who desires to participate in a job-sharing position shall inform the Superintendent in writing that s/he is willing to accept the reduction from a full-time to a part-time position. Such teacher shall also indicate, in writing, that s/he understands that once such reduction to a part-time position is made, the teacher cannot thereafter displace or intrude upon the position of a less senior teacher to attain full-time status. This would not preclude a job sharer from applying for full time vacancies which arise to which no teacher on a recall list is entitled to be recalled. In the event that the job-sharing position is eliminated the more senior job sharing teacher will fill the position which was formally shared. The less senior job sharer will be given preference for a full-time vacancy, if qualified in the opinion of the Superintendent. If there is not a full-time vacancy available, then s/he will be placed on the recall list in accordance with Article XXXII.

Note: Nothing in the section shall preclude other members of the Bargaining Unit from requesting transfers or reassignments.

H. Teacher Preparation Time and Work Load

Teacher A and Teacher B will jointly be guaranteed a total of five (5) preparation periods per week. An effort will be made to schedule the preparation periods so that each job sharer will have two preparation periods weekly. An effort will also be made to schedule the preparation periods so that there will be one per day.

I. Absences

In the event that teacher A is absent, then at the discretion of teacher B, teacher B will work a full day.

J. Responsibilities

1. Length of Workday - Each job sharer will work one-half (1/2) of the workday as per Article XIX.
2. Proposal Requirements - A written proposal to the Superintendent must include:
 - a. Name of job sharers
 - b. Work Experience - prior grades, and/or special classes taught
 - c. A daily schedule with fifteen minutes per day provided for joint conferencing

- in lieu of lunch
- d. A division of benefits that does not exceed that of one full-time employee (subject to section F of this article).
- e. Annual salary to be prorated by each job sharer

K. **Miscellaneous Circumstances**

Teachers A and B will both be present the day before the first day of school. Teachers A and B will mark report cards and conference together. Teachers A and B will alternate teaching on the mornings of workshop days.

Article XXXIV - Course Reimbursement

- A. Teachers shall receive one thousand dollars (\$1,000) per contract year (September 1 - August 31) for reimbursement of tuition and mandatory fees for approved courses. Up to five hundred dollars (\$500) of these funds may be used toward the cost of attending conferences, workshops, and professional meetings approved in advance by the Superintendent or her or his designee. The five-hundred dollars may be used for registration/attendance fees, materials, and other purposes approved by the Superintendent.

Part time bargaining unit members shall be eligible for their prorated proportion of the above course reimbursement amount per contract year or the cost of one (1) course not to exceed \$1,000 per contract year.

- B. The Committee shall approve job related courses earned from an institution accredited by NEASC or other accredited national regional association.
- C. Courses not accredited as provided in Section B above may be approved for course reimbursement by the Superintendent in the exercise of his/her sole discretion.
- D. Teachers seeking reimbursement must, prior to the commencement of a course, notify the Superintendent's office in writing, on a form which will be provided, that they wish reimbursement for a particular course. An estimated cost is required when requesting reimbursement.
- E. Evidence of a B- or better of the required courses must be presented to the Superintendent of Schools in order to receive reimbursement. Within sixty (60) days of course completion forms must be submitted for reimbursement.
- F. Course reimbursement funds may be used for application or renewal of National Board Certification
- G. School nurses may use course reimbursement funds for professional development courses and continuing education units required for their Massachusetts Teachers Certification and/or their National Certification for School Nurses.

Article XXXV - Agency Fee

All references to Agency Fee shall be deemed invalid unless law is amended.

- A. The Committee agrees to require, as a condition of employment, that all employees covered by this Agreement, except those employees certified as members to the Committee by the Association, pay annually or by dues deduction to the Association, as of the thirtieth day subsequent to the effective date of this Agreement, or thirty (30) days subsequent to the execution of this Agreement, whichever is later, an Agency Fee as determined in accordance with the applicable Rules and Regulations of the Labor Relations Commission relative to the Agency Service Fee. Said amount will be certified annually to the Committee by the Association. To become a member and remain a member in good standing of the exclusive bargaining agent, an employee must become a member and remain a member in good standing of the Wareham Education Association, Plymouth County Education Association, Massachusetts Teachers Association and the National Education Association.
- B. Notwithstanding Section A above, employees covered by this Agreement who had actually commenced working in Wareham prior to September 1, 1984, who have never paid dues annually or authorized dues deduction pursuant to Article XI, shall, upon the operative date of this Article, which shall be September 1, 1985, have the following options:
1. Cash payment of annual dues or authorized dues deductions pursuant to Article XI.
 2. Cash payment of the Agency Fee or authorized dues deductions for payment of the fee in the same manner as dues deductions are authorized in Article XI.
 3. In lieu of either of the foregoing, a cash payment to the Wareham Education Association Scholarship Fund of an amount equal to the Agency Fee as determined herein.
- C. The Association agrees to indemnify and hold harmless the Committee against any and all claims, suits, or other forms of liability arising out of the deduction of said Agency Service Fee from an employee's pay, or out of the application of this Article. The Association shall assume full responsibility for the disposition of the monies to be deducted once they have been released to the Treasurer of the Association. Said Treasurer shall provide to the Committee any information that may be required pursuant to the Massachusetts General Laws, Chapter 180, Section 17G.

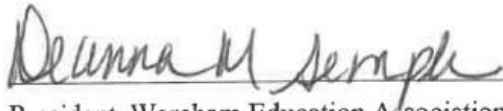
Article XXXVI – Duration

- A. The effective date of this Agreement shall be for the period covering September 1, 2021 through August 31, 2024.
- B. This Agreement shall automatically renew itself for a successor term of one (1) year each unless, by the first day of November 2024, either the Committee or the Association shall have given written notice of its desire to modify or terminate this Agreement.
- c. In the event negotiations for a successor contract have not been completed by the expiration date, the current contract shall remain in effect until such time as a successor agreement is negotiated.



Chair, Wareham School Committee

09/16/2021
Date



President, Wareham Education Association

9.21.21
Date

Appendix A - Basic Salaries

1. Salary Schedule

The salary schedule of this appendix reflects a work year of 185 days. Note: Should the work year (see Article XIX, Section A) begin prior to September 1 of any school year, the next salary schedule shall be implemented on that day.

2. Salary schedule increases

For all steps and columns on the salary schedule, rates in Appendix A, Appendix B and Appendix C, adjust as follows:

- a) 2021/2022 work year: increase by 2.5%
- b) 2022/2023 work year: increase by 2.5%
- c) 2023/2024 work year: increase by 2.75%, then:

The following structure of salary schedule was modified in the 2017-2020 contract:

- a) Grant all employees their normal step advance
- b) Eliminate Step 1
- c) Replace Step 20 with the dollar amount at Step 30
- d) Eliminate Step 25
- e) Eliminate Step 30
- f) Renumber the Steps: 2-11 to 1-10, 15 to 14, 20 to 19
- g) Eliminate eligibility requirement for all employees and for all steps that years of service be in Wareham

Year one-Salary – 2021-2022								
Step/Lane	B	B+15	M	M+15	M+30	M+60	2M, CAGS, DOC	Master Teacher
1	48,320	49,634	52,351	53,674	56,968	58,283	59,605	61,391
2	50,060	51,378	54,190	55,510	58,887	60,206	61,522	63,368
3	52,297	53,617	56,551	57,870	61,377	62,698	64,015	65,935
4	54,943	56,259	59,335	60,650	64,284	65,602	66,921	68,929
5	57,586	58,902	62,112	63,432	67,188	68,506	69,822	71,918
6	60,229	61,550	64,896	66,217	70,086	71,407	72,727	74,910
7	64,126	65,444	69,013	70,332	74,414	75,732	77,051	79,360
8	67,462	68,784	72,524	73,845	78,075	79,394	80,716	83,138
9	70,798	72,120	76,036	77,351	81,465	83,060	84,381	86,912
10	77,345	78,717	82,974	84,358	89,098	90,482	91,850	94,607
14	77,658	79,032	83,289	84,670	89,414	90,794	92,165	94,929
19	78,471	79,848	85,395	86,786	91,561	92,951	94,333	97,163

Eligibility:

Step 20 = twenty (20) years of service in Wareham

Step 25 = minimum of B+45/Masters degree and twenty-five (25) years of service in Wareham

Step 30 = thirty (30) years of service in Wareham

B+45 = must be attained by the beginning of 06-07; all teachers receiving B+45 will be grandfathered

M+30 = must be attained as of 2013-2014; all teachers receiving M+30 will be grandfathered

M+60 = must be attained by the beginning of 08-09; all teachers receiving M+60 will be grandfathered

Year two-Salary 2022-2023								
Step/Lane	B	B+15	M	M+15	M+30	M+60	2M, CAGS, DOC	Master Teacher
1	49,528	50,875	53,659	55,015	58,392	59,740	61,095	62,926
2	51,311	52,663	55,545	56,898	60,359	61,711	63,060	64,952
3	53,604	54,957	57,964	59,317	62,911	64,265	65,615	67,583
4	56,316	57,665	60,819	62,166	65,891	67,242	68,594	70,652
5	59,025	60,374	63,665	65,018	68,867	70,218	71,568	73,716
6	61,734	63,088	66,518	67,872	71,839	73,193	74,546	76,782
7	65,730	67,080	70,738	72,090	76,274	77,625	78,977	81,344
8	69,149	70,504	74,338	75,692	80,027	81,379	82,734	85,216
9	72,568	73,923	77,937	79,285	83,501	85,137	86,491	89,085
10	79,278	80,685	85,049	86,467	91,325	92,744	94,147	96,973
14	79,600	81,008	85,371	86,787	91,649	93,063	94,469	97,303
19	80,433	81,844	87,530	88,956	93,850	95,275	96,691	99,592

Eligibility:

Step 20 = twenty (20) years of service in Wareham

Step 25 = minimum of B+45/Masters degree and twenty-five (25) years of service in Wareham

Step 30 = thirty (30) years of service in Wareham

B+45 = must be attained by the beginning of 06-07; all teachers receiving B+45 will be grandfathered

M+30 = must be attained as of 2013-2014; all teachers receiving M+30 will be grandfathered

M+60 = must be attained by the beginning of 08-09; all teachers receiving M+60 will be grandfathered

Year three-Salary 2023-2024								
Step/Lane	B	B+15	M	M+15	M+30	M+60	2M, CAGS, DOC	Master Teacher
1	50,890	52,274	55,135	56,528	59,998	61,382	62,775	64,657
2	52,722	54,111	57,072	58,463	62,019	63,408	64,794	66,738
3	55,078	56,468	59,558	60,948	64,641	66,033	67,419	69,442
4	57,865	59,251	62,491	63,876	67,703	69,091	70,480	72,595
5	60,649	62,034	65,415	66,806	70,761	72,149	73,536	75,743
6	63,432	64,823	68,347	69,739	73,814	75,205	76,596	78,894
7	67,537	68,925	72,683	74,073	78,372	79,760	81,149	83,581
8	71,050	72,443	76,382	77,773	82,228	83,617	85,009	87,560
9	74,563	75,956	80,080	81,465	85,798	87,478	88,869	91,535
10	81,458	82,904	87,387	88,845	93,837	95,294	96,736	99,639
14	81,789	83,236	87,719	89,173	94,169	95,623	97,067	99,978
19	82,645	84,095	89,937	91,402	96,430	97,895	99,350	102,331

