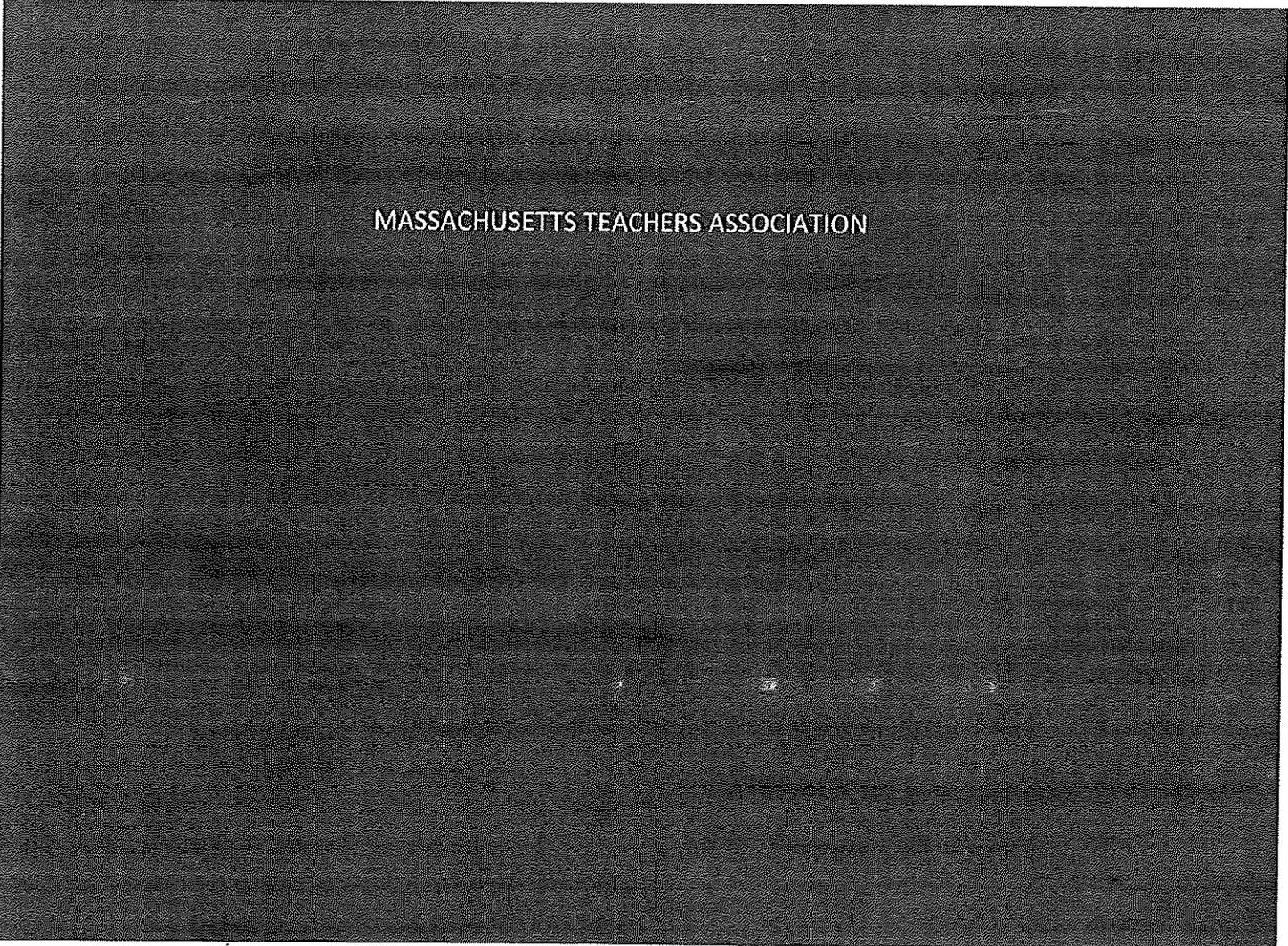


**GREENFIELD UNIT A  
CONTRACT SY 25-28**



MASSACHUSETTS TEACHERS ASSOCIATION

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**P R E A M B L E**



4. **JOB DESCRIPTIONS:** The Superintendent will, within thirty (30) days of the execution of the contract, develop job descriptions for all new job titles and submit a draft to the GEA for feedback. The Superintendent will develop position descriptions for all new job titles which are to be included in the GEA agreement and submit a draft to the GEA for feedback by the end of the school year for existing positions and new positions as they are created. These position descriptions will contain duties, qualifications, licensure requirements, who the position reports to and the evaluator of the position. If no evaluator is specified, the default shall be the building principal.

## **ARTICLE II: NEGOTIATION PROCEDURE**

A. Prior to October 1st of the calendar year preceding the calendar year in which this agreement expires, either Party may give written notice to the other, that it desires to alter or modify this Agreement and upon receipt of such written notice, the Parties agree to meet and confer for the purpose of negotiating a successor agreement, which will include wages, hours, and all other conditions of employment.

Within seven (7) calendar days of said notice, a joint meeting will be scheduled for the purpose of revision of the guidelines under which negotiations will take place. Guidelines will be in writing and signed and executed by the designated negotiating chairperson of both Parties. The first meeting shall be held in a mutually agreed place, at a mutually acceptable date, but not later than October 1st.

B. Designated representatives of the Committee and the Association shall meet at agreed upon places and times for the purpose of effecting a free exchange of facts, opinions, proposals and counter-proposals, in an effort to reach mutual understanding and agreement. Both Parties agree to conduct such negotiations in good faith. Either Party may change designated representatives during the term of negotiations provided the majority of originally designated representatives remain.

C. During the term of this Contract, negotiations may be opened by mutual consent to cover problems that may arise under the Contract or are not covered by the Contract. If an agreement is reached, an amendment to this Contract will be entered and will be binding for the balance of the term of the Contract.

D. Either Party may, if it so desires, utilize the services of non-party consultants to assist in the negotiations. If, however, either Party wishes to utilize the services of a non-party person to conduct the negotiations, fourteen (14) days notice must be given, in writing, to the other Party.

E. Before the School Committee adopts a change in policy which affects wages, hours, or other conditions of employment which are not covered by the terms of this Agreement and which have not been proposed by the Association, the Committee will notify the Association in writing that it is considering such a change. The Association will have the right to discuss such change with the Committee or its designee, provided that it files such a request with the Committee within ten (10) calendar days after receipt of said

notice, and further providing that the Committee agrees it will bargain over the effects of such proposed changes on areas involving mandatory subjects of bargaining.

### **ARTICLE III: GRIEVANCE PROCEDURE**

A. A grievance is defined as a complaint by any teacher, group of teachers, or the Association, that there has been a violation, misinterpretation or misapplication of the terms of this Agreement.

B. General Provisions

1. The Association shall have the right to be present and to participate in the processing of any grievance, at any level, and to use representatives of its own choosing.

2. The time limits specified mean calendar days, exclusive of vacations, and are to be considered as maxima, with every effort made to expedite the process. The time limits specified may, however, be extended by mutual consent, in writing.

3. No reprisals of any kind will be taken against any Party by reason of participation in a grievance. All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.

4. Responses at all levels of the grievance procedure shall indicate, clearly, the rationale for the decision and shall be communicated in writing to the grievant(s), the President of the Association, and the Chairperson of the Committee.

C. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable and prompt solutions to problems which may arise under this Agreement. The Committee and the Association desire that such procedure shall remain as informal and as confidential as may be appropriate, and nothing in this Contract shall be construed as limiting the rights of any teacher having a grievance, to discuss the matter informally, with any appropriate member of the Administration, provided, the adjustment of the grievance is not inconsistent with the terms of the Contract, and nothing in this Contract shall be construed as limiting the Association from bringing matters before the Committee in a manner other than as a grievance.

D. Informal Procedure

Any teacher, having a complaint sufficient to state a grievance under the above definition, shall, prior to filing it under the formal procedure, discuss the matter informally with his/her immediate supervisor in an attempt to adjust it. Such discussion

must be held no more than twenty-eight (28) calendar days from the time the teacher knew or should have known of the act or condition on which the grievance is based. Said teacher may request the Association be present and state its views. A reasonable attempt by all Parties must be made to secure a solution via the informal procedure as stated above. A class grievance may not be initiated beyond Level Two of the Grievance Procedure.

#### E. Formal Procedure

1. LEVEL ONE: The teachers(s), or the Association, shall present the grievance to the principal or immediate supervisor, in writing, within ten (10) calendar days after completion of the informal procedure. The grievance shall indicate the particulars of the complaint, including dates and circumstances where applicable, and the portion(s) of the Contract on which the grievance is based. Once submitted, the content of the grievance may not be changed. The grievance shall be discussed by the aggrieved and the supervisor, who shall answer the grievance within seven (7) calendar days of its receipt.
2. LEVEL TWO: If the grievance has not been resolved to the satisfaction of the grievant(s) and/or the Association, the grievant or the Association may, within fourteen (14) calendar days, submit the grievance, in writing, to the Superintendent. The grievance shall be discussed by the aggrieved and the Superintendent, who shall answer the grievance within fourteen (14) calendar days of its receipt.
3. LEVEL THREE: If the grievance is not resolved to the satisfaction of the grievant(s) and/or the Association, the grievant(s) or the Association may, within seven (7) calendar days, submit the grievance, in writing, to the Committee. Within fourteen (14) calendar days of receipt of the grievance, a majority of the Committee shall meet with the grievant(s) for the purpose of hearing the arguments.
4. LEVEL FOUR: If the grievance is not resolved to the satisfaction of the Association, the Association may, within fourteen (14) calendar days following receipt of the Committee response, submit the grievance to final and binding arbitration. The procedures governing the arbitration process are set forth below:
  - (a) The arbitration proceedings will be conducted under the then applicable Voluntary Labor Arbitration Rules of the American Arbitration Association. The Arbitrator's decision shall be rendered in writing as soon as possible and shall be binding on both the Committee and the Association and the grievants, only in those grievances resulting from interpretation or application of any provisions of this Agreement or any subsequent Agreement entered into pursuant to this Agreement. The cost of the Arbitrator shall be borne equally by the Committee and the Association.

- (b) The parties to this collective bargaining agreement recognize the "exclusive remedy" provisions of M.G.L. Chapter 150E, Section 8 and the amendment to M.G.L. Chapter 71 providing educational employees the right to access a statutory arbitration procedure. The parties further agree that an employee who is subjected to disciplinary action, where such disciplinary action can be reviewed by an arbitrator appointed by the Massachusetts Department of Education pursuant to M.G.L. Chapter 71 or through this Article, may pursue an appeal of their grievance through either the Grievance procedure or such state appointed arbitrator. The parties further agree that whichever arbitration forum in which review of a disciplinary action is first requested shall be the exclusive method for the resolution of such dispute, foreclosing access to the other arbitration forum.

#### **ARTICLE IV: SALARIES**

- A. The salaries of all persons covered by this Agreement are set forth in Appendix "A" which is attached hereto and made a part hereof.

Upon employment as a teacher in the Greenfield Public Schools, every teacher shall be placed on the salary schedule at the step appropriate for his/her degree status from an accredited college or university and granted credit for full school years of teacher service in one or more school systems following receipt of a baccalaureate or advanced degree from an accredited college or university.

The Superintendent shall determine, based on reasonable criteria, the amount of credit which may be given for previous outside teaching experience, related experience and professional employment in the subject field.

- B. All persons on the Teacher's Salary Schedule will have the option of being paid, in either:
1. Twenty-six (26) equal, bi-weekly installments, or
  2. Twenty-two (22) equal, bi-weekly installments during the school year.

Failure to elect either of the options above by August 1, will result in the selection being made by the Superintendent. Teachers serving under a continuing contract will be paid according to the option selected for the previous year. Teachers who are under the twenty-six (26) pay installment option may receive their summer checks in a lump sum, provided the Business Office is notified in writing by April 1.

3. For fiscal years that contain an extra payroll period, Unit A members will be notified at least six (6) months in advance of the payroll adjustment week in which no pay will be issued.

- C. All persons covered under this Contract and eligible for Health and Life Insurance will have deductions made unless proper waiver cards, as furnished by the Employer are executed and filed with the Superintendent of Schools. Every new employee will be notified of this requirement in writing.

Upon signing of appropriate authorization cards, the persons covered under this Contract may have the following payroll deductions:

1. Tax Sheltered Annuity premiums\* and/or 403B contributions.
2. Direct Deposits.
3. Local, State and National Teacher Association Dues.
4. United Way Contributions.
5. Health and Life Insurance - The Committee agrees to continue to provide teachers with the same Health and Life Insurance plan as provided Town employees. The current Town Life Insurance plan provides \$5,000 coverage. Effective July 1, 2009, the coverage will be \$10,000. If the Town, by a change in Town by-laws, provides additional coverage for Town employees, or agrees to apply a larger share of the premiums, then such improvements will be granted to teachers at the same time. Health Insurance rates will be changed to:

HMO – from 90/10 to 80/20

PPO – from 75/25 to 60/40

Additional 2% salary base increase, retroactive to June 1, 2009.

\*Such contracts for Tax Sheltered Annuities must be received in the School Business Office no later than April 1 of any given school year.

- D. The Treasurer of the Greenfield Education Association will certify to the Committee or its designee, in writing, the current membership dues of the Greenfield Education Association, Massachusetts Teachers Association, and the National Education Association. In the event of any changes in said dues, the Committee or its designee, will be given thirty (30) days written notice prior to the effective date of such change.
- E. No later than October 31st of each year, the Association will notify the Committee or its designee, of all those teachers seeking payroll deductions for Association dues. The Committee will amend deductions as submitted by the Association on an ongoing basis. Deductions will be calculated to end on the first payroll in May. The Committee will exercise its full power to ensure that dues are transmitted to the Association on each payroll date as deducted from members.

- F. The Association shall indemnify and save the Committee 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.
- G. For those employees who have annual contracts and who experience "No Pay" type days, the amount of reduction for each "No Pay" day will be calculated on the basis of 1/183rd of such annual contract. For all other purposes of this Agreement the Parties agree that the per diem rate of compensation shall be at the per diem rate of 1/183rd of the teacher's annual salary.
- H. Mid-Year Column Advancement on the Salary Schedule.

Teachers will be given an advancement on the salary schedule upon achieving a degree or credits sufficient to warrant a change in lanes when they provide the Superintendent with all official transcripts documenting the completion of all required course work. In order to receive column advancement on the salary schedule, teachers will provide prior written notice to the Superintendent of their intention to apply for column advancement indicating the date and degree or credits they expect to complete. To allow sufficient time to budget funds necessary to cover the salary increase, employees must provide notice of their anticipated degree attainment before February 1 to be eligible for column movement effective the first payroll of the following school year. If notice is provided on or after February 1, the employee will not be eligible for column movement until the first payroll in the subsequent school year.

- I. Disability Insurance. Provided the Town payroll system can accommodate, the School Committee will make available a payroll deduction option for a single plan with the employee paying 100% of the premium cost. The GEA will select the plan. The School Committee does not agree to assume any administrative cost of the plan.
- J. Should Administration post for opportunities on committees requiring work in addition to duties as outlined and compensated throughout this contract (i.e. curriculum committee), unit members will be paid at a rate of \$30.00 per hour for preapproved hours on such committees.

