

AGREEMENT

Between

**THE TOWN OF BARNSTABLE
SCHOOL COMMITTEE**

And

**THE BARNSTABLE TEACHERS
ASSOCIATION**

Licensed Employee Unit

Effective September 1, 2021

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AGREEMENT

This Agreement is made and entered into by the following Parties by and between the **School Committee of Barnstable** (hereinafter referred to as the Committee or the Employer) and the **Barnstable Teachers Association, Inc.** (hereinafter referred to as the Association).

ARTICLE 1 Introduction

- A. The Committee recognizes the Association for the purposes of collective bargaining as the exclusive representatives of all professional teaching employees, registered nurses, Athletic EMT's and Athletic Trainers in the Barnstable School System (referred to in this Agreement as "employees" or "licensed employees"). Excluded from the above are the following administrative positions:

Superintendent, Assistant Superintendents, Director of Finances, Director of Pupil Personnel Services, Director of Personnel, Principals, Assistant Principals, Athletic Director, Housemasters, Middle School Deans, unaffiliated Administrative Assistants, all members of B.A.O., and all other unaffiliated personnel.

- B. If a new position is created or if the duties of a present position are changed, the parties shall discuss the appropriate unit placement of that position. If no agreement is reached, the matter shall be subject to the arbitration procedures set forth in Article III of this Agreement.

ARTICLE 2 Negotiation Procedure

- A. Not later than October 15 of the calendar year preceding the expiration of this Agreement, the Committee and the Association agree to enter into negotiations for a successor agreement.
- B. Any agreement reached between the Committee and the Association will be reduced to writing and will be signed by the Committee and the Association.
- C. Except as otherwise provided in Article 6 and other Articles of this Agreement, the School Committee policy with respect to wages, hours and other conditions of employment applicable on the effective date of this Agreement shall continue to be so applicable unless there is good justification for a change. Before any significant change or significant new policy is adopted, the Superintendent will notify the Association in writing that it is considering such action. The Association will have the right to negotiate concerning the action prior to it being put into effect provided that it files such a request with the Superintendent within five (5) days after receipt of said notice.

ARTICLE 3 Grievance and Arbitration

- A. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems, which may from time to time arise affecting the welfare or working conditions of employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- B. A grievance is a claim based upon an event or condition, which affects the welfare and/or conditions of employment of an employee or group of employees and/or the interpretation, meaning or application of any of the provisions of this Agreement or any subsequent agreement entered into pursuant to this Agreement.
- C. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits to the aggrieved employee shall permit the aggrieved party or parties to proceed to the next step.

- D. Failure at any step of this procedure to appeal the grievance to the next step within the specified time limits shall be deemed to be acceptable of the decision rendered at that step, provided that any time limits may be extended by mutual consent.
- E. Nothing herein contained will be construed as limiting the right of any employee having a grievance to discuss the matter informally with an appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and if the grievance involves the interpretation, meaning or application of the Agreement that the Association has been given the opportunity to be present at such adjustment and to state its views.

F. Procedure

Level One (Building)

An employee having a grievance shall, with or without a representative of the Association, discuss it with the immediate supervisor of the employee and/or the principal within ten (10) school days of the occurrence on which the grievance is based, or within ten (10) school days of the date on which the employee had knowledge or reasonably should have had knowledge of the occurrence. Any meeting with reference to the above normally shall be held during non-class hours. If the grievance is of such a nature as to involve more than one principal, the grievance may be commenced at level two within the time limits specified above. It is understood that the Association may file any grievance on level one, with or without the teacher involved.

Level Two (Superintendent)

- A. In the event that the grievance shall not have been satisfactorily resolved at Level One, or in the event that no decision has been reached within ten (10) school days after presentation of the grievance to the immediate supervisor and/or principal, the grievance shall be reduced to writing and referred to the Superintendent of Schools by the aggrieved employee or by the Association within five (5) school days of the disposition under Level One.
- B. The Superintendent shall represent the School Committee at this level of the grievance procedure. Within ten (10) days after receipt of the written grievance by the Superintendent, s/he or his/her designee shall meet with the aggrieved employee and the Designated Representative of the Association in an effort to settle the grievance.

Level Three (School Committee)

In the event that the grievance shall not have been satisfactorily resolved at Level Two or in the event that no decision has been rendered within ten (10) school days after the Level Two meeting, the grievance shall be referred in writing within ten (10) school days of the disposition under level Two to the School Committee. At its next regular School Committee meeting or at a meeting called at the request of the Association for the purpose of considering the grievance, the School Committee shall meet with the Association in an effort to settle the grievance. If a special meeting is requested, it shall be held as soon as possible but in no event later than two (2) weeks after it has been requested.

Level Four (Arbitration)

- A. In the event that the grievance shall not have been satisfactorily resolved at Level Three, or in the event that no decision has been rendered within ten (10) school days after the Level Three meeting, the Association may refer in writing within ten (10) school days of the disposition under Level Three, the unsettled grievance to arbitration, provided, however, that only grievances that involve the interpretation, meaning or application of this Agreement shall be subject to arbitration. The Arbitrator shall be selected by the American Arbitration Association, in accordance with its rules and regulations. The fees and expenses of the Arbitrator shall be shared equally by the parties.
- B. The decision of the Arbitrator shall be final and binding on the Committee, the Association and any

individual involved provided that the Arbitrator shall be without power or authority to modify or alter the terms of this Agreement.

- C. In the event a grievance is filed on or after any June 1, which if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein will be reduced so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is practicable.
- D. If, by mutual agreement, a grievance meeting between Association and School Committee representatives is scheduled during school hours, individuals necessary to the processing of such grievance shall be released from class.

ARTICLE 4

Class Size and Caseload Size

A. Class and Caseload Size

PreK	Class: strive for 15
K-3	Class: strive for 23, cap at 25
4-5	Caseload: strive for 53
6-7	Caseload: strive for 105
Specialists 4-7	Caseload: strive for 600
8-12, 4 teaching blocks	Class: strive for 23; Caseload: cap at 110
8-12, 5 teaching blocks	Class: strive for 23; Caseload: cap at 120

- B. In the event that any classes exceed the figures listed above, the Superintendent, upon request, shall discuss the reasons therefor with representatives of the Association. Any suggestions made by representatives to alleviate the situation will be given serious consideration.

