

**Collective Bargaining Agreement
Between**

**Board of Directors of the Lower Pioneer
Valley Educational Collaborative**

And

**Lower Pioneer Valley Educational
Collaborative Educators Union**

July 1, 2023 – June 30, 2027

Preamble

Whereas, the LPVEC Board of Directors (hereinafter referred to as “Employer”), and the LPVEC Educators Union (hereinafter referred to as “Union”), a labor organization within the meaning of the applicable law, are committed to provide education of the highest quality possible for the students attending the Lower Pioneer Valley Educational Collaborative. The Employer and the Union enter into the following agreements believing that positive professional conditions are an essential component in creating a productive learning and teaching environment. Good morale within the teaching staff and a collegial environment are critical to the achievement of that goal.

The intent of this Agreement is to: assure that these services are rendered economically, efficiently and without interference or interruption in a work environment that fosters mutual respect in a professional atmosphere; provide a constructive, cooperative and harmonious relationship between the Employer and the Union and provide fair and equitable rates of pay, hours of work, benefits, working conditions and other conditions of employment. To these ends, the parties mutually enter into this Agreement, which sets forth the terms and conditions of employment of employees covered by this Agreement, and provides equitable and peaceful means for the adjustment of differences with respect to the interpretation or application of this Agreement.

This Preamble shall not be used as grounds for disciplinary action and cannot be grieved.

Article 1 - Dignity And Respect

- 1.1 The parties agree that all employees shall be treated with dignity and respect. This includes not only supervisors and managers treating bargaining unit employees with respect and dignity, but also bargaining unit employees and union representatives treating staff, supervisors and managers with dignity and respect. Additionally, bargaining unit employees shall treat the individuals the Employer services, and their families and guests, with dignity and respect.
- 1.2 The Employer maintains anti-harassment, anti-bullying, and anti-discrimination policies that employees are encouraged to access should the need arise. These policies provide procedures for complaints to be made, ensure confidentiality to the extent appropriate, and prohibit retaliation.

Article 2 – Union Recognition

Pursuant to the Certification of the Department of Labor Relations of September 27, 2022, Case WMAM-22-9401, the Employer recognizes the Union as the sole and exclusive representative for the purposes of collective bargaining of:

All full-time and regular part-time employees employed by the Lower Pioneer Valley Educational Collaborative in the positions of teacher, nurse, support counselor, adjustment counselor, co-op coordinator and all other professional employees, but excluding all confidential employees, managerial employees, casual employees, all non-professional employees, and all other employees employed by the Lower Pioneer Valley Educational Collaborative.

Article 3 – Effect of Agreement

- 3.1 This Agreement incorporates the entire understanding of the parties on all issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party shall be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of the parties at the time they negotiated or signed this Agreement.
- 3.2 No addition to, alteration, modification or waiver of any of the terms or provisions of this Agreement shall be valid, binding or of any force or effect unless it is made in writing and executed by the Board and the Union.
- 3.3 If any provision of this Agreement or any application thereof affecting members of the Union are found to be contrary to law, they shall remain in effect to the extent permitted by law, but all other provisions of this agreement shall continue in full force and effect.
- 3.4 The failure by the Board or the Union in one or more instances to observe or enforce any provisions of this Agreement shall not be construed as a waiver of said provisions.
- 3.5 Not later than December 15 of the calendar year preceding the calendar year in which this agreement expires, the Union may request that the Board enter into negotiations concerning a successor Agreement in a good faith effort to reach agreement concerning wages, hours, and other conditions of their employment.
- 3.6 This Agreement incorporates the entire understanding of the parties on all items which were or could have been the subject of negotiations. Its terms shall remain in full force and effect during the life of the Agreement unless changed by the mutual agreement of the parties.
- 3.7 The Union and the Board agree that in the event the contract expires before a new contract is agreed upon, the terms of the final year of the most recent contract will be extended until a new agreement has been reached.

Article 4 - Management Rights

- 4.1 The Board and the Executive Director are provided with powers under the laws of the Commonwealth of Massachusetts, and nothing in this Agreement shall be deemed or construed to derogate from or impair any power, right or duty conferred upon the Board or the Executive Director by law or any rule or regulation of the Commonwealth. Except

as is otherwise expressly provided by the terms of this Agreement, the determination of educational policy, the operation of the schools and the direction of the working forces are exclusively that of the Executive Director and/or the Board in accordance with the laws of the Commonwealth.

- 4.2 Nothing in this Agreement shall limit the Board, its Executive Director, or any of its agents in the exercise of their functions of management and in the direction and supervision of LPVEC. This includes, but is not limited to, the right to: add or eliminate departments; require and assign overtime; increase or decrease the number of jobs; change process; assign work and work to be performed; schedule shifts and hours to work and lunch or break periods; hire; suspend, demote, discharge or otherwise discipline; transfer or promote; layoff because of lack of work or lack of funds; establish rules, regulations, job descriptions, policies and procedures; conduct orderly operations; establish new jobs, abolish existing jobs; determine where, when, how and by whom work will be done; determine standards of proficiency in job skills, except where any such rights are specifically modified or abridged by terms of this Agreement.
- 4.3 Management also reserves the right to decide whether, when and how to exercise its prerogatives, whether or not enumerated in this Agreement. Accordingly, the failure to exercise any right shall not be deemed a waiver. Past practice and course of dealings shall not be a basis for altering the plain, ordinary meaning of the terms of this Agreement.
- 4.4 The parties agree that each side had a full opportunity during the course of negotiations to bargain over any and all mandatory subjects, whether or not included in this Agreement. Accordingly, as to any such matter over which the contract is silent, the Board retains the right to make changes but only after prior consultation with the Union, involving notice and an opportunity to bargain, if the Union so requests, to the point of agreement or impasse.
- 4.5 Furthermore, it is agreed that consuming alcoholic beverages or taking illegal drugs on the job or being under the influence of alcohol or illegal drugs during any period of the day may be grounds for discharge from employment with LPVEC.

Article 5 – No Strike/No Lockout

- 5.1 In consideration of the Employer's commitments as set forth in this Agreement, the Union, its officers, agents, representatives, stewards, committee members, and all other employees shall not, in any way, directly or indirectly, instigate, lead, engage in, authorize, cause, assist, encourage, participate in, ratify, or condone any strike, sympathy strike, slowdown, work stoppage, picketing, hand-billing, boycotting (whether primary or secondary), public disparaging of the Employer, or any other economic action of whatsoever nature, or any interference with or interruption of work at any of the Employer's operations during the term of this Agreement or any extension thereof, nor shall any employee refuse to cross a picket line of any union for any reason. The Union and its members further agree that during the term of this Agreement or any extension thereof, they will not engage in any boycott, hand-billing, leafletting or picketing of the

Employer at any Employer or other location, or engage in any form of conduct or expression (including on publicly accessible social media) disparaging to the Employer, its management, employees, services, clients, students or students' family members.

