

**Westford Education Association**

**AND**

**Westford School Committee**

April 8, 2022

This **MEMORANDUM OF AGREEMENT** is entered into by and between the Westford Education Association ("Association") and the Westford School Committee ("Committee").

**WHEREAS**, the Association and the Committee have entered into Collective Bargaining Agreements for Units A, B, C, G, and Academic Coaches for a one year period through and including August 31, 2022 (Unit A and B) and through and including June 30, 2022 (Units C and G); and

**WHEREAS**, the duly authorized representatives of the Committee and the duly authorized representatives of the Association have met, pursuant to Massachusetts General Laws, Chapter 150E, to negotiate a successor agreement; and

**WHEREAS**, said representatives of the Committee and the Association have, subject to ratification by the membership of the Committee and the Association, agreed to a successor agreement for the period of September 1, 2022, through and including August 31, 2023;

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

- 1: The parties shall establish informal committees to compile recommendations outside of formal bargaining. One of these committees shall be charged with compiling a list of immaterial language clean up, such as updating the CBA to align with current laws and terminology. One of these committees shall be charged with compiling a recommendation for modifying the stipend process, language, and rates of pay. These committees shall present their results in successor bargaining for consideration by the parties.
- 2: The parties agree that Unit C shares a community of interest with Unit A, and that the parties shall bargain the terms and conditions of integrating Unit C staff and language into the Unit A collective bargaining agreement in the successor to the 2022-2023 agreements.
- 3: The parties agree to commence bargaining for the Unit A successor agreement no later than October 15, 2022. The Association agrees to initiate said bargaining.
- 4: The parties agree that, for the 2022-2023 school year, Professional Development days may be held fully virtually if there is inclement weather (e.g. snowstorm, ice storm, hurricane, etc.) The Committee shall inform educators of this decision at least one day prior to such a Professional Development day.

5: All terms and conditions of the 2021-2022 Collective Bargaining Agreements shall continue in full force and effect except as modified below:

### **DURATION**

Unit A and B contracts shall have a duration from September 1, 2022 through and including August 31, 2023.

Units C and G shall have a duration from July 1, 2022 through and including June 30, 2023.

### **WAGES**

#### **Units A, B, and C**

All salaries shall increase by 2%

The work year shall be reduced by one day for Units A, B and C. All per diem rates shall be adjusted appropriately.

| <b>WEA UNITS A, B and C</b> |          |          |          |                             |          |          |           |
|-----------------------------|----------|----------|----------|-----------------------------|----------|----------|-----------|
| <b>FY22 SALARY SCHEDULE</b> |          |          |          | <b>FY23 SALARY SCHEDULE</b> |          |          |           |
|                             | BA       | MA       | MA+30    |                             | BA       | MA       | MA+30     |
| Step 1                      | \$49,300 | \$54,750 | \$59,146 | Step 1                      | \$50,286 | \$55,845 | \$60,329  |
| Step 2                      | \$51,493 | \$57,042 | \$61,502 | Step 2                      | \$52,523 | \$58,183 | \$62,732  |
| Step 3                      | \$53,924 | \$59,293 | \$63,863 | Step 3                      | \$55,002 | \$60,479 | \$65,140  |
| Step 4                      | \$56,393 | \$62,177 | \$66,843 | Step 4                      | \$57,521 | \$63,421 | \$68,180  |
| Step 5                      | \$58,778 | \$64,662 | \$69,251 | Step 5                      | \$59,954 | \$65,955 | \$70,636  |
| Step 6                      | \$61,450 | \$67,397 | \$72,051 | Step 6                      | \$62,679 | \$68,745 | \$73,492  |
| Step 7                      | \$64,600 | \$70,613 | \$75,138 | Step 7                      | \$65,892 | \$72,025 | \$76,641  |
| Step 8                      | \$67,444 | \$73,602 | \$78,441 | Step 8                      | \$68,793 | \$75,074 | \$80,010  |
| Step 9                      | \$70,407 | \$76,728 | \$81,342 | Step 9                      | \$71,815 | \$78,263 | \$82,969  |
| Step 10                     | \$73,321 | \$80,099 | \$84,741 | Step 10                     | \$74,787 | \$81,701 | \$86,436  |
| Step 11                     | \$76,181 | \$83,866 | \$88,770 | Step 11                     | \$77,705 | \$85,543 | \$90,545  |
| Step 12                     | \$78,518 | \$87,255 | \$92,826 | Step 12                     | \$80,088 | \$89,000 | \$94,683  |
| Step 13                     | \$81,097 | \$89,829 | \$95,495 | Step 13                     | \$82,719 | \$91,626 | \$97,405  |
| Step 14                     | \$82,929 | \$91,324 | \$98,485 | Step 14                     | \$84,588 | \$93,150 | \$100,455 |
|                             |          |          |          |                             |          |          |           |
|                             |          |          |          |                             |          |          |           |