ARTICLE 5

Duty Free Lunch

Employees shall have a duty free lunch period equivalent in length to that of the students, provided that in emergency situations employees may be assigned duties during lunch periods as long as the assignment is in a fair and equitable manner. The employees lunch period will be when the cafeteria is open for the serving of lunch.

ARTICLE 6

Teaching Hours and Teaching Load

- A. The Superintendent will maintain the current general policy with respect to work year, vacation periods, employee hours of employment, length of school day, schedule and workload. If the Superintendent deems that educational circumstances indicate that a minor change is warranted, s/he will notify the Association of the contemplated change and prior to making such change will provide the Association with every opportunity to present its views to the Superintendent. Any information or suggestions provided by the Association will be given serious consideration. If a substantial change is contemplated it shall be subject to negotiations between the parties.

The length of the employee workday at all levels shall be seven hours and will begin five minutes before the beginning of the school day for students at each building.

The starting and finishing time for employees may be flexible within the length of the workday provided here. The above should only apply to volunteers and employees hired subsequent to February 1, 2001.

Employees will be alerted by phone call in instances of weather cancellations and delays. The notification will be made by no later than 6:00am. Employees will report to work with the same prorated schedule as students with delayed weather openings and leave work after parent pick-up and all buses have left during early release due to weather.

- B. Under normal circumstances two (2) building meetings per month may be scheduled. Such meetings shall normally be up to one (1) hour in length. The schedule for such meetings shall be provided to employees no later than the first day of school each year. Any changes in this schedule must be provided at least two (2) weeks in advance of the dates changed (except in cases of emergency). Employees shall make a good faith effort to attend rescheduled meetings. In unusual circumstances, additional meetings may be scheduled. All employees shall be required to attend up to three (3) afternoon or evening meetings per year. Employees whose status is less than a 1.0 FTE, and are not normally scheduled to work on a monthly building meeting day, do not have to attend said meetings. Employees whose status is less than 1.0 FTE are required to attend up to three additional afternoon/evening meetings, even if said meetings do not fall on their scheduled work day. Less than 1.0 FTE employees will attend full-day PD sessions, even if not on their scheduled work day; but will be paid their per diem rate, if the district would like them to attend a half-day PD session that is outside of their schedule.
- C. The present length of the student/employee day shall continue for the life of this Agreement.
 - 1. At the K-5 level the time allotment for specialist programs will be made consistent in length throughout the system. Preparation time for K-5 Employees shall total 250 minutes per week, in blocks of at 50 consecutive minutes per day. Preparation time at PreK, K-3, 4-5, 6-7 and 8-12 will be equitable by building and level (K-3). Where practicable, employees in Pre-K will be scheduled a minimum of twenty (20) minutes of preparation time per session. The Employer shall provide to the Association the schedules for all employees in each school (or the master schedule for each school, if it includes all assignments for all teachers, including preparation time) in writing, within seven (7) calendar days after the schedules are complete. On half-days, preparation periods will be scheduled on an equitable and proportional basis over the course of the school year by building principals.
 - 2. If bus schedules necessitate a change in the beginning and ending times of the workday, no such change shall increase the length of the day. The employee workday at all levels shall not begin before 7:00 AM. The employee workday at all levels shall not begin after 9:00 A.M.
- D. A teacher need not remain in the room when a specialist is in attendance.
- E. All employees assigned to any one school for the entire school day, shall share equally in extra duty assignments not pertaining to their particular class.
- F. With the implementation of a new high school schedule, grade level 8-12 employees (secondary teachers) shall be assigned 9 class sections over 2 years, alternating 4 class sections one year and 5 class sections the next or vice versa or 4.5 classes each year.

Teachers may volunteer in writing to his/her immediate supervisor to teach 5 class sections every year with the conditions for teaching 5 as outlined below.

In a secondary employee's year of 4 class sections, he/she will have at least 1 daily prep period of consecutive minutes equal in length to the most widely-implemented teaching block of the day, for a total of at least 5 per week. Employees teaching 4 class sections will have 2 common planning periods per week, one of which will be at least 66 minutes, and 3 duties per week, not more than one duty per day, which may

include directed study and other duties as defined in the duty language in this article of the collective bargaining agreement.

Teachers teaching four will have duties in one of the following combinations:

- one 22-min duty (C or E study) and two 68-min duties

- two 44-min duties and one 68-min duty

- one 66-min duty (lunch Mon/Fri), one 68-min duty, one 22-min duty (C or E study)

- two 22-min duties (C and E study), one 44-min duty, one 68-min duty.

In assigning the last combination, the Association acknowledges that the teacher will have more than one duty once a week and will have four duties total.

In a secondary employee's year of 5 class sections, he/she will have at least 1 daily prep period of consecutive minutes equal in length to the most widely-implemented teaching block of the day, for a total of at least 6 preparation periods per week. Two preparation periods will be 44-min and four will be 68-min. Employees teaching 5 class sections will have 1 common planning period per week, and 1 44-min duty per week or 2 22-min duties per week, which may be a directed study, or another duty as defined in the duty language in this article of the collective bargaining agreement but cannot be lunch duty or roaming duty. Employees teaching 5 class sections cannot be assigned to substitute for an absent colleague.

Grade level 8-12 employees will have no more than three different courses for which to prep at a time. Courses taught to the same grade, but at different levels in different class sections, are defined as separate courses. (i.e. English 2 H, English 2 CP are separate courses that meet at separate times and require separate preparation, while Theater Arts H and CP which meet in the same room at the same time will continue to be considered one Multi-Level section). If a teacher volunteers (in writing to immediate supervisor) for more than three preps, they will be relieved of 44-mins of a duty assignment.

Special Education teachers at BHS will work under the conditions of teachers teaching 5 class sections every year, provided the special education teacher continues to manage a caseload of students on IEPs. The caseload management will take place of a fifth class, so Special Education teachers will teach four class sections and caseload manage during the time allotted for the fifth class.

Special Education teachers in substantially separate classrooms that supervise students for the whole school day will be exempt from having one duty per week.

If, after building and running the schedule, there are problems fulfilling the contractual language outlined above, the parties agree to bargain.

Advisory/TGA/Homeroom (any community-building period like this) is a non-teaching period requiring no preparation, assessment, or grading. If lesson implementation during such a period is required, preparation will take place during contractual time, but not during personal prep time, with enough lead-time before the implementation to be effective.