- 5.2 The failure or refusal on the part of any employee to comply with the provisions of this Article shall be cause for immediate discipline, including discharge, at the sole discretion of the Employer. The failure or refusal by a Union officer, agent, representative, steward or committee member to comply with the provisions of Section 1 of this Article constitutes leading and instigating a violation of said Section 1, it being specifically agreed that the Union officers, agents, representatives, stewards and committee members, if employed by the Employer, by accepting such positions, have assumed the responsibility of affirmatively preventing violations of Section 1 of this Article by reporting to work and performing work as scheduled and/or required by the Employer.
- 5.3 During the term of this Agreement, or any amendment thereto, the Association shall not cause or sponsor, and no Teacher shall cause or participate in, any strike or work stoppage. The Association will take all reasonable steps to end any violation of this Article by individual Association members. If the Association disclaims in writing to the Board responsibility for any acts of individual Association members prohibited hereby, it shall not be liable in any way therefor. Teachers who participate in any such acts may be disciplined or discharged without recourse to arbitration, except as provided by law, provided, however, that the question of their participation shall itself be subject to the grievance and arbitration procedure.

Article 6 – Union Business

6.1 Union Use of Premises

Union representatives shall be permitted access to the premises of the employer for the performance of official business, provided that there is no disruption of operations.

6.2 Union Communications

- A. The Union shall have the use of a faculty bulletin board at LPVEC-owned facilities. Any and all postings must comply with LPVEC policies.
- B. The Union shall have free access to all employees' mailboxes at Brush Hill for Union business.
- C. The Union will have up to thirty (30) minutes at the new hire orientation to conduct Union business.

6.3 Employer Provision of Information

- A. The Employer will provide to the Union a list of bargaining unit employees including work location, date of first employment, full-time equivalency, annual salary, and dues deduction amount (if applicable) on or before October 1st of each contract year.

- B. Not later than 10 calendar days after the date a prospective school employee accepts an offer of employment the Employer shall provide a spreadsheet with the following information: name, job title, worksite location, date of hire, step placement and annual salary, home address, work telephone number, home email address, home and personal cell phone numbers.

Article 7 – Dues Deduction

- 7.1 The Union shall have the exclusive right to the check off and transmittal of Association dues on behalf of each employee. The Collaborative agree to deduct from the salaries of employees who have on file with the Collaborative a dues deduction authorization, dues for the Lower Pioneer Valley Educational Collaborative Educators Union, Massachusetts Teachers Association, and/or the National Education Association and to transmit the monies to the Lower Pioneer Valley Educational Collaborative Educators Union Treasurer. Employee authorization shall be in the form of the Membership form for new members so long as it is clear that the employee is authorizing the deduction of dues from their wages. Any employee desiring to have the Collaborative discontinue deductions they have previously authorized must give the Collaborative and the Association sixty (60) days' notice.
- 7.2 The Collaborative will submit the amount deducted to the Association Treasurer as soon as is reasonably possible after the issuance of the paycheck from which the deductions were taken. The Union will certify to the Collaborative in writing the current rate of its membership dues. Any change to the rate of its membership dues will require thirty (30) days' written notice to the Collaborative prior to the effective date of such change.
- 7.3 The provisions of this Article 7 shall be subject to the requirements of Section 17C of Chapter 180 of the General Laws including the requirement that the Treasurer of The Association, shall be satisfied by such evidence as s/he may require that the Treasurer of the Association has given to the Association a bond in the form approved by the Commissioner in a sum and with such surety or sureties as are satisfactory to either or both of the above described Treasurers, as the Collaborative may be.
- 7.4 The Association shall indemnify and save the Board of Directors harmless against any claim, demand, suit or other form of liability that may arise out of, or by reasons of, action taken or not taken by the Board for the purpose of complying with this Article or in compliance with any dues deduction authorization furnished to the Board.

Article 8 - Discipline and Discharge

- 8.1 No employee shall be disciplined, reprimanded, reduced in rank or compensation, terminated or deprived of any professional advantage without just cause.
- 8.2 If an employee has been reprimanded, disciplined or terminated (not to include non-renewals at the end of a school year or terminations in the probationary period) by the Executive Director, the employee shall be provided with the reasons for the action.
- 8.3 The employee shall have an opportunity to address the supervisor who is issuing a suspension or termination, and the employee may have a representative(s) of the Association present with her/him during such meeting or interview.
- 8.4 An employee who leaves LPVEC in good standing and is rehired one (1) year of their separation date shall suffer no loss of seniority upon rehire. This shall mean that seniority at the time of separation is restored upon rehire, not including any period of separation. Further, this shall mean any sick time earned prior to separation shall be restored, but not to include time that would have been earned during the period of separation.

Article 9 – Work Year

- 9.1 The school year shall be 184 days of which 180 shall be teaching days and 4 shall be for professional activities. At least one half (1/2) of these days will be used for classroom set up.
- 9.2 Employees new to the Collaborative may be required to attend one (1) additional orientation day before the opening of school.
- 9.3 The establishment of the annual school calendar shall be a function of the Board, however, before a school calendar is established or changed, the Union shall be consulted.
- 9.4 In order to adjust for school schedules and changes in operating conditions, the starting and ending times of daily work schedules may be adjusted from time to time by the administration, provided that reasonable notice of such change is provided.
- 9.5 A calendar committee will be formed to review the calendar. The committee will consist of the Executive Director, the Program Administrators, and three (3) members selected by the Association.
- 9.6 The Co-op Director and school counselor(s), whose positions require they work beyond the number of school days set forth in this article, will be compensated at their daily rate of pay for up to ten (10) additional full days that they are required to work beyond the

school year, which will be scheduled by the Program Director in collaboration with the employee. Employees may not use sick or personal time on these days.

- 9.7 Employees will serve on committees and Task Forces that meet outside of the work day only on a voluntary basis unless the work is paid by stipend. The evaluation of employees will not reflect Committee/Task Force participation or non- participation.

- 9.8 Employees are expected to attend all scheduled professional staff meetings and special education Team Meetings.