Eligibility:

B+45 = must be attained by the beginning of 06-07; all teachers receiving B+45 will be grandfathered

M+30 = must be attained as of 2013-2014; all teachers receiving M+30 will be grandfathered

M+60 = must be attained by the beginning of 08-09; all teachers receiving M+60 will be grandfathered

3. Advancement on Salary Schedule
 - A. Bachelors Degree with 15 additional hours of graduate or approved study.
 - B. Masters Degree.
Bachelors Degree with 45 additional hours of graduate or approved study.
As of September, 2006, individuals who have attained B+45 shall be grandfathered into the M salary column. After September, 2006, B+45 will no longer be available for column movement.
 - C. Masters Degree with 15 additional hours of graduate or approved study.
 - D. Masters Degree with 30 additional hours of graduate or approved study.
 - E. Masters Degree with 60 additional hours of graduate or approved study.
As of September, 2008, individuals who have attained M+60 shall be grandfathered into the M+60 column. After September, 2009, M+60 will no longer be available for column movement.
As of September, 2014, individuals who have attained M+30 shall be grandfathered into the M+30 column. After October, 2013, M+30 will no longer be available for column movement.
 - F. Two Masters Degrees provided one of the Masters Degrees is in the subject field of the teacher; CAGS; or an earned Doctorate of Philosophy or Education.
 - G. Master Teacher provided the teacher holds current National Board Certification.
 - H. Effective September 1, 2015, any teacher who receives an overall Unsatisfactory summative rating and has been placed on an Improvement Plan is not eligible for a step increase. Upon the member's next overall summative rating of Proficient or Exemplary, that member shall have his/her step restored effective the first day of the following school year.
4. Teacher Eligibility for Column Movement
 - A. In order for teachers to be eligible for the additional pay outlined above, teachers must receive course approval from the Superintendent prior to the taking of each course.
 - B. Changes in the schedule for individual teachers shall be made once a year, on October 1, provided, however, that documentation from the particular institution has been submitted to the Superintendent prior to the effective date of the change.
5. Placement on Salary Schedule
 - A. Placement on the Salary schedule shall be equivalent to the number of years teaching (Example: a second-year teacher shall be on the second step of the Salary Schedule).

Teachers shall advance on the salary schedule one step annually (except as noted in Article XV, Section F).
 - B. Any teacher new to the Wareham School System will be placed on the appropriate column of the salary schedule. Step placement shall be at the discretion of the Superintendent, but may not exceed the teacher's number of years teaching. Such placement shall not be grievable nor arbitrable.
6. Method of Salary Payment

Annual Salaries shall be paid in twenty-six (26) equal installments to be paid during the school year.

7. **Longevity**
 Bargaining unit members with fifteen (15) completed years of service in Wareham may elect a longevity payment of \$3,333.33 per year for the three (3) consecutive years that follow the member's acceptance of this section. Effective Sept. 1, 2017, this amount will be \$3,433.33. Effective Sept. 1, 2018, this amount will be \$3,536.33. Effective Sept 1, 2019, this amount will be \$3,642.42. Bargaining unit members will be entitled to the entire sum of the amount in effect during the year of implementation plus the amounts in effect during the two subsequent years. Payment will continue until the remaining credit is exhausted. Any bargaining unit member who wishes to receive this payment shall so notify the Superintendent in writing no later than October 1 preceding the first school year in which the longevity benefit is to become effective. Twelve (12) new bargaining unit members per school year shall be eligible to receive this payment. Selection shall be on the basis of seniority. Should a bargaining unit member not be selected in a specific year, that member shall be the first selected in the succeeding year.
8. **Longevity**
 In any three (3) consecutive school years, any bargaining unit member, who was employed during the 1991-92 school year, may receive a longevity benefit of \$1,667.00. Effective Sept. 1, 2017, this amount will be \$1717.00. Effective Sept. 1, 2018, this amount will be \$1768.52. Effective Sept 1, 2019, this amount will be \$1812.58. Bargaining unit members will be entitled to the entire sum of the amount in effect during the year of implementation plus the amounts in effect during the two subsequent years. After the bargaining unit member has received longevity for three (3) years, the bargaining unit members' salary shall revert to the benefits as specified in Article XXX. Any eligible bargaining unit member who wishes to receive this benefit shall so notify the Superintendent in writing no later than October 1 preceding the first school year in which the longevity benefit is to become effective.
9. **Death Benefits**
 In the event of the death of a teacher, all severance benefits the teacher would have received upon retirement or upon leaving Wareham will be promptly distributed to his/her estate.
10. **Extended Year Teacher/Administrator Positions**
 The Extended Year position will be available for all grade levels. This position will increase the school year by 20 half days for the summer program (5 weeks, 4 days each week, 3 hours of instruction and 1 hour of preparation each day). Salary will be computed on a 205-day work year. Appointment to this position will be for one year and will be renewed annually. The salary will be that of regular school year contractual placement on the teacher's salary schedule plus:

	2021-22	2022-23	2023-24
Coordinator of the Summer School Program	\$3,839	\$3,935	\$4,043
Teacher	\$2,851	\$2,922	\$3,002

11. **Salaries of Guidance Counselors, School Psychologists and Speech Therapists***
 A. Guidance Counselors and School Psychologists shall be paid the salary that they would ordinarily receive as a teacher, plus an additional:

2021-22	2022-23	2023-24
\$620	\$636	\$653

B. Work Year – Workday

Guidance Counselors shall work the same year and day as a teacher. However, due to the nature of the work that Counselors perform, it is often necessary to meet with students, parents, faculty and others after the normal school day is over. Counselors shall continue to arrange and/or to attend such meetings as is mutually agreeable to the parties involved. Additionally, High School Guidance Counselors shall work five days beyond the school year, and shall be compensated for each such day at their per diem rate of pay.

Footnote: The additional monies per contract year will be granted only to those Speech Therapists who have received the Certificate of Clinical Competence in Speech-Language Pathology, as issued by the American Speech-Language-Hearing Association.

C. School Psychologists, Grade K-8 Team Chairs and K-8 Guidance Counselors shall, in consult with their building principal, work two additional days beyond the school year and shall be compensated for each such day at their per diem rate of pay.

12. Teacher of Distributive Education

The salary of the Distributive Education Teacher is adjusted to allow for a month's work during the summer. S/he is compensated one-tenth (1/10) of a year's salary for the summer month.

13. Salary of the Work-Study/Work-Experience Counselor

The Work-Study/Work-Experience Counselor shall receive compensation for this position in the amount of:

2021-22	2022-23	2023-24
\$37.15	\$37.52	\$37.90

14. Curriculum Workshops and Committees

It is agreed and understood that the predeterminations and description of each of the designations set forth herein shall be made by the Curriculum Management Committee with the approval of the Superintendent. Participation in each will be strictly voluntary and made only with informed consent.

- a. Trainings – local professional development for the purpose of implementing a new program or curriculum. Trainings shall be local, with no out-of-district travel required; may require a minimal amount of outside preparation such as required reading(s); and may be conducted during the school year or during the summer months. Every effort will be made to schedule trainings immediately after school is released in June, or the week prior to the start of the next school year. Postings for individual trainings shall stipulate the total number of hours for each training. Payment shall be calculated at the hourly rate of:

2021-22	2022-23	2023-24
\$37.15	\$37.52	\$37.90

- b. Instructors of workshops that occur within the work day will be paid for prep time at the hourly rate of:

2021-22	2022-23	2023-24
\$37.15	\$37.52	\$37.90

- c. Advisory Committees which meet irregularly a few times during the year - \$0.00
- d. All committees and workshops shall be paid an hourly rate of:

2021-22	2022-23	2023-24
\$37.15	\$37.52	\$37.90

If any teacher acts as an instructor, s/he shall be compensated for preparation time equal to the rate of one hour prep for each three-hour workshop/committee (1.33 times the hourly rate).

- e. Summer School Teachers: paid at curriculum rate including prep time (see *d* above). NOTE: This does not include SPED personnel who have always been paid their per diem rate for the summer SPED programs.
- f. Teachers, who through the school, conduct home tutoring for students shall be compensated at the curriculum rate (see *d* above).
- g. AP teachers shall be paid for all hours beyond the regular student day at the curriculum rate including prep time (see *d* above).

The positions stated above shall be posted in all faculty rooms ten (10) days before the final date by which the application must be submitted.

15. Audio-Visual Director

The salary of Audio-Visual Director, if held by a teacher, is adjusted to allow for 20 days or 130 hours to complete AV related activities during the school day, and/or during the school year (including occasional nights and during the summer). S/he shall be compensated at one-tenth (1/10) of a year's salary for this additional work. This position, if held by a teacher, allows for a duty-free schedule and four (4) teaching periods.

16. School Councils

Teachers elected to serve on school councils will receive compensatory time for their participation in after school council meetings. Compensatory time may be taken the day of and the day after a meeting. Should a meeting be scheduled on the day prior to the last day of the work week, the teacher may take the next regular workday for his/her compensatory time. Teachers on school councils who are entitled to compensatory time may leave ten (10) minutes after student dismissal time unless the teacher has a conference, scheduled meeting or bus duty, in which case the teacher may leave at the completion of the assigned duty.

17. Extended Day Programs

Extended Day Elementary Programs (grades PreK-4) shall be scheduled for duration of eight

consecutive weeks, two sessions per week running from 3:00 p.m. to 4:00 p.m. Compensation shall be in the amount of:

2021-22	2022-23	2023-24
\$820	\$841	\$864

Extended Day Middle School Programs (grades 5-8) shall be scheduled for duration of eight weeks, two sessions per week running from 2:15 p.m. to 3:30 p.m. Compensation shall be in the amount of:

2021-22	2022-23	2023-24
\$746	\$765	\$786

Extended Day High School Programs (grades 9-12) shall be scheduled for duration of eight consecutive weeks, one session per week running from 2:20 p.m. to 3:30 p.m. Compensation shall be in the amount of:

2021-22	2022-23	2023-24
\$372	\$381	\$392

Teachers may teach more than one session and students may be scheduled for two sessions.

Differences in stipends reflect variations in the contractual end of the regular school day for each Extended Day Program as per the current Agreement between the Association and the Committee.

Extended Day Programs are intended to remediate specific academic or study skills. Groups of students shall be organized, as much as possible, in grade level and/or academic subject specific groups. Remedial academic class sizes will range from 10 to 16 students with a preferred enrollment of 10. Classes for the reinforcement of study skills or for directed homework may range up to twenty (20) students. Individual student progress will be reported to the parents and regular classroom teacher at the conclusion of the session.