#### **ARTICLE V: TEACHER WORK YEAR - TEACHER WORK DAY**

- A. The work year for teachers will begin no earlier than the last Monday in August and will terminate no later than June 30th. The work year for returning teachers will be one hundred eighty-four (184) days.

The school day before Thanksgiving, the school day before the start of December vacation, and the last school day of the school year shall be early release days. The Principal shall dismiss teachers fifteen (15) minutes after students are dismissed on these days.

a. Teachers new to the profession (in their first three (3) years of public school teaching) may be required to work up to five (5) additional workdays in their first year of employment in Greenfield and up to three (3) additional days in their second and third years of employment. These days will be paid at the rate of two hundred fifty and 00/100 (\$250.00) dollars per day.

b. Teachers new to the Greenfield Public Schools but not new to the profession may be required to work up to three (3) additional work days in their first year of employment in Greenfield. Teachers will be paid at the rate of two hundred fifty (\$250.00) dollars per additional work day.

c. Main schedules at building levels shall be developed with staff input.

B. The parties acknowledge that the position of the teacher may require that professional activities take place outside the confines of the regular work day, but recognize that time and work schedules can and should be set. Accordingly the parties agree that the hours and schedules of personnel covered by this agreement shall be as follows:

1. At the High School, the work day shall be a consecutive six hours and forty minutes, (except that detention assignments may be made until 3:30 p.m.). No assignments will be made during the first fifteen minutes of the workday. Assignments during the first fifteen minutes may be made on an emergency basis (something that is not routine).

a. Each high school teacher will have a daily professional period of forty-five (45) minutes provided that school is in session for a full day and the normal student schedule is being followed.

A professional period is a period during which a teacher is preparing lessons, materials and instructional strategies often in collaboration with other teachers or any other educational activity that the teacher, in his/her professional judgment, deems necessary for effective classroom performance.

Each high school teacher will also have one additional professional period of forty-five (45) minutes each week provided that school is in session for a full day and the normal student schedule is being followed.

b. Each teacher will have a duty-free lunch period of a least thirty (30) consecutive minutes.

c. Each teacher will be assigned no more than five (5) teaching assignments per year. A sixth (6<sup>th</sup>) teaching assignment would be on a voluntary basis and for additional pay. The additional payment will be \$7,000. (Pro-rated,

if less than one (1) full 5.0 credit course or a course occurring for less than the full school year).

- d. High School teachers will be assigned non-teaching assignments on an equitable basis. The nonteaching duties may include individual instruction in directed learning programs and student intervention areas as well as providing for the safety of students and staff by monitoring hallways and cafeterias during the school day.
  - e. Detention assignments will be limited to four (4) per school year and be equitably distributed among the staff.
  - f. In order to meet the academic as well as social and emotional needs of students, each high school teacher will be assigned one (1) advisory/mentoring/team period of up to 60 minutes per week with the schedule to be determined by the administration in consultation with the leadership team.
  - g. At the high school level only, in lieu of the two (2) early release half days in October that the other grade levels use for parent-teacher conferences (i.e., the high school teachers work full days), high school staff receive three (3) early release days during examination weeks for midterms and finals. On these days, students take exams in the morning and are released early to provide teachers time to grade exams so grades can be calculated by the deadlines for issuing report cards.
2. At the Middle School, the work day shall be a consecutive six hours and forty minutes (except that detention assignments may be made until 3:30 p.m.). No assignments will be made during the first fifteen minutes of the work day. Assignments during the first fifteen minutes of the work day may be made on an emergency basis (something that is not routine).
- a. Each Middle School teacher will have a daily professional period of a least forty-five (45) consecutive minutes provided that school is in session for a full day and that the normal student schedule is being followed. A professional period is a period during which a teacher is preparing lessons, materials and instruction strategies often in collaboration with other teachers or any other educational activity that the teacher, in his/her professional judgment, deems necessary for effective classroom performance.
  - b. Each teacher will have a duty-free lunch period of at least thirty (30) consecutive minutes.

- c. Each Middle School teacher will be assigned no more than five (5) teaching assignments/three hundred (300) minutes of instructional time per day. A sixth (6<sup>th</sup>) teaching assignment would be on a voluntary basis and for additional pay. The additional payment will be \$7,000. (Pro-rated, if less than one (1) full 5.0 credit course or a course occurring for less than the full school year).

Instructional time includes classes, tutorials, advisory groups, staff team meetings, SPED/504 Team meetings, consultation/training, assigned non-teaching time, and other activities directed at the provision of instruction and supervision to students. Instructional time does not include professional periods and lunch. Note: This assumes a three hundred ninety [390] minute stay with a forty-five [45] minute professional period, and thirty- [30] minute lunch period.

- d. Each Middle School teacher will be assigned no more than four (4) non-teaching assignments in a five (5) day cycle. The non-teaching duties may include individual instruction in directed learning programs and student intervention areas as well as providing for the safety of students and staff by monitoring hallways and cafeterias during the school day.
- e. Detention assignments will be limited to four (4) per school year and be equitably distributed to all members of the staff.

- 3. At the elementary schools the work day shall be a consecutive six hours and forty minutes. No assignments will be made during the first fifteen minutes except on an emergency basis (something that is not routine).

- a. The specific starting time and dismissal time of each school will be established by the Committee within the work day outlined above, after consultation with the Association. Personnel shall not be assigned in excess of twenty-six and one-quarter (26¼) hours, (including recess), of instruction time in a five (5) day week, and shall not be assigned more than three (3) hours of non-instructional duty in a five (5) day week.
- b. Each Elementary School teacher will have a daily professional period of a least forty- six (46) consecutive minutes provided that school is in session for a full day and that the normal student schedule is being followed. A professional period is a period during which a teacher is preparing lessons, materials and instruction strategies often in collaboration with other teachers or any other educational activity that the teacher, in his/her professional judgment, deems necessary for effective classroom performance.

- c. Each teacher will have a duty-free lunch period of a least thirty (30) consecutive minutes.
    - d. Each teacher will be given time per student, per year to set aside for parent-teacher conferences during the instructional day or evenings required in Section F.
  - 4. At the preschool(s) the work day shall be a consecutive six hours and forty minutes. No assignments will be made during the first ten minutes except on an emergency basis (something that is not routine).
    - a. Instructional duties include classes, tutorials, advisory groups, staff team meetings, SPED/504 Team meetings, consultation/training, assigned non-teaching time, and other activities directed at the provision of instruction and supervision to students. Instructional time does not include professional periods or lunch.
    - b. One half day per week (3 hours and ten minutes of uninterrupted time) shall be professional time during which the teachers will not be assigned any responsibility other than preparation for their instructional duties. Each teacher will have a duty-free lunch period of a least thirty (30) consecutive minutes.
- C. Any voluntary deviation from the above Section B, by individual teachers, may be allowed to the extent that the deviation does not affect normal assignments of other teachers in the same school. A deviation of this paragraph shall not be deemed a waiver of this provision be either Party to the said Contract.
- D. The Superintendent shall submit the proposed annual school calendar for the succeeding year to the Association by March 1 of each year. The Association and Administration shall then hold a collaborative meeting prior to the second Wednesday of March to discuss, and if agreed amend, said calendar. After the meeting is held the Superintendent shall forward the calendar together with any remaining Association concerns to the School Committee by April 1 of each year.
- E. Teachers are required to attend, punctually, no more than twenty (20) after school staff meetings per school year. Said meetings will be up to a maximum of one hour and fifteen minutes in length. Up to 15 minutes of these staff meetings once a month can be dedicated to addressing building based needs if a list of topics is provided to the Principal the Friday before the meeting. If there is a month where only one staff meeting is scheduled the 15 minutes would not be provided. Said meetings will occur no more frequently than every other week, **not including the evening meetings in Section F below**. These meetings may called by either the Committee, the Superintendent, the Principals, the Directors, Subject Coordinators or Heads of Departments and whenever

possible they will circulate agendas 48 hours in advance of the meetings. At the elementary level, when scheduling meetings, teachers and school administrators will insure adequate time is set aside and priority given to parent-teacher conferences.

F. The Committee and the Association recognize, that while participation in activities sponsored by the Greenfield Public Schools and attendance by members at evening activities, related to school matters (which may include athletic events), are desirable as general propositions, teachers will not be required to attend more than five (5) with three (3) determined by the building administrator and 2 chosen from a list of five to ten (5-10) provided by building based leadership teams.

1. A teacher's work day during the period designated for parent-teacher conferences shall be based on a flexible rather than a continuous time format.
2. During the Fall Semester, a Grade K-7 teacher may schedule parent-teacher conferences in early afternoon, late afternoon or evening by mutual agreement with the parent.
3. During the Spring Semester, there shall be one (1) evening parent-teacher conference which shall be deemed one (1) of the three (3) evening activities per school year pursuant to Article V, Section F. This evening parent-teacher conference shall be in addition to the parent-teacher conferences referenced in the above paragraph 2.
4. No teacher shall be assigned a work day in excess of six (6) hours and forty (40) minutes during the parent-teacher conference period. A teacher assigned a flexible work day schedule shall not be required to remain in the school building during the period in which no school work or parent-teacher conference is scheduled for him/her so long as teachers are actively working for the equivalent of a full work week. Documentation to that effect will be provided if requested.
5. The GEA Contract's Article V, Sections B-2, B-3, F, G, and J shall be modified in the manner stated in the above paragraphs.

G. Teachers will notify the principal prior to leaving the building during the work day. This notification will include teachers leaving during the lunch period. Such notice will include the reason for leaving, the destination and estimated time of return, unless the reason necessitates not returning on the same work day. Authorization to leave may be withheld by the Principal for reasonable cause.

H. Special Personnel - The normal work day of the following special personnel will be defined as follows:

1. Middle School Nurse, Senior High School Nurse seven consecutive hours, with half (½) hour for lunch.

2. Elementary Nurse (Multi-Building Responsibility) seven consecutive hours, with half (½) hour for lunch.
  3. High School Counselors, Middle School Counselors, High School Librarians, Middle School Librarians. Starting time will be fifteen (15) minutes prior to arrival of students and ending time will be thirty (30) minutes after the close of the school day, with half (½) hour for lunch.
- I. It is agreed that teachers shall hold themselves available for student help before, during or after school a minimum of two times a week.
  - J. The School Committee and their agents reserve the right to determine the number and schedule of all days when students are released prior to the normal dismissal time. Said determination will be made after input and participation from GEA prior to setting the calendar pursuant to Article V-D. The Superintendent and his/her agents will determine the professional activity performed by teachers on all such release days. Said determination will be made after input and participation from standing committees on curriculum and staff development. Teachers on such released days will have a duty free lunch period of at least one (1) hour.
  - K. In preparation for summer recess no teacher will be required to move or lift objects greater than 25 lbs. During summer recess the Administration shall be responsible for the safe storage of all classroom supplies. The Administration shall provide teachers with the packing materials needed for this purpose.
  - L. The School Committee has an obligation to undertake reasonable measures to ensure the safety of teachers, other school staff, students and lawful visitors.
  - M. The School Committee and the Association agree that mutual respect between and among administrators, employees and co-workers is vital to the efficient operation of the School System. Any behavior that contributes to bullying or a hostile work environment is unacceptable and will not be tolerated.  
  
An employee who believes he/she is subject to such behavior should meet with his/her immediate supervisor to discuss the situation. The Association may file a Level 2 grievance if the employee's concerns are not addressed by the immediate supervisor. No employee will be subject to retaliation for filing a complaint, giving a statement or otherwise participating in the administration of this process.
  - N. The parties recognize that lesson planning is an essential element of the teaching and learning process.
    1. Subject to funding, a joint committee will explore developing an online / instructional planning resource site for the purpose of developing unit plans and

assessments for use by Greenfield teachers. If no teachers apply for the joint committee, a program will be chosen by the administration.

2. Lesson plans for each week shall be available in the teacher's workspace for review by school administrators on the first day of the week and upon request during the week.

a. Teachers without Professional Teacher Status and those rated less than proficient shall be required to submit lesson plans weekly and school administrators shall provide feedback and may require lesson plans to be modified. A follow-up review will occur to ensure that any required modifications have been made.

i. For grades 6 - 12 required elements of the lesson plans shall be:

1. Essential Question and lesson objective
2. Topic
3. Activator
4. Engagement/Activity
5. Assessment(s)
6. Differentiation, where appropriate

ii. The parties will establish a committee to develop appropriate criteria for grades PreK – 5 required elements of the lesson plans on or before April 1, 2026. Should no criteria be proposed and/or agreed to by this date, the PreK-5 criteria will be the same as grades 6-12.

b. Occupational Therapists, Physical Therapists, Board Certified Behavior Analysts, Counselors, School Psychologists, and Speech Language Pathologists shall update Frontline Special Education and Interventions on a regular basis with their progress notes. Their day to day notes, plans, and/or data collection shall be kept in their office and available to their supervisors upon request.

O. Subject to appropriation, the Committee shall add six (6) permanent floating substitute positions as part of Unit C to the annual budget.

P. Teachers are eligible for \$25 an hour for up to (4) four hours to set up their classrooms prior to the first Professional Development days at the beginning of each school year. Teachers will be issued payment after issuance of a time sheet which must be signed by the building principal. In the summer of 2025 the District will continue the current practice of allowing access to the building after the summer which is that teachers reach out to their principals to determine if their rooms are ready for teacher access. Beginning in the summer of 2026 - Entry to the buildings shall be no sooner than two weeks prior to convocation. However, teachers must reach out to their principals to determine if their rooms are ready prior to accessing their rooms.

Q. Teachers who volunteer to perform other tasks as requested by the Administration or who are assigned other tasks during their preparation period by the Administration shall be compensated at a rate of \$45.00. Administration reserves the right to assign an employee during their prep when such assignment is necessary for the safety of students. Every

reasonable effort will be made to utilize substitutes to cover the classes of regularly assigned teachers when they are absent. If Administration assigns unit A member's students from another class, they will be compensated at \$45.00 per class period. Such assignments will occur equitably.

#### **ARTICLE VI: CLASS SIZE**

The School Committee and the Association recognize that student-teacher ratios are an important factor in the provision of quality education. The Administration will, subject to pedagogical considerations and the needs of individual students, encourage Building Principals to assign students to classes in an equitable manner. Class assignments will be made on the basis of physical space, the special needs and learning differences of the students involved, the availability of resource personnel, curricular requirements, and other educational concerns. Class assignments shall not be the subject of the provisions of Article III beyond Level Three (3), arbitration, or unfair labor practice proceedings.

#### **ARTICLE VII: NON-TEACHING DUTIES**

A. The Committee and the Association acknowledge that a teacher's primary responsibility is to teach and his/her energies should, to the extent possible, be utilized to this end. The Committee shall (within the limitations of existing paraprofessional and/or custodial personnel), assure that teachers will not be required to perform the following:

1. Milk distribution, supervision of playgrounds, sidewalks and buses (Parties have eliminated cafeteria and corridor duties.)
2. Assigned to monitoring the duty of monitoring school entrances.