With the exception of special education Team Meetings, the total number of meetings beyond the school day shall not exceed one (1) per month. Each year five (5) meetings will be up to two (2) hours in duration, and four (4) meetings will be up to one (1) hour. A schedule of meetings will be provided by the Administration at the beginning of the school year.

- 9.9 No employee shall be required to report to work when classes have been canceled due to inclement weather in the community in which the employee's class is located or in the building where the employee is located.

- 9.10 The Calendar will reflect the vacation periods observed by the majority of member districts, which typically includes a winter and spring vacations of one (1) week duration.

- 9.11 Length of Workday

The normal length of the teachers' workday shall not exceed seven (7) hours and twenty (20) minutes. This time shall start at least twenty (20) minutes prior to the students' start and shall include a regular thirty (30) minute duty-free period for lunch. This does not prohibit the teacher from being released with the students by special permission from the Principal or their designee.

- 9.12 Bargaining unit members may be required to attend two (2) evening meeting each year for Parent's Night (Open House), conferences, or other events. In addition, vocational staff may be required to attend two (2) evening vocational advisory meetings per year. Attendance at all other evening meetings will be at the option of the individual teacher. The Association encourages active participation by each teacher in such evening meetings as part of the teacher's professional responsibility.

Article 10 – Leaves of Absence

- 10.1 All teachers returned from leaves of absences granted in this article shall be restored to the position they held at the time the leave was granted, provided such position is still in existence. All benefits to which a teacher was entitled at the time their leave of absence commenced, including unused accumulated sick leave, will be restored upon their return.
- 10.2 A statement by a health care provider substantiating the absence was for medical reasons and clearing the employee to return to work will be required by the employee's supervisor for all absences exceeding three (3) consecutive school days prior to the employee's return to work. Further, the Executive Director may require that a Physician designated by the Collaborative certify the employee's fitness for return to work. In the event that the Collaborative designates the physician, the Collaborative shall have the responsibility to pay for the examination. Medical documentation also may be requested by the employee's supervisor in cases of suspected abuse of sick leave or to support a request for accommodation.
- 10.3 Accrued Leave with Pay
- A. Full-time employees shall be entitled to fifteen (15) days of accrued leave without loss of pay per year. Unused leave days will accumulate to a maximum of 212 days (pro-rated for part-time employees). Teachers will earn leave time monthly over the course of the school year at the rate of 1.5 days earned per month (not to include the summer months if the employee is not working then). For employees who are not scheduled to work full-time, a day of absence shall be prorated in accordance with their teaching schedules.
 - B. Leave shall be available for the following purposes only: personal sickness and family illness, personal (up to 3 days per year), and religious reasons.
 - C. Requests for leave must be made through forms designated by LPVEC and must be made as far in advance as possible, except in extraordinary, unanticipated or emergency situations. Requests for leave will not be unreasonably denied.
 - D. Leave time used for personal reasons is limited to personal business that cannot otherwise be conducted outside the work day. Personal days before and after holidays and vacations will not be granted except in rare cases of extreme emergency. Personal time without pay will not be approved if paid personal time is available.
 - E. Absences due to illness or medical appointments before or after holidays or school vacations will require a physician's certificate submitted to HR in order to use accrued leave time. Absences of three (3) consecutive school days or more will require medical documentation received by an employee's supervisor prior to the employee's return to work.
 - F. The Executive Director may grant additional unpaid leave time upon the request of the employee.

- G. The amount of sick leave each employee has accrued shall be available on the portal.
- H. No employee will be required to arrange for their own substitute.

10.4 Long-Term Illness

The Board will offer long-term disability coverage at employee cost. The terms of such a policy will control.

10.5 Jury Duty

Employees who are required to perform jury duty shall receive leave with pay for the duration of such duty. Compensation shall be the difference between jury duty pay and the employee's regular pay (including all or any part of the compensation for stipendiary positions held at the time of jury duty). Appropriate documentation should be provided to the employee's supervisor with as much advance notice as possible.

10.6 The Employer agrees to abide by the provisions of all applicable leave laws.

10.7 Sick Leave Bank – effective July 1, 2025

The Board will maintain a sick leave bank. All employees will contribute one of their sick days each September.

Should the sick leave bank fall below one hundred (100) days in a given year, each participating employee will contribute one additional day per year. Upon agreement by the Union and the Sick Leave Bank Committee, additional days of an employee's accumulated sick leave may be contributed by participants to the bank.

The Sick Leave Bank shall be administered by a Sick Leave Bank Committee consisting of four members. Two members shall be designated by the Union and two members shall be designated by the Administration.

The Sick Leave Bank Committee shall determine the eligibility for the use of leave to be granted and has discretionary authority to review and grant individual requests according to the provisions of this contract. Application for use of Sick Leave from the Bank shall be made, in writing, to the Sick Leave Bank Committee.

The following criteria shall be used by the Sick Leave Bank Committee in administering the Bank and determining eligibility and amount of leave:

1. Adequate medical evidence of serious illness or injury.
2. Illness or injury requiring absence from work for fifteen (15) or more consecutive days.

3. Prior utilization of all eligible sick leave.
4. Days may not be withdrawn to permit an individual to stay at home to care for a member of the family.
5. Days may not be withdrawn for purposes of maternity only in extreme instances if unforeseen and serious medical complications arise.
6. Sick leave granted from the Sick Leave Bank shall be granted only upon majority vote of the Sick Leave Bank Committee.

The decision of the Sick Leave Bank Committee is final and cannot be appealed to the Board of Directors.

The Administration will be responsible for an accounting of the additions and disbursements to and from the Bank and shall provide timely access to such accounts when requested by the Association.

Report of use and contributions of the Sick Leave Bank shall be reported annually to the Association, and Collaborative Board by the Sick Leave Bank Committee.

- 10.8 Paid bereavement time is provided for the purpose of enabling an employee to attend to matters pertaining to the death of a relative and to attend the funeral or memorial service. An employee shall be granted:

Up to five (5) work days to be taken upon the death of a spouse, domestic partner, child or step-child, parent, or other member of the employee's household.

Up to three (3) work days upon the death of a son-in-law, daughter-in-law, grandparent, grandchild, mother-in-law, father-in-law, brother, sister, step-parent, step-brother, step-sister, or significant other.

One (1) work day of bereavement leave the death of their aunt, uncle, niece, nephew, brother-in-law or sister-in-law for the purpose of attending the funeral on that day. Proof of death and relationship to the deceased may be required. Bereavement time will not be deducted from the employee's accrued time.