18. Personal Project Coordinator

Personal Project Coordinator shall receive an annual stipend as follows:

	2021-22	2022-23	2023-24
Wareham Elementary School	\$1,096	\$1,123	\$1,154
Wareham Middle School	\$1,096	\$1,123	\$1,154
Wareham High School	\$1,027	\$1,053	\$1,082

19. Mentor Teachers – Mentor Trainer

A Mentor Teacher must have five (5) years of teaching experience, with at least three (3) years in the Wareham Public Schools. Payment shall be as follows:

	2021-22	2022-23	2023-24
Mentor Teacher annual stipend	\$566	\$580	\$596
Additional annual stipend for each additional protégé	\$283	\$290	\$298

The Mentor Trainer will be compensated at his/her hourly rate.

20. **Equity Coordinators**
 Equity Coordinators shall receive an annual stipend which will be paid in two (2) equal payments, January 15 and the end of the school year as follows:

	2021-22	2022-23	2023-24
Minot Forest	\$496	\$509	\$522
Decas	\$496	\$509	\$522
Middle School	\$746	\$765	\$786
High School	\$746	\$767	\$788

21. **Advisory**
 The Advisory period shall serve to disseminate and collect student forms and act as a “homeroom.” The Advisory period will not impact Teacher Preparation Time and Work Load. Any material additional responsibilities during Advisory shall be voluntary and shall be compensated at the curriculum rate outlined in Appendix A, Section 14.
22. **Supervisor of Attendance**
 The Wareham Middle School Guidance Counselor shall serve as Supervisor of Attendance at Wareham Middle School and shall be paid an annual stipend of:

2021-22	2022-23	2023-24
\$784	\$804	\$826

23. **New Committee:**
 When the district initiates a new committee that includes the participation of Unit A members, the Superintendent shall notify the Association of that committee. The notification shall include the committee’s purpose and the estimated number of hours per month. The Committee and/or the Superintendent and the Association shall meet to determine and agree upon what, if any, stipend or other compensation is appropriate for work on this committee. Any stipends and or compensation shall be codified in a Memorandum of Agreement.
24. **Retirement:**
 If an educator who has a minimum of 20 years of service in the District submits an irrevocable letter of retirement to the Superintendent by November 15th, effective at the end of the school year, the educator will receive \$12,000 in their final pay of the school year. The member must also submit retirement paperwork to the MTRS in order to receive payment.

Appendix B - Coach Salaries

A. Athletic Director

The salary for the Athletic Director is as follows:

2021-22	2022-23	2023-24
\$9,917	\$10,165	\$10,444

The position of Athletic Director shall be assigned a teaching load of three (3) class periods and there shall be no assigned duties.

B. Head Coach Salaries

New coaches shall start at Step 1. Coaches shall advance one step annually.

Group I		2021-22	2022-23	2023-24
Football Head	Step 1	\$6,609	\$6,774	\$6,961
	Step 2	\$7,435	\$7,621	\$7,831
	Step 3	\$8,265	\$8,471	\$8,704
Group II				
Basketball Head	Step 1	\$5,330	\$5,463	\$5,613
Field Hockey Head	Step 2	\$5,785	\$5,930	\$6,093
Soccer Head	Step 3	\$6,609	\$6,774	\$6,961
Ice Hockey Head				
Group III				
Baseball Head	Step 1	\$3,307	\$3,389	\$3,483
Spring Track Head	Step 2	\$4,133	\$4,236	\$4,353
Winter Track Head	Step 3	\$5,330	\$5,463	\$5,613
Softball Head				
Trainer (per year)				
Group IV				
Cross Country Head	Step 1	\$2,892	\$2,964	\$3,045
Golf Head	Step 2	\$3,307	\$3,389	\$3,483
Tennis Head	Step 3	\$3,720	\$3,813	\$3,918
Volleyball Head				
Group V				
Fall Cheerleading Head	Step 1	\$2,064	\$2,116	\$2,174
Winter Cheerleading Head	Step 2	\$2,479	\$2,541	\$2,611
Physical Fitness Head	Step 3	\$2,892	\$2,964	\$3,045

C. Assistant Coach Salaries

Assistant Coaches will receive sixty percent (60%) of their appropriate step. Newly appointed coaches shall start at sixty percent (60%) of Step 1. In sports with three (3) or more assistants, one assistant will be named first assistant and receive an additional stipend of:

2021-22	2022-23	2023-24
\$123	\$126	\$130

Coaches shall advance one step annually.

D. Intramural Instructors

Fall positions - Winter positions - Spring positions

Each season shall be eight (8) weeks with a stipend of:

2021-22	2022-23	2023-24
\$1,212	\$1,242	\$1,276

Appendix C – Advisors

A. Salary Schedule

	2021-22	2022-23	2023-24
Level I	\$788	\$808	\$830

High School

- Art
- Astronomy Club
- Band Assistant
- Book
- Class Advisor-Grade 9
- Class Advisor-Grade 10
- Debate
- Drama Assistant
- Engineering
- Environmental Awareness
- Faith
- Foreign Language
- Garden
- Jr. National Honor Society
- Medical Careers
- Multicultural
- Peer Leaders
- Peer Mediation
- Quilting
- Safe Schools Alliance
- Science Club
- Tomorrow’s Teachers

Middle School

- Art
- Chess/Mahjong
- Environmental Awareness
- Garden
- Guitar
- Junior Engineering
- Math – Grade 6
- PE Student Leaders
- Peace Builders
- Peer Mediation
- SADD
- Writer’s Workshop
- Weather

Elementary

- Honor Society

	2021-22	2022-23	2023-24
Level II	\$1,104	\$1,132	\$1,163

High School

Chess
Choir
Literary Magazine
Science Fair

Middle School

Chorus
Natures Classroom
Scrabble Club
Yearbook

Elementary

Yearbook (each school)

	2021-22	2022-23	2023-24
Level III	\$1,579	\$1,618	\$1,662

High School

Class – Grade 11
Class – Grade 12
Code
Color Guard/Flag Corp
SADD
Math

Middle School

Honor Society
Student Newspaper

	2021-22	2022-23	2023-24
Level IV	\$2,215	\$2,270	\$2,333

High School

DECA (2 positions)
Class – Grade 8
Nat. Honor Soc. w/Honor Bowl
Student Government
Newspaper (duty free)
E-Sports
Model UN

Middle School

Drama
Multicultural
Renaissance
Student Council
Washington D.C.
PBIS (1 position)

Elementary

PBIS (1 position)

	2021-22	2022-23	2023-24
Level V			
Elementary			
Band	\$3,135	\$3,214	\$3,302
Middle			
Band	\$3,135	\$3,214	\$3,302
High School			
Accountant (athletics & extracurricular)	\$4,490	\$4,602	\$4,728
Aquaculture (per trimester)	\$2,204	\$2,259	\$2,321
Band	\$4,869	\$4,990	\$5,128
Drama	\$4,152	\$4,266	\$4,384
Video	\$3,135	\$3,214	\$3,302
Yearbook (duty free)	\$3,011	\$3,087	\$3,172
Freshman Safety Net Program	\$3,672	\$3,763	\$3,867

B. Payment of Advisor Salaries

1. If the advisor position is a half-year position, the advisor shall be paid at the completion of his/her duties. If the position is a full year position, the advisor shall receive two equal payments. Payments shall be made on or about January 15 and at the end of June of the school year that such position is held.
2. Clubs must have a minimum of five (5) participating students. Annually, an initial report shall be submitted to the Principal establishing the anticipated goals for the club/activity listed in Section A above. An annual report must be completed and submitted to the Principal by June 1 before final salary reimbursement is issued. If the report is not made the advisor(s) will not be paid.
3. Newly formed clubs and activities must receive prior recommendation from the building Principal. The Principal will request the endorsement of the Committee and the Committee may recognize that position. Once recognized, the advisor is eligible to receive payment of Level I compensation subject to the provisions stated above. In addition, an interim report must be filed with the Principal. These newly created positions are viewed as "pilot programs". The Association and Committee agree to negotiate these positions at the conclusion of their first year.

Appendix D – Nurses

- A. All the Articles of this Agreement between the Committee and the Association apply to Nurses except the following:

Article XIX - Length of Work Year and Workday
Article XX - Teacher Assignment and Transfer
Article XXI - Teacher Preparation Time and Work Load
Article XXII - Class Size
Article XXXII - Reduction in Force

B. Work Year and Workday

The work year for nurses shall be consistent with the days teachers work with and without students. The workday for nurses shall be consistent with the workday of the teachers within the building to which a nurse is assigned. Any days worked beyond the year's total shall be compensated at the appropriate per diem of the nurse.

C. Reduction in Force

1. In the event it becomes necessary to reduce the number of nurses in the bargaining unit, said nurses shall be reduced in the inverse order of seniority and shall be recalled in the inverse order of layoff.
2. Seniority shall be defined as the length of continuous service in the Wareham Public Schools in a professional position represented by the Association. Seniority shall be computed from the date of first employment, i.e. first day of work. In the event of ties a lottery will be conducted to break the specific ties. A seniority list of nurses shall be included with the teachers seniority list as per Article XXXII, Section C1 and C2.
3. Leaves of absence provided in this Agreement and/or approved by the Committee shall not be deemed to interrupt continuous service. Such leaves shall not count toward seniority. Nurses on Leave of Absence shall be eligible to be laid off as though they were currently serving on active duty.

4. Whenever possible, written notification of pending layoff will be completed by May 15 for the following school year. In the event of a decision to RIF during the school year, nurses being laid off will be given at last thirty (30) calendar days' notice.
5. Nurses shall have recall rights for two (2) complete years from the effective date of the layoff.
6. Subject to applicable law, nurses 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 nurse pays the entire cost of such insurance pursuant to the requirements of the insurance carrier, and there shall be no contributions by the Committee or the town for such nurse's insurance.
7. Upon return to employment from the recall list, nurses will have accumulated to their accounts the same number of sick days which they had accumulated at the time of their layoff. Nurses laid off during the school year, upon return, will be placed on the next step of the salary schedule if they had served in a minimum of ninety-two (92) days during the year of layoff. Nurses filling temporary vacancies at the time of layoff shall have no recall rights.

D. Salary Schedule for Nurses

Salaries for nurses shall be obtained from Appendix A - Basic Salaries, using the Bachelor's Degree column through the Masters Degree column. Nurses shall advance on the salary schedule annually.

E. Point Person

A Point Position shall be posted and appointed. The nurse so designated shall forward information from school administration to all other nurses. The point person shall receive annual compensation in the amount of \$1,000.

- F. Should a half-time position become full-time, the nurse in this half-time position may, at his/her option, fill the full-time position.

Appendix E - Department Chairs, Deans, Instructional Leaders, and Curriculum Leaders

- A. All the Articles of this Agreement between the Committee and the Association apply to Department Chairs and Curriculum Leaders except as follows:

- Article XIII - Sick Leave
- Article XIX - Length of Work Year and Workday
- Article XX - Teacher Assignment and Transfers
- Article XXI - Teacher Preparation Time and Work Load
- Article XXII - Class Size

B. Salary Schedule

1. The base to be used in calculating the salaries of Department Chairs for PreK/K-12 shall be: 1.00 equals the salary person would receive as a teacher with the same level of training and credible experience. (Refer to Appendix A - Basic Salaries)
2. Up to 50 percent (50%) of recent similar administrative experience may be credited for newly appointed administrators.
3. **Salary Adjustment Schedule and Work Year for Department Chairs of PreK/K-12**

Grade K-12 Fine Arts Department Chair
Grade K-12 Mathematics Department Chair
Grade PreK-12 Health & Physical Education Department Chair

Step 1	1.06
Step 2	1.08
Step 3	1.10
Step 4	1.12
Step 5	1.14
Step 6	1.16

The work year shall be consistent with the teacher work year plus ten (10) additional work days. Department Chairs PreK/K-12 shall not be required to work during school vacations.