Teachers in the elementary schools (Federal Street, Four Corners and Newton Street) will not be required to supervise cafeterias during the student lunch periods.

3. Health services, such as administering eye and ear examinations, and weighing and measuring students, except by health and physical education personnel.
4. Collecting money from students for non-educational purposes. Although teachers may be required to collect and transmit money to be used for educational purposes, they will not be required to tabulate, or account for such money. They shall not be held responsible for the loss of any such money, provided established school system policy, relative to collection and maintenance of funds, is followed. Such collections are to be confined to those that are required for the proper functioning of the school, such as lunch money, milk money, and money collected for field trips.
5. Delivering books and other materials to classrooms in bulk quantities.

- B. Teachers will not be required to drive pupils to activities which take place away from the school building. Teachers may do so voluntarily, however, with the advance approval of their principal or immediate supervisor and in compliance with applicable policies of the Greenfield Public Schools.
- C. Teacher participation in extracurricular activities will be strictly voluntary and where applicable, compensation will be made in accordance with the provisions of Appendix "A" of this Agreement.
- D. Any teacher, instrumental in planning a public appearance for any student group, shall coordinate such appearance through the Building Principal.
- E. Teachers will prepare and submit data in prescribed form, as determined by the Superintendent, for attendance and report cards to meet deadlines as established by the Superintendent for the timely processing of such data. For the first three marking periods grades will be due within two (2) school days of the closing of grades. Marks will not close on Monday. For the June marking period grades will be due on or before the clearing date as established in the school calendar. Failure to comply with the provisions of this section will result in the withholding of pay until such time as the requirements are completed. Any change in the procedure will be discussed with the Association before implementation.

Classroom teachers will record student attendance daily in Power School. Teachers in grades PreK through 12 shall update PowerSchool grades at least every two weeks.

## **ARTICLE VIII: TEACHER ASSIGNMENTS**

- A. Teachers will be notified, in writing, of their anticipated programs for the coming school year, including the school(s) to which they will be assigned, the grades and/or subjects that they will teach by June 1st of each year.
- B. In order to assure that pupils are taught by teachers working within their areas of competence, teachers will not be assigned except temporarily, and for good cause, as determined by the Superintendent, outside the scope of their teaching and/or major fields.
- C. To the extent possible, changes in grade assignments in the elementary schools and in subject assignment in the secondary schools, will be voluntary.
- D. In arranging schedules for unit members who are assigned to more than one (1) school, an effort will be made to limit the amount of intra-system travel. Such employees will be notified of any changes in their schedules as soon as is practicable. Employees who are assigned to more than one (1) school in any one (1) school day, will receive reimbursement per mile for all inter-school driving done by them, at the rate paid by the Town of Greenfield. Travel time shall not be deducted from the employee's assigned preparation period or their lunch break. At the start of the school year, these Employees

will be notified regarding which building to attend staff meetings and who their evaluator will be.

## **ARTICLE IX: TRANSFERS**

Although the Committee and the Association recognize that some transfer of teachers from one school to another is unavoidable, they also recognize that frequent transfer of teachers is disruptive of the education process and interferes with optimum teacher performance. Therefore, they agree that the following principles shall be applied, in the transfer and the reassignment of the teachers:

- A. A voluntary transfer is defined as a change in the grade level, school or department of a teacher, requested by the teacher or voluntarily agreed to by the teacher. Volunteers shall be given preference to the extent compatible with individual qualifications, instructional requirements, staff availability and other factors, including, but not limited to, the recommendations of the Supervising Principal, effecting the best interest of the Greenfield School System.
- B. When other factors are substantially equal, preference will be given to the volunteer with the greatest number of years of service in the Greenfield School System.
- C. An involuntary transfer is defined as a change in grade level, school or department of a teacher, not requested by the teacher or not voluntarily agreed to by the teacher.
  - 1. A proposed involuntary transfer will be made only after a meeting, held at least two (2) weeks prior to a final decision, between the teacher involved and the Superintendent at which time the teacher will be notified of the reasons for the transfer.
  - 2. In the event the teacher objects to the proposed transfer at this meeting, the teacher may request a meeting with the Superintendent and the Association's representative to discuss the proposed transfer within seven (7) calendar days of the initial meeting before a final decision is made. It is recognized that the final decision of whether or not such a transfer will be made must rest with the Superintendent of Schools.
- D. When involuntary transfers are made, the following factors will be considered in determining which teacher is to be transferred.
  - 1. A teacher's area of competence, major and/or minor field of study.
  - 2. Quality of teaching performance, as determined by formal evaluation.

3. The administration's determination as to the suitability of that individual to that particular situation, with the teacher being informed as to the rationale for that determination.
  4. The length of service in the Greenfield School System. Unless the best interests of the Greenfield School System otherwise require, in the judgment of the Superintendent, teachers being involuntarily transferred will be transferred only to a comparable position.
- E. When a transfer causes a position to be left open, then this opening shall be considered a vacancy and will be filled, as provided in Article X.
- F. Notice of transfers will be given to teachers as soon as practicable and under normal circumstances, not later than May 15th. If other than normal circumstances should occur, the administration will define the circumstances and will discuss them with the Association.
- G. Teachers desiring a transfer will submit a written request to the Superintendent, stating the assignment preferred and the reason for seeking a transfer. Such requests must be submitted between September 1<sup>st</sup> and April 1<sup>st</sup> of each school year, to be considered for the next school year. Requests must be renewed in writing each year. All requests will be acknowledged in writing. Upon request, reasons for denial of transfer will be furnished in writing.
- H. No teacher shall be involuntarily transferred or reassigned, except for just cause.
- I. A teacher being involuntarily transferred or reassigned shall have preference in filling future vacancies over any teacher seeking a voluntary transfer or reassignment, if the affected teacher is certified to fill the vacancy. Said preference to be limited to a period of twelve months, from date of the involuntary transfer, and subject to the provision that filling said future vacancy will not be inconsistent with the reason for the involuntary transfer.

#### **ARTICLE X: VACANCIES AND PROMOTIONS**

All vacancies in a professional position, covered by this Agreement, or any new positions covered by this Agreement, shall be filled in the following manner:

- A. Any vacancy in a professional position during the school year (September to June), will be adequately publicized by the Superintendent or his/her designee, by means of an electronic communication sent to all staff as far in advance of the appointment as possible.
- B. Said notice of vacancy shall clearly set forth the qualifications for and the duties of the position and the compensation rate and range thereof.

- C. Teachers who desire to apply for such vacancies shall file their applications, in writing, with the Superintendent via the online platform used by the District for such purposes, within the time limit specified in the notice.
- D. The Administration may give notice of such vacancies, outside the system, at its discretion.
- E. No vacancy shall be filled, except on a temporary basis, within five (5) school days from the date the notice of such vacancy is posted or should have been posted by a designated Association member in each school and the President of the Association. An exception will be for vacancies occurring ten (10) days before the start of the school year and within the first ten (10) days of the school year.
- F. Such vacancies shall be filled by that person, who in the judgment of the recommending administrator is best qualified by experience, training, and performance, to successfully carry out the required duties. Where, in the judgment of the recommending administrator, the qualifications are substantially equal, preference will be given to teachers presently employed in the Greenfield Public Schools.
- G. Insofar as is practicable, under the circumstances, appointments will normally be made not later than sixty (60) days after the notice is posted. If, in the judgment of the Superintendent, there is no qualified candidate, the position will not be filled.
- H. Positions in Summer Programs and Evening School shall be filled as defined above and notice of such positions will be publicized and teachers notified of action taken as soon as practicable. When positions in the Summer Programs are, in the judgment of the Superintendent, an extension of the curriculum area of a particular teacher, those positions will be included in the teacher's regular, individual contract, if the teacher so desires.
- I. Positions in the Greenfield Summer Programs and Evening School will, to the extent possible, be filled, first, by regularly appointed teachers in the Greenfield School System.

## **ARTICLE XI: TEACHER EVALUATION**

The primary purpose of the teacher evaluation process is the improvement of teaching performance and instruction. Both teachers and evaluators shall keep this objective in mind, in order to insure that the evaluation process is carried out in the spirit of professional growth.

- A. 1. All monitoring or observation on the work performance of a teacher will be conducted openly and with full knowledge of the teacher. Teachers will be given a copy of any evaluation report prepared by their supervisors, and will have the right to discuss such report with their supervisors, and shall sign every report to indicate that they have read it.

2. No teacher shall receive adverse oral comments from any supervisory personnel, in the presence of pupils.
  3. Any complaint or concern deemed by the administration to be serious enough to merit possible discipline shall be brought to the attention of the teacher within a reasonable period of its receipt. At least 24 hours in advance, the teacher shall be notified of the meeting to discuss the complaint/concern and shall be informed of the possible disciplinary nature of the meeting and the general nature of the complaint/concern, and shall be entitled to have a representative present at the meeting.
- B.
1. Teachers will have the right, upon written request, to review, at a time mutually convenient, the contents of their personnel files. A member of the Association may accompany the teacher in such review. The review shall be made in the presence of the administrator responsible for the safekeeping of such files or his/her designated representative.
  2. No material, derogatory to a teacher's conduct, service, character or personality, will be placed in his/her personnel file unless the teacher has had the opportunity to review the material. The teacher will acknowledge that he/she 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 thereof. The teacher will also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his designee, and attached to the file copy.
  3. Teachers will be evaluated in accordance with Appendix G
- C. Any credible complaints, regarding a teacher, made to any member of the administration by any parent, student, or other person, will be promptly called to the attention of the teacher, and the complainant will be identified to the teacher. Complaints that are not deemed to be credible shall be treated as if they had not been made.
- D. No teacher shall be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage, without sufficient reason. It is expressly understood that the School Committee retains all rights and obligations which it has under the tenure law.

## **ARTICLE XII: TEACHER FACILITIES**

- A. The Association will have the right to use school buildings, if available, without cost, during times when custodians are normally employed.

- B. There will be one (1) bulletin board in each school building, for the purpose of displaying Association material.
- C. Whenever possible and practicable, each school will have an appropriately furnished work/dining area reserved for staff containing adequate equipment and supplies to support meal breaks and aid in the preparation of instructional materials.
- D. An adequate and convenient parking area reserved for teacher parking.

### **ARTICLE XIII: SICK LEAVE**

- A. 1. Each teacher is entitled to a leave of absence for sickness and disability with full pay, up to fifteen (15) working days in each school year, in which he/she is serving the Greenfield School System, as of the first day of said school year, whether or not he/she reports for duty on that day, except, the first year teachers will accumulate sick leave at the rate of one and one-half (1-1/2) days per month. Unused sick leave, for first year teachers, will be applied at the end of the school year, to days which may have been lost earlier in that year due to insufficient sick leave accumulation at that time. Unused sick leave shall be accumulated from year to year, without limitation, so long as the teacher remains continuously in the employ of the Committee. Teachers hired on or after July 1, 2014 shall be allowed to accrue sick leave for no more than one hundred eighty five (185) days."

A Greenfield School System paraprofessional who is hired for any position in Article I of this contract will carry over his/her unused sick days.

- 2. Female employees, disabilities caused by or related to pregnancy, miscarriage, abortion, childbirth and recovery therefrom, shall be treated as temporary disabilities, and as such accumulated sick leave shall be available for use during periods of such disability.
  - 3. Notwithstanding the above, teachers who are recalled to a position under Article XXI, after the start of the school year will be entitled to proration of the fifteen (15) sick leave days, calculated on one and one half (1-1/2) days per month of service, for each month remaining in the school year.
  - 4. A teacher will be allowed to use up to fifteen (15) days per year of accumulated sick leave for illness in the immediate family of the teacher. Immediate family is as defined in Article XIV-5. The Superintendent has the right to request medical documentation supporting use of this leave after five (5) days.
- B. Each teacher shall receive yearly notice of accrued sick leave.

- C. The Superintendent may require that absences of three (3) or more consecutive school days because of disability, be certified by the employee's own medical provider. The Superintendent may require recertification at any five (5) day interval thereafter.
- D. Sick leave days are, essentially, a form of insurance protection for the employees and are an inchoate right to compensation that does not vest in an employee until he/she has a bona fide sickness, preventing him/her from reporting for and performing his/her duties. Abuse of sick leave will subject an employee to disciplinary action and may be included in the teacher's evaluation.
- E. No teacher will be required to arrange for his/her own substitute.

F. SICK LEAVE BANK

1. Effective October 1, 2014, a Sick Leave Bank will be established for use by teachers whose sick leave accumulations have been exhausted and who request additional leave due to a prolonged and/or catastrophic illness.
2. Each teacher shall submit one (1) sick day of his/her personal accumulation to the Sick Leave Bank on October 1, 2014 to be utilized by teachers who qualify and who have exhausted their own individual sick leave, both annual and accumulated, and who still have a prolonged and/or catastrophic illness. Thereafter if the total number of days in the Bank is over 100 days on October 1, no day will be deducted from the members. If the Bank falls below 41 days, a day will be deducted from each member at that time. In this case members will be notified of this deduction at the time of the deduction. The Association will be notified of the total accumulated sick days in the Bank by September 30th of each year. No sick days will be deducted from members who have less than ten (10) accrued days. Deductions of sick leave from part-time employees shall be pro-rated. The total number of days in the Bank shall not exceed 110 days more than the Full Time Equivalent of the number of Unit A members.
3. Teachers shall be eligible for the Sick Leave Bank benefit after the anniversary of one (1) full calendar year of service to the Greenfield Public Schools. A teacher's Sick Leave Bank benefit shall extend for up to one hundred eighty (180) calendar days exclusive of optional summer employment. Thereafter, the teacher may be eligible for long-term disability.
4. The Sick Leave Bank shall be administered by a Sick Leave Bank Committee consisting the Superintendent, two (2) members of the Teachers Association, and two (2) members of Administration as designated by the Superintendent. The Human Resources Director shall serve Ex Officio, non-voting, and maintain records, monitor daily use, and report to the Sick Leave Bank Committee.
5. Application for benefits shall be made in writing to the Sick Leave Bank Committee accompanied by a medical certificate on the same form as used under the Family Medical Leave Act. This certificate shall provide a diagnosis and

- prognosis/estimated recovery time. All information provided to the Committee shall be confidential.
- 6. The initial grant of sick leave by the Sick Leave Bank Committee to an eligible teacher shall not exceed thirty (30) days. Upon completion of the thirty (30) calendar day period, an additional grant may be extended by the Sick Leave Bank Committee upon demonstration of need by the applicant. Thereafter, the above-referenced medical certificate shall be updated every forty-five (45) calendar days.
- 7. To facilitate its decision-making process in deciding whether to grant Sick Leave Bank days beyond the initial thirty (30) calendar day period, the Sick Leave Bank Committee may require that a member be examined by a physician selected by the Sick Leave Bank Committee. The School Committee shall assume all costs of such an examination not covered by insurance. Subject to the requirement teachers shall continue to receive Sick Leave Bank benefits pending receipt of the report from the examining physician.
- 8. The decisions of the Sick Leave Bank Committee shall be final and binding and not subject to appeal or to the grievance and arbitration process.
- 9. Should a teacher return from extended sick leave during which benefits were received through the Sick Leave Bank, the teacher shall be entitled to commence a new prorated accumulation of individual sick leave relative to the date of return.
- 10. Sick Leave Bank benefits shall include maternity coupled with a prolonged and/or catastrophic illness.
- 11. Teachers receiving Worker's Compensation shall be eligible for the difference between their regular salary and their Worker's Compensation benefits as a Sick Leave Bank benefit for sixty (60) calendar days after their sick leave accumulations have been exhausted.