A directed study as part of Advisory will not count towards duty minutes.

A WIN block, or a similar whole-school intervention period, will be negotiated by the parties before implementation.

The maximum number of teaching blocks in a row in one day cannot exceed 4.

Stipend positions that require duty relief will be 68-min, whenever possible.

During the 2021-2022 school year, staff will be given at least one-weeks' notice to any adjustment to period order due to the newness of the schedule. (This is not for a testing schedule, assembly, etc.)

During the 2021-2022 school year, a feedback system to determine the efficacy of the new schedule will be completed regularly and openly, with the results of such published to the faculty.

Secondary teachers with professional teacher status who are employed at Barnstable High School at the implementation of a new schedule shall not be subject to a reduction in force for four years, due to the implementation of a new schedule. Nothing in this section limits the School Committee's authority to implement a reduction in force for any other reason pursuant to its statutory authority.

The lead hospitality teacher will be treated as an employee assigned five class sections. Four of the class sections will involve direct instruction with students. The fifth section will not include direct instruction with students but, rather, will be available for business and material management purposes. As a teacher with five class sections, the lead hospitality teacher will have one duty per week, which will also be dedicated to material preparation and management. The lead hospitality teacher will also have one common planning period per week.

- G. School Counselors will be exempt from duties at Barnstable High School.
- H. Grade level 6-7 employees may be assigned one (1) duty period and shall receive one (1) prep period of at least 45 minutes. At the discretion of the principal, a PreK-7 employee may be assigned up to one (1) duty period per day for activities such as: team meeting, hall duty, lunch duty, bus duty, study hall, etc. A duty period at the Pre-K-7 grade level shall not exceed the time of a regular class per day.
- I. The teaching time in grade level 6-7 shall not exceed 264 minutes per day. Any additional minutes added to the teaching time of 264 at BIS will be used for classroom instruction in academic and enrichment areas, not for community-building blocks like Connect to Respect, Go Blocks, or Homeroom.
- J. The parties recognize the importance of common planning time in order to ensure effective implementation of various teaching strategies.
- K. Employees shall continue to make every effort to provide special help and consultation to pupils as requested by pupil or parent.
- L. Only educators on a Developing Plan, Directed Plan, or Improvement Plan will submit weekly lessons plans to their supervisor and/or evaluator.
- M. The Out of District Coordinator will be responsible for Barnstable High School students in Out of District placements.
- N. The parties recognize the importance of keeping parents informed of student progress as an aid in the total development of the student. Employees in grade level 6-12 shall maintain their gradebook electronically by updating grades monthly on the District's designated application software. The following conditions must be met prior to implementation:
 - 1. Appropriate training for incumbent and newly hired employees will be provided by the employer during the school day (with coverage provided) and shall reoccur with any changes made in regard to software or hardware, including upgrades.

2. Reasonable consideration will be given to this process should there be technology failures that impact the timeliness of these reports.
 3. Technology needs to be readily accessible to all employees having to generate such reports so that individual employee choices may be made between generating mid-term reports and report cards in school or elsewhere.
 4. Online exporting of grades shall align with the school's schedule for mid-term reports as well as for report cards.
 5. If the administration determines that students or parents should receive paper copies of reports generated by employees electronically, the administration will be responsible for providing those paper copies.
 6. The parties will appoint a joint committee composed of equal representatives of each party to monitor implementation of this section and advances in technology relevant to home/school communication. The joint committee will meet as needed and may recommend changes to this section to the parties as it deems appropriate.
- O. A full-length contractual faculty meeting will be provided for teachers of K-7 students the week prior to end of each trimester for work toward report card completion.
- P. The Association recognizes that Professional Learning Communities are administration-directed.
- Q. Co-teaching is the instructional arrangement in which two or more licensed teachers are assigned to act in a teaching capacity to deliver core instruction along with specialized instruction, as needed, to a group of students in a single space. Co-teaching partnerships require educators to make joint instructional decisions and share responsibility and accountability for all student learning. When a co-teacher is absent, every effort will be made to provide additional resources to the co-teaching classroom. When principals assign co-teachers, they will ask for volunteers first. Every effort will be made to provide co-teaching teams with a schedule that aligns prep periods.

The parties will create a joint labor management committee to discuss co-teaching practices in the District.

ARTICLE 7

School Assistants

All grade level K-5 schools will be allotted a minimum of 50 hours of school assistant time per week. The assignment of school assistants will be made in an equitable manner based on need.

ARTICLE 8

Transfers

Although the Committee and Association recognize that some transfer of employees from one school to another is unavoidable, they also recognize that frequent transfer of employees is disruptive of the educational process and interferes with optimum employee performance. Therefore, they agree as follows:

- A. When a reduction in the number of teachers in a school is necessary, volunteers will be considered first.
- B. When the Administration determines that involuntary transfers are necessary pursuant to Article 8A above, or for other reasons, an employee's area of competence, major and/or minor field of study, quality of teaching performance, length of service in the Barnstable School System and needs of the school system

shall be considered in determining which teacher is to be transferred. Employee being involuntarily transferred shall, where possible, be transferred only to a comparable position.

An involuntary transfer shall be made only after a meeting between the employee involved and the Superintendent (or his/her designee), at which time the employee shall be notified of the reasons for the transfer. In the event an employee objects to that transfer at this meeting, at the request of the employee the Superintendent or her/his designee shall meet with a representative of the Association to discuss the transfer.

- C. A list of open positions in other schools shall be made available to all employees being transferred. The Administration in making involuntary transfers shall give consideration to the factors enumerated in Article 8B above.
- D. Notice of transfer shall be given to employees as soon as practicable and under normal circumstances not later than June 1.
- E. Employees desiring a transfer for the next school year shall submit a written request to the Superintendent stating the assignment preferred. In order to assure maximum consideration requests should be submitted between September 1 and February 1 of each school year. Requests must be renewed each year. Employees who submit requests for transfer will be guaranteed an interview. If an employee's request for transfer is denied, the administration will give the employee an explanation for the denial at the employee's request.
- F. Before an employee is assigned or transferred to a particular school, the principal of the school in question shall be consulted regarding said assignments or transfer.