The Grade PreK-12 Health & Physical Education Department Chair position shall be revisited by the end of June, 2007 so as to review the impact of Wellness Coordinator duties. The ten added days required of the Grade PreK-12 Health & Physical Education Department Chair shall be flexible.

4. **Salary Adjustment Schedule and Work Year for Department Chairs of Grades 9-12**

The work year for Department Chairs shall be 191 days. The annual salary for these additional work days shall be incorporated into the annual salary of the department chairs. The salary shall be \$9,393.00. Additional hours shall be compensated at the curriculum rate. Department Chairs shall not be required to work during school vacations.

5. **Salary Adjustment Schedule and Work Year for Deans**

Deans shall receive an annual stipend of \$8,838. The work year for each Dean shall be 187 days. Additional hours shall be compensated at the curriculum rate. Additional hours shall be compensated at the curriculum rate.

B. Sick Leave

The number of sick days for Department Chairs shall be equal to ten percent (10%) of their total work year. The maximum accumulation of sick leave days shall be 130.

Appendix F- Evaluation

See the Wareham/Massachusetts Department of Elementary and Secondary Education Educator Evaluation system.

Wareham Public Schools Professional Evaluation System

Agreement between Wareham Education Association and the Wareham School Committee

September 2021

Appendix F: Evaluation

WPS 2026 Vision & Vision of a WPS Graduate (one in the same)

Wareham Public Schools promises to provide opportunities for all to discover the greatest versions of themselves by acquiring knowledge, wisdom, and skills to explore, formulate, realize and reflect.

We will think critically, communicate, and persevere.

With tenacity and trust, we will continue to learn all that is essential to live our best lives and positively impact the community and the world.

Our Future Begins Here



The Evaluation Sub-Committee was instrumental in the successful completion of this draft document. I wish to extend a heartfelt thank you for the time and thoughtful contributions.

Definitions of each Evaluation Plan Designation:

Introduction: All Professional Staff (pp. 2-8)

Professional Staff Plans: Developing Educator Plan (pp. 9-13 - **Pre- PTS**)

The Developing Educator Plan is for all Educators without PTS.
The Educator shall be evaluated at least annually.

Professional Staff Plans: Self-Directed Growth Plan (pp. 14-17 - **PTS**)

A Self-Directed Growth Plan is for those Educators with PTS who have an overall rating of proficient or exemplary. A formative evaluation report is completed at the end of year 1 and a summative evaluation report at the end of year 2.

Professional Staff Plans: Needs Improvement Plan (pp. 18- 22)

A Directed Growth Plan is for those Educators with PTS whose overall rating is needs improvement.

Professional Staff Plans: Unsatisfactory (pp. 23-26)

An Improvement Plan is for those Educators with PTS whose overall rating is unsatisfactory.

Professional Staff Evaluation Reference Table (pp. (27-28)

UNIT A CONTRACT- APPENDIX F- EVALUATION

Introduction for ALL

The purpose of the Wareham Public Schools Professional Staff Evaluation is to Promote collegiality, build strong professional relationships, collaborate, and continue to grow as experts in the complex field of education to provide enriching learning experiences for Every Student-Every Day.

This document contains the procedures for implementing the evaluation system in the Wareham Public Schools and in collaboration between the District and the Wareham Education Association. Following the procedures contained herein is essential toward maintaining the confidence and integrity of this system, and ensuring its outcomes remain applicable, useful, valid, and contractual.

The system is composed of **ratings** based on **evidence** collected through two means – evaluation of **artifacts** and **observations**. Most of these observations will be unannounced (commonly called **walkthroughs**), though in some circumstances, observations may be pre-scheduled.

According to Massachusetts State Law, educators must be rated in four categories –

I. Curriculum, Planning, and Assessment

II. Teaching All Students

III. Family and Community Engagement

IV. Professional Culture

Evaluator’s will use this language as a way to communicate:

Evaluator Commentary within Evaluation Reports

Evaluators may include specific types of comments that seek clarity or information in a walkthrough report. Such comments may lead to a change in teaching practice, or even require one. In ascending order of urgency, those types of statements are:

Question: With no judgment implied, the evaluator seeks information for clarification or context. It does not require any change in pedagogy.

Suggestion: A suggestion offers advice for the educator’s consideration. It is to the educator’s discretion whether to follow it after reflection.

Recommendation: A recommendation is a suggested change in pedagogy that merits serious consideration. A recommendation is offered in the strong belief it will improve teaching and learning.

Expectation: This judgment denotes a change in pedagogy that the evaluator believes is necessary. If the educator disagrees, a prompt conversation with the evaluator is Strongly advised. Otherwise, the evaluator will presume to see this change next time.

Evaluator’s are urged to base ratings on the rubrics that are part of this system, and are advised to carefully consider relevant terms such as “most of” or “majority”. One or two exceptions to best practices observed over a school year or series of observations do not render an educator ineligible for proficient or even exemplary ratings. Also, to be noted is that rubrics address the actions and choices of educators, not children. There is no place for attempting to evaluate an educator based on the actions of students assigned to him/her; the intent is to evaluate the decision-making and array of options the educator applies.

A **rating** of an educator must be based on repeated **evidence** in support. Educators must receive a rating in each of the four standards by the end of their plan, based on the cumulative evidence and artifacts. In order to support a rating, evidence drawn from at least three observations and/or artifacts must be present. Hearsay, “gut feelings”, or things “heard around the building” are not

grounds for any rating and do not constitute evidence. Inclusion of such endangers the validity of any rating. Only that which was observed by the evaluator is eligible for inclusion. Furthermore, any rating in one of the four standards of “needs improvement” or “unsatisfactory” must be based on evidence coming from at least **seven** unannounced observations, [as well as] conferences and other documentation collected for the purpose of evaluating.

Only that evidence collected through the normal procedures of the school building, or mentioned in feedback to the educator, can be used as the basis for a rating. Impressions from standing in the hallway, or gathered as an evaluator is performing duties not related to the evaluation process, are not eligible as evidence. Any evidence not included in feedback to educators is ineligible.

Much of the evidence, particularly on Standards I. & II. come from unannounced observations, often called walkthroughs. A walkthrough with a duration of ten or more minutes must result in feedback supplied to an educator within **five** school days. Note that this form is not intended to replace all other methods of communication; emails or short notes are still welcome means of aiding educators in improving their craft.

The form should not be signed when first shared, to allow for discussion and a fair summation of what was observed in the classroom. It is recommended that the evaluator print this form as written, initially by the evaluator, in preparation for further discussion. When the educator has received notice that a new form has been inputted s/he has **five** school days on which to offer comment or ask questions. Forms should not be signed while that discussion is ongoing. At the conclusion of any discussion based on a form, or at the conclusion of this period, the evaluator and educator should sign the Walkthrough Form.

Educators on Directed Growth Plan, Improvement Plans, and Developing Educator Plans will have at least one announced observation. The conference before and after the scheduled observations should be based on the evaluation form.

Further grounds of ratings can be gleaned from the use of **artifacts**, any evidence of practice collected by the evaluator or provided by the Educator. **There is no requirement of any sort for a minimum / maximum number of artifacts, and no such requirement can be created.** Educators are encouraged to use artifacts to offer proof that standards are being met, either in response to negative feedback, or to “fill in” any evaluation areas. This will be particularly applicable after the formative evaluation report. Artifacts can be submitted in paper form or uploaded.

Much of this system is reliant on deadlines. These deadlines may be altered due to unforeseen circumstances with the agreement of the evaluators and educators. Should any deadline fall on a day when the schools are not open, any forms would be due the next school day.

Educator Plans- General

Educator Plans shall be designed to provide Educators with feedback for improvement, professional growth, and leadership; and to ensure Educator effectiveness and overall system accountability. The Plan must be aligned to the standards and indicators and be consistent with district and school goals.

The Educator Plan shall include:

At least one goal related to Improvement of Professional Practice tied to one or more Performance Standards;

At least one goal for the Improvement of Student Learning, Growth, and Achievement of the students under the Educator's responsibility;

An outline of actions the Educator will take to attain the goals. Actions must include specified professional development and learning activities that the Educator will participate in as a means of obtaining the goals, as well as other support that may be suggested by the Evaluator or provided by the school or district. Examples may include but are not limited to coursework, self-study, action research, curriculum development, study groups with peers, and implementing new programs.

It is the Educator's responsibility to attain the goals in the Plan and to participate in any trainings and professional development provided through the state, district, or other providers in accordance with the Educator Plan.

Evidence Used in Evaluation

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

Judgments based on observations and artifacts of practice including:

Announced or unannounced observations of practice of any duration.

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

Examination of Educator work products.

Examination of student work samples.

Additional evidence relevant to one or more Performance Standards, including but not limited to:

Evidence compiled and presented by the Educator, including (605.35:07): Evidence of fulfillment of professional responsibilities and growth such as self-assessments, peer collaboration, professional development linked to goals in the Educator plans, contributions to the school community and professional culture; Evidence of active outreach to and engagement with families. Evidence of progress towards professional practice goal(s); Evidence of progress toward student learning goal(s)

Career Advancement

In order to attain Professional Teacher Status, the Educator should achieve ratings of proficient or exemplary on each Performance Standard and overall. A principal considering making an employment decision that would lead to PTS for any Educator who has not been rated proficient or exemplary on each performance standard and overall on the most recent evaluation shall confer with the superintendent by May 1. The principal's decision is subject to review and approval by the superintendent. (603 CMR 35.08(6))

General Provisions

In order to qualify for a leadership position, the Educator must have had a Summative Evaluation performance rating of proficient or exemplary for at least the previous two years.

Only Educators who are currently licensed as administrators may serve as Primary Evaluators of Educators. All Supervising Evaluators must be highly qualified in their field or hold a current, Massachusetts license as Supervisor/Director or Assistant Principal/Principal. All evaluators must complete the district's identified and approved training in the principles of supervision and evaluation. Evaluators that have not completed the required evaluation training, may not make a determination of "Needs Improvement", or "Unsatisfactory" on an employee's Formative or Summative report.

Evaluators shall not make negative comments about the Educator's performance, or comments of a negative evaluative nature, in the presence of students, parents or other staff, except in the unusual circumstance where the Evaluator concludes that s/he must immediately and directly intervene. Nothing in this paragraph is intended to limit an administrator's ability to investigate a complaint, or secure assistance to support an Educator.

The superintendent or designee shall ensure that Evaluators have training in supervision and evaluation, including the regulations and standards and indicators of effective teaching practice promulgated by ESE (35.03), and the evaluation Standards and Procedures established in this Agreement.