**ARTICLE XIV: TEMPORARY LEAVES OF ABSENCE**

Teachers may be entitled to the following Temporary Leaves of Absence, with pay, each school year. Leaves taken, pursuant to this section, will be in addition to any Sick Leave to which the teacher is entitled. No teacher will be required to arrange for his/her substitute.

- 1. Emergency leaves with pay may be granted at the discretion of the Superintendent. Depending on the nature of an emergency leave, advance notice, although desirable, is not required. The reason for the emergency leave and the number of emergency leaves granted to any individual will be determined solely by the Superintendent or his/her designee.

2. Teachers may be granted two (2) personal days each school year by the Superintendent for the purpose of attending to unanticipated and unavoidable matters that cannot be transacted during non-school hours. If at all possible, teachers shall submit a confidential written request to the Superintendent stating the nature of the absence prior to the proposed personal day. Allowance of teachers' requests by the Superintendent shall not be unreasonably withheld. Personal days will not be granted for days immediately preceding or following school vacations or holidays. Unused personal days shall accumulate as unused sick days.
3. Teachers may be granted time for the purpose of visiting other schools or to attend meetings and conferences of an educational nature. A written request describing the nature, time and place of such meeting must be submitted to the Superintendent or his/her designee prior to said visit or meeting. All requests shall be answered in writing within eight (8) school days of receipt of teacher's request. This request for absence may be denied at the discretion of the Superintendent or his/her designee.
4. Necessary time will be granted to official Association representatives to attend conferences or conventions each year. A written request describing the nature, time and place of such meeting will be submitted to the Superintendent fifteen (15) school days in advance of the conference or convention. The Committee agrees to authorize for this purpose five (5) teaching days with pay and the cost of substitute teachers.

Official Association representatives will be granted paid leave to attend the Division of Labor Relations conferences and hearings. Those representatives shall notify their respective building principals at least seven (7) days in advance of the leave.

5. Up to five (5) school days absence may be granted with full pay in the event of a death in the teacher's immediate family. Immediate family is defined to include spouse, children, parents, grandparents, grandchildren, parents-in-law, brother, sister, brother or sister-in-law, member of the immediate household residing with the teacher or individual for whom the teacher has acted as parent or legal guardian.
6. One (1) school day may be granted with full pay in the event of the death of a relative other than specified in Section 5 of this Article, to attend the funeral. If additional school time is required for travel, it may be granted with pay, less the established rate of a substitute.
7. A maximum of seventeen (17) days per school year, for persons called into temporary active duty with any unit of the United States Reserves of the National Guard, provided such obligations cannot be fulfilled on days when school is not in session, and the reservist has made an effort to request duty when school is not in session. The reservist will be paid the difference between his/her military pay and his/her normal school compensation.
8. The current practice of paying the difference between a teacher's regular earnings and whatever monies are received for jury duty will be continued.

9. Teachers may be granted up to twenty (20) days of adoption, foster placement care or paternity leave to charge against their regular bank of sick days.
10. Up to three (3) school days for religious observance if said observance prohibits the teacher from working on said day(s).
11. Other temporary leaves of absence, from one (1) to ten (10) school days, with pay, but charged to unused sick leave, may be granted by the Superintendent at his/her sole discretion.

#### **ARTICLE XV: EXTENDED LEAVES OF ABSENCE**

- A. Up to two (2) years of leave of absence without pay will be granted to professional employees with professional status upon election to State or National Office in any professional education association for the purpose of engaging in the activities required by that office. Upon return from such leave, a teacher will be considered as if he/she were actively employed by the Committee during the leave and he/she will be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent. Requests for this leave must be submitted to the Superintendent by June 1 of the year prior to the year of the leave.
- B. One (1) leave of absence, without pay, up to two (2) years, will be granted to any teacher with professional status who joins the Peace Corps or serves as an exchange teacher, and is a full-time participant in either of such programs. Upon return from such leave, a teacher will be considered as if he/she were actively employed by the Committee during the leave, and will be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent. Requests for this leave must be submitted to the Superintendent by June 1 of the year prior to the year of the leave.
- C. Military leave will be granted to any teacher who is inducted or enlists in any branch of the armed forces of the United States. Upon return from such leave, a teacher will be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence up to a maximum of four (4) years.
- D. Parental leave which includes adoption, of up to one (1) year will be granted without pay or increment.
- E. A leave of absence, without pay or increment, of up to one (1) year, will be granted for the purpose of caring for a sick member of the teacher's immediate family. Additional leave may be granted at the discretion of the Superintendent or his/her designee. Request for this leave must be submitted to the Superintendent with prior reasonable notice.

- F. After five (5) years' continuous employment in the Greenfield School System, a teacher may be granted a leave of absence by the Superintendent or his/her designee, without pay, for up to one (1) year for health reasons. Requests for such leave will be supported by appropriate medical evidence.
- G. Any teacher whose personal illness extends beyond the period compensated may be granted a leave of absence up to one year without pay for such time as is necessary for recovery from such illness. Appropriate medical, psychological (licensed psychologist) evidence of fitness to function in the assigned capacity may be required before such personnel are permitted to return to work. The professional employees shall furnish the Administration, in writing, medical evidence furnished by a duly licensed physician or psychologist. The Administration shall have the right to designate a duly licensed physician to verify, upon examination, the findings of the report submitted by the professional employee. The Committee shall bear the expense for such examination and report. The Committee shall furnish the professional employee a copy of same.
- H. Teachers who receive fellowship grants will be granted a leave of absence without pay for the period of time of such grant. Teachers may be receiving a salary through the grant agency.
- I. Other leaves of absence, without pay, may be granted by the Superintendent.
- J. Following a letter from the Superintendent, notification of intent to return to service from a leave shall be made, in writing, prior to April 1st of the year in which the leave ends, or the position shall be considered vacated, and the employee to have voluntarily terminated his/her employment.
- K. All benefits to which a teacher was entitled at the time his/her leave of absence commences, including unused, accumulated sick leave, will be restored to him/her, upon his/her return, and he/she will be assigned to the same position which he/she held at the time said leave commenced, if available, or, if not, to a substantially equivalent position. If an employee fails to pay the required insurance premiums during such leave and thereby allows the policy to lapse, insurance coverage upon return to work will be on the same basis for new employees.
- L. All requests for extensions of leaves will be applied for in writing to the Superintendent stating the specific reason for the request, at least forty-five (45) calendar days prior to the termination date of the leave or extension thereof. No single extension shall exceed ninety (90) calendar days. More than one (1) extension may be granted.
- M. **Paid Parental Leave**
  - 1. Employees who have completed at least one full calendar year of employment with the District and are eligible for FMLA or MPLA for the birth or adoption of a child, regardless of medical need, shall be entitled to five (5) consecutive days of paid time, not deducted from paid leave. If both parents work for the District,

they shall be eligible for up to five (5) of this paid time in the aggregate. This paid time shall run concurrently with MPLA and FMLA. No other paid time, with the exception of sick leave as specified in section D below, may be used for the birth or bonding with a child under FMLA or MPLA during the first twelve (12) months following the birth of the child by an eligible parent/guardian who does not have a personal medical condition related to the birthing process. This benefit will be prorated for part time employees.

2. Notification: An employee must give at least thirty (30) days notice to the Superintendent's Office of the employee's anticipated date of departure and intention to return, or as soon as practicable if the delay in notice is for reasons beyond the employee's control.
3. Documentation: The Superintendent may require the employee to submit documentation sufficient to demonstrate eligibility for Parental leave.
4. Use of Paid Leave: An employee who has accrued sick leave and/or personal leave has the right to choose to use up to fifteen (15) consecutive days of the employee's sick leave during Parental Leave. This leave must also be taken consecutively after the paid leave in Section A. If both parents work for the District, they shall be eligible for up to fifteen (15) days of this paid time in the aggregate. The sick leave bank may not be used to supplement this leave. After that, sick leave may only be used if a physician has certified the medical necessity for the leave time. This would allow for use of contractually available family sick leave with supporting medical documentation and/or sick leave for the employee's own illness. Paid time described in Section A above shall be granted before any voluntary use of paid sick leave. Should the employee provide medical documentation supporting an extended leave, the employee may use their paid sick leave for this additional time.
5. Restoration and Other Rights: An employee who complies with the requirements for Parental Leave will be restored to the employee's previous or a similar position with the same status, pay, length of service credit and seniority, whenever applicable, as of the date the employee's leave began. The period of Parental Leave beyond 60 days will not count toward length of service or seniority. Benefits will not continue and/or accrue when on unpaid leave.

## **ARTICLE XVI: SABBATICAL LEAVES**

Upon recommendation by the Superintendent, sabbatical leaves may be granted for study or travel, to a member of the professional staff, covered under this Contract, by the Committee, subject to the following conditions:

1. Up to three (3) members of the professional staff may be on sabbatical leave at any one time. All recommendations made by the Superintendent will be considered by the Committee, at which time, the applicant may be present to support the application. The actual number of sabbatical leaves in any given year will be at the sole discretion of the Committee, and, under no circumstances, will be the subject of a grievance.
2. Requests for sabbatical leave must be received by the Superintendent no later than February 1<sup>st</sup> of the year prior to the sabbatical period, and action will be taken on all such requests by March 1<sup>st</sup>. No requests under this paragraph will be considered prior to February 1<sup>st</sup>.
3. The teacher must have completed at least seven (7) full school years in service in the Greenfield School System, and at least seven (7) consecutive full school years in said service since his/her last sabbatical leave, except that leaves without pay granted by the Committee should not constitute a break in service. The teacher must provide sufficient evidence satisfactory to the Superintendent that the sabbatical leave will augment, increase, and enhance the teacher's ability to perform his/her specific job description.
4. Teachers on sabbatical leave will be paid at three-quarters (3/4) of their regular salary rate.
5. Prior to the granting of a sabbatical leave, a teacher shall enter into written agreement with the School Committee, that upon return of such leave, he/she will return to service in the Greenfield School System for a period equal to twice the length of the leave and, that in default of completing such service, he/she shall refund, to the Town of Greenfield, an amount equal to such proportion of salary received by him/her while on leave as the amount of service not actually rendered as compared to the whole amount of service agreed to be rendered, except in cases of death, incapacitating illness or disability. The Association will insure a performance bond is posted relative to this section of the Contract by a duly licensed insurance company licensed to do business in the Commonwealth of Massachusetts.
6. Upon return from such leave, a teacher will be considered as if he/she were actually employed by the Committee during the leave, and will be placed on the salary schedule at the level he/she would have achieved if he/she had not been absent. Upon return from such leave, the staff member shall be prepared to conduct in-service workshops in the area of concentration and shall submit an oral or written report to the Committee on the results of the year's work.

## **ARTICLE XVII: PROFESSIONAL DEVELOPMENT & EDUCATIONAL IMPROVEMENT**

- A. The School Committee shall appropriate money on an annual basis for professional development. This money shall include grants and special education funds specified for professional development purposes.

The Superintendent and Building Principals, with input from school councils and the Instructional Leadership Team, shall be responsible to allocate professional development money. District-wide programs, incentives, and goals requiring professional development shall be the first priority in allocating money. School building site-based teams will provide input to administration regarding the allocation of professional development money.

The professional development calendar shall be available at least ten (10) school days prior to district-wide and site-based programs. Building based ILT's shall have regular input into the professional development topics and allocation of professional development monies.

During in-service Professional Development days, Occupational Therapists, Physical Therapists, Board Certified Behavior Analysts, Counselors, School Psychologists, Speech/Language Pathologists, and School Nurses shall pursue self-directed professional development activities preapproved by the Special Education Director; unless the District determines that district scheduled professional development is relevant to their position.

- B. The total annual reimbursement amount for the bargaining unit will not exceed \$50,000 for tuition reimbursement, and reasonable expenses (including fees, meals, lodging and transportation) incurred by teachers who attend workshops, seminars, conferences or other professional improvement sessions.

The Committee will pay the cost of tuition, for in-service courses at accredited colleges, universities or other professional training schools, which are taken with the advance approval of the Superintendent of Schools. Approval for courses shall be based upon the teacher's submission of a course description and a statement of how the course will benefit the District. The course approval form must be completed at least two (2) weeks prior to the anticipated date of the course. Such approval will not be unreasonably withheld. The amount of tuition paid to a teacher will not exceed the University of Massachusetts rate per credit hour and related course fees at the time of application.

No teacher shall be entitled to reimbursement in excess of the above-mentioned limit, nor be entitled to reimbursement for more than six (6) credit hours in any twelve (12) month period.

The Committee will pay the reasonable expenses (including fees, meals, lodging and transportation) incurred by teachers who attend workshops, seminars, conferences or other professional improvement sessions, attendance at which the teacher has received written, advance approval or has been requested to attend by the Superintendent or his/her designee. The conference approval form must be completed at least two (2) weeks prior to the anticipated date of the workshop, seminar, conference or session.

At the end of every fiscal year, any unspent School Department monies will be rolled over to this account. This amount of money will not exceed fifteen (15) thousand dollars.

The Committee will not use the appropriated \$50,000 to pay the reasonable expenses (including fees, meals, lodging and transportation) incurred by teachers who attend workshops, seminars, conferences or other professional improvement sessions where requested to attend by the Superintendent or his/her designee.

- C. Teachers will submit written requests to the building principal or Superintendent to receive reimbursement for the purchase of educational supplies and materials, including professional journals, on or before June 1<sup>st</sup> preceding the next school year and during the school year.
- D. Professional Development Committee to establish "Leadership Programs" by using School System employees.

#### **ARTICLE XVIII: PROTECTION**

- A. Teachers will immediately report all cases of assault and/or assault and battery suffered by them in connection with their employment to the Superintendent of Schools, in writing.
- B. This report will be forwarded to the Committee which will authorize the Superintendent to comply with any reasonable request from the teacher for information in its possession relating to the incident of the persons involved.
- C. If a civil proceeding or criminal complaint is brought against a teacher alleging that he/she committed an assault in the course of his/her employment, the Committee will furnish legal counsel to defend him/her unless his/her action was willful, wanton, malicious or otherwise removed from indemnification under Chapter 258, Section 9 of the General Laws of Massachusetts.
- D. Whenever a teacher is absent from school as a direct result of personal injury caused by an accident or an assault and battery, related to the proper and direct performance of his/her school employment as determined by the Superintendent, he/she will be paid his/her full salary (less the amount of any workmen's compensation award made for temporary disability due to said injury) for a period equal to the total dollar value of accumulated sick leave at the time of accident or injury as described in this Section.