ARTICLE 9

School Year

- A. The teacher salary schedule is based upon a maximum of one hundred eighty- three (183) legal school days. The work year for unit employees will begin no earlier than the Monday preceding Labor Day and will extend no later than June 30th. The Friday preceding Labor Day will not be a scheduled workday. In regard to the two days prior to the opening of school, one day will be used for administrative meetings and the other for teacher preparation. Should the Committee extend the school year in excess of that amount, additional pro rata compensation will be paid. New teachers may also be required to attend a three (3) day orientation program prior to the opening of school.
- B. The Association will be provided an opportunity for input prior to the scheduling of the school calendar.

ARTICLE 10

Vacancies and Promotions

- A. Whenever any vacancy occurs in a promotional position during the school year (September to June), it will be adequately publicized by the Superintendent by means of a notice placed on the Association bulletin board in every school as far in advance of the appointment as practicable. During the summer recess period, written notice of any such promotional vacancy will be given to the Association. In both situations the prerequisites for the position, its duties, and rate of compensation will be clearly set forth. A promotional position is defined as any position paying a salary differential and/or any position on the Administrative or Supervisory level including but not limited to Superintendent, Supervisor, Director, Principal, Assistant Principal, and Department Head.

- B. All employees will be given adequate opportunity to make application for such positions, and the Committee in making the appointment shall give consideration to the employee's area of competence, major and/or minor field of study, quality of teaching performance, length of service in the Barnstable School System and other relevant factors.
- C. Vacancies, whether promotional or otherwise, which come to the attention of the Superintendent before July 1 and which are to occur during the school year commencing the following September, will be posted in accordance with Paragraph A of this Article.
- D. Employees who have submitted requests for a transfer to another school, grade, or subject shall be considered when an appropriate vacancy occurs.
- E. A vacancy in a position covered by the Contract occurs only when the employee holding the position separates from employment (e.g., through retirement, resignation, death, or dismissal), or when a new position is created. A vacancy does not occur when the employee holding the position is placed on a leave of absence (with or without pay) but remains employed by the District.
- F. The date on which a vacancy occurs in a position covered by the Contract is the date on which the employee holding the position separates from employment. (For example, if an employee gives notice on September 15 of an intent to retire and actually retires on December 31, the vacancy occurs on December 31.)
- G. Any vacancy in a position covered by the Contract will be filled as follows:
 - 1. If there are 100 or more school days remaining in the school year on the date on which the vacancy occurs (as defined in Section F, above), the position will be filled by a regular employee who will be a member of the bargaining unit, as defined in Article 1 of the Contract, in accordance with the procedures set forth in Article 10 of the Contract.
 - 2. If there are fewer than 100 school days remaining in the school year on the date on which the vacancy occurs (as defined in Section F, above), the position may be filled by employing a professional employee in the bargaining unit or a long-term substitute employee at the Administration's discretion and then posted as a vacancy by the next following July, as provided in Article 10, Paragraph C, of the Contract.
- H. If an employee holding a position covered by the Contract is granted a leave of absence for the full school year, the Administration may fill the position for the school year by posting the position in the manner provided in Article 10 of the Contract as a one-year position. When the employer is aware that such a position is to be filled for a full school year, the employee filling such position will be considered a member of the bargaining unit under Article 1 of the Contract.
- I. When the contract requires a vacancy to be posted, under normal circumstances it will be posted for a minimum of 10 school days (or in the summer 10 business days). In emergency or extenuating circumstances, a vacancy will be posted for a minimum of five school days (or in the summer five business days).

ARTICLE 11

Agency Fee and Dues Deduction

- A. In accordance with M.G.L Ch. 66 § 10B, the Employer shall provide a list of all bargaining unit members to the Association by November 15th and May 15th of each year. The list shall include each unit member's name, job title/assignment, work site location, home address, work telephone number, home and personal cellular telephone number, work email address and personal email address. The Employer shall not

disclose to third parties the date of birth, home address, personal email address, home telephone number, or cellular telephone number of any employee, or member of the employee's family, as well as bargaining units and groupings of employees and emails or other communications between employee organizations and their members as the information is not a "public record" and are prohibited from disclosure.

In accordance with M.G.L. Ch 150E Section 5A. The Employer shall provide the Association access to members of the bargaining unit. This shall include, but not be limited to, the right to meet with newly hired employees, without the charge to pay or leave time of the employees, for a minimum of thirty (30) minutes, not later than ten (10) calendar days after the date of hire, during new employee orientations or, if the employer does not conduct a new employee orientation, at individual group meetings scheduled by the Association. The Employer shall notify the Association by email of hiring decisions no later than ten (10) calendar days after the date a prospective employee accepts an offer of employment, and shall provide the Association, in spreadsheet form, the new employee's contact information which includes the employee's name, job title/assignment, worksite location, home address, work telephone numbers, home and personal cellular telephone numbers, date of hire, work email address and personal email address.

- B. The Committee agrees to deduct from the salaries of its employees dues or agency fee payments for the Barnstable Teachers Association - Massachusetts Teachers' Association or the National Education Association, or any one of such Associations as said teachers individually and voluntarily authorize the Committee to deduct and to transmit the monies promptly to such Association or Associations.

ARTICLE 12

Extended Leaves of Absence

- A. The Superintendent agrees that up to two (2) employees designated by the Association may, upon individual request to the Committee, be granted a leave of absence (Association Leave) without pay for the purpose of engaging in official Association (local, state or national) activities. The exercise of this discretion by the Committee will not be unreasonable. Upon return from such leave an employee will be considered as if s/he were actively employed by the Superintendent during the leave and will be placed on the salary schedule at the level s/he would have achieved if s/he had not been absent. An employee may be granted only one leave during his/her lifetime.
- B. A leave of absence without pay of up to two and one half (2-1/2) years will be granted to any employee who joins the Peace Corps, VISTA, or serves as an exchange teacher, and is a full time participant in any of such programs. Upon return from such a leave an employee will be considered as if s/he were actively employed by the Committee during the leave and will be placed on the salary schedule at the level s/he would have achieved if s/he had not been absent.
- C. Military leave will be granted to any employee who is inducted in any branch of the armed forces of the United States. Upon return from such leave, an employee will be placed on the salary schedule at the level, which s/he would have achieved had s/he remained actively employed in the system during the period of her/his absence up to a maximum of two (2) years.
- D. A leave of absence without pay or increment of up to one (1) year may be granted at the discretion of the Superintendent for the purpose of caring for a sick member of the employee's immediate family. The exercise of such discretion will be reasonable. Additional leave may be granted at the sole discretion of the Committee.
- E. The Superintendent may grant a leave of absence without pay or increment to any employee to campaign for or serve in public office. The exercise of this discretion will be reasonable. An employee may be granted only one (1) such leave during his/her lifetime.
- F. A maternity/paternity/adoptive-parent leave of absence without pay of up to two years will be granted to an

employee who is pregnant or who adopts a child five years old or younger (as of the date when the child is placed with the employee for adoption).