Should there be a disagreement between the Educator and the Evaluator regarding an overall summative performance rating of unsatisfactory, the Educator may meet with the Evaluator's supervisor to discuss the disagreement. Should the Educator request such a meeting, the Evaluator's supervisor must meet with the Educator. The Evaluator may attend any such meeting at the discretion of the superintendent.

Violations of this article are subject to the grievance and arbitration procedures.

Evaluation Regulations as Negotiated

This contract language is locally negotiated and based on M.G.L., c.71, § 38; M.G.L. c.150E; the Educator Evaluation regulations, 603 CMR 35.00 et seq.; In the event of a conflict between this collective bargaining agreement and the governing laws and regulations, the laws and regulations will prevail.

The regulatory purposes of evaluation are:

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

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

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

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

Definition of Terms (* indicates definition is generally based on 603 CMR 35.02)

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

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

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

***Educator(s):** Inclusive term that applies to all members of Unit A as identified in Article I of the Unit A Contract. This includes classroom teachers and caseload educators, unless otherwise noted.

***Educator Plan:** The growth or improvement actions identified as part of each Educator 's evaluation. The type of plan shall be determined by the Educator's career stage and overall performance rating.

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

***Evaluator:** Any person designated by a superintendent who has primary or supervisory responsibility for observation and evaluation. The superintendent is responsible for ensuring that all Evaluators have training in the principles of supervision and evaluation, the completed "Analyzing Teachers for Student Results (ASTR) or its equivalent course. Also, all Evaluators will either be licensed as Supervisor/Director or Assistant Principal/Principal or designated as Highly Qualified in their subject area. Only Educators who are currently licensed as administrators may serve as Primary Evaluators of Educators. All Supervising Evaluators must be highly qualified in their field or hold a current Massachusetts license as Supervisor/Director or Assistant Principal/Principal. All evaluators must complete the district's identified and approved training in the principles of supervision and evaluation. Evaluators that have not completed the required evaluation training, may not make a determination of "Needs Improvement", or "Unsatisfactory" on an employee's Formative or Summative report.

Primary Evaluator: shall be the person who determines the Educator 's performance ratings. The primary evaluator shall be the Principal or equivalent.

Supervising Evaluator: shall be the person responsible for developing the Educator Plan, supervising the Educator 's progress through formative assessments, evaluating the Educator 's progress toward attaining the Educator Plan goals, and making recommendations about pedagogy and practices that assist educators. The Supervising Evaluator may be the primary Evaluator or his/her designee.

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

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

Evaluation Cycle: A five-stage process:

1. Goal-setting and Educator Plan development
2. Implementation of the Plan
3. Collection of artifacts/evidence
4. Collaborating with Evaluator for Formative Evaluation & Summative Evaluation
5. Reflection and next steps for following year

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

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

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

***Goal:** A specific, actionable, and measurable area of improvement as set forth in an Educator's plan. A goal may pertain to any or all of the following: Educator practice in relation to Performance Standards, Educator practice in relation to indicators, or specified improvement in student learning, growth and

achievement. Goals may be developed by individual Educators, by the Evaluator, or by teams, departments, or groups of Educators who have the same role.

Parties: The parties to this agreement are the Wareham School Committee and the Wareham Education Association that represents the Unit A Educators covered by this agreement for purposes of collective bargaining.

Rating of Overall Educator Performance: The Educator 's overall performance rating is based on the Evaluator's professional judgment and examination of evidence of the Educator's performance against the four Performance Standards and the Educator 's attainment of goals set forth in the Educator Plan, as follows: (603 CMR 35.03)

Standard 1: Curriculum, Planning and Assessment

Standard 2: Teaching All Students

Standard 3: Family and Community Engagement

Standard 4: Professional Culture

Attainment of or working toward Professional Practice Goal(s) and Student Learning Goal(s)

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

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

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

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

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

***Performance Standards:** Locally developed standards and indicators pursuant to M.G.L. c. 71, § 38 and consistent with, and/or supplemental to 603 CMR 35.00.

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

Rubric: The rubrics for Standards and Indicators of Effective Teaching Practice are a scoring tool used for the Educator's self-assessment formative evaluation, and summative evaluation. The district's rubric is available on TeachPoint.

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

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

Elements: Defines the individual components under each indicator

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

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

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

***Teacher:** An Educator in Unit A employed in a position requiring a certificate or license as described in 603 CMR 7.04(3) (a, b, and d) and in the area of vocational education as provided in 603 CMR 4.00.

PRE-PTS EVALUATION

Developing Educator Plan

An educator without professional status and in his/her first three years in the Wareham Public Schools shall be formally evaluated at least annually.

Educators on Plans of Less than One Year (Pre-PTS)

The timeline for educators on plans of less than one year will be established in the Educator Plan.

Evaluation Cycle

Training will be provided annually outlining the components and provide explanation and clarification. Educators hired after October 1, will be guided through the process and goals will be created within one month of the date of hire.

Evaluation Cycle: Annual Orientation

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

Provide an overview of the evaluation process, including goal-setting and the educator plans. Provide District and School goals and priorities, as well as professional development opportunities related to those goals and priorities.

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

The faculty meeting may be digitally recorded to facilitate orientation of Educators hired after the beginning of the school year provided an announcement is made at the beginning of the meeting.

Proposing the Goals

For Educators in their first year of practice, the Evaluator or his/her designee will meet with each Educator by October 1st (or within four weeks of the Educator's first day of employment if the Educator begins employment after September 15th) to assist the Educator in drafting the student learning goals and professional practice goals.

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

Evaluation Cycle: Goal Setting

Every Educator has one goal related to the improvement of practice and one goal for the improvement of student learning; both should consider and complement the School's Improvement Plan. The Plan

also outlines actions the Educator will take to attain the goals established in the Plan. Goals may be developed by individual Educators, by the Evaluator, by grade-level, subject-area, or department teams, or groups of Educators who have similar roles and/or responsibilities or share responsibility for student learning and results.

To determine the goals to be included in the Educator Plan, the Evaluator reviews the goals the Educator has proposed.

Evaluation cycle goal-setting meetings shall be conducted as follows:

Educators in the same school may meet with the Evaluator in teams and/or individually at the end of the previous evaluation cycle or before October 1st of the next academic year to set their goals. Educators shall not be expected to meet during the summer hiatus.

For those Educators new to the school, the meeting with the Evaluator to set their goals must occur by October 1st or within four weeks of the start of their assignment in that school.

The Evaluator approves the Educator’s goals by October 15th, and signs them within **five** school days of their receipt. The Evaluator may include a written response. If the goals undergo further refinement the form may be rewritten.

Evaluation Timeline

Educator Type	Evidence		Formative		Summative	
			<i>Due to Educator</i>	<i>Signed by Evaluator</i>	<i>Due to Educator</i>	<i>Signed by Evaluator</i>
Pre-PTS	Jan 10	April 12	Feb. 1	Feb. 15	May 15	June 1

Additional Dates

Educator Type	Action	Due Date
All educators	½ day training for goals and evaluation process	September
All educators	Goals due	October 1
All educators	Evaluator meets with educator when overall summative evaluation indicates <i>Needs Improvement</i> or <i>Unsatisfactory</i>	
Pre-PTS	Evaluator completes one announced observation	November 15
Pre-PTS (1 st year or new position)	Evaluator completes second announced observation	April 15

* If school is not in session on the due date, the date shifts to the following work day

Evaluation Cycle: Observation of Practice and Examination of Artifacts

Observations

The Evaluator's first observation of the Educator should take place by November 15th. During a single observation, the Evaluator is not required nor expected to review all the indicators in the district rubric.

Unannounced observations (See definition of 'observations ' in the definitions) may be in the form of partial or full-period classroom visitations, Instructional Rounds, Walk-throughs, Learning Walks, or any other means deemed useful by the Evaluator, principal, superintendent, or other administrator.

The Educator will be provided with at least brief written feedback from the Evaluator within **five** school days of the observation. The written feedback shall be delivered to the Educator.

Announced Observations

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

Within **five** school days of the scheduled observation, the Evaluator and Educator shall meet for a pre-observation conference.

The Educator shall provide the Evaluator with a summary of the lesson or activity to be observed prior to the announced observation.

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

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

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

- Describe the basis for the Evaluator's judgment.
- Describe actions the Educator should take to improve performance.
- Identify support and/or resources the Educator may use in improvement.
- State that the Educator is responsible for addressing the need for improvement.

Evaluation Cycle: Formative Evaluation

Educators on a Developing Educator Growth Plan receive a Formative Evaluation report at the half-way point of each school-year cycle.

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

The Educator shall provide to the Evaluator evidence of family/community engagement, professional culture, and progress on attaining professional practice and student learning goals. The Educator may also provide to the evaluator additional evidence of the educator 's performance against the four Performance Standards. The evidence will be provided no later than **January 10th**.

The Evaluator shall complete the Formative Evaluation report and provide a copy to the Educator by **February 1st**. Once the Educator and Evaluator have reviewed the document and discussed, if necessary, the Evaluator will sign the report and the Educator shall sign the Formative Evaluation report

upon receipt of the report. The signature indicates that the Educator received the Formative Evaluation report in a timely fashion. The signature does not indicate agreement or disagreement with content and ratings.

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

The Educator may reply in writing to the Formative Evaluation report within **ten** school days of receiving the report.

A copy of the signed Formative Evaluation report shall be filed in the Educator's personnel file.

Evaluation Cycle: Summative Evaluation

The evaluation cycle concludes with a summative evaluation report.

The Supervising Evaluator determines the initial rating on each standard and an overall rating based on the Evaluator's professional judgment, an examination of evidence against the Performance Standards and evidence of the work toward attainment of the Educator Plan goals.

The professional judgment of the Primary Evaluator, in consultation with the supervising evaluator, shall determine the final, overall summative rating that the Educator receives.

The summative evaluation rating must be based on evidence from multiple categories. MCAS Growth scores shall not be the basis for a summative evaluation rating.

To be rated proficient overall, the Educator shall, at a minimum, have been rated proficient on the Standard I, Curriculum, Planning and Assessment, and the Standard 2, Teaching All Students.

The Educator shall provide to the Evaluator evidence of family/community engagement, professional culture, and progress on attaining professional practice and student learning goals. The Educator may also provide to the evaluator additional evidence of the educator 's performance against the four Performance Standards. The evidence will be provided no later than **April 12th**.

The Summative Evaluation report should recognize areas of strength as well as identify recommendations for professional growth.

The Evaluator shall deliver a copy of the Summative Evaluation report to the Educator no later than **May 15th**.

The Evaluator and Educator shall sign the final Summative Evaluation report by **June 1st**. The Educator's signature does not indicate agreement or disagreement with its content.

The Educator shall have the right to respond in writing, within **15** school days to the summative evaluation which shall become part of the final Summative Evaluation report.

The Primary Evaluator shall meet with the Educator rated Needs Improvement or Unsatisfactory to discuss the summative evaluation. The meeting shall occur by June 1st.

An Evaluator will meet with the Educator rated Proficient or Exemplary to discuss the summative evaluation, if either the Educator or the Evaluator requests such a meeting. The meeting shall occur by **June 10th**.