#### **ARTICLE XIX: GENERAL**

- A. When it is necessary, pursuant to ARTICLE III, for the grievant and one (1) representative of the Association to attend a grievance hearing during a school day, the preceding individuals, upon prior notice to the principal or immediate supervisor and to the Superintendent, will be released without loss of pay, as necessary, in order to permit appearance in the foregoing activities. The Association agrees that these rights will not be abused. The foregoing procedures and rights will also prevail for the Labor Relations Board Hearings. In the case of a class grievance, the applicable representative will be the Chairman of the Professional Rights and Responsibilities Committee or his/her designee. In no case will there be more than two (2) representatives released without loss of pay.
- B. If any provision of this Agreement, or any application of the Agreement to any employee or group of employees shall be found to be contrary to law, then such 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.
- C. Four hundred (400) copies of this Agreement will be furnished, and the costs will be shared, equally, by the Association and the Committee.
- D. Except as expressly provided otherwise by this Agreement, or by chapter 736 of the Acts of 1965 (M.G.L. c.150E) or any subsequent laws, the determination and administration of school policy, the operation of the schools and the direction of the teachers are vested, exclusively, in the School Committee. The administration and execution of provisions of this paragraph will be carried out by the Superintendent of Schools or his/her designee as the executive officer of the School Committee. The management of the school system, and the direction of the working force, including the right to plan, direct and control operations; to schedule and assign duties to employees; to determine the curriculum, textbooks, instructional supplies and schedules; to establish standards and to maintain the efficiency of employees; to establish and require employees to observe School Committee rules and regulations; to hire, lay-off or relieve employees from duties; to maintain order and to suspend, demote, discipline and discharge employees for just cause, are the recognized, reserved rights of the School Committee. The foregoing enumeration of School Committee rights shall not be deemed to exclude other rights of management, not specifically set forth; the School Committee, therefore, retains all rights not specifically restricted by this Agreement. The exercise, by the School Committee, of any of the foregoing rights shall not alter any of the specific provisions of this Agreement, nor shall they be used to discriminate against any member of the Association or Bargaining Unit.
- E. All grievances being processed under the preceding Contract shall not be deemed settled by this successor agreement. The conditions and terms of said preceding Contract shall govern the decision in the disposition of such grievances.
- F. The Parties acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining; that any such matters not covered herein have been voluntarily withdrawn as part of the

consideration for the making of this Agreement. Therefore, both Parties waive the right and each agrees with the other that neither shall be obligated to bargain collectively with respect to any subject not covered by this Agreement, except as may be otherwise provided for in any "reopening" clause contained herein, even though said subjects may not have been within the knowledge of one or both of the Parties at the time this Agreement was negotiated and signed. The Committee and the Association agree that no change in hours, wages or other conditions of employment enumerated herein shall be changed or instituted during the term of this Agreement unless the Parties shall have collectively bargained on the subject matter.

- G. During the term of this Agreement, the Parties hereto agree that there shall be no strikes of any kind whatsoever, work stoppages, slow-downs, withholding of services or interference or interruption with the operation of the school department, by any employee or the Association. Nor, shall there be any strike or interruption of work during the term of this Agreement because of any disputes or disagreements between any other parties (or other employers or associations), who are not signatory parties to this Agreement. Employees who violate this provision shall be subject to disciplinary action, including discharge; and any claim by either Party against the other, of a violation of this Article, shall be subject to arbitration as provided for in Article III, of this Agreement.
- H. The Committee and the Association recognize the right and the responsibility of the professional staff to have input in the development of curriculum. However, it is expressly understood that the final decision, in all matters relating to curriculum, rests with the School Committee.
- I. No later than five (5) school days after a new employee recognized by this Agreement is hired, the GEA President will be sent the name, date of hire, job, work location, home address, personal email address, home telephone number or mobile telephone number on file with the School.

#### **ARTICLE XX: EARLY RETIREMENT INCENTIVE**

- A. Any teacher who has completed 25 years of service to the Greenfield Public Schools may retire under this clause and receive an extra \$1,000 payment in addition to his/her final pay check, provided that the following procedure is followed:

If said teacher's retirement is to become effective between July 1, 2025, and June 30, 2026, written notification indicating that date must be delivered to the Superintendent no later than January 1, 2026.

If said teacher's retirement is to become effective between July 1, 2026, and June 30, 2027, written notification indicating that date must be delivered to the Superintendent no later than January 1, 2026.

If said teacher's retirement is to become effective between July 1, 2027, and June 30, 2028, written notification indicating that date must be delivered to the Superintendent no later than January 1, 2028. Any payment made under this clause shall not be considered as regular earnings under Chapter 32 of the Massachusetts General Law.

## **ARTICLE XXI: REDUCTION IN STAFF**

When a reduction in staff is necessary, the following procedures will be followed:

- A. Where possible, staff reduction will be accomplished through attrition.
- B. Teachers without professional status will be terminated prior to teachers with professional status. Such reduction of staff members without professional status will be conducted in compliance with State Certification Laws, and they will be terminated in order of competence.
- C. When the position of a teacher with professional status is eliminated, that person may bump another teacher with professional status only if all of the following conditions are met:
  - 1. The teacher has more seniority than the person being bumped.
  - 2. The teacher is properly certified to fill the position.
  - 3. The teacher has demonstrated competency, by actual on the job experience, to teach in the subject field and/or the elementary schools, while employed by the Greenfield Public Schools.
- D. When teachers are being hired into areas previously reduced, those person(s) previously terminated, within the intervening three (3) year period, will be notified and given an opportunity to make application for the positions. Notification shall be in accordance with paragraph I of this Article.
- E. Nothing in this section shall limit the Administration's rights to terminate the employment of any teacher under Massachusetts Laws.
- F. The Superintendent or designee responsible for notifying a teacher that his/her position is being eliminated, shall, at the time of notification, assure that the teacher is aware of any existing vacancy within the school system, for which he/she is certified and qualified, in accordance with the criteria listed above.
- G. Seniority is measured in terms of a teacher's continuous length of service in years, months, days from the last date of appointment as a Unit A or Unit C member by the Administration. Teachers who substituted on a continuous basis in the same position prior to their appointment will be credited with such service for seniority purposes.

Teachers shall be credited with such service for seniority purposes with all time spent on all leaves of absence as provided for in this Agreement.

- H. Cases of identical seniority in the same subject area shall be resolved by granting preference to the teacher with the highest level of formal educational training. If these are identical then preference will be given to the teacher with the most years of teaching experience.
- I. Teachers who have been laid off shall be entitled to recall rights for a period of three (3) years from the effective date of their layoff.
  - 1. During the recall period, teachers shall be notified by registered mail, return receipt requested, addressed to their last address of record, and given preference for positions for which they are qualified, certified, or certifiable in the inverse order of their respective layoff.
  - 2. Teachers so notified shall have twenty (20) calendar days, from the date registered letter is mailed.
- J. All benefits to which a teacher is entitled at the time of the layoff shall be restored in full upon re-employment within the recall period.
- K. During the recall period teachers who have been laid off shall be given preference on the substitute list if they so desire. Their employment will be at the established Committee substitute rate. The Committee will not be held responsible if teachers on the substitute list decline work.
- L. Teachers on layoff may continue, subject to the approval of the Town and the Insurance Carrier, their group life and health insurance coverage during the recall period by reimbursing the Town of Greenfield for the total premium costs. Failure to forward premium payments to the Committee in accord with a mutually agreed-upon schedule or the refusal to return to employment upon recall will terminate this option.
- M. The Administration will provide a seniority list of unit members, in writing, annually to the Association. The list will be available by the first Monday in October. Challenges to this list must be presented, in writing, to the Superintendent within ten (10) school days. If challenges to the seniority list are submitted within the ten (10) school days after it is received, Administration will review the list and provide a response to the concerns presented by November 1 to the Association. The response will include an updated seniority list if applicable. If there are no challenges to the list within the ten (10) school days after it is received, the list will stand for the full calendar year, unless such error is clerical and could not reasonably be challenged by the Association or individual members of the bargaining unit. In such cases the time limits for filing will be waived.
- N. When layoff action occurs, the Association shall be notified, in writing of all teachers on layoff.

O. The Association shall be notified, in writing of all positions, as they occur, and of any recall action taken by the Committee if there are people on layoff.

P. Staffing Procedures:

1. In order to protect the rights of teachers in the RIF process, the Administration and the Greenfield Education Association agree that information consisting of each teacher's area of certification, date of hire, prior teaching experience both within and outside the Greenfield Public Schools and highest level of education will be used in conjunction with the seniority list referenced in Article XXI (M).
2. Members of the bargaining unit with professional status currently on recognized leaves of absence will be returned to positions for which they hold appropriate certification.
3. The School Committee will determine the number and area of positions to be reduced and inform the Greenfield Education Association President no later than May 15. The Association President may request a meeting with the Superintendent to discuss this matter. This meeting shall occur within fourteen (14) calendar days of the Association President's request.
4. Members of the bargaining unit without professional status will receive notices no later than June 1 of their non-renewal for the following school year. Such employees are subject to recall provisions of Article XXI but excluded from the bumping process.
5. Bargaining unit members with professional status will be reduced in accordance with the procedures outlined in Article XXI (Reduction in Force) of the collective bargaining agreement. Those whose positions are eliminated will be given a listing of open positions and, if none are available for which they are qualified and certified, may then utilize the bumping process of Article XXI(C).
6. An attempt will be made to reassign teachers with professional status who hold appropriate certifications within their current building. Employees whose positions are eliminated and cannot be reassigned within their current buildings will be assigned to open positions in other buildings within their areas of certification.
7. Positions currently held by teachers without professional status who were not reappointed for the following school year will be considered as open positions for teachers with professional status whose positions have been eliminated.
8. Voluntary transfer requests will be considered during this process only after the bumping process is completed unless it is determined to be in the best interest of the system and consistent with overall staffing needs.

9. Teachers with professional status who are not certified for remaining vacancies will be laid off in accordance with Article XXI.
10. Teachers without professional status will then be recalled to the remaining vacancies. A certified teacher without professional status will have priority for recall to a position for which he or she is certified over a waived teacher without professional status.

## **ARTICLE XXII: HIGH SCHOOL DETENTION**

- A. The Parties agree that in order for teachers to effectively carry out their detention assignments, the support of the Administration is necessary. To this end the Parties agree that the Administration will be readily available to the teachers on detention duty.
- B. The provisions of this High School Detention Article will not be subject to the Grievance Procedure beyond the Superintendent's level. (Level II.)

## **ARTICLE XXIII: TEAM MEETINGS**

- A. For any meetings leading up to the implementation of the first operational Individual Educational Program and one ten month and/or annual review meeting relative to any one student in any one school year, teachers will receive no additional compensation.
- B. Any meeting(s) in addition to those cited above, required of teachers not receiving a differential, as to the Individual Educational Program for the same student in the same school year, will be compensated for by a \$30.00 hourly rate, if such additional meetings are held outside the regular work day.

## **ARTICLE XXIV: SICK LEAVE BUY-BACK OR 403B PLAN**

- A. All teachers with twenty (20) years or more of continuous service to the Greenfield Public Schools, at the time of retirement or death shall receive 20% of their unused accumulated sick leave at their basic rate, in a lump sum payment. At the discretion of the teacher this lump-sum payment may be spread over a three-year period. Teachers employed during the 2001-2002 school year shall either elect to continue with the sick leave buy-back benefit referenced in this paragraph or elect to participate in the 403(b) plan described in paragraph B. This choice is final and shall be made by January 1, 2002.
- B. All teachers shall be eligible to participate in the school system's 403(b) tax-deferred compensation plan. The School Committee shall annually contribute up to Three

Hundred Dollars (\$300.00) (pre-tax) to the plan if the teacher contributes a matching amount. A teacher may contribute more money if he/she so chooses to do so. Teachers shall complete five (5) years of participation in the plan before vesting in the 403(b) plan.

Vesting shall mean:

A teacher with less than five (5) years of participation in the plan who leaves the system shall only recover his/her 403(b) contributions.

A teacher with five (5) or more years of participation in the plan who leaves the system shall recover all 403(b) contributions made by the school system and him/her.

Teachers hired on or after January 1, 2002 shall be eligible for the 403(b) plan and not eligible for the sick leave buy-back referenced in paragraph A.

C. The 403b plan will take effect on July 1, 2003.

#### **ARTICLE XXV: DUES DEDUCTION**

A. Pursuant to the United States Supreme Court Decision in Janus v. AFSCME (2018):

1. The Committee may only deduct union dues or fees from an employee's paycheck if the employee has clearly and affirmatively consented to the deduction in writing.
2. The specific amount of the dues or fees shall be certified to the Committee by the union treasurer on or before October 1st of each school year.
3. It is specifically understood and agreed that the Greenfield School Committee and its officers and agents shall be held harmless against all claims, demands, suits or other forms of liability which may arise by reason of any action taken in making said deductions and remitting the same to the Union under this Article.

#### **ARTICLE XXVI: LONGEVITY PAYMENT**

All bargaining unit employees will be eligible for the following sums added to their annual base rate of pay upon completion of the below years of continuous service:

10 years - \$750  
15 years - \$1,250  
20 years - \$1,500  
25 years - \$2,000

## ARTICLE XXVII: PLEDGE AGAINST DISCRIMINATION

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, sexual orientation, gender identity, national origin, disability, ancestry, genetic information or military service. The Union shall share equally with the Employer the responsibility for applying this provision of the Agreement.”

## ARTICLE XXVIII: MENTOR TEACHERS

- A. An induction and mentoring program shall be maintained for all teachers new to the District, in accordance with MGL Chapter 71 and 603 CMR 71. The purpose of the program is to provide guidance, resources, training and support by pairing mentor teachers (mentors) and new teachers (mentee).
- B. New teachers who have taught for less than three (3) full years shall be required to participate in their first year in the District. If needed, second and third year teachers shall be recommended for continued mentoring during their annual evaluations. A teacher new to the District but with a professional license may elect not to participate in the mentoring program, unless evaluation warrants a need for mentoring. In addition, the District will provide an additional fifty (50) hours of mentoring to teachers prior to attaining their Professional License as per the Massachusetts Department of Elementary and Secondary Education.
- C. Mentors must be teachers currently employed by the District and have Professional Teachers' Status, if possible, mentors must have at least five (5) years teaching experience and work in the same school as the mentee. Mentors must participate in a mentor training program prior to beginning his/her work with a mentee. Mentors shall be compensated at the hourly rate of \$25.00 for participation in any training designed and/or approved by the District that takes place outside of the school day, up to thirty (30) hours. Mentors working with a mentee shall receive an annual stipend.
- D. Mentors and mentees shall meet on a regular basis, but at least twice a month. Meetings shall take place before or after the school day, or during preparation periods. Time and class coverage shall be provided at least four (4) times a year for the mentor and mentee to observe each other's classrooms. Administration will also provide additional time for the mentee to visit the classrooms of other voluntary participants within the District. Classroom visits shall occur in addition to the regular meetings.
- E. Confidentiality is crucial when building a relationship based on mutual respect and trust. All communications and knowledge gained (except illegal acts) must be considered confidential between the mentor and mentee.