1. An employee must give the Superintendent at least 30 calendar days in advance written notice before the maternity/paternity/adoptive-parent leave is to begin, unless it is not practicable under the particular circumstances to do so, in which case notice must be given as soon as practicable.
 2. An employee who initially notifies the Superintendent of an intent to take maternity/paternity/adoptive-parent leave of less than two years may apply to the Superintendent for an extension. The granting of an extension is discretionary and not subject to the grievance and arbitration, except as provided under Section 8 below.
 3. An employee on maternity/paternity/adoptive-parent leave accrues no paid sick leave or other benefits during the period of the leave.
 4. An employee on maternity/paternity/adoptive-parent leave must give the Superintendent written notice of the employee's intention to return to school the following September by February 1 or within four weeks following the birth or adoption of the employee's child, whichever is later.
 5. On return from maternity/paternity/adoptive-parent leave, an employee returns to the step of the salary schedule on which the employee had been placed before the leave began except that an employee who works in a satisfactory manner for 100 school days or more during the school year is entitled to receive a step increase for that year.
 6. At the end of maternity/paternity/adoptive-parent leave, an employee is entitled to be returned as soon as possible to the employee's former position or, if the former position is not available, to a position for which the employee is qualified. If no position for which the employee is qualified is available at the end of the leave period, the employee is entitled to the first available position for which the employee is qualified regardless of the two-year limitation. In no event must an employee be returned in the midst of a school year.
 7. An employee who is pregnant may use available paid sick leave for a period not to exceed the period or periods of the employee's incapacity or twelve weeks, whichever is longer. As used in this paragraph, "incapacity" means inability to work due to pregnancy or childbirth, treatment therefor, or recovery therefrom. It is understood by the parties that sick leave is included in the outside limit of leaves provided in this section.
 8. Maternity/paternity/adoptive-parent leave in the Barnstable Public Schools will comply with applicable State and Federal law.
 9. If both parents are employees of the district, only one is eligible for this benefit and the other may be eligible for FMLA.
- G. Leaves of absence may be granted at the discretion of the School Committee for any reason not listed. Such leaves must be requested by January 15 of the school year prior to the commencement of such leave. Leaves shall not be unreasonably withheld.
- H. Leave for Association President. The President of the Barnstable Teachers Association will, upon request, be granted a leave of absence with pay during the time that individual serves in the office of President. The Association will reimburse the School Committee for the salary and insurance benefits paid to the President during the leave.

ARTICLE 13

Positions In Summer School, Community School and under Federal Programs

- A. All openings for summer school and community school positions will be adequately publicized by the Superintendent in each school building as early as possible and employees who have applied for such positions will be notified of the action taken regarding their applications as early as possible.
- B. Positions in the Barnstable Summer School and Community School will be, to the extent possible, filled first by regularly appointed teachers in the Barnstable School System where those teachers possess the necessary qualifications.
- C. All employees will be given adequate opportunity to make application for these positions in summer school, community school and under Federal programs. The Superintendent shall give consideration to an employee's area of competence, major and/or minor field of study, quality of work performance, length of service in the Barnstable School System, previous experience in Barnstable Summer or Community School and other relevant factors.

ARTICLE 14

Employee Performance Standards

- A. Supervision of employees will be conducted professionally, openly and with full knowledge of the teacher. Employees will be given a copy of any evaluation report prepared by an administrator and will have the right to discuss his report.
- B. Employees will have the right to review the contents of their personnel file, which shall be in one central location. No material derogatory to an employee's conduct, service, character, or personality will be placed in his/her personnel file unless the employee has had an opportunity to review the material by affixing her/his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee will also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent and attached to the file copy. Medical records maintained by the District, which are also personnel files, shall be kept in separate, confidential files in one central location.
- C. No complaints by individuals such as parents, employees or students, whether made in writing or made orally, may be used to the detriment of the employee unless brought to the attention of the employee at the time it was made or within ten (10) days thereafter and the identity of the complainant, if known, shall be made known to the employee unless otherwise restricted by the court order or if the safety of the complaining witness is at risk by such disclosure. In such cases where information must be restricted, a redacted version of events will be provided to the employee. If the district determines the employee will be placed on paid administrative leave, the district will make every effort to expedite the investigative process.
- D. The Association recognizes the authority and responsibility of the principal for disciplining or reprimanding an employee for delinquency of professional performance. If an employee is to be disciplined or reprimanded by a member of the administration or if the principal has another person present with her/him, s/he will be entitled to have a representative of the Association present.
- E. No professional employee who has attained professional teacher status under M.G.L. c. 71, §41, and no professional employee who is ineligible to attain professional teacher status under M.G.L. c.71, §41, but who has served as a professional employee in the Barnstable Public Schools for at least three consecutive school years, as defined under the law, will be discharged, disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause. Massachusetts General Laws c.71 shall be the exclusive recourse for professional employees whose employment is terminated whenever such recourse is available under c. 71. This just cause provision does not apply to coaching

positions, or extracurricular activity advisors.

- F. Upon the recommendation of the Principal, the Superintendent may grant early professional status to eligible employees who have at least one year's service in this system.

ARTICLE 15

Professionalism

The Committee and the Association recognize that teaching is a professional endeavor, and in order to promote the creative growth and quality of the Barnstable School System, it is desirable that the employee exercise discretion in determining, within established guidelines, the substance, organization and presentation of a course of study.