Upon confirmation of professional status, the Educator and the Supervising Evaluator may develop the Self-Directed Growth Plan.

A copy of the signed final Summative Evaluation report shall be filed in the Educator 's personnel file.

PTS EVALUATION

Self-Directed Growth Plan:

A Self-Directed Growth Plan is for educators who have an overall rating of proficient or exemplary. A formative evaluation report is provided at the end of year one and summative evaluative report, at the end of year two.

Evaluation Cycle

Training will be provided annually outlining the components and provide explanation and clarification.

Evaluation Cycle: Annual Orientation

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

Provide an overview of the evaluation process, including goal-setting and the educator plans. Provide District and School goals and priorities, as well as professional development opportunities related to those goals and priorities.

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

The faculty meeting may be digitally recorded to facilitate orientation of Educators hired after the beginning of the school year provided an announcement is made at the beginning at the meeting.

Proposing the Goals

For Educators in their first year of practice, the Evaluator or his/her designee will meet with each Educator by October 1st (or within four weeks of the Educator's first day of employment if the Educator begins employment after September 15th) to assist the Educator in drafting the student learning goals and professional practice goals.

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

Evaluation Cycle: Goal Setting

Every Educator has one goal related to the improvement of practice and one goal for the improvement of student learning; both should consider and complement the School's Improvement Plan. The Plan also outlines actions the Educator will take to attain the goals established in the Plan. Goals may be developed by individual Educators, by the Evaluator, by grade-level, subject-area, or department teams, or groups of Educators who have similar roles and/or responsibilities or share responsibility for student learning and results.

To determine the goals to be included in the Educator Plan, the Evaluator reviews the goals the Educator has proposed.

Evaluation cycle goal-setting meetings shall be conducted as follows:

Educators in the same school may meet with the Evaluator in teams and/or individually at the end of the previous evaluation cycle or before October 1st of the next academic year to set their goals. Educators shall not be expected to meet during the summer hiatus. The goal-setting form should initially be submitted with the box “Proposed Goals” checked. If the goals are approved as written, the Educator will check the box “Final Goals”.

The Evaluator approves the Educator’s goals by October 15th, and signs them within **five** school days of their receipt. The Evaluator may include a written response. If the goals undergo further refinement, the form may be rewritten.

Evaluation Timeline

Educator Type	Evidence		Formative		Summative	
			<i>Due to Educator</i>	<i>Signed by Evaluator</i>	<i>Due to Educator</i>	<i>Signed by Evaluator</i>
1 of 2 (Formative)	April 12		May 22	June 10		
2 of 2 (Summative)	April 12				May 15	June 1

Additional Dates

Educator Type	Action	Due Date
All educators	½ day training for goals and evaluation process	September
All educators	Goals due	October 1
All educators	Evaluator meets with educator when overall summative evaluation indicates <i>Needs Improvement</i> or <i>Unsatisfactory</i>	

**If school is not in session on the due date, the date shifts to the following work day

Evaluation Cycle: Observation of Practice and Examination of Artifacts

Observations

The educator whose overall rating is proficient or exemplary must have at least one unannounced observation (See definition of "observations".) during the evaluation cycle. During a single observation, the Evaluator is not required nor expected to review all the indicators in the district rubric.

Unannounced observations: (See definition of 'observations ' in the definitions) may be in the form of partial or full-period classroom visitations, Instructional Rounds, Walk-throughs, Learning Walks, or any other means deemed useful by the Evaluator, principal, superintendent, or other administrator.

The Educator will be provided with at least brief written feedback from the Evaluator within **five** school days of the observation. The written feedback shall be delivered to the Educator.

Any Educator whose plan ends with an overall summative rating of needs improvement or unsatisfactory must have received at least **seven** unannounced observations during the previous year.

Evaluation Cycle: Self-Directed Formative Evaluation

Educators on a Self-Directed Growth Plan receive a Formative Evaluation report near the end of the first year of the two- year cycle. The Educator's performance rating for that year shall be assumed to be the same as the previous summative rating.

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

The Educator shall provide to the Evaluator evidence of family/community engagement, professional culture, and progress on attaining professional practice and student learning goals. The Educator may also provide to the evaluator additional evidence of the educator 's performance against the four Performance Standards. The evidence will be provided no later than **April 12th**.

The Evaluator shall complete the Formative Evaluation report and provide a copy to the Educator by **May 22nd and signed by the Evaluator June 10th**. Once the Educator and Evaluator have reviewed the document and discussed, if necessary, the Evaluator will sign the report and the Educator shall sign the Formative Evaluation report upon receipt of the report. The signature indicates that the Educator received the Formative Evaluation report in a timely fashion. The signature does not indicate agreement or disagreement with content and ratings.

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

The Educator may reply in writing to the Formative Evaluation report within **ten** school days of receiving the report.

If the rating in the Formative Evaluation report differs from the last summative rating the Educator received, the Evaluator may place the Educator on a different Educator Plan, appropriate to the new rating.

A copy of the signed Formative Evaluation report shall be filed in the Educator's personnel file.

Evaluation Cycle: Summative Evaluation

The evaluation cycle concludes with a summative evaluation report. For Educators on a Self-Directed Growth Plan, the summative report must be written and provided to the educator by **May 15th**.

The Supervising Evaluator determines the initial rating on each standard and an overall rating based on the Evaluator's professional judgment, an examination of evidence against the Performance Standards and evidence of the work toward attainment of the Educator Plan goals.

The professional judgment of the Primary Evaluator, in consultation with the supervising evaluator, shall determine the final, overall summative rating that the Educator receives.

The summative evaluation rating must be based on evidence from multiple categories. MCAS Growth scores shall not be the basis for a summative evaluation rating.

To be rated proficient overall, the Educator shall, at a minimum, have been rated proficient on the Standard I, Curriculum, Planning and Assessment, and the Standard 2, Teaching All Students.

The Educator shall provide to the Evaluator evidence of family outreach and engagement, fulfillment of professional responsibility and growth, and progress on attaining professional practice and student learning goals. The educator may also provide to the evaluator

additional evidence of the educator 's performance against the four Performance Standards. The evidence will be provided no less than two weeks before the due date for the Summative Evaluation report. The due date is **April 12th**.

The Summative Evaluation report should recognize areas of strength as well as identify recommendations for professional growth.

The Evaluator shall deliver a copy of the Summative Evaluation report to the Educator no later than **May 15th**.

The Evaluator and Educator shall sign the final Summative Evaluation report by June 1st. The Educator's signature does not indicate agreement or disagreement with its content.

The Educator shall have the right to respond in writing, within **10** school days to the summative evaluation which shall become part of the final Summative Evaluation report.

The Primary Evaluator shall meet with the Educator rated Needs Improvement or Unsatisfactory to discuss the summative evaluation. The meeting shall occur by **June 1st**.

An Evaluator will meet with the Educator rated Proficient or Exemplary to discuss the summative evaluation, if either the Educator or the Evaluator requests such a meeting. The meeting shall occur by **June 10th**.

Upon mutual agreement, the Educator and the Supervising Evaluator may develop the Self-Directed Growth Plan for the following two years during the meeting on the Summative Evaluation report.

A copy of the signed final Summative Evaluation report shall be filed in the Educator 's personnel file.

PTS NEEDS IMPROVEMENT EVALUATION

Directed Growth Plan

- 1). PTS teachers that have a previous overall rating in needs improvement are placed on this plan.
- 2). The goal of the plan must address areas identified as needing improvement as determined by the evaluator.
- 3). The evaluator shall complete a summative evaluation for the Educator at the end of the period determined by the plan, but at least annually and no later than June 1.
- 4). When the evaluator determines that the performance is proficient or exemplary the Educator is transitioned to a Self-Directed Growth Plan for the next evaluation cycle.
- 5). For an Educator that does not rate overall proficient or exemplary, the Educator is placed on an Improvement Plan for the next evaluation cycle.

Evaluation Cycle

Training will be provided annually outlining the components and provide explanation and clarification.

Evaluation Cycle: Annual Orientation

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

Provide an overview of the evaluation process, including goal-setting and the educator plans, District and School goals and priorities;

Furnish professional development opportunities related to those goals and priorities;
Provide all Educators with directions for obtaining a copy of the forms and rubrics used by the district.
These may be electronically provided;

The faculty meeting may be digitally recorded to facilitate orientation of Educators hired after the beginning of the school year provided an announcement is made at the beginning at the meeting.

Proposing the Goals

Educators may consider goals for grade-level, subject-area, department teams, or other groups of Educators who share responsibility for student learning and results. Educators may establish team goals. Evaluators may participate in such meetings.

The Evaluator or his/her designee will meet with each Educator by October 1st to assist the Educator in drafting the student learning goals and professional practice goals.

Evaluation Cycle: Goal Setting

Every Educator has one goal related to the improvement of practice and one goal for the improvement of student learning; both should consider and complement the School's Improvement Plan. The Plan also outlines actions the Educator will take to attain the goals established in the Plan. Goals may be developed by individual Educators, by the Evaluator, by grade-level, subject-area, or department teams, or groups of Educators who have similar roles and/or responsibilities or share responsibility for student learning and results.

To determine the goals to be included in the Educator Plan, the Evaluator reviews the goals the Educator has proposed.

Evaluation cycle goal-setting meetings shall be conducted as follows:

Educators in the same school may meet with the Evaluator in teams and/or individually at the end of the previous evaluation cycle or October 1st of the next academic year to set their goals. Educators shall not be expected to meet during the summer hiatus.

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

The Evaluator approves the Educator's goals by October 15th, and signs them within **five** school days of their receipt. The Evaluator may include a written response. If the goals undergo further refinement the form may be rewritten.

Evaluation Timeline

Educator Type	Evidence	Formative		Summative	
		Due to Educator	Signed by Evaluator	Due to Educator	Signed by Evaluator
1 of 2 (Formative)	April 12	May 22	June 10		
2 of 2 (Summative)	April 12			May 15	June 1

Additional Dates

Educator Type	Action	Due Date
All educators	½ day training for goals and evaluation process	September
All educators	Goals due	October 1
All educators	Evaluator meets with educator when overall summative evaluation indicates <i>Needs Improvement</i> or <i>Unsatisfactory</i>	
Improvement or Directive Plan	Evaluator and educator meet to develop plan	October 15
Improvement or Directive Plan	Plan complete	November 1

**If school is not in session on the due date, the date shifts to the following work day
Please note: If an educator is on an Improvement or Directed Growth Plan, the dates will be determined by the Educator and Evaluator.

Observation of Practice and Examination of Artifacts

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

Observations

The Evaluator's first observation of the Educator should take place by November 15. During a single observation, the Evaluator is not required nor expected to review all the indicators in the district rubric.

Unannounced Observations (See definition of 'observations ' in the definitions) may be in the form of partial or full-period classroom visitations, Instructional Rounds, Walk-throughs, Learning Walks, or any other means deemed useful by the Evaluator, principal, superintendent or another administrator.

The Educator will be provided with at least brief written feedback from the Evaluator within **five** school days of the observation. The written feedback shall be delivered to the Educator.