#### **Unit G**

All hourly rates shall increase by 2%.

**WEA UNIT G**

| FY22 |             |
|------|-------------|
| Step | Hourly Rate |
| 1    | 20.18       |
| 2    | 21.81       |
| 3    | 23.51       |
| 4    | 25.43       |
| 5    | 27.45       |
| 6    | 29.66       |
| 7    | 31.83       |
| 8    | 33.51       |

| FY23 |             |
|------|-------------|
| Step | Hourly Rate |
| 1    | 20.58       |
| 2    | 22.25       |
| 3    | 23.98       |
| 4    | 25.94       |
| 5    | 28.00       |
| 6    | 30.25       |
| 7    | 32.47       |
| 8    | 34.18       |

**Academic Coaches**

All hourly rates shall increase by 2%.

**ACADEMIC COACHES**

| FY22 |             |
|------|-------------|
| Step | Hourly Rate |
| 1    | 31.44       |
| 2    | 31.73       |
| 3    | 32.05       |
| 4    | 32.54       |
| 5    | 33.03       |
| 6    | 33.86       |

| FY23 |             |
|------|-------------|
| Step | Hourly Rate |
| 1    | 32.07       |
| 2    | 32.36       |
| 3    | 32.69       |
| 4    | 33.19       |
| 5    | 33.69       |
| 6    | 34.54       |

**LANGUAGE CHANGES****Unit A****Article IX - General****Section 3. Work Days**

The teachers' work year shall consist of one hundred eighty-four (184), consisting of one hundred eighty-one (180) classroom days and four (4) days for other professional duties. Guidance counselors at the high school work an additional four (4) days and guidance counselors at the middle school work an additional three (3) days. The days beyond one hundred eighty-one (180) in this paragraph will not be scheduled during vacations or on holidays.

The Committee may schedule an additional day of work for employees. Attendance on an additional day will be voluntary. Any employee who works on any additional day(s) will be paid per diem at the rate of his/her regular salary divided by the regular school year unless the employee agrees to work at a lower rate of compensation (e.g., grants, workshops, etc.). The divisor to use for payment of the per diem rate for additional days worked shall be "1/184<sup>th</sup>". Employees will be notified of any day or days scheduled as the additional day at least thirty (30) calendar days in advance.

The employees' last classroom day will be a half day, and dismissal is subject to approval of the Principal upon sign-out accountability. There will be no days added to the calendar for staff beyond the students' last day.

#### **Section 6. Meetings and Conferences**

Teachers are expected to attend one (1), hour-long faculty meeting and one (1), hour-long curriculum meeting per month if scheduled by the building principal or curriculum administrator. The monthly meetings shall start no earlier than one (1) hour before the beginning of the work day and shall begin no later than fifteen (15) minutes after the end of the work day. Prior to October 15th and prior to April 15th educators shall be allowed to utilize one of the scheduled monthly meetings for the purpose of preparing the appropriate evaluation paperwork.

Unit members shall participate in up to two (2) parent conference evening events per year for the elementary level and up to one (1) parent conference evening event for the middle school level. On such days, staff shall have at least a one (1) hour break between the end of the student day and the start of the conference block. The conference block shall be scheduled based on ten-minute conferences, and the block shall last for no more than six (6) hours and shall be scheduled to end no later than 7:00 PM. The school day immediately following a conference day shall be a delayed opening for students; staff shall report for their normal work hours, and the morning shall be used for additional conferences.