ARTICLE 16

Grading

- A. If there are any question as to an employee's grades, which cannot be resolved between the principal and the employee, the process will be as follows: A committee composed of two (2) administrators appointed by the Superintendent with the final approval of the School Committee and two (2) employees appointed by the Association shall examine the fact surrounding the question and shall determine whether the employee's grades were correct.
- B. If a majority of the committee agreed upon a determination, they shall so report, and that determination shall be final and binding.
- C. No administrator or employee in the school where the question exists shall serve on the committee.
- D. If a majority of the committee does not agree, the question shall be submitted for resolution to an impartial person agreed upon by the School Committee and Association. If no agreement on such person is reached within ten (10) school days of the committee's report, the selection shall be made under the procedures of the American Arbitration Association.
- E. The impartial person after a hearing shall issue a determination. Such determination shall be final and binding.
- F. The costs for the impartial person shall be borne equally by the Association and the School Committee.
- G. In instances of internal transfers of students between buildings and/or classrooms, the principal will make every effort to provide the impacted educator(s) with notice on the school day before the new student(s) appear/s in their class(es).

ARTICLE 17

Employee Facilities

- A. Where practical, each school will have the following facilities:
1. Space in each classroom in which employees may safely store instructional materials and supplies.
 2. An employee work area containing adequate equipment and supplies to aid in the preparation of instructional materials.
 3. An appropriately furnished room, which will include a telephone, to be reserved for the exclusive use of

the employees as a faculty lounge. Said room will be in addition to the aforementioned employee work area.

4. A serviceable desk and chair for the employee in each classroom.
 5. A communication system, so that employees can communicate with the main building office from their classroom.
 6. A well-lighted and clean male employee rest room and a well-lighted and clean female rest room; and
 7. A separate, private dining area for the exclusive use of the employees that will include a refrigerator(s) and microwave oven(s).
- B. If required, an adequate portion of the parking lot at each school will be reserved for employee parking.

ARTICLE 18 **Use of School Facilities**

- A. The Association will have the right to:
1. The reasonable use of school buildings without cost for meetings upon obtaining permission from the Superintendent of Schools. Such permission will not be unreasonably withheld.
 2. Use athletic facilities and equipment at the schools without cost, where possible one (1) evening each week. The schedule and other related matters will be arranged in advance with the Superintendent of Schools.
- B. There will be one (1) bulletin board in each school building, which will be placed in the faculty lounge for the purpose of displaying official Association notices. Copies of such notices will be given to the building principal, but his/her advance approval will not be required. If a member of the administration objects to a particular bulletin, the matter will be taken up with the Association.

ARTICLE 19 **Temporary Leaves of Absence**

- A. Employees may be granted the following temporary leaves of absence with pay each school year.
1. Up to three (3) days for such matters of religious, legal business, household, family or other personal matters which require absence during school hours. Application for personal leave will be made at least forty-eight (48) hours before taking such leave (except in case of emergencies).* The reason for the personal day must be stated if the day to be used is the day before or the day after a holiday or a school vacation. The approval of the Superintendent is required for days immediately before or immediately after a holiday or school vacation. Personal days are not to be used in pursuit of outside occupations.
 2. At least one (1) day for the purpose of visiting other schools or attending meetings or conferences of an educational nature.
 3. Time necessary for Association representatives to attend Massachusetts Teachers' Association and/or [National Education Association conferences and conventions and to conduct Association business.
 4. Up to four (4) days in the event of serious illness requiring bedside or household attention by the employee for a spouse, child, parent, sibling or any member of the immediate household. In addition,

an employee may draw from accumulated sick days to care for a spouse, child, or parent with a "serious health condition," subject to eligibility under the Family Medical Leave Act of 1993 (FMLA).

5. All employees shall be allowed a period of no more than five (5) consecutive school days' leave without loss of pay or sick leave for purposes of bereavement. At the discretion of the Superintendent or his/her designee, an employee will be allowed additional leave for the purposes of bereavement.
6. Any employee who is a member of a reserve component of the Uniformed Services of the United States or of the State National Guard will be granted leave in accordance with applicable federal and state law.
7. Up to two (2) days for religious holidays that require the member not to work. Request must be made thirty days before the holiday or in the first week of school if the holiday falls within thirty days of the opening of school.

B. Requests for leave under this Article shall not be unreasonably withheld.

* The Superintendent or her/his designee may make exceptions.

ARTICLE 20

Specialists and Special Programs

The Committee and the Association recognize the fact that an adequate number of competent specialists is essential to the operation of an effective educational program.

To this end, the School Committee, absent unusual circumstances, will not reduce the number of specialists employed in the school system and where circumstances warrant, will strive to increase their number.

Any reduction in force shall be in compliance with the Reduction in Force Article of this Agreement.

ARTICLE 21

Employment

- A. All such credit for initial placement on the salary schedule shall be at the discretion of the Superintendent. Additional credit not to exceed two (2) years will be granted for employees drafted into military service. Credit may also be given for related work experience.
- B. The rights of employees returning from an authorized leave of absence will be as set forth in Article 12.
- C. No non-degree person shall be newly hired as a classroom teacher in the Barnstable School System either on a regular, part-time or substitute basis. This shall not apply to individuals who are certified.
- D. Additional credit may be given at the discretion of the Superintendent to an employee upon initial employment in positions which are difficult to fill. The Association shall be notified that such action has taken place and the reasons thereof. The salary of any employee in the same subject or in the case of the elementary school in the same grade shall be raised to equal that of the incoming employee.
- E. C.O.R.I. Checks.
 1. The Superintendent may delegate the request procedure for C.O.R.I. reports to the Executive Assistant to the Superintendent. The Superintendent shall be the gatekeeper for all C.O.R.I. reports. The Superintendent shall receive, review and store all C.O.R.I. reports. All C.O.R.I. reports shall be maintained in a separate, secure file in the office of the Superintendent. At the discretion of the

Superintendent, the Executive Assistant to the Superintendent may receive and file employee C.O.R.I. reports, provided that performance of such responsibility is in conformance with the General Laws of Massachusetts and the Agreement.