Announced Observations

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

Within 5 school days of the scheduled observation, the Evaluator and Educator shall meet for a pre-observation conference.

The Educator shall provide the Evaluator with a summary of the lesson or activity to be observed prior to the observation.

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

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

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

- Describe the basis for the Evaluator's judgment.
- Describe actions the Educator should take to improve performance.
- Identify support and/or resources the Educator may use in improvement.
- State that the Educator is responsible for addressing the need for improvement.

Evaluation Cycle: Formative Evaluation

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

The Educator shall provide to the Evaluator evidence of family/community engagement, professional culture, and progress on attaining professional practice and student learning goals. The Educator may also provide to the evaluator additional evidence of the educator 's performance against the four Performance Standards. The evidence will be provided no later than **April 12**.

The Evaluator shall complete the Formative Evaluation report and provide a copy to the Educator by **February 1st** Once the Educator and Evaluator have reviewed the document and discussed, if necessary, the Evaluator will sign the report and the Educator shall sign the Formative Evaluation report upon receipt of the report. The signature indicates that the Educator received the Formative Evaluation report in a timely fashion. The signature does not indicate agreement or disagreement with content and ratings.

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

The Educator may reply in writing to the Formative Evaluation report within **ten** school days of receiving the report.

A copy of the signed Formative Evaluation report shall be filed in the Educator's personnel file.

Evaluation Cycle: Summative Evaluation

The evaluation cycle concludes with a summative evaluation report.

The Supervising Evaluator determines the initial rating on each standard and an overall rating based on the Evaluator 's professional judgment, an examination of evidence against the Performance Standards and evidence of the work toward attainment of the Educator Plan goals.

The professional judgment of the Primary Evaluator, in consultation with the supervising evaluator, shall determine the final, overall summative rating that the Educator receives.

The summative evaluation rating must be based on evidence from multiple categories. MCAS Growth scores shall not be the basis for a summative evaluation rating.

The Educator shall provide to the Evaluator evidence of family/community engagement, professional culture, and progress on attaining professional practice and student learning goals. The educator may

also provide to the evaluator additional evidence of the educator 's performance against the four Performance Standards. The evidence will be provided no later than April **12th**.

The Summative Evaluation report should recognize areas of strength as well as identify recommendations for professional growth.

The Evaluator shall deliver a copy of the Summative Evaluation report to the Educator no later than **May 15th**.

The Evaluator and Educator shall sign the final Summative Evaluation report by June 1. The Educator's signature does not indicate agreement or disagreement with its content.

The Educator shall have the right to respond in writing, within **10** school days to the summative evaluation which shall become part of the final Summative Evaluation report.

The Primary Evaluator shall meet with the Educator rated Needs Improvement or Unsatisfactory to discuss the summative evaluation. The meeting shall occur by June 1st.

A copy of the signed final Summative Evaluation report shall be filed in the Educator 's personnel file.

Educator Plans: Directed Growth Plan

A Directed Growth Plan is for those Educators with PTS whose overall rating is needs improvement.

The goals in the Plan must address areas identified as needing improvement in the Summative Evaluation Report.

The Evaluator shall complete a summative evaluation for the Educator at the end of the period determined by the Plan, but at least annually, and in no case later than June 1st.

For an Educator on a Directed Growth Plan whose overall performance rating is at least proficient, the Evaluator will place the Educator on a Self-Directed Growth Plan for the next Evaluation Cycle.

Upon mutual agreement, the Educator and the Supervising Evaluator may develop the Self-Directed Growth Plan for the following two years during the meeting on the Summative Evaluation report.

For an Educator on a Directed Growth Plan whose overall performance rating is not at least proficient, the Evaluator will rate the Educator as unsatisfactory and will place the Educator on an Improvement Plan for the next Evaluation Cycle.

A Teacher 's reasonable request for assistance on the directed growth plan will be granted. Any disputes over what is reasonable will be resolved by the Superintendent and the Association President.

PTS UNSATISFACTORY EVALUATION

Improvement Plans

- 1). An Improvement Plan is for those Educators rated as overall unsatisfactory.
- 2). This plan, keeping in mind what is in the best interest of children, can be no fewer than 75 calendar days and no more than one school year.
- 3). A Summative evaluation report must be completed by the end of the determined period of time.
- 4). The Improvement Plan shall define the problem(s) of practices identified through the observations and evaluations.
- 5). The Educator may request that a representative from the Wareham Educators Association attend meeting(s).
- 6). If the Educator consents, the Wareham Educators Association will be informed that an Educator has been placed on an Improvement Plan.

The Improvement Plan Shall

- 1). Define improvement goals directly related to performance standards, indicators and elements.
- 2). Describe the activities and work the Educator should complete as a means to improve performance.
- 3). Describe the assistance the district will provide.
- 4). Articulate measurable outcomes that will be accepted as evidence toward improvement.
- 5). Detail the timeline for completion of the plan.
- 6). Identify the individuals assigned to assist the Educator.
- 7). Include the signatures of the Educator and Evaluator.

Decision on the Educators Status at the Conclusion of the Improvement Plan

All determinations below must be made no later than June 1. 1 of 3 alternatives must be chosen and decisions must be made at the conclusion of an Improvement Plan.

- If the Evaluator determines that the Educator has improved practice to the level of proficiency required and the Educator is placed on a Self-Directed Growth Plan.
- If the Evaluator determines that the Educator is making substantial progress toward proficiency, the Evaluator shall place the Educator on a Directed Growth Plan.
- If the Evaluator determines that the Educator is not making substantial progress toward proficiency, or the Educator's practice remains at a level of unsatisfactory, the Evaluator shall recommend to the Superintendent that the Educator be dismissed.

Evaluation Cycle

Training will be provided annually outlining the components and provide explanation and clarification. Educators hired after October 1, will be guided through the process and goals will be created within one month of the date of hire.

Evaluation Cycle: Annual Orientation

At the start of each school year, the superintendent/designee or principals shall conduct a meeting for educators and evaluators focused substantially on educator evaluation. The superintendent or designee shall:

Provide an overview of the evaluation process, including goal-setting and the educator plans. Provide District and School goals and priorities, as well as professional development opportunities related to those goals and priorities.

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

The faculty meeting may be digitally recorded to facilitate orientation of Educators hired after the beginning of the school year provided an announcement is made at the beginning at the meeting.

Proposing the Goals

The Evaluator or his/her designee will meet with each Educator by October 1st (or within four weeks of the Educator's first day of employment if the Educator begins employment after September 15th) to assist the Educator in drafting the student learning goals and professional practice goals.

Evaluation Cycle: Goal Setting

Every Educator has one goal related to the improvement of practice and one goal for the improvement of student learning; both should consider and complement the School’s Improvement Plan. The Plan also outlines actions the Educator will take to attain the goals established in the Plan. Goals may be developed by individual Educators, by the Evaluator, by grade-level, subject-area, or department teams, or groups of Educators who have similar roles and/or responsibilities or share responsibility for student learning and results.

To determine the goals to be included in the Educator Plan, the Evaluator reviews the goals the Educator has proposed.

Evaluation cycle goal-setting meetings shall be conducted as follows:

Educators in the same school may meet with the Evaluator in teams and/or individually at the end of the previous evaluation cycle or before October 1st of the next academic year to set their goals. Educators shall not be expected to meet during the summer hiatus.

For those Educators new to the school, the meeting with the Evaluator to set their goals must occur by October 1st or within four weeks of the start of their assignment in that school.

The Evaluator approves the Educator’s goals by October 15th, and signs them within **five** school days of their receipt. The Evaluator may include a written response. If the goals undergo further refinement the form may be rewritten.

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

Evaluation Timeline

Educator Type	Evidence		Formative		Summative	
			<i>Due to Educator</i>	<i>Signed by Evaluator</i>	<i>Due to Educator</i>	<i>Signed by Evaluator</i>
1 of 2 (Formative)	April 12		May 22	June 10		
2 of 2 (Summative)	April 12				May 15	June 1

Additional Dates

Educator Type	Action	Due Date
All educators	½ day training for goals and evaluation process	September
All educators	Goals due	October 1
All educators	Evaluator meets with educator when overall summative evaluation indicates <i>Needs Improvement</i> or <i>Unsatisfactory</i>	
Improvement or Directive Plan	Evaluator and educator meet to develop plan	October 15
Improvement or Directive Plan	Plan complete	November 1

* If school is not in session on the due date, the date shifts to the following work day
Please note: If an educator is on an Improvement or Directed Growth Plan, the dates will be determined by the Educator and Evaluator.

Observation of Practice and Examination of Artifacts -Educators with PTS

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

Any Educator whose plan ends with an overall summative rating of needs improvement or unsatisfactory must have received at least **seven** unannounced observations during the previous year.

Observations

The Evaluator's first observation of the Educator should take place by November 15. Observations required by the Educator Plan should be completed by May 15th. The Evaluator may conduct additional observations after this date. During a single observation, the Evaluator is not required nor expected to review all the indicators in the district rubric.

Unannounced Observations (See definition of 'observations ' in the definitions)

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

The Educator will be provided with at least brief written feedback from the Evaluator within **five** school days of the observation. The written feedback shall be delivered to the Educator.

Announced Observations

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

Within 5 school days of the scheduled observation, the Evaluator and Educator shall meet for a pre-observation conference.

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

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

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

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

- Describe the basis for the Evaluator's judgment.
- Describe actions the Educator should take to improve his/her performance.
- Identify support and/or resources the Educator may use in his/her improvement.
- State that the Educator is responsible for addressing the need for improvement.
- Decision on the Educator 's status at the conclusion of the Improvement Plan.

