

MEMORANDUM OF AGREEMENT
BETWEEN THE
WESTFORD EDUCATION ASSOCIATION
AND
THE WESTFORD SCHOOL COMMITTEE

This limited Memorandum of Agreement ("MOA") is entered into by and between the Westford School Committee (hereinafter the "Committee") and the Westford Education Association (hereinafter the "Association") and collectively referred to as "the Parties".

Whereas, the parties are parties to collective bargaining agreements ("CBAs") that set forth the terms and conditions of employment for all employees in Unit A of the Westford Education Association. The terms of that CBA remain in effect, except as specifically modified by the terms, protocols, and procedures set forth herein or other applicable MOAs. This Memorandum of Agreement shall only apply during a period of Hybrid Model of Learning (the "Hybrid Period") or Fully Remote Model of Learning in school year 2020-2021 (the "Relevant School Year"), unless otherwise specified herein.

The parties recognize the importance of Co-Curriculum, Coaching, Administrative and other General stipend activities.

1. Approval of Activities/Clubs. For all Co-Curriculum, Administrative and other General stipend activities proposed by staff members, including for clubs and activities that have been held in prior academic years, staff members who will serve as an advisor and be eligible for a stipend must submit a written proposal outlining how the activity/club will operate in a remote and/or hybrid manner. The proposal must be written in the format and contain all information, including but not limited to start and end dates, requested by the relevant building Principal. These written proposals must be submitted to the applicable building Principal no later than October 15, 2020. The Principal shall have the sole discretion to approve or reject the offering of any Co-Curriculum, Administrative and other General activity or club in the Relevant School year.
2. Stipend Entitlement for Activities/Clubs Determined to be Capable of Completion in a Fully Remote Environment. Staff members who act as advisors for Co-Curriculum, Administrative and other General stipend activities that have been approved by the applicable building Principal and that the applicable building Principal has determined to be capable of being fully completed in a fully remote environment shall be entitled to a full stipend, as set for the in the CBA.
3. Stipend Entitlement for Activities/Clubs Determined to be Incapable of Completion in a Fully Remote Environment. Staff members who act as advisors for Co-Curriculum, Administrative and other General stipend activities that have been approved by the applicable building Principal but that the applicable building Principal has determined to be incapable of being fully completed in a fully remote environment shall be entitled to a full stipend (as set forth in the CBA) if 50% or more of the duration of the applicable activity is completed. Staff members who act as advisors for Co-Curriculum, Administrative and other General stipend

activities that have been approved by the applicable building Principal but that the applicable building Principal has determined to be incapable of being fully completed in a fully remote environment shall be entitled to 50% of the applicable full stipend (as set forth in the CBA) if the activity has commenced and less than 50% of the applicable activity has been completed before the Principal determines that the activity is incapable of being fully completed in a fully remote environment.

4. Coaching Stipends. Staff members who have signed contracts to serve as coaches for athletic teams shall be entitled to a full stipend (as set forth in the CBA) if 50% or more of the applicable sport season is completed. Staff members who have signed contracts to serve as coaches for athletic teams shall be entitled to 50% of the applicable full stipend (as set forth in the CBA) if the sport has commenced its season and the sport is canceled or discontinued before 50% of the applicable sport season is completed. In determining the percentage of completion of any sport for purposes of the payment of stipends under the provisions of this paragraph, the MIAA published calendar for each of the four published seasons will be used. The head coaches of the varsity sports at Westford Academy who have signed a contract to coach a varsity sport shall be entitled to 20% of the stipend applicable to the sport the staff member is scheduled to coach if that varsity sport season is canceled before the sport's season commences. This 20% entitlement shall not be in addition to either (i) the 50% stipend entitlement that varsity coaches shall be entitled to if a season in a particular sport commences but is cancelled or discontinued before 50% or more of applicable sport season is completed; or (ii) the full stipend, as set forth in the CBA, that would be paid to a varsity coach if a sport season is fully concluded.

Westford Education Association: Kristine Gossaine Date: 9/14/2020
Vice President

Westford School Committee: Mark H. Hill Date: 9/14/2020
Chairperson