2. A principal may have access to the C.O.R.I. report of an employee about whom s/he is making an employment decision (such as a decision to hire or transfer an employee, to suspend an employee under M.G.L. c. 71, § 42D, or to dismiss an employee under M.G.L. c. 71, § 42).
3. Employees shall be notified that C.O.R.I. reports are being requested and when such request is actually made. Employees shall sign the request form. Individual C.O.R.I. reports shall not be requested more than once every three years, except for good cause. Employees shall be notified, in writing, when their reports are received. Employees shall be provided an opportunity to view such report and upon request shall be provided with a copy. Upon termination of employment, the employee shall indicate, in writing, if s/he elects to be given his/her report. Otherwise, such report shall be destroyed (except that if the termination of employment is based on the C.O.R.I. report, the report may be retained until any employee or Association challenge to the termination is finally concluded or the applicable time period for challenging the termination has expired, whichever is first).
4. At the employee's option, s/he may be represented by the Association in any meeting arising out of a review of a C.O.R.I. report. Any personnel actions arising from the review of a C.O.R.I. report are subject to the terms and provisions of the Agreement and the General Laws of Massachusetts.

ARTICLE 22

Employee Assignment

- A. Under normal circumstances the employees will be notified by the Administration in writing of their programs for the upcoming school year, including the schools to which they will be assigned, the grades and/or subjects that they will teach, and any special or unusual classes that they will have, by June 1 of the current school year. Changes in such programs may be made after June 1, if the Administration deems it necessary, and the employees involved in the change will be notified as soon as possible. Supplementary schedules of supervisors will be provided for elementary teachers for planning purposes in areas of art, health, physical education and music. Such supplementary schedules will be submitted, as soon as practicable and under normal circumstances, not later than one (1) week prior to the opening of school.
- B. To the extent practical, changes in grade assignment in the elementary schools and in subject assignment in the secondary schools, will be voluntary.
- C. In order to assure that pupils are taught by employees working within their areas of competence, employees will not be assigned, except temporarily and for good cause, outside the scope of their teaching certificate and/or their major field of study.
- D. In arranging schedules for employees who are assigned to more than one school, an effort will be made to limit the amount of inter-school travel. Such employees will be notified of any changes in their schedules as soon as practicable. Employees who are assigned to more than one school in any one school day will be reimbursed for all inter-school driving done by them at the mileage rate authorized from time to time by the Internal Revenue Service.
- E. Employee assignments will be made as provided by law without regard to race, creed, color, religion, nationality, sex or marital status.
- F. In the case of an involuntary move of the employee workspace, the district shall provide the employee with all necessary resources (i.e., boxes, tape) and an appropriate amount of contractual time, as determined by the principal, to pack/unpack. The employee will not be responsible for physically moving materials

from one's workspace to the new assignment within the building or district.

ARTICLE 23 Sabbatical Leaves

The School Committee of the Town of Barnstable, upon the recommendation of the Superintendent of Schools, may grant a leave of absence for study or research to any employee having served seven or more years within the Barnstable schools. The purpose is to increase her/his professional ability. Such leave is to be for a period not exceeding one year, at a salary agreed to by the parties entering said agreement, but in no event less than one-half pay, provided that prior to the granting of such leave, said employee shall enter a written agreement with the School Committee. Upon termination of such leaves, s/he will return to service in the public schools of Barnstable for a period of at least three years. If in default of completing such service, the employee will refund to the town an amount equal to such portion of salary received while on leave.

Requests for leave of absence shall be made before January 15 of the school year previous to the school year for which leave of absence is requested.

Applications and Selections

Application must be filed with the Superintendent no later than January 15 for leave of absence for the entire or first semester of the following school year, and not less than six months prior to the second semester. In the event a number of applications are received, the following factors will be taken into account in assigning leave:

1. Educational value of the proposed project to the school system.
2. Length of service in the Barnstable Public School System.
3. Representation of areas of teaching in the system (i.e., Middle School, High School, Elementary, Special).
4. Priority of application (date).

During the course of the Sabbatical Leave, brief monthly progress reports shall be made to the Superintendent of Schools.

If possible, on return to Barnstable, an employee will be assigned to the position that s/he held before leaving Barnstable; otherwise an assignment will be made which is acceptable to both parties.

An employee returning from Sabbatical leave shall be placed on the salary step schedule s/he would have attained had s/he remained in the school system and shall be eligible for insurance benefits while on leave. No employee may reapply for a second Sabbatical Leave unless he or she has completed seven consecutive years since her/his last leave.

ARTICLE 24 Sick Leave

- A. On July 1 employees shall receive fifteen (15) sick days per year and sick leave days may be accumulated up to a limit of two hundred fifty (250) days. The maximum accumulation shall be effectuated on June 30 each year or upon leaving employment. The Superintendent or his/her designee may request a health provider's certification of illness or injury after a teacher uses five (5) consecutive sick days.
- B. Employees will be able to convert unused personal days at the end of the school year to sick days to be added to the member's sick day accumulation.

- C. Sick Leave Bank - The sick leave bank presently in existence shall be continued. The bank shall be maintained at a minimum of one (1) day per bargaining unit member and a maximum of two (2) days, for utilization by employees whose own sick leave accumulation, both annual and accumulated, is exhausted through illness or accident and who require additional sick leave to make full recovery from an illness or accident.

The initial grant of sick leave by the sick leave bank committee to an eligible employee shall not exceed thirty (30) days.

Upon completion of the thirty (30) day periods, the period of entitlement may be extended by the sick leave bank committee upon demonstration of need by the applicant.

The sick leave bank shall be administered by a sick leave bank committee consisting of four (4) members. Two (2) members shall be designated by the School Committee to serve at their discretion and two (2) members shall be designated by the Association. If a tie in voting occurs, relative to the use of sick leave bank days, the decision shall be in favor of the applicant. The sick leave bank committee shall determine the eligibility for the use of the bank and the amount of leave to be granted. The following criteria shall be used by the committee in administering the bank and in determining the eligibility and amount of leave:

1. Adequate medical evidence of serious illness.
2. Prior utilization of all eligible sick leave.
3. Length of service in the Barnstable School System.
4. Propriety of use of previous sick leave.

An applicant must submit to the sick leave bank committee a Certification of Health Care Provide for Employee's Serious Health Condition (U.S. Department of Labor Form WH-380-E as of July 1, 2009) from the applicant's health care provider.

If the sick leave bank is exhausted, it shall be renewed by the contribution of one additional day of sick leave by each employee covered by this Agreement, provided the employee has accrued at least 60 sick days. Such additional days will be deducted from the employee's annual fifteen (15) days of sick leave. The sick leave bank committee shall determine the time when it becomes necessary to replenish the bank.