TEACHER EVALUATION REFERENCE TABLE*

***This is intended for quick reference. Refer to Appendix F for details of the evaluation process.**

Educator, Rating and Plan	# of Observations (announced/unannounced)	Goals	Dates
Pre-PTS, 1 year of practice Developing Educator Plan	Min. 2/Min. 4	Address induction and mentoring goals May consider goals for grade-level, subject-area, department teams, or other groups of educators who share responsibility for students learning and results	Evaluation is annually Goal Setting meeting- by October 1 (or within 4-weeks of Educator’s first day of employment if after Sept 15) Educator Plan Approval- by Oct 15 One announced observation by Nov 15 Second announced observation by April 15 Evidence by January 10 and April 12 Formative to Educator by Feb 1 Formative signed by Evaluator by Feb 15 Summative to Educator by May 15 Summative signed by Evaluator by June 1 Plans with timelines of less than one year will be established in the Educator Plan
Pre-PTS, 2-3 years of practice Developing Educator Plan	Min. 1/Min. 4	May address shared grade level or subject area team goals unless Evaluator indicates induction and mentoring goals May consider goals for grade-level, subject-area, department teams, or other groups of educators who share responsibility for students learning and results	Evaluation is annually Goal-setting meeting with Evaluator- at end of previous cycle or October 1 Educator Plan Approval- by Oct 15 One announced observation by Nov 15 Evidence by January 10 and April 12 Formative by Feb 1 Formative signed by Evaluator by Feb 15 Summative to Educator by May 15 Summative signed by Evaluator by June 1
PTS Proficient or Exemplary Self-Directed Growth Plan	-/1	May be team goals May be professional practice goals for sharing practice with colleagues or developing leadership skills	Goal-setting meeting with Evaluator- at end of previous cycle or October 1 Educator Plan Approval- by Oct 15 Evidence due- April 12 Observations completed- by May 15 Formative (Year 1 of 2) due to Educator by May 22 Formative (year 1 of 2) signed by Evaluator by June 10

			<p>Summative (year 2 of 2) to Educator by May 15</p> <p>Summative (year 2 of 2) signed by Evaluator by June 1</p> <p>Summative Evaluation Meeting- by June 10 at request of Evaluator or Educator</p>
<p>PTS</p> <p>Needs Improvement</p> <p>Directed Growth Plan</p>	<p>Min. 1/Min.2</p>	<p>Address specific standards and indicators identified for improvement</p> <p>May address shared grade level or subject area team goals</p>	<p>At least annually by June 1</p> <p>Goal-setting meeting with Evaluator- at end of previous cycle or October 1</p> <p>Educator Plan Approval- by Oct 15</p> <p>Plan complete by Nov 1</p> <p>1st Observation- by Nov 15</p> <p>Evidence due- April 12</p> <p>Observations completed- by May 15</p> <p>Formative Evaluation- by Feb. 1</p> <p>Summative complete at end of period determined by Plan, no later than June 1</p>
<p>PTS</p> <p>Unsatisfactory</p> <p>Improvement Plan- no fewer than 75 days, not more than one school year</p>	<p>determined by Evaluator</p> <p>Min. 1/Min. 4</p>	<p>Address specific standards and indicators identified for improvement</p> <p>May address shared grade level or subject area team goals</p>	<p>Goal-setting meeting with Evaluator- at end of previous cycle or October 1</p> <p>Educator Plan Approval- by Oct 15</p> <p>Plan complete by Nov 1</p> <p>1st Observation- by Nov 15</p> <p>Formative- mid-cycle</p> <p>Summative- end of determined time period</p> <p>Timeline for each component detailed in plan</p>
<p>PTS</p> <p>Unsatisfactory</p> <p>Improvement Plan- 6 months or fewer</p> <p>No fewer than 75 days, not more than one school year</p>	<p>Min. 1/2</p>	<p>Address specific standards and indicators identified for improvement</p> <p>May address shared grade level or subject area team goals</p>	<p>Goal-setting meeting with Evaluator- at end of previous cycle or October 1</p> <p>Educator Plan Approval- by Oct 15</p> <p>Plan complete by Nov 1</p> <p>1st Observation- by Nov 15</p> <p>Formative- mid-cycle</p> <p>Summative- end of determined time period</p> <p>Timeline for each component detailed in plan</p>

ALL Educators- Evaluator meets with educator when overall summative evaluation indicates *Needs Improvement* or *Unsatisfactory*

ALL Educators- September- ½ day training for goals and evaluation process

Appendix G - Form A
Intensive Assistance
Notice

I wish to notify you that I am considering placing you in Intensive Assistance because of the following:

Prior to making a final determination I wish to meet with you on _____ at _____.

You are encouraged to have WEA representation to this meeting.

Teacher's Signature*

Principal/Director's Signature

Date

Date

* Note: Signature does not signify agreement with contents, but only signifies receipt of a copy of the form.

**Appendix G - Form B
Intensive Assistance
Determination Report**

Teacher's Name _____ Date _____

This form is to be completed by the evaluator following the determination meeting with the teacher and the WEA representative (if applicable).

Check one:

- I have determined to take no action.
- I have determined to place you in the Comprehensive year for the following reasons:
- I have determined to place you into intensive assistance for the following reasons:

Teacher's Signature *

Principal/Evaluator's Signature

Date

Date

* Note: Signature does not signify agreement with contents, but only signifies receipt of a copy of the form.

**Appendix G - Form C
Intensive Assistance
Assistance Team Plan**

Team Members:

Teacher: _____ Signature: _____

Principal/Director: _____ Signature: _____

*Peer assistant(s): _____ Signature: _____

Other evaluator/observer(s): _____ Signature: _____

Date: _____

Standard Area:

The problem:

Performance Goals:

Strategies, activities, and timetable:

Support structures:

Data collection method and sources:

Evidence for progress:

Appendix G - Form D
Intensive Assistance
Summative Report

Recommendation:

- Return to the Comprehensive evaluation cycle
- Continue in Intensive Assistance (Maximum of six (6) consecutive cycles)
- Initiate Dismissal Process
- Other (explain):

Teacher's Signature *

Principal/Director's Signature

Date

Date

* Note: Signature does not signify agreement with contents, but only signifies receipt of a copy of the form.

**APPENDIX H
DISABILITY LEAVE REQUEST**

Dear Physician:

Ms. _____ is a Wareham teacher who has applied for a disability leave of absence. In order to determine whether she is eligible to use sick leave for a portion of the maternity leave of absence, which is given automatically, she must demonstrate that she is disabled from performing her duties as a teacher. In order to process the claim for sick leave, we need this signed form and supporting information:

I, _____, certify that _____
(physician's name printed) (name of teacher)

is disabled from performing her duties as a teacher from _____
(date)

through _____.
(date)

Signature & Title

Please attach to this form a detailed explanation of the nature of the disability which makes her incapacitated from teaching and the anticipated date of recovery. Please provide the reasons behind your judgment as to the anticipated dates of disability.

Please note that we reserve the right to require an independent medical examination concerning the attending physician's medical opinion as to actual disability.

Thank you for your cooperation in this matter.

Very truly yours,

Superintendent of Wareham Public Schools

TEACHER SICK BANK DONATION FORM

Upon attaining professional teacher status, you are eligible to become a member of the WEA sick bank. To become a member, you must complete this form indicating that you are donating one day initially. This form ***must*** be completed and returned to the Superintendent's Office by September 15 of the current school year.

Yes, I want to join the WEA sick bank:

Name: _____ Date: _____

No, I ***do not want*** to join the WEA sick bank at this time:

Name: _____ Date: _____

SIDE LETTER OF AGREEMENT

BETWEEN

THE WAREHAM SCHOOL COMMITTEE

AND

THE WAREHAM EDUCATION ASSOCIATION

This **SIDE LETTER OF AGREEMENT** is entered into by and between the Wareham Public Schools (hereinafter the "Schools") and the Wareham Education Association (hereinafter the "Association" and jointly the "Parties") for the purpose of memorializing a one-time agreement,

WHEREAS, *The Salary Adjustment Schedule and Work Year for Department Chairs of 9-12* should be changed to *The Salary Adjustment Schedule and Work Year for Department Chairs of 6-12* as these positions have been in place since the school year 2016 ; and

WHEREAS, the parties desire to formalize their agreement concerning the matters more fully described hereinafter.

NOW, THEREFORE, in consideration of mutual covenants and promises, the parties agree as follows:

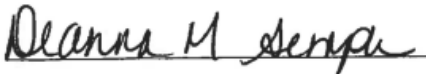
1. The following correction shall be reflective of the previous contracts through the present agreement.

4. Salary Adjustment Schedule and Work Year for Department Chairs of Grades 6-12

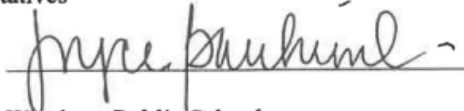
The work year for Department Chairs shall be 191 days. The annual salary for these additional work days shall be incorporated into the annual salary of the department chairs. The salary shall be \$9,300.00. Additional hours shall be compensated at the curriculum rate. Department Chairs shall not be required to work during school vacations.

2. All members who have held this position from 2016 to the present shall consider this stipend pensionable.

WHEREFORE, the Schools and the Association have caused this **SIDE LETTER OF AGREEMENT to be executed by their duly-authorized representatives**



Wareham Education Association



Wareham Public Schools

Date 5/24/21

Date

SIDE LETTER OF AGREEMENT

BETWEEN

THE WAREHAM SCHOOL COMMITTEE

AND

THE WAREHAM EDUCATORS ASSOCIATION

This **SIDE LETTER OF AGREEMENT** is entered into by and between the Wareham Public Schools (hereinafter the "Schools") and the Wareham Educators Association (hereinafter the "Association" and jointly the "Parties") for the purpose of memorializing a one-time agreement,

WHEREAS, The stipend for Faculty Manager was inadvertently removed due to a formatting error in the production of the contracts dated September 1, 2015 and beyond; and

WHEREAS, the parties desire to formalize their agreement concerning the matters more fully described hereinafter.

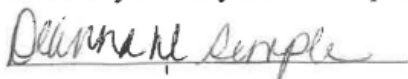
NOW, THEREFORE, in consideration of mutual covenants and promises, the parties agree as follows:

1. The following correction shall be reflective of the previous contracts through the present agreement.

Group V	Step	2017-18	18-19	19-20
Fall Cheerleading Head	1	\$1,898	\$1,955	\$2,014
Winter Cheerleading Head	2	\$2,280	\$2,349	\$2,419
Physical Fitness Head	3	\$2,659	\$2,739	\$2,821
Faculty Manager				

2. All members who have held this position from 2015 to the present shall consider this stipend pensionable.

WHEREFORE, the Schools and the Association have caused this **SIDE LETTER OF AGREEMENT** to be executed by their duly-authorized representatives



Wareham Educators Association

Date 2/23/21



Wareham Public Schools

Date 2/23/2021

SIDE LETTER OF AGREEMENT

BETWEEN

THE WAREHAM SCHOOL COMMITTEE

AND

THE WAREHAM EDUCATORS ASSOCIATION

This **SIDE LETTER OF AGREEMENT** is entered into by and between the Wareham Public Schools (hereinafter the "Schools") and the Wareham Educators Association (hereinafter the "Association" and jointly the "Parties") for the purpose of memorializing a one-time agreement.

WHEREAS, The Unit A Agreement, page 40 states that "Summer school teachers will be paid at the curriculum rate", currently at \$36.42. The School Committee agrees that summer school program teachers will remain at the current rate of \$36.42 as this position is exempt from the 1% increase put into effect in the 2021-2024 contract.

WHEREAS, the parties desire to formalize their agreement concerning the matters more fully described hereinafter.

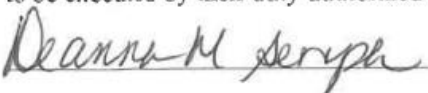
NOW, THEREFORE, in consideration of mutual covenants and promises, the parties agree as follows:

1. The following correction shall be reflective of the previous contracts through the present agreement.


Appendix A - Basic Salaries

14(e). Summer School Teachers: *paid at a rate of \$36.42 (which represents the 2021 curriculum rate and which is exempt from the 1% increase afforded during 2021-2024 contract negotiations)* including prep time. NOTE: This does not include SPED personnel who have always been paid their per diem rate for the summer SPED programs.

WHEREFORE, the Schools and the Association have caused this **SIDE LETTER OF AGREEMENT** to be executed by their duly-authorized representatives



Wareham Education Association



Wareham Public Schools

Date 9.21.21

Date 09/16/2021