Mentors are coaches, not evaluators. Mentors shall not discuss the mentee's teaching performance with anyone other than the mentee, including school and District administrators. The mentor's assessment of a mentee shall not be used in the mentee's formal administrative evaluation.

- F. The mentor-mentee relationship may be terminated by mutual agreement at any time. In the event one party wishes to terminate the agreement, approval shall be required by the Principal. In the event that the relationship is terminated, and the mentor is not reassigned, the mentor's stipend shall be pro-rated as applicable.
- G. Mentors shall serve for a period of one (1) school year and may reapply annually for the position. The posting for the position of mentor shall occur in each building no later than June 1<sup>st</sup> of each school year for the following school year.
- H. The mentor shall provide the Principal with a record of meetings held between the mentor and mentee during the mentoring year.
- I. Mentor teachers shall be compensated at the following rates:
  - \$1000 per person mentored for first year teachers (new to the profession) pro-rated to the date the mentee is hired
  - \$750 per person mentored for a non-first year teacherPayment will be included in the twenty-first (21<sup>st</sup>) paycheck.
- J. Mentors will not be assigned more than two (2) first year mentees during a school year unless all other options have been exhausted and all parties are in agreement for additional first year mentees.
- K. Administration will have the discretion to assign long term substitutes with a mentor under the mentor program. The mentor rate paid to the mentor will be pursuant to section I above and will be prorated based on the employment dates of the long term substitute. The mentorship will last no longer than the conclusion of the school year in which the mentorship was assigned.
- L. Mentors must attend at least one of the first New Teacher Orientation day lunches to meet their mentee prior to the start of the school year.

## **ARTICLE XXXIX: DURATION**

The provisions of this Agreement shall be in effect from July 1, 2025, to June 30, 2028.

If negotiations for a successor Agreement are not completed by June 30, 2028, the provisions of this Agreement will remain in full force and effect until said successor Agreement is executed. Provided however, either party can terminate this Agreement after June 30, 2028, by serving

written notice of their intention to terminate the Agreement. Said written notice must be served at least forty-five (45) days prior to the actual termination.

IN WITNESS WHEREOF, the Parties hereunto set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

GREENFIELD SCHOOL COMMITTEE

  
 \_\_\_\_\_  
 Chairperson

GREENFIELD EDUCATION ASSOCIATION

  
 \_\_\_\_\_  
 President

**APPENDIX A  
 SALARY SCHEDULES**

**2025 – 2028:**

- The numbered steps do not necessarily equate to the number of years a bargaining unit member has been employed.
- Beginning in the 2026 – 2027 educators who provide advance appropriate documentation as outlined in Article V, section H, will be placed on the salary schedule in the MA+30 column if the educational institution granting the degree requires sixty (60) or more credits to obtain their master’s degree.

2025-2026	2.5%			
Step / Column	BA	MA	MA+30	Ed.D./Ph.D.
1	\$52,564	\$54,777	\$57,515	\$58,954
2	\$54,401	\$56,688	\$59,530	\$61,018
3	\$56,308	\$58,676	\$61,614	\$63,153
4	\$58,278	\$60,729	\$63,770	\$65,364
5	\$60,318	\$62,856	\$65,999	\$67,650
6	\$62,426	\$65,058	\$68,312	\$70,021
7	\$64,617	\$67,327	\$70,703	\$72,470
8	\$66,876	\$69,687	\$73,176	\$75,006
9	\$69,418	\$72,127	\$75,735	\$77,629
10	\$72,541	\$76,212	\$80,264	\$82,272
11	\$75,663	\$80,296	\$84,795	\$86,915

12            \$79,932            \$84,825            \$89,578            \$91,818

2026-  
2027            3%

Step / Column	BA	MA	MA+30	Ed.D./Ph.D.
1	\$54,141	\$56,420	\$59,241	\$60,723
2	\$56,033	\$58,389	\$61,315	\$62,849
3	\$57,998	\$60,437	\$63,462	\$65,047
4	\$60,027	\$62,551	\$65,684	\$67,325
5	\$62,128	\$64,742	\$67,979	\$69,680
6	\$64,299	\$67,010	\$70,362	\$72,121
7	\$66,556	\$69,347	\$72,824	\$74,644
8	\$68,883	\$71,777	\$75,371	\$77,256
9	\$71,500	\$74,291	\$78,007	\$79,958
10	\$74,717	\$78,499	\$82,672	\$84,741
11	\$77,933	\$82,705	\$87,339	\$89,522
12	\$82,330	\$87,370	\$92,266	\$94,572

2027-  
2028            3%

Step / Column	BA	MA	MA+30	Ed.D./Ph.D.
1	\$55,765	\$58,112	\$61,018	\$62,544
2	\$57,714	\$60,141	\$63,155	\$64,734
3	\$59,738	\$62,250	\$65,366	\$66,999
4	\$61,828	\$64,427	\$67,654	\$69,344
5	\$63,992	\$66,684	\$70,019	\$71,770
6	\$66,228	\$69,021	\$72,473	\$74,285
7	\$68,552	\$71,428	\$75,008	\$76,883
8	\$70,949	\$73,931	\$77,633	\$79,574
9	\$73,645	\$76,519	\$80,348	\$82,357
10	\$76,958	\$80,854	\$85,153	\$87,283
11	\$80,271	\$85,186	\$89,959	\$92,208
12	\$84,800	\$89,991	\$95,034	\$97,409

**Longevity**

10 Years	\$750
15 Years	\$1,250

20 Years	\$1,500
25 Years	\$2,000

**APPENDIX B: STIPENDS**

1. Curriculum Coordinators

If the Committee decides to create school based curriculum leadership bargaining unit positions, it will negotiate the positions, their titles, job descriptions and compensation with the Association.

All summer school work for related service providers and BCBA's shall be compensated at their per diem rate

Occupational Therapist, Physical Therapist, Speech Language Pathologist (Summer Work) - The Superintendent shall determine the summer services requirements and schedule for these positions. Any additional days (at per-diem rate or equivalent hourly rate) will not exceed five (5) days or the hourly equivalent per employee. The Superintendent will decide what work is to be done, who will do the work and when the work is to be done.

	Position Differential s
Teacher of Special	\$1,182

Classes	
Remedial Teacher	\$365
*Speech Therapist (hired prior to 7/1/89)	\$1,817
Building-based Section 504 Coordinators	\$1,182

\*The indicated position differential will only apply to those employees hired in these positions prior to July 1, 1989.

It is understood by the Parties that the School Committee reserves the right to continue its study of the necessity of position differentials and upon completion of such study, to negotiate any needed changes with the cooperation of the Association prior to the expiration date of this Agreement.

Teachers of Special Classes

For purposes of this section, "Teachers of Special Classes" shall mean teachers certified in special education whose duties include one or more of the following tasks:

- a) teach a group of eligible students in a self-contained (substantially separate) setting;
- b) complete and submit alternate assessments to the Massachusetts DESE on behalf of eligible student(s);
- c) chair IEP Team meetings and write Individualized Education Programs and Notices to Parents (N1's, N2's) for eligible students;
- d) collect and analyze (graph) behavior data on a regular basis for eligible students; or
- e) perform Functional Behavioral Assessments and develop in conjunction with the IEP Team Positive Behavior Intervention Plans on behalf of eligible students.

Teachers of Special Classes who teach part-time will receive a pro-rated portion of the stipend.

### Guidance Counselors

The contractual work year for guidance counselors will be ten (10) days in addition to the work year for teachers. Compensation for this additional time will be in accordance with their basic salary.

### Extracurricular Personnel

For those people who are full-time and part-time professional employees and nurses of the Greenfield School System (excluding all full-time administrative positions) who also serve the System in an extracurricular capacity, shall, while in that capacity, be covered by the following Articles of this Contract.

ARTICLE III  
ARTICLE VII, Paragraph C  
ARTICLE X, Paragraphs A, B, C, D, E, F, & G  
ARTICLE XI  
ARTICLE XVIII  
ARTICLE XX

It is understood that “extracurricular person (or personnel)” will be substituted for “teacher(s) in the above. Also the term “Professional will be deleted.

It is also agreed that the Administration, at its discretion, will continue to be able to declare any position vacant. The listing of positions, in this Appendix, places no obligations on the Administration to fill the positions or to retain the activity.

Coaches, with the exception of spring sports, shall receive notification by April 15<sup>th</sup> of their assignment for the following school year. Spring sports coaches shall be notified by July 1<sup>st</sup>. All coaches may elect to be paid one (1) sum at the conclusion of their season or bi-weekly during the salary year.

Those who desire to be paid bi-weekly must notify the Superintendent’s Office prior to August 1<sup>st</sup>, in writing, and their compensation shall be made a part of the contractual annual salary for which they shall be liable for the complete fulfillment of their duties.

### Coaches and Substitutes

No teacher who is a coach will be required to obtain his/her own classroom substitute if his/her coaching duties require that he/she be absent from school during an assigned time period. Determination of time required to be absent from class to perform coaching activities will be made by the Director of Athletics, subject to approval by the Superintendent of Schools.

Nurses (Summer Work) – The Superintendent shall determine the Nurses’ summer schedule. Any additional days (at per-diem rate) will not exceed five (5) per nurse. The Superintendent will decide what work is to be done, who will do the work and when the work is to be done.

**APPENDIX C**

Coaches shall be paid once the Athletic Director confirms that they have completed all exit tasks.

	<u>I</u> <u>Year</u>	<u>II</u> <u>Year</u>	<u>III</u> <u>Year</u>	<u>IV</u> <u>Year</u>
	<u>1 - 3</u>	<u>4 - 6</u>	<u>7 - 9</u>	<u>10 or more</u>
<u>Director of Athletics</u>	<u>\$4,849</u>	<u>\$5,290</u>	<u>\$5,729</u>	<u>\$6,170</u>
<u>Football</u>				
<u>Head Coach (Varsity)</u>	<u>\$4,260</u>	<u>\$4,704</u>	<u>\$5,145</u>	<u>\$5,582</u>
<u>Assistant (3)</u>	<u>\$3,197</u>	<u>\$3,527</u>	<u>\$3,857</u>	<u>\$4,188</u>
<u>Head Coach (7<sup>th</sup> &amp; 8<sup>th</sup>)</u>	<u>\$2,557</u>	<u>\$2,821</u>	<u>\$3,086</u>	<u>\$3,351</u>
<u>Assistant</u>	<u>\$1,534</u>	<u>\$1,693</u>	<u>\$1,863</u>	<u>\$2,011</u>
<u>Basketball (B &amp;G)</u>				
<u>Head Coach</u>	<u>\$3,676</u>	<u>\$3,967</u>	<u>\$4,260</u>	<u>\$4,774</u>

<u>Assistant</u>	<u>\$2,756</u>	<u>\$2,975</u>	<u>\$3,197</u>	<u>\$3,416</u>
<u>7<sup>th</sup> &amp; 8<sup>th</sup></u>	<u>\$1,654</u>	<u>\$1,787</u>	<u>\$1,918</u>	<u>\$2,051</u>
<u>Soccer (B &amp; G)</u>				
<u>Head Coach</u>	<u>\$3,676</u>	<u>\$3,967</u>	<u>\$4,260</u>	<u>\$4,774</u>
<u>Assistant</u>	<u>\$2,756</u>	<u>\$2,975</u>	<u>\$3,197</u>	<u>\$3,416</u>
<u>7<sup>th</sup> &amp; 8<sup>th</sup></u>	<u>\$1,654</u>	<u>\$1,787</u>	<u>\$1,918</u>	<u>\$2,051</u>
<u>Ice Hockey</u>	<u>\$2,938</u>	<u>\$3,233</u>	<u>\$3,527</u>	<u>\$3,820</u>
<u>Track (B &amp; G)</u>				
<u>Head Coach</u>	<u>\$3,604</u>	<u>\$3,889</u>	<u>\$4,177</u>	<u>\$4,681</u>
<u>Assistant</u>	<u>\$2,702</u>	<u>\$2,916</u>	<u>\$3,055</u>	<u>\$3,349</u>
<u>Golf</u>	<u>\$1,617</u>	<u>\$1,910</u>	<u>\$2,204</u>	<u>\$2,498</u>
<u>Cross Country (B &amp; G)</u>	<u>\$1,617</u>	<u>\$1,910</u>	<u>\$2,204</u>	<u>\$2,498</u>
<u>Tennis (B &amp; G)</u>	<u>\$1,617</u>	<u>\$1,910</u>	<u>\$2,204</u>	<u>\$2,498</u>
<u>Baseball</u>				
<u>Head Coach (Varsity)</u>	<u>\$3,676</u>	<u>\$3,967</u>	<u>\$4,260</u>	<u>\$4,774</u>
<u>Assistant (Varsity)</u>	<u>\$2,756</u>	<u>\$2,975</u>	<u>\$3,197</u>	<u>\$3,416</u>
<u>Head Coach (7th &amp; 8th)</u>	<u>\$1,654</u>	<u>\$1,787</u>	<u>\$1,918</u>	<u>\$2,051</u>
<u>Assistant (7th &amp; 8th)</u>	<u>\$1,225</u>	<u>\$1,324</u>	<u>\$1,421</u>	<u>\$1,519</u>
<u>Softball</u>				
<u>Head Coach</u>	<u>\$3,676</u>	<u>\$3,967</u>	<u>\$4,260</u>	<u>\$4,774</u>

<u>Assistant</u>	<u>\$2,756</u>	<u>\$2,975</u>	<u>\$3,197</u>	<u>\$3,41</u> <u>6</u>
<u>7<sup>th</sup> &amp; 8<sup>th</sup></u>	<u>\$1,654</u>	<u>\$1,787</u>	<u>\$1,918</u>	<u>\$2,05</u> <u>1</u>
<u>Field Hockey</u>				
<u>Head Coach</u>	<u>\$3,676</u>	<u>\$3,967</u>	<u>\$4,260</u>	<u>\$4,77</u> <u>4</u>
<u>Assistant</u>	<u>\$2,756</u>	<u>\$2,975</u>	<u>\$3,197</u>	<u>\$3,41</u> <u>6</u>
<u>7<sup>th</sup> &amp; 8<sup>th</sup></u>	<u>\$1,654</u>	<u>\$1,787</u>	<u>\$1,918</u>	<u>\$2,05</u> <u>1</u>
<u>Volleyball</u>				
<u>Head Coach</u>	<u>\$3,676</u>	<u>\$3,967</u>	<u>\$4,260</u>	<u>\$4,77</u> <u>4</u>
<u>Assistant</u>	<u>\$2,756</u>	<u>\$2,975</u>	<u>\$3,197</u>	<u>\$3,41</u> <u>6</u>
<u>Cheering Advisor – H.S.</u>	<u>\$3,676</u>	<u>\$3,967</u>	<u>\$4,260</u>	<u>\$4,77</u> <u>4</u>