A calendar of Sick Bank Committee meetings will be published by September 15 each year.

By December 1, 2009, and September 30 of each succeeding year, the Committee will report to the Association the number of sick days in the sick leave bank as of the end of the preceding school year.

The decision of the sick leave bank committee with respect to eligibility and entitlement shall be final and binding and not subject to appeal.

- D. If an employee has reached the maximum accumulation of sick leave in accordance with Section A of this Article, the days to which the employee would be entitled which are not credited to the employee's sick leave account because of being over such maximum shall be credited to the sick leave bank.
- E. Any employee with five or more years of service in Barnstable who has no absences during a marking term will be entitled to a \$100 per-marking-term attendance incentive (for a total of up to \$400 for the year). Each payment will be paid within 15 school days of the end of the marketing term. Neither an approved professional development day nor a day of jury duty for which an employee is summoned will constitute an absence for purpose of the attendance incentive plan.

F. A sick day buy-back plan is established as follows:

1. An employee who retires or dies with at least 10 years of service in Barnstable will be paid for each accumulated sick day in accordance with the following table.

<i>Years of Service</i>	<i>Accumulated Sick Days</i>	<i>Payment</i>
At least 20 years		\$30 per day
15-20 years	At least 170 days	\$25 per day
14 years	At least 160 days	\$25 per day
13 years	At least 150 days	\$25 per day
12 years	At least 145 days	\$25 per day
11 years	At least 135 days	\$25 per day
10 years	At least 125 days	\$25 per day

2. The employee shall provide written notice to the Superintendent of the employee's intent to utilize the sick leave buy-back option on or before the November 1 immediately prior to the employee's retirement date, when such date takes effect at the end of that school year. (For example, an employee retiring on the last day of the 2013-2014 school year must have provided written notice on or before November 1, 2013.) Payment for such buy-back option shall be made on or before the July 15 immediately following the effective date of such retirement. In cases where the effective date of retirement is prior to the last day of the school year, the employee shall provide such written notice to the Superintendent by the December 1 immediately preceding the school year in which the effective date of retirement shall occur. (For example, an employee retiring on March 1, 2014, must have provided written notice on or before December 1, 2012.) Payment of the buy-back option shall be made within thirty (30) days following the effective date of retirement.
 - a. Failure to comply with foregoing notice requirements forfeits any entitlement to sick leave buy-back.
 - b. Notice given under Paragraph 3 of an employee's intent to utilize the sick leave buy-back option also constitutes the employee's notice of intent to retire and is irrevocable, except that in extraordinary circumstances the Superintendent may allow an employee to rescind a notice of intent to utilize the sick leave buy-back option/notice of intent to retire. Any such decision by the Superintendent is non-precedent- setting and not subject to the grievance or arbitration provisions of this Agreement.
3. In the case of the death of an eligible employee, payment will be made to the employee's estate within three months of the employee's death.

ARTICLE 25

Salaries

- A. The salaries of all persons covered by this Agreement are set forth in Appendices A, B, C and D which are attached hereto and made a part hereof.

Salary schedule advancement will be submitted by Oct 1 and Feb 1 of each year and will be effective in the following 1-2 pay-periods.

- B. The Committee and Association agree that merit pay is an inappropriate form of compensation within the collaborative and cooperative nature of the Barnstable Public Schools. Further, the Committee and Association shall not enter into any such future agreements between themselves or together or individually with a third party that contains merit pay. Merit Pay is defined to mean compensating individual employees

based on his/her own performance or the performance of students by whatever measure.

ARTICLE 26
Educational Improvement and Professional Development

- A. Subject to the following provisions, the Committee will pay the cost of tuition and course fees for in-service courses or graduate-level courses at accredited colleges, universities or professional training schools which are taken with the advance approval of the Superintendent or his/her designee.
1. Where possible, approval shall be sought at least thirty (30) days prior to the commencement of the course.
 2. Course reimbursement will be at a maximum of the full cost of a three-credit graduate course at Bridgewater State University, per unit member, per year, regardless of the number of courses taken.
 3. For purposes of course reimbursement, the start date of a course determines the course reimbursement period in which the course is taken. Reimbursement periods run from July 1 through June 30. For example, if an employee (after obtaining the approval required by this article) starts a course on June 29, 2010, and completes the course on August 24, 2010, the applicable reimbursement year for the course is the 2009-2010 contract year.
 4. To be entitled to reimbursement the employee must have completed the course with a grade B- or better. The superintendent will be authorized to grant approval for CEUs where appropriate (e.g., for personnel other than teachers who have separate or additional licensure requirements).
 5. Subject to the advance approval requirement and course reimbursement maximum set forth above, a licensed employee whose position requires licensure other than an educator license issued by the Department of Elementary and Secondary Education will be reimbursed for the cost of tuition and fees for courses/offerings that result in an award of continuing education credits that directly relate to maintaining the employee's non-DESE license. The employee must obtain the approval of the Superintendent or his/her designee to attend any course/offerings during the employee's workday.
 6. Subject to the advance approval requirement and course reimbursement maximum set forth above, a licensed employee whose position requires a Sheltered English Immersion (SEI) Endorsement to his/her educator license will be reimbursed for the cost of tuition and fees for courses/offerings/exams that result in obtaining an SEI Endorsement. The employee must obtain the approval of the Superintendent or his/her designee to attend any course/offerings during the employee's workday.
- B. The Committee will pay the reasonable expenses (including fees, meals, lodging and/or transportation) incurred by employees who attend workshops, seminars, conferences, or other professional improvement sessions at the request and/or with the advance approval of their principal or immediate superior, as budgeted.
- C. The Committee will grant employees one (1) in-service credit that will be valid on the employee salary schedule (Appendix A) for the successful completion of a fifteen (15) hour in-service workshop series that has been approved and offered through the Professional Development Board. PDPs will be allocated to the presenter and participants in accordance with state recertification regulations. The presenter of these workshops and those who present graduate level courses will receive two (2) in-service credits for a first-time presentation
- D. The Committee will reimburse an employee for one (1) Massachusetts Test for Educator Licensure administration fee upon meeting passing requirements for gaining additional licensure in areas of need as

determined by and approved in advance by the Superintendent of Schools/designee

- E. A biannual report will be sent to the Association President, or his/her designee, outlining courses