- 10.9 Unpaid Personal Leave of Absence

An employee may request an unpaid personal leave of absence for a period of up to one (1) school year. Such a leave of absence confers upon the employee the right to return to the same or similar position and assignments as held prior to the leave.

Such leave of absence may be granted for study, travel, independent research, employment or for personal reasons. A refusal to grant a leave under this section shall

not be subject to arbitration under this Agreement. Additional leaves may be granted if the reasons are reasonable and within the parameters of this Article. Benefits will not be earned during the leave and LPVEC will not pay its share of the employee's health insurance premium during the leave. The employee will be offered COBRA coverage to maintain health insurance during the leave.

10.10 Professional Leave/Professional Development

An employee whose application has been approved by the Executive Director may be granted up to two (2) days leave annually to attend conferences, speak at conferences, attend meetings or visit schools for professional purposes. This application shall also note whether reimbursement for conference fees or other costs is being requested.

Applications may be submitted 60 days in advance of the anticipated absence, if possible. Employees may be required to produce a report as a result of this professional leave. If an honorarium is provided for speaking at a conference, the day should be taken as a personal day. Additional days may be granted by the Executive Director upon request.

10.11 Part-time Employees' Leave

All leave for part-time employees (less than 1.0 F.T.E.) shall be pro-rated. For example, a one-half full time equivalent employee (1/2-time employee) would be granted 15 half days of sick leave per year. If the employee worked 2 1/2 days per week and was ill on the half day, the employee would be charged one half day of leave. If the employee was ill on a day scheduled as a full day, the employee would be charged two half days of sick leave for that absence. An employee returning from such leave shall be restored to the same or a similar position and assignment as held prior to such leave.

Article 11 – Evaluation Process

11.1 All monitoring or observation of the professional performance of an employee will be conducted openly and with full knowledge of the employee.

11.2 Each employee will be given a copy, electronic or paper, of any formal evaluation report prepared by a supervisor based upon a formal evaluation and shall be given an opportunity to discuss such formal evaluation report with the appropriate supervisor. Following such discussion, the employee may file a written response that will be attached to the evaluation in question. The employee may request a meeting with the Executive Director.

11.3 Evaluation reports prepared pursuant to this ARTICLE shall be accepted as an accurate evaluation of an employee's work. The employee has the right to attach a written rebuttal to the evaluation report within twenty (20) calendar days of the date the evaluation was

received by the employee. The employee's signature represents receipt of the evaluation report and does not necessarily indicate agreement with the contents of the evaluation report.

Article 12 - Seniority and Layoff

- 12.1 Natural attrition and/or retirement shall be taken into account prior to invoking the provisions of this Article.
- 12.2 In the event it becomes necessary to reduce the number of employees in the bargaining unit, the laid off employee, or the employee whose position is eliminated, shall, if a position exists:
- Be transferred to an open position for which they are qualified; or
Replace an employee with the lowest seniority within the system whose job they have the qualifications and ability to perform satisfactorily.
- 12.3 Notification of Layoff
Employees will be notified of their impending layoff by June 15th of the year in which the reduction in force is to occur.
- 12.4 Layoffs shall be conducted within disciplines based on a teacher's job performance and the best interest of the students, which is defined as follows: the teacher's past summative overall evaluation ratings as compared to other teachers' past summative overall evaluation ratings in the discipline targeted to be reduced, with ratings of Proficient and Exemplary being considered equal. The number of summative evaluations compared will include all those evaluations written for teachers during the time equal to the most recently hired in the targeted discipline. If there is a tie using the above criteria, the tie shall be broken by seniority, with the least senior teacher in the discipline targeted laid off first.
- 12.5 In order to preserve a specific academic program, the Executive Director may deviate from the principle of layoff by inverse seniority provided, however, that the Executive Director must clearly demonstrate that this deviation is the only way to preserve the specific program in question and that the teacher actually impacted by such layoff be the next least senior teacher within the appropriate department.
- 12.6 In order to preserve a specific academic program, a more senior teacher who is taking the position of a less senior teacher due to reduction in force, may be required by the Executive Director to be retrained in the specific academic program in question. In

addition, a teacher who is moving into an open position in a department in which he/she has not taught within the last five (5) years, may be required by the Executive Director to be retrained in the specific academic program in question. The Executive Director and the affected member shall agree upon the appropriate retraining program.

12.7 Recall Rights

Employees laid off under this section shall have recall rights for one school year.

Laid off staff shall be recalled in the reverse order of seniority of the initial layoff for positions for which they are qualified. An up-to-date recall list shall be maintained by the Executive Director or designee, and available to the Association upon request.

- 12.8 Employees shall be recalled by first class mail, phone and electronic mail to the most recent address on file with the Executive Director. Employees are responsible for notifying the Executive Director of any address change. Within three (3) business days of receipt of the phone call, the employee must inform the Executive Director of her/his intention to take the position. An employee who declines recall to a full year position equivalent to the one s/he had shall forfeit all rights and benefits provided for in this Agreement including the right to recall. LPVEC Union will be notified of employees to be recalled.

12.9 Notification of Vacancies and Placement on Substitute List

Employees on layoff shall be notified in writing of all long-term professional vacancies of ninety (90) or more teaching days. They shall be given preference on the substitute list if they so desire. If the employee refuses an appointment to a long-term professional vacancy as described, s/he will be removed from the recall list.

12.10 Definition of Seniority

For the purposes of this Agreement, seniority shall be defined as continuous employment by the Collaborative in a bargaining unit position.

12.11 Accrual of Seniority

Employees who have been laid off shall retain all accrued seniority prior to being laid off for a period of one year.

12.12 Definition of Layoff

For the purposes of this Article, a layoff may be due to declining enrollments, financial constraints, or changes in educational programs.

- 12.13 When layoff action occurs, the Union shall be notified, in writing, of all teachers to be laid off.

12.14 The Union shall be notified of any recall action taken if there are people on layoff.

Article 13 – Transfer and Vacancies

13.1 Involuntary Transfer

- A. When transfer within a school or program is necessary, and when all factors that constitute ability, if time allows, and qualifications are relatively equal, then volunteers will be transferred first.
- B. When a change in teaching assignment or transfer to a different worksite is necessary an employee's area of competence, licensure, major/minor field of study, quality of performance, length of service, and location of primary residence will be considered in determining which employee is transferred. An involuntary transfer will be made only after a meeting between the employee involved and the Administration, at which time the employee will be notified of the reasons for the transfer. The impacted employee shall be provided with written notice thirty (30) days from the anticipated date of transfer if possible.
- C. The employee may request to meet with the Executive Director and an Association Representative to discuss the reasons for the change of assignment. Transfer decisions are not subject to the Grievance procedure.