#### APPENDIX D

#### *Salary Schedule for Extracurricular Activities\**

**Greenfield High School**

<b>Position</b>	<b>Location</b>	<b>2025-2028</b>
Gr 8 Class Advisor	GHS	\$1,646.00
Gr 9 Class Advisor	GHS	\$1,646.00
Gr 10 Class Advisor	GHS	\$1,646.00
Gr 11 Class Advisor	GHS	\$2,469.00
Gr 12 Class Advisor	GHS	\$3,704.00
Stage Director	GHS	\$2,743.00
Music Director	GHS	\$7,827.00
Spanish Club Advisor	GHS	\$1,159.00
National Honor Society	GHS	\$2,058.00
Taste of World Cultures	GHS	\$3,500.00
AP Coordinator	GHS	\$1,646.00
Film Festival Director	GHS	\$3,500.00
French Club Advisor	GHS	\$1,159.00
Student Activities Treasurer Advisor	GHS	\$4,016.00
Drama Advisor	GHS	\$3,566.00
Student Council Advisor	GHS	\$4,527.00
Key Club Advisor	GHS	\$2,607.00
Art Club	GHS	\$1,082.00
A/V Club	GHS	\$1,082.00
Science Fair Advisor(4)	GHS	\$2,469.00
Science Fair Coordinator	GHS	\$1,159.00
Spectrum Club Advisor	GHS	\$2,406.00
Library Club Advisor	GHS	\$1,082.00
Students of Color	GHS	\$1,082.00
Training Active Bystanders	GHS	\$1,082.00
As Schools Match Wits	GHS	\$1,082.00
New Club #1		\$580.00

**Greenfield Middle School (GMS)**

<b>Position</b>	<b>Location</b>	<b>2025-2028</b>
Parent/Family Engagement	GMS	\$2,320**

Coordinators* <i>Year Round</i>		
Student Council Advisor <i>Year Round</i>	GMS	\$1,160
Yearbook Advisor <i>Year Round</i>	GMS	\$1,160
Band Director <i>Year Round</i>	GMS	\$1,160
Session 1: After School Club Advisor*** (7 positions)	GMS	\$4,060/\$580 per club
Session 2: After School Club Advisor*** (7 positions)	GMS	\$4,060/\$580 per club

Session 1 = Begins the first week of October and ends the week before February Break

Session 2 = Begins the first week after February Break and ends the first week of June

*Session 1 and Session 2 dates were determined by the availability of the Late Bus.*

\*The Parent/Family Engagement Coordinator(s) sits on School Council and attends monthly meetings, attends PTO meetings as liaison, and coordinates at least four (4) evening events with Title I, community partners (at least 1 per quarter) at the school.

\*\*If there are two (2) Parent/Family Engagement Coordinators the full stipend shall be divided. If there is only one Parent/Family Engagement Coordinator they are entitled to the full (both) stipend.

\*\*\*In order to be an officially approved "After School Club," at least ten (10) students must be members and meetings must occur once a week or ten times per session. If more than 7 clubs are submitted for a session, the Principal has full discretion regarding which clubs to approve.

### Elementary Schools

Position	Location	2025-2028
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Parent/Family Engagement Coordinator*(2 positions) <i>Year Round</i>	AEL	\$2,320 **
Parent/Family Engagement Coordinator*(2 positions) <i>Year Round</i>	Newton	\$2,320**
Parent/Family Engagement Coordinator*(2 positions) <i>Year Round</i>	* FSS	\$2,320**
Parent/Family Engagement Coordinator*(2 positions) <i>Year Round</i>	DSFC	\$2,320**
Teacher Leader (PreK & Elementary Only)	All	\$35 per day

\*The Parent/Family Engagement Coordinator(s) sits on School Council and attends monthly meetings, attends PTO meetings as liaison, and coordinates at least four (4) evening events with Title I, community partners (at least 1 per quarter) at the school.

\*\*If there are two (2) Parent/Family Engagement Coordinators the full stipend shall be divided. If there is only one Parent/Family Engagement Coordinator they are entitled to the full (both) stipend.

## APPENDIX E

### Educator Evaluation:

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.; and the Model System for Educator Evaluation developed and which may be updated from time to time by the Department of Elementary and Secondary Education. See 603 CMR 35.02 (definition of model system). In the event of a conflict between this collective bargaining agreement and the governing laws and regulations, the laws and regulations will prevail.

**\*\*We believe the purpose of Evaluation is to provide Educators with feedback for improvement, opportunities for professional growth which will enable Educators to assist all students on their path to success.**

For the purposes of this Agreement, the following terms are defined:

- A) **Educator(s):** Inclusive term that applies to all members of the Unit A contract.
- B) **Educator Plan:** The growth or improvement actions identified as part of each educator's evaluation. The type of plan is determined by the educator's career stage, overall performance rating, and the rating of impact on student learning, growth and achievement.

## Four Types of Educator Plans

The four types of Educator Plans differentiate evaluation by career stage and performance.

**Experienced Educators.** The following three plans apply only to "experienced" educators, defined as teachers with Professional Teacher Status (PTS) or administrators with more than three years in administrative positions in the district:

1. The **Self-Directed Growth Plan** is developed by the educator and applies to educators rated Proficient or Exemplary during their previous evaluation cycle. Self-Directed Growth Plans for strong educators acknowledge their experience by placing them in the driver's seat, giving them opportunities to work toward more long-term goals, while simultaneously ensuring that their professional growth needs are met. Evaluators apply professional judgement to collected evidence of educator performance to place educators on either a one or two-year plan.
2. The **Directed Growth Plan** is developed jointly by the educator and the evaluator and applies to educators rated Needs Improvement. Evaluators determine the length of Directed Growth Plans, which can be up to one year in duration, and work with the educator to focus plan activities on areas in need of improvement. At the conclusion of a Directed Growth Plan, the educator must either earn at least a Proficient rating in the summative evaluation, or shall be rated Unsatisfactory and placed on an Improvement Plan.
3. The **Improvement Plan** is developed by the evaluator and applies to educators rated Unsatisfactory. An Improvement Plan can be anywhere from 30 days to one year in duration and should focus on the educator's areas in need of improvement.

Performance Rating	Exemplary	1-year Self-Directed Growth Plan	2-year Self-Directed Growth Plan
	Proficient		
	Needs Improvement	Directed Growth Plan (up to 1 year)	
	Unsatisfactory	Improvement Plan (30 days to 1 year)	

**New Educators.** The fourth plan applies to teachers without PTS, administrators in their first three years in a district, or educators in a new assignment (at the discretion of an evaluator). Since few new educators are expected to demonstrate Proficient practice on all Standards in their first years, new educators are automatically placed on Developing Educator Plans, independent of their performance rating, in recognition of their initial growth and development within a new role.

4. The **Developing Educator Plan** is developed by the educator and the evaluator and is for one school year or less.

- C) **Evaluator:** Any person designated by a superintendent who is certified as an administrator and 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. Each educator will have one primary evaluator at any one time responsible for determining performance ratings.
- (a) **Primary Evaluator** shall be the person for supervising the development of the Educator Plan, supervising the educator's progress through formative assessments, evaluating the educator's progress toward attaining the Educator Plan goals, and determining recommendations about the educator's performance ratings and evaluation ratings.

- (b) **Secondary Evaluator** shall be the person who can also evaluate the educator's progress toward attaining the Educator Plan goals, and provide recommendations to the primary evaluator about the educator's performance ratings and evaluation ratings.
- D) **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, and school/district-wide goals, 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. Should the educator and evaluator not be able to agree on a goal after thirty (30) days, the superintendent shall determine the goal.
- E) **Observation:** A data gathering process that includes notes and judgments made during a classroom or worksite visit.

An unannounced observation shall be between ten (10) and fifteen (15) minutes and the evaluator may include examination of artifacts of practice including student work and the evaluator may also engage in conversation with students. Classroom or worksite observations must result in feedback to the educator.

The evaluator shall provide the educator with written feedback within five (5) school days following the post-observation conference. For any standard on which the educator's practice was found to be unsatisfactory or needs improvement, the evaluator will schedule a meeting within five (5) days following the written feedback.

An announced observation shall consist of the following:

- (a) The evaluator shall select the date and time of the lesson or activity to be observed and discuss any specific goals for the observation with the educator.
- (b) Within 5 (five) school days prior to the scheduled observation, the evaluator and educator shall meet for a pre-observation conference. The educator shall provide the lesson plan, the student population served and any other information that will help the evaluator assess performance.

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 practicable.

- (c) Within seven (7) school days after the observation, the evaluator and educator shall meet for a post-observation conference.
- (d) The evaluator shall provide the educator with written feedback within five (5) school days following the post-observation conference. For any standard on which the educator's practice was found to be unsatisfactory or needs improvement, the evaluator will schedule a meeting within five (5) days following the written feedback. The feedback must include:
  - (1) Describe the basis for the evaluator's judgment.
  - (2) Describe actions the educator should take to improve their performance.
  - (3) Identify, and provide direction and/or resources the educator may use in their improvement.
  - (4) State that the educator is responsible for addressing the need for improvement.

If the needs improvement or unsatisfactory observation is the last required of the academic year, another observation will be scheduled.

Educators in their first year of employment with the district shall receive one (1) announced observation and four (4) unannounced observations.

Educators in their second and third year of employment with the district shall receive three (3) unannounced observations.

Educators who have professional teacher status and in years four + of employment with the district shall receive two (2) unannounced observations.

F) **Ratings:** Educators receive a rating on each Standard and overall (603 CMR 35.08). All educators earn one of four ratings: Exemplary, Proficient, Needs Improvement, or Unsatisfactory. Each rating has a specific meaning:

- **Exemplary** performance represents a level of performance that exceeds the already high standard of Proficient. A rating of Exemplary is reserved for performance that is of such a high level that it could serve as a model.
- **Proficient** performance is understood to be fully satisfactory. This is the rigorous expected level of performance; demanding, but attainable.

- **Needs Improvement** indicates performance that is below the requirements of a Standard but is not considered to be Unsatisfactory at the time. Improvement is necessary and expected.
- **Unsatisfactory** performance is merited when performance has not significantly improved following a rating of Needs Improvement, or performance is consistently below the requirements of a standard and is considered inadequate, or both.

G) **Rubric:** The *Draft Classroom Teacher Rubric* DESE was piloted in 2023-24. A final version of the model rubric will be available for the 2024-25 school year.

H) **Teaching Staff Assigned to More Than One Building:** Each educator who is assigned to more than one building will be evaluated by the appropriate administrator where the individual is assigned most of the time. In cases where there is no predominate assignment, the superintendent will determine the primary evaluator.

### Educators Without PTS

(Developing Plans are for educators in the their first three (3) years of employment)

Activity:	Completed By:
Evaluator provides educator with written documentation of who the educator's evaluator(s) are for that school year.	September 15
Superintendent, principal or designee meets with evaluators and educators to explain evaluation process including which specific standards are to be addressed.	September 15
Evaluator will meet with educator to assist in self-assessment and goal setting process	September 15- 30
Educator submits Self-Assessment Tool for educators and proposed goals on Goal Setting Form to evaluator	October 1
Evaluator meets with educator in teams or individually to review proposed goals	October 15
Educator completes Educator Plan Form with final goals and goal dates.	November 1
Evaluator completes first observation of each non-PTS educator	December 1
Educator submits Educator Collection of Evidence form on Standards III and IV and progress on student and professional practice goals	Second Friday of January
Evaluator completes 2nd observation of each Non-PTS educator	February 1
Evaluator will complete mid-cycle Formative Assessment Report  The evaluator provides feedback to the educator on progress towards goals and performance on standards.	Second Friday of February
Evaluator holds Formative Assessment Meetings for all first year educators and if requested by either evaluator or educator for educators in years two or three	First Friday of March
Educator submits additional/updated evidence Educator Collection of Evidence form on Standards III and IV as well as evidence on student and professional practice goals (and other standards, if desired).  *or 4 weeks prior to Summative Evaluation Report date established by evaluator	April 1*
Evaluator should complete all other observations of each Non-PTS educator	April 15
Evaluator completes Summative Evaluation Report An evaluator provides a determination of attainment of goals, rating on each standard and an overall rating	May 1

Evaluator meets with educators whose overall Summative Evaluation ratings are Needs Improvement or Unsatisfactory	May 31
Evaluator meets with educators whose ratings are proficient or exemplary at request of Educator	May 31
Educator signs Summative Evaluation Report and includes any response within 5 school days of receipt of the report	Varied

### Educators with PTS on Two Year Plans

Self-Directed Plans are 2 years and for educators in years 4+ of continued service if Proficient or above each Cycle

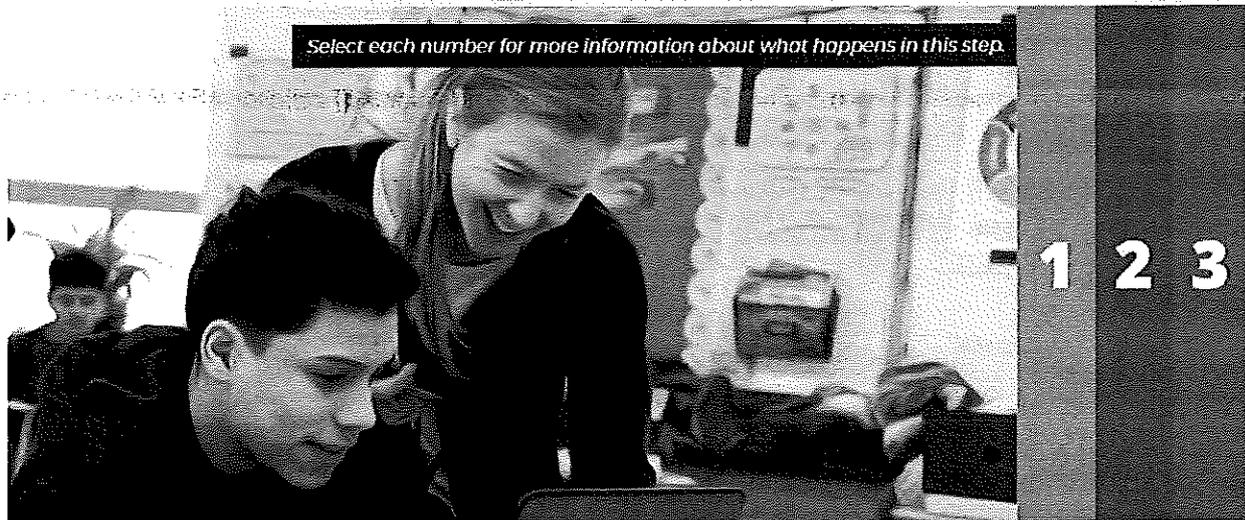
Activity:	Completed By:
Evaluator provides educator with written documentation of who the educator's evaluator(s) are for that school year.	September 15
Superintendent, principal or designee meets with evaluators and educators to explain evaluation process	September 15
Educator can request to meet with evaluator to assist in self-assessment and goal setting process	September 15-October 1
Educator submits Self-Assessment Tool for Educators and proposed goals on Goal Setting Form to evaluator	October 1
Evaluator meets with educators in teams or individually to establish Educator Plans ( <i>Educator Plan may be established at Summative Evaluation Report meeting in prior school year</i> )	October 15
Evaluator completes Educator Plan Form with final goals and goal dates.	November 1
Evaluator should complete a first observation of each PTS educator. The evaluator shall provide the educator with written feedback within five (5) school days following the post-observation conference. For any standard on which the educator's practice was found to be unsatisfactory or needs improvement, the evaluator will schedule a meeting within five (5) days following the written feedback.	February 1
Evaluator should complete a second observation of each PTS educator. The evaluator shall provide the educator with written feedback within five (5) school days following the post-observation conference. For any standard on which the educator's practice was found to be unsatisfactory or needs improvement, the evaluator will schedule a meeting within five (5) days following the written feedback.	April 15
Educator submits Educator Collection of Evidence form on Standards III	April 30

and IV as well as progress on student and professional practice goals (and other standards, if desire)	
<p>Evaluator should complete either:</p> <ul style="list-style-type: none"> <li>a. Mid-cycle Formative Evaluation Report (i.e., The report that provides written feedback and ratings to the Educator about their progress towards attaining goals set forth in the Educator Plan and performance on Standards III and IV) for Educators in year one of a two-year Self-Directed Growth Plan; OR</li> <li>b. Summative Evaluation Report (i.e., The report that provides an evaluation, written feedback and ratings 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.)</li> </ul>	May 31
Evaluator meets with educators whose Formative Evaluation Report or Summative Evaluation Report are Needs Improvement or Unsatisfactory	June 10
Evaluator meets with educators whose Formative Evaluation Report or Summative Evaluation Report are Proficient or better <i>only at the request of the educator</i>	June 10
Educator signs the Formative Evaluation Report or Summative Evaluation Report and adds a response, if any, within 5 school days of receipt of the report.	Varied

**Self Assessment and Goal Setting Process**

## OVERVIEW

The first step of the Educator Evaluation cycle is self-assessment and goal proposal.