Unit members at the high school level shall also participate in a back-to-school evening for families in the fall. This evening event may be held on school days, which will be scheduled as an early release day for students, and will be incorporated into the development of the annual school calendar. On such days, staff shall have at least a one (1) hour break between the end of the student day and the start of the back-to-school event. The event shall last for no more than six (6) hours and shall be scheduled to end no later than 7:30 PM. A back-to-school event at the elementary and middle school levels will continue to take place on full school days for students.

New Language:

## Section 16 – Building Tours

Students and/or families who are welcomed by an administrator to tour the school while school is not in session shall be accompanied by an administrator or their designee for the duration of the tour.

New Language:

## Section 17 – Academic Recommendations

Any teacher who has 20 or more academic recommendations to write shall, upon request, be granted substitute coverage for the equivalent of one (1) day during the academic year. It is understood that the teacher will remain in the building while being provided such coverage.

## Unit B

### **ARTICLE IX – GENERAL**

**Section 1.** Hours: The Director of Guidance 6-12 and the Curriculum Coordinators' work year shall consist of one hundred eighty-four (184) school days plus ten (10) additional days that may be used for but not limited to orientation of new teachers, professional development, curriculum development and/or any such duties as assigned by the employee's supervisor. Effective July 1, 2015, the Director of Guidance 6-12 and the Curriculum Coordinators will be required to attend two (2) additional days for Leadership Summer Institute which will be compensated at a per diem rate based on one hundred ninety-four (194) days (1/194<sup>th</sup>) which will be inclusive of the employee's base wage and the annual stipend. Additional days required to be scheduled beyond the above mentioned days must be approved in advance by the Superintendent or Designee.

These additional days will be compensated at a per diem rate based on one hundred ninety four (194) days (1/194<sup>th</sup>) which will be inclusive of the employee's base wage and the annual stipend.

The Student Support Team Leaders' work year shall consist of one-hundred eighty-four (184) school days plus ten (10) additional days, five (5) of which will be for the week prior to the opening of the school year and five (5) of which will be for the week after the close of the school year. An additional five (5) days may be used for but not limited to orientation of new teachers, professional development, curriculum development and/or any such duties as assigned by the employee's supervisor. Effective July 1, 2015, the Student Support Team Leaders will be required to attend two (2) additional days for Leadership Summer Institute which will be compensated at a per diem rate based on one hundred ninety four (194) days (1/194<sup>th</sup>) which will be inclusive of the employee's base wage and the annual stipend. Additional days required to be scheduled to be worked beyond the above mentioned one hundred ninety-four (194) days must be approved in advance by the Director of Pupil Services. These additional days will be

compensated at a per diem rate based on one hundred ninety four (194) days (1/194<sup>th</sup>) which will be inclusive of the employee's base wage and the annual stipend.

The school department will continue this allocation of days unless additional time is necessary to meet state requirements.

Attachment C:

Regular high school guidance counselors are required to work one hundred eighty-eight (188) days and middle school guidance counselors are required to work one hundred eighty-seven (187) days. Regular guidance counselors are paid at a per diem rate for days beyond one hundred eighty-four (184) days.

### Unit C

#### **ARTICLE IX – GENERAL**

Copies of this Agreement will be printed at the Committee's expense and given to the Association.

Section 1. Hours: While it is recognized that the final decision in hours of duty for bargaining unit members rests with the School Committee, it is agreed that there will be no permanent change of these hours until there has been consultation with the Association on the matter. The Committee and the Westford Education Association recognize the benefits of scheduling classes to begin no later than 9:00 a.m.

Section 2. Work Year: The number of work days for each employee shall be one hundred and eighty-four (184) days as determined by the annual School Calendar. The per diem rate of an employee shall be (1/184<sup>th</sup>) of their salary. The Head Nurse will be granted one (1) day per month within this 184 day schedule to conduct administrative duties at which time a substitute will be hired to cover the nursing duties. An additional day will be granted to attend regional meetings at the discretion of the Superintendent of Schools and/or designee. The Head Nurse shall work an additional five (5) days beyond the School Calendar.

THIS AGREEMENT has been duly executed by the authorized representatives of the Westford School Committee and the Westford Education Association.

**For the Association:**

Name: Heidi B. Hira

Date: 4/15/2022

**For the Committee:**

Name: Chris S. Saker

Date: 4/25/2022