13.2 Voluntary Transfer

When there are open positions within the bargaining unit, a employee may request a voluntary transfer to the open position. Employees who are qualified, according to their areas of competence, fields of study, licensure, and quality of performance will be given preference over an outside applicant of equal quality.

When a vacancy occurs mid-year, and a employee's transfer request has been approved, the Executive Director shall grant the transfer to the employee in writing. The effective date of the transfer will be no later than the first day of school for staff the following year.

13.3 Posting of Vacancies for Positions of at Least of One Year Duration

Whenever a permanent vacancy, temporary vacancy of at least one school year, or new professional position to be in existence for one year or more occurs, it will be publicized by the Executive Director or designee by means of an email to all bargaining unit

members at least ten (10) calendar days in advance of the appointment. In the notice of vacancy, the qualifications for the job and its duties will be clearly set forth.

13.4 Positions Outside of the Bargaining Unit

All employees shall be given an opportunity to make applications for promotions outside the bargaining unit, and the Board agrees to give due weight to the professional background and attainments of all internal applicants.

- 13.5 The employee being transferred or reassigned will be provided with educational rationale for the transfer or reassignment in writing by the Administrator. The employee can request a meeting with the Director to further discuss the transfer or reassignment. The Collaborative will attempt to provide training (e.g., consultation, mentoring, coaching, workshops, etc.) on the curriculum and instruction that is relevant to the employee's new grade level or subject area.

Article 14 – Personnel Files

- 14.1 Only one (1) official personnel file shall be maintained for each employee in compliance with M.G.L. Ch. 149 § 52 C. Said file shall be kept in the Collaborative office.
- 14.2 Any employee may, upon request, review the contents of their personnel file and make copies of such contents. An employee may have at their discretion a representative of the Association present during any such review. The Executive Director and/or their designee may be present during any such review.
- 14.3 The employer shall notify an employee within 10 days of the employer placing in the employee's personnel record any information to the extent that the information is, has been used or may be used, to negatively affect the employee's qualification for employment, promotion, transfer, additional compensation or the possibility that the employee will be subject to disciplinary action.
- 14.4 If there is a disagreement with any information contained in a personnel record, removal or correction of such information may be mutually agreed upon by the employer and the employee. If an agreement is not reached, the employee may submit a written statement explaining the employee's position which shall thereupon be contained therein and shall become a part of such employee's personnel record.

Article 15 – Consultation On Professional Concerns

- 15.1 Upon request, the Executive Director shall meet with the Executive Board of the Association.
- 15.2 Upon request of the Association, the Executive Director may arrange an agreed upon agenda item for the Association to meet with the Board of Directors.
- 15.3 Joint Labor Management Committee
 - A. The parties agree to establish a Joint Labor Management Committee (JLMC) for the purpose of enhancing the collaborative relationship and cooperatively addressing contractual and non-contractual issues as they arise.
 - B. The JLMC will consist of four (4) Union representatives, appointed by the President, and four (4) representatives of the Administration as designated by the Executive Director. Within forty-eight (48) hours prior notice, either side may bring individuals with the specific subject matter knowledge or expertise to consult on an issue.
 - C. The parties agree that the JLMC will meet monthly during the school year at mutually agreed-upon times. The JLMC may conduct additional meetings in its discretion.
 - D. Agenda items shall be exchanged forty-eight (48) hours in advance of a scheduled meeting, unless the members of the JLMC agree otherwise. If no agenda items are submitted by this time, the meeting will be cancelled. Otherwise, procedures covering the conduct of the meeting will be established by the Joint Committee.
 - E. The JLMC is an advisory committee only and may not modify terms and conditions of the collective bargaining agreement and/or past practice without agreement of the Collaborative Board and the Association.

Article 16 - Grievance and Arbitration

- 16.1 The Board and the Union agree that the exclusive method for the adjustment, processing and settlement of a grievance as defined herein shall be in accordance with the grievance procedure prescribed in this Article.
- 16.2 A grievance is a claim by an employee that there has been a violation, misinterpretation, or misapplication of the express terms of this Agreement. As used in this Article, the term "employee" means (1) an individual employee, (2) a group of employees having the same grievance, or (3) the Association.

- 16.3 The purpose of the procedure set forth hereafter is to produce prompt and equitable solutions at the lowest level to those problems, covered by this Contract, which from time to time may arise and affect the conditions of employment of employees covered by this Contract. The Board and the Union desire that such procedure shall always be as informal and confidential as may be appropriate for the grievance involved at the procedural level involved. The Board and the Union agree that nothing in this Contract shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with an appropriate member of the administration.
- 16.4
- A. The Employer may not require any member of the bargaining unit to act as the Employer's representative at any level of the Grievance Procedure.
 - B. Failure at any step of the Grievance Procedure to appeal within the specified time limits shall be considered acceptance by the employee of the decision rendered, rendering the grievance waived.
 - C. Failure at any step of the Grievance Procedure to communicate a decision within the specified time limits shall be considered a denial by the employer and permit the employee to proceed to the next step.
 - D. Time limits at any step may be extended by mutual agreement.
 - E. All written communications, documents and records relating to any grievance will not become a part of the employee's personnel file.
 - F. Conferences with employees, necessary for processing grievances, shall be scheduled so that they do not interfere with the duties and responsibilities of the employee.
 - G. The Union shall have the right to initiate a class action grievance or a grievance related to discipline issued by a Program Director at Level 2. All other grievances must be initiated at Level 1.
 - H. Whenever a grievance is presented at any step by the employee personally, the Association representative shall be given the opportunity to be present and state the views of the Association.
- 16.5 Employees who believe that they have grievable matters are encouraged to seek informal resolution prior to filing a grievance. Such efforts shall not extend the time limit within which to file a grievance.
- 16.6 In order for a grievance to be considered under the procedure provided for in this agreement, the grievance must be formally initiated within ten school days from the date

when the grievant first knew or should have known of the occurrence of the acts or omissions upon which the grievance is based.

16.7 All time limits stated herein shall consist of school days for the period commencing with the first student attendance day at the beginning of a school year through the last student attendance day at the end of a school year, and during the remainder of the year the time limits shall consist of all weekdays (Monday-Friday, excluding legal holidays).