### WHY?

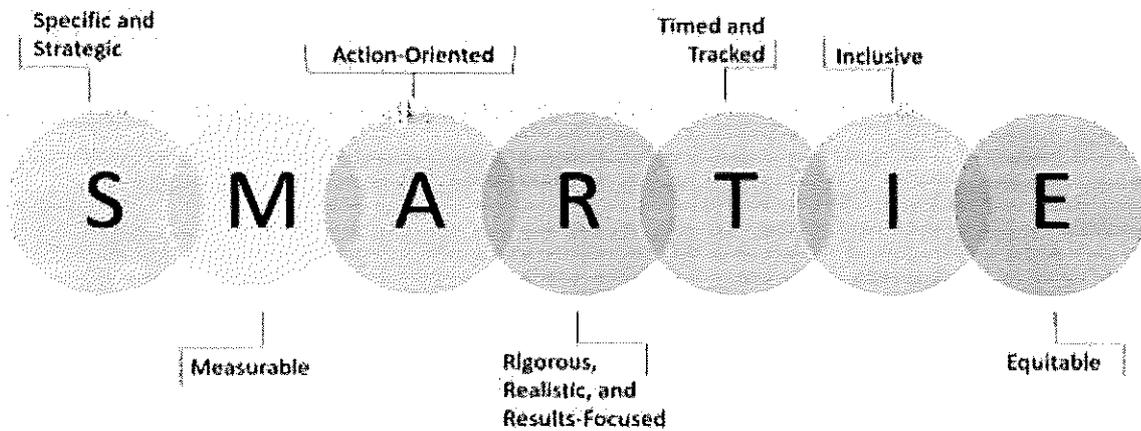
The self-assessment is a critical moment for you to take ownership of the educator evaluation process. Embracing the self-assessment empowers you to shape the conversation by stating what you think your strengths are, the areas on which you want to focus, and the support you need. Your position is made more powerful when backed by specific evidence, clear alignment with school and district priorities and initiatives, and strong use of team goals.

#1 - Use Data to Identify Strengths and Needs of Students: Using evidence from standardized, common, and/or classroom assessments, you will identify the performance strengths and learning needs of past and current students in order to get a sense of where to focus your student learning goal.

#2 - Analyze Your Professional Practice: Use the Educator Evaluation Rubric to identify individual strengths and needs related to your practice. You can use a wide variety of evidence in this analysis, such as feedback from past evaluations, parent, student, or input from peers.

#3 - Propose Student Learning and Professional Practice Goals: After analyzing student learning needs and identifying professional performance related to the standards, you create S.M.A.R.T.I.E. goals: one student learning goal and one professional practice goal.

## Creating SMARTIE Goals



Sample Student Learning Goals from *DESE Creating SMARTIE Goals Resource*:

**STUDENT LEARNING GOAL:** By implementing a variety of supportive instructional practices, such as number talks, think-pair-shares, do-now skill practice activities, 1:1 check-ins, and ongoing assessment, fifth grade students will use equivalent fractions to accurately add and subtract fractions with different denominators, including mixed numbers, in 80% of computation problems by the end of the unit. Student achievement data will reflect equitable distribution of outcomes across lines of race and ethnicity.

*Focus Indicator: I-A (Curriculum & Planning)*

Sample Professional Practice Goals:

**PROFESSIONAL PRACTICE GOAL:** In order to ensure that all second graders have access to evidence-based early literacy instruction, the second grade team will engage in a professional learning community around the resources in the *Mass Literacy Guide* and adapt curricular materials as needed in order to incorporate explicit and systematic instruction in foundational skills into the daily core literacy block. This will be evidenced by lesson plans, observations, and student and family feedback.

*Focus Indicators: I-A (Curriculum & Planning) and IV-C (Professional Collaboration)*

**PROFESSIONAL PRACTICE GOAL:** To center student thinking, make it visible, and track each student's learning progress, I will ensure that at least one lesson or assignment per week facilitates independent and collaborative student modeling, as well as collective evaluation of the limitations of students' models. I will do so by using an equitable online platform for creating models, reserving space in lessons for small and whole group modeling, and co-creating virtual discussion agreements that allow students to provide feedback on each other's models in both in-person and virtual settings, such that each student is demonstrating their thinking at least once a week.

*Focus Indicators: I-A (Curriculum & Planning), II-B (Learning Environment), and IV-A (Reflection)*

## Greenfield Public Schools Evidence Submission/Collection Guidelines

The Greenfield Public Schools (GPS) believes in an educator evaluation system that supports the development and growth of all educators to ensure all students are consistently exposed to high-quality instruction that results in improved student learning and professional growth. There are no elements of the educator evaluation system that is more important than an educator's reflection on progress as it relates to their S.M.A.R.T(IE) goals and the standards outlined in the Massachusetts Model System for Educator Evaluation educator rubrics. The guidelines set forth in this document are aimed at emphasizing each educators' reflection on their practice, as it relates to their approved goals and standards, while also ensuring evaluators have access to relevant information that can be used to provide educators with constructive feedback and to provide fair and appropriate ratings on their practice.

GPS is proposing a shift from "traditional" evidence submission/collection to a directory of evidence. The directory of evidence allows an educator to list artifacts they believe are relevant to their performance in relation to a specific component of their professional practice (S.M.A.R.T(IE) goals or standard(s)). The expectation is for all educators to complete a comprehensive reflection related to their approved goals and specific standards (see below), and include a list of artifacts that would support their reflection and demonstrate growth/proficiency, as it relates to their goals and/or standards. All educators, regardless of whether they are on a formative or summative evaluation year, are responsible for submitting written reflections summarizing progress toward and growth in areas related to approved goals, community and family engagement (Standard III) and professional culture (Standard IV). All educators would have the opportunity to submit reflections and a directory of evidence related to curriculum, planning and assessment (standard I); and teaching all students (Standard II), but this is not required as evidence related to Standards I and II will be gathered by the evaluator(s) through observation of educator practice.

Each school year, GPS will utilize DESE's *Focus Indicators for Teaching* for the educator evaluation process. Educators and evaluators are expected to review and familiarize themselves with these indicators each year, and use them as the foundation for feedback and evidence collection. If DESE does not release new Focus Indicators in a given year, the district will default to the previous year's indicators and convene a joint labor-management committee to determine appropriate next steps.

The *Focus Indicators*, derived from the Model Classroom Teacher Rubric, highlight key practices that support students' academic growth, social-emotional development, and a culturally and linguistically sustaining school environment. By prioritizing these specific indicators, GPS aims to streamline the evaluation process and provide focused support for instructional improvement in high leverage areas.

**S.M.A.R.T(IE) Goals**--Educators should continuously be reflecting on progress toward their approved goals, making adjustments when necessary, collecting and analyzing relevant data and identifying opportunities in which they can improve their professional practice and student learning. Formative assessments, and formative and summative evaluations are the times in which educators formalize these reflections in a way that allows evaluators to arrive at fair and

appropriate ratings of their professional practice as it relates to their approved goals. For the purposes of educator evaluation as it relates to S.M.A.R.T(IE) goals, educators should consider questions such as: *Did I meet my approved goals? What evidence do I have that supports meeting/progress toward my approved goals? Did I follow through with my educator plan? What adjustments did I make during the year and why were these adjustments necessary? What does my analysis of my student learning goal tell me about my progress? What other data, information and/or evidence have I used to help me understand my progress in relation to my goals?*

**Standards I and II**--Evidence related to Standard I (Curriculum, Planning and Assessment) and Standard II (Teaching All Students) will be collected by the evaluator(s) through announced and unannounced observations, as well as student performance on multiple measures. Evaluator(s) may request additional evidence in order to have a more comprehensive record on which to provide feedback and assign ratings for Standards I & II. Educators have the option to submit directories of evidence for Standards I & II, but are not required to do so.

**Standards III and IV**--All educators, regardless of their plan, are expected to reflect on their practice as it relates to Standard III (Community and Family Engagement) and Standard IV (Professional Culture). Educators are strongly encouraged to begin their reflection by reviewing the appropriate rubric based on their role (Teacher, Supplemental Instructional Support Personnel, School-Level administrator, etc.) to refresh their understanding of the descriptors for Proficiency and other performance ratings for these elements/indicators. For the purposes of educator evaluation as it relates to these standards, educators should consider questions such as: *Which elements/indicators am I addressing in my reflection? On which elements is my practice the strongest? In relation to this standard where have I demonstrated the most growth during this evaluation cycle? What data/evidence have I used to help me understand my current practice in relation to the descriptor in the rubric? Where does my practice need the most growth?*

**Artifacts/Evidence**--In addition to the educators' reflection, they will be responsible for a list of 2 to 5 artifacts for each standard (Standards I & II are optional; Standards III & IV are required) and their S.M.A.R.T(IE) goals that would be helpful, based on the educator's reflection, to the evaluator's understanding in relation to the specific standard and/or goal. Educators have discretion as to the amount of artifacts/evidence they submit, but it is important the artifacts/evidence they list support their reflection as it relates to the appropriate standard/element/indicators. Educators are expected to include a reflection and list artifacts/evidence for their formative assessment, formative evaluation and summative evaluation. Regardless of where educators are in their evaluation cycle the total amount of evidence/artifacts an educator lists, for any evaluation or assessment, should be no less than 2 and no more than 5 pieces of evidence per goal/standard. Artifacts can be used for multiple standards/indicators/elements and/or goals. For example, a monthly survey sent to parents and guardians may be used as evidence for Standard III, and an educator's Professional Practice Goal. All components of the Directory of Evidence will be completed on a form in TeachPoint titled, Greenfield Educator Directory of Evidence.

**Evaluator expectations**--Evaluators will review educators' directories of evidence and reflections, on TeachPoint. This is critical to the process of completing formative assessments,

formative evaluations and summative evaluation reports. If, at any time, an evaluator would like to review any artifact listed in an educator's directory of evidence, the evaluator will send a written request to the educator that details the artifact(s) they wish to review, and the educator will have 48 hours to share the requested artifact(s).

## Directory of Evidence Form

### **Educator Plan:**

2-year self-directed (Year 1 or 2?)

1-year self-directed

Directed Growth Plan

Improvement Plan

Developing (Years 1-3)

### **Check box:**

Formative Assessment

Formative Evaluation

Summative Evaluation

### **Professional Practice Goal:**

*Insert approved goal here*

Reflection--Your reflection should articulate the work you've done throughout your evaluation cycle to meet, or make progress towards, your approved goal/standard. You should consider the actions you took that were most helpful as well as those that may not have yielded the progress you wanted. Please see "Evidence Submission/Collection Guidelines" for question prompts.

Summary of Data--Summarize the data you have collected and analyzed, and detail what it tells you about the progress you've made toward your approved goal.

List of evidence/artifacts:

### **Student Learning Goal:**

*Insert approved goal here*

Reflection--Your reflection should articulate the work you've done throughout your evaluation cycle to meet, or make progress towards, your approved goal/standard. You should consider the actions you took that were most helpful as well as those that may not have yielded the progress you wanted. Please see "Evidence Submission/Collection Guidelines" for question prompts.

Summary of Data--Summarize the data you have collected and analyzed, and detail what it tells you about the progress you've made toward your approved goal.

List of evidence/artifacts:

**Standard III (Family and Community Engagement)**

Reflection-- Your reflection should articulate the work you've done throughout your evaluation cycle to meet, or make progress towards, your approved goal/standard. You should consider the actions you took that were most helpful as well as those that may not have yielded the progress you wanted. Please see "Evidence Submission/Collection Guidelines" for question prompts.

Summary of Data--Summarize the data you have collected and analyzed, and detail what it tells you about the progress you've made toward your approved goal.

List of evidence/artifacts:

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**Standard IV (Professional Culture)**

Reflection-- Your reflection should articulate the work you've done throughout your evaluation cycle to meet, or make progress towards, your approved goal/standard. You should consider the actions you took that were most helpful as well as those that may not have yielded the progress you wanted. Please see "Evidence Submission/Collection Guidelines" for question prompts.

Summary of Data-- Summarize the data you have collected and analyzed, and detail what it tells you about the progress you've made toward your approved goal.

List of evidence/artifacts:

**Standard I (Curriculum, Planning and Assessment) OPTIONAL**

Reflection--Your reflection should articulate the work you've done throughout your evaluation cycle to meet, or make progress towards, your approved goal/standard. You should consider the actions you took that were most helpful as well as those that may not have yielded the progress you wanted. Please see "Evidence Submission/Collection Guidelines" for question prompts.

Summary of Data--Summarize the data you have collected and analyzed, and detail what it tells you about the progress you've made toward your approved goal.

List of evidence/artifacts:

**Standard II (Teaching All Students) OPTIONAL**

Reflection-- Your reflection should articulate the work you've done throughout your evaluation cycle to meet, or make progress towards, your approved goal/standard. You should consider the actions you took that were most helpful as well as those that may not have yielded the progress you wanted. Please see "Evidence Submission/Collection Guidelines" for question prompts.

Summary of Data--Summarize the data you have collected and analyzed, and detail what it tells you about the progress you've made toward your approved goal.

List of evidence/artifacts:

**Signature:**

**Date submitted:**