16.8 Grievances shall be processed in accordance with the following procedure:

Level One

- A. The employee or the Union shall present the written grievance to the Program Director within the time limits set forth above.
- B. The written grievance shall contain the following: the employee's name and assignment; the specific provision or provisions of the agreement claimed to be violated; the approximate time(s) and place(s) the incident or action leading up to the grievance occurred; a summary of the facts involved, and the relief desired.
- C. The Program Director may meet with the employee and Union and the Director shall give a written answer within seven (7) school days.

Level Two

- A. If the grievance is not settled at Level One within five (5) school days of the written presentation to the Director, the Union shall within five (5) school days after receipt of the immediate supervisor's answer, present the written grievance to the Executive Director or his/her designee.
- B. The Executive Director or her/his designee shall meet and confer with the aggrieved employee and the Union with a view to arriving at a mutually satisfactory resolution of the complaint. The Executive Director shall provide the employee and the Union with a written response within five (5) school days of the Level Two meeting.

Level Three

- A. If the grievance is not settled at Level Two, the Union may appeal it, by giving written notice of such appeal, five (5) school days after such receipt of the written answer of the Executive Director, to the Board of Directors, who shall discuss it with the Union representative at a meeting to be scheduled within thirty five (35) school days of receipt of the appeal by the Board of Directors during the school year and within 45 days of such date of receipt in the summer.

- B. The Chairman of the Board shall give a written answer within five (5) school days of the Level Three meeting.

Level Four

If the grievance is denied at Level 3, and in the event the Union elects to submit a grievance to arbitration, the arbitrator shall be selected according to, and shall be governed by, the procedures set forth in this Article. The Union must notify the Board of Directors in writing of its intention to arbitrate within twenty (20) school days following receipt of the Board's decision on the grievance.

Arbitration Procedure

1. The Union shall, within ten (10) school days of the submission of the Notice to Arbitrate to the Board, submit the grievance to the American Arbitration Association, Boston, Massachusetts, for the disposition in accordance with the labor arbitration rules of the American Arbitration Association.
2. Any arbitration hereunder shall be conducted in accordance with such rules, subject to the provisions of this Agreement. Each party to arbitration shall bear the cost of preparing and presenting its own case to the Board. The expenses of the arbitration proceedings including the fees and expenses of the arbitrator shall be borne equally by the Directors and the Union.
3. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusion. The authority of the arbitrator shall be limited to the terms and provisions of this Agreement and to the question or questions which are submitted. The arbitrator shall be bound by the provisions of this Agreement, and he/she shall not have any authority to establish wages or other compensation, nor to add to, subtract from, modify or otherwise change any of the terms or provisions of this Agreement.
4. The decision of the arbitrator shall be final and binding upon the Board, the Union and the aggrieved employee.

Article 17 – Working Conditions

- 17.1 Every effort will be made to provide employees with adequate workspace, facilities, and supplies in order to properly fulfill job requirements. No evaluation of any employee will reflect the inability of the Board to provide any of the above.
- 17.2 The Executive Director will work with building principals and the employees to ensure that adequate workspace and facilities are available. Should specific school systems have chronic problems, the Executive Director may seek assistance of the Board of Directors and the appropriate personnel within the school system to solve these problems.

Article 18 – Professional Development & Tuition Reimbursement

- 18.1 All employees are expected to keep abreast of and alert to new developments in their special fields through coursework, workshops, lectures, and other special study. The Collaborative recognizes the need to have a highly trained and “Highly Qualified” staff as defined by the Massachusetts DESE.
- 18.2 Reimbursement shall be limited to the amount budgeted in 18.3. The course or workshop taken must:
- A. be consistent with Collaborative goals and the employee’s Individual Professional Development Plan;
 - B. be taken with an accredited college, institution or reliable vendor;
 - C. have prior approval by the Administration.
- 18.3 Each bargaining unit member will be eligible for full reimbursement of one college course up to a maximum of \$750 per course subject to available funds within the fiscal year. The Collaborative will make a good faith effort to process requests for reimbursement within thirty-five (35) school days of electronic submission to the Administration. Reimbursement will be made on a first-come, first-served basis. To be eligible for reimbursement, the course must be completed within the same fiscal year as the budget and the employee must be in active employment with LPVEC at the time the request for reimbursement is submitted. In addition, the employee must provide proof of a Grade B minus or better along with proof of payment for the course.
- 18.4 If an employee is required by the Executive Director to engage in course work, the Collaborative will pay the full amount of the tuition.
- 18.5 Employees providing an approved professional development workshop for LPVEC for which they do not otherwise receive a stipend beyond the school day will be paid at the per diem hourly rate.
- 18.6 Educators who attend workshops, seminars, conferences, or other professional improvement sessions which have prior approval of the Administration will be reimbursed by the Board for any reasonable expense. Expenses may include registration fees, transportation, lodging and meals.

Article 19 - Miscellaneous

- 19.1 The current Employee Handbook is incorporated by reference into this Agreement except where those provisions directly conflict with a specific and express provision of this Agreement, in which case this Agreement shall govern.

Article 20 – Salaries

- 20.1 A full-time employee's base annual salary during the term of this Agreement shall be determined as set forth in Appendix A of this Agreement.
- 20.2 During the term of this agreement all personnel within the unit shall be paid in accordance with the applicable salary schedules for the payment of compensation, which are a part of or attached to this agreement. Employees shall receive their annual compensation over twenty-six (26) pay periods, with the last four paychecks provided in June. Any employee who, prior to July 1, 2023, had their salary paid over 22 pay periods, may retain this payment schedule. If the employee wishes to move to a 26 pay period schedule, they must provide the business office written notice on or before April 1st of the year prior to the year in which they would like the change to take place.
- 20.3 There shall be deducted from an employee's pay an amount equal to one one-hundred and eighty-fourth (1/184) of the base of annual salary as provided in this Agreement for each day on which s/he is absent other than on leave with pay.
- 20.4 Advancement on Salary Schedule

Normally, only approved graduate courses or an approved in-service course or workshop will be recognized for advancement to the next lane. Exceptions may be made, however, where an undergraduate course clearly will benefit the Teacher in his/her classroom work. In unusual circumstances, other specialized study may be given credit upon special approval in advance by the Administration. Credits must be earned after each degree and/or license lane is attained to be counted towards attainment of the next lane.

Changes in salaries due to advanced study will be made twice a year, each September and February, only as a result of Teacher claims substantiated by college records. Credits completed by September 30th, with evidence received by November 1st, impact salary advancement for the full contract year, and credits completed by February 28th with evidence received by March 1st, impact salary advancement for half of the contract year.

Every Teacher who may be eligible to advance on the salary schedule shall provide notice to the Administration on a form provided by the Collaborative of such anticipated advancement on or before November 30th of the work year prior to the work year where such advancement may occur. Failure to provide such advance notice will result in the Teacher not advancing on the salary schedule. The approved lane change will take effect

once the Teacher submits required documentation per Collaborative's policy to substantiate that the requisite credits have been earned.

20.5 An employee already employed by any member School Committee or with another public school and/or related vocational teaching experience will be fully credited for all years of experience upon employment by the Collaborative so long as their previous teaching experience is relevant to the new position. An employee with relevant vocational experience will receive one year of credit for two years of relevant industry experience.

20.6 All part-time employees shall be paid on the salary scale on a pro-rated basis.

20.7 Longevity

For purposes of this section longevity shall be defined as length of continuous service in any capacity with the Collaborative.

Longevity compensation will be added to the employee's annual salary and be treated as regular earnings under Chapter 32 of MGL. Longevity will be paid at the end of the school year in one lump sum payment. Employees shall receive longevity on the following schedule:

<u>Years of Service</u>	<u>Payment</u>
13-19	\$1,000
20-29	\$2,000
30+	\$3,000

20.8 Per Diem Hourly Rate

Employees shall be paid at an hourly rate of \$40/hour for any additional time worked onsite beyond their contractual workday and year that is not otherwise compensated by a stipend and that is required by administration.

20.9 Mileage Allowance

- A. Employees whose use of a personal car for school business is approved by the Administration shall be reimbursed for the use of said car at the current IRS standard mileage rate.
- B. Employees who are assigned to more than one (1) school per day shall be reimbursed at the current IRS standard mileage rate.

Article 21 – Insurance And Other Benefits

- 21.1 The Board agrees to continue in effect at the present rate any and all existing health insurance benefit plan designs and associated cost sharing arrangements to all currently eligible and future bargaining unit employees.

21.2 Worker's Compensation

Workers' Compensation shall be in accordance with the General Laws of Massachusetts, Chapter 152, Section 69. An employee may use accrued sick leave to remain fully paid while receiving workers' compensation benefits so long as their pay does not exceed their normal rate of pay.

Article 22 – CORI Checks

- 22.1 In compliance with the provisions of Chapter 385 of the Acts of 2002, the Executive Director or their designee shall request and review CORI checks. Such checks shall take place at least every three (3) years.

Unit members shall be made aware that CORI reports concerning them are being requested in the year in which they are requested. Unit members shall be made aware that, upon request, they shall be provided with a copy of the CORI report received by the Executive Director or their designee.

All CORI checks shall be kept in a separate secure file maintained in Human Resources. The Collaborative will follow all applicable laws relating to adverse decisions based on criminal records.

Article 23 – Mentoring And Induction

- 23.1 The Board supports THE COLLABORATIVE mentoring and induction efforts. The purpose of the program is to provide guidance, resources, and support for new employees.
- 23.2 Mentors shall be currently employed by the Collaborative and must have worked the Collaborative for four (4) years or more and have their professional license. Mentors must participate in a one-time mentor training program prior to beginning their work with a mentee. Mentors must also attend orientation prior to the start of the school year. Mentors working with a mentee shall receive an annual stipend.

- 23.3 At least one (1) mentor per department shall be selected so long as each building contains an applicant deemed qualified by Administration. The posting for the position of mentor shall occur in each department no later than June 1st of each school year for the following school year.
- 23.4 Mentors must serve for a period of one (1) school year and may reapply annually for the position. The mentor shall attend quarterly meetings with the administrator overseeing the mentor program and maintain a log of meetings held between the mentor and mentees during the mentoring year and shall make such log available to the principal and/or administrator upon request.
- 23.5 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 Collaborative. Classroom visits shall occur in addition to the regular meetings.
- 23.6 Confidentiality is crucial when building a relationship based on mutual respect and trust. All communications and knowledge gained (except illegal acts or potential violations of school rules and/or policies) must be considered confidential between the mentor and mentee.
- 23.7 Mentors shall be compensated through a stipend, which is detailed in Appendix B. Payment shall be made at the end of the school year after the Mentor has turned in a log of mentorship meetings and hours spent in the mentor role.

Article 24 – Employee Protection

24.1 Workplace Safety

The Board recognizes its responsibility to provide a safe and healthful workplace free from hazards or conditions which cause, or which are likely to cause accident, injury, or illness to the teaching staff. To this end, the Board agrees that it will take appropriate action to inform the Association and all affected teachers of hazards or conditions of which it is aware, which cause, or which are likely to cause accident, injury, or illness, and that it will make a good faith effort to correct such hazards or conditions. The parties further agree that no member of the bargaining unit will be subject to reprisal for filing a report or requesting amelioration of an unsafe or unhealthy working condition.

24.2 Assaults

- A. Employees shall be required to report any case of assault on teachers in connection with their employment to the Administration. The Administration shall acknowledge receipt of such.
 - 1. The alleged assault will be promptly investigated by the Administration.
 - 2. If the assault is by a person who is not a student or employee, Administration shall promptly report the incident to the School Resource Officer.
 - 3. In either case (student or non-student) the Administration will render all reasonable aid to the teacher in connection with handling of the incident by law enforcement, legal, and medical authorities.
- B. The Board shall reimburse an employee for:

Any clothing or other personal property damaged or destroyed because of assault suffered in the course of his/her employment if reported within 30 days of the assault and proper documentation for reimbursement of the replacement is provided.

24.3 Indemnification

The Board shall indemnify teachers from person financial loss and expenses including legal fees and costs, if any, as provided and to the extent permitted under Massachusetts General Laws, Chapter 258, Section 9.

Article 25 - Retirement

25.1 Sick Leave Buy Back

- A. After twenty (20) or more years of service to the LPVEC, upon retirement or upon death after twenty (20) or more years of service to the LPVEC, if the employee provides written irrevocable notice to the Executive Director of their retirement at least one year in advance of their retirement date, the Board of Directors will provide compensation for accumulated unused sick leave in excess of 125 days at a rate of \$100 per day.

Article 26 – Duration

This Agreement shall be effective July 1, 2023, and will remain in full force and effect until June 30, 2027.

Appendix A – Salaries

The salary scales shall be increased as follows:

July 1, 2024 All steps and lanes shall be increased by 2.5%

July 1, 2025 All steps and lanes shall be increased by 2.5%

July 1, 2026 All steps and lanes shall be increased by 3%

LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE UNIT A SALARY SCALE FY24

3.0%

Step	Preliminary	Bachelors Professional	Bachelors + 15 Professional + 40	Masters Bachelors + Professional + 100	Masters + 15	Masters + 30 CAGS	Masters + 45	Double Masters
1	49,222	50,806	53,099	55,687	56,184	58,025	58,705	62,998
2	51,275	52,840	55,030	57,660	58,357	60,223	61,074	65,223
3	53,247	54,810	57,083	59,607	60,422	62,326	62,917	67,329
4	55,521	57,125	59,453	62,028	62,845	64,469	65,429	69,881
5	57,563	59,192	61,575	64,143	64,988	66,656	67,569	72,040
6	59,618	61,281	63,727	66,269	67,183	68,879	69,750	74,227
7	61,770	63,440	65,912	68,440	69,433	71,150	71,985	76,436
8	64,172	65,890	68,345	70,803	71,914	73,469	74,542	78,940
9	66,888	68,220	70,631	73,027	74,222	75,838	76,870	81,199
10	69,277	70,630	73,307	75,284	76,564	78,254	79,246	83,480
11	71,630	73,409	75,639	77,397	79,173	80,809	81,680	85,793
12	75,119	76,450	79,970	81,497	83,523	85,083	86,011	89,467
13	78,124	79,508	82,992	84,596	86,435	87,728	88,153	92,154

LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE UNIT A SALARY SCALE FY25

2.5%

Step	Preliminary	Bachelors Professional	Bachelors + 15 Professional + 40	Masters Bachelors + Professional + 100	Masters + 15	Masters + 30 CAGS	Masters + 45	Double Masters
1	50,452	52,076	54,426	57,079	57,589	59,476	60,172	64,573
2	52,557	54,161	56,406	59,102	59,816	61,729	62,601	66,853
3	54,578	56,181	58,510	61,097	61,932	63,884	64,489	69,012
4	56,909	58,553	60,939	63,578	64,417	66,080	67,064	71,628
5	59,002	60,672	63,115	65,747	66,613	68,323	69,258	73,841
6	61,109	62,813	65,320	67,926	68,862	70,601	71,493	76,083
7	63,314	65,026	67,560	70,151	71,169	72,929	73,784	78,347
8	65,776	67,537	70,053	72,573	73,711	75,306	76,406	80,914
9	68,560	69,925	72,397	74,853	76,077	77,734	78,792	83,229
10	71,009	72,396	75,140	77,166	78,478	80,211	81,227	85,567
11	73,421	75,244	77,530	79,332	81,152	82,829	83,722	87,938
12	76,997	78,361	81,969	83,534	85,611	87,210	88,161	91,704
13	80,077	81,495	85,067	86,711	88,595	89,921	90,356	94,458

**LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE
UNIT A SALARY SCALE
FY26**

2.5%

Step	Preliminary	Bachelors Professional	Bachelors + 15 Professional + 40	Masters Bachelors + Professional + 100	Masters + 15	Masters + 30 CAGS	Masters + 45	Double Masters
1	51,713	53,378	55,787	58,506	59,029	60,963	61,677	66,187
2	53,871	55,515	57,816	60,579	61,311	63,272	64,166	68,525
3	55,943	57,585	59,972	62,625	63,481	65,482	66,102	70,738
4	58,332	60,017	62,462	65,168	66,027	67,732	68,741	73,419
5	60,477	62,189	64,693	67,391	68,278	70,031	70,990	75,687
6	62,637	64,383	66,953	69,624	70,584	72,366	73,281	77,985
7	64,897	66,651	69,249	71,905	72,948	74,752	75,629	80,306
8	67,421	69,226	71,805	74,388	75,554	77,188	78,316	82,937
9	70,274	71,674	74,207	76,724	77,979	79,677	80,761	85,310
10	72,784	74,206	77,018	79,095	80,440	82,216	83,258	87,707
11	75,257	77,125	79,468	81,316	83,181	84,900	85,815	90,136
12	78,922	80,320	84,019	85,622	87,751	89,390	90,365	93,996
13	82,079	83,533	87,194	88,879	90,810	92,169	92,615	96,819

**LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE
UNIT A SALARY SCALE
FY27**

3.0%

Step	Preliminary	Bachelors Professional	Bachelors + 15 Professional + 40	Masters Bachelors + Professional + 100	Masters + 15	Masters + 30 CAGS	Masters + 45	Double Masters
1	53,265	54,979	57,460	60,261	60,800	62,791	63,527	68,173
2	55,487	57,181	59,550	62,397	63,150	65,170	66,091	70,580
3	57,621	59,313	61,772	64,503	65,385	67,446	68,085	72,860
4	60,082	61,817	64,336	67,123	68,008	69,764	70,803	75,622
5	62,291	64,054	66,633	69,412	70,326	72,132	73,119	77,958
6	64,516	66,315	68,962	71,713	72,701	74,537	75,479	80,324
7	66,844	68,651	71,326	74,062	75,137	76,995	77,898	82,715
8	69,443	71,303	73,959	76,619	77,821	79,504	80,665	85,425
9	72,383	73,824	76,433	79,026	80,319	82,067	83,184	87,869
10	74,967	76,432	79,329	81,468	82,853	84,682	85,756	90,338
11	77,514	79,439	81,852	83,755	85,677	87,447	88,390	92,840
12	81,289	82,730	86,539	88,191	90,384	92,072	93,076	96,816
13	84,541	86,039	89,810	91,545	93,535	94,935	95,394	99,724

Appendix B – Other Compensation

1. Stipends

- a. All annual stipends distributed in each academic year will be disbursed at the close of the school year upon completion of required documentation as provided by the Administration showing hours worked on the stipend work.

Name of Stipend	Amount
MCAS COORDINATION STIPEND	\$2,500
MENTOR STIPEND	\$2,000
ADVISORS STIPEND- BPA (2)	\$1,500
ADVISORS STIPEND- FFA (2)	\$1,500
ADVISORS STIPEND-SKILLS USA (2)	\$1,500
LEAD TEACHER STIPEND	\$5,000
WEB PAGE STIPEND	\$1,000
FIRST AID/CPR STIPEND	\$1,000
GREENHOUSE STIPEND	\$1,000
EVENT CHAIR	\$500.00

2. Summer School

- a. Work during the summer will be voluntary.
- b. Employees will be compensated at the flat hourly rate of \$40 per hour, which will be paid biweekly during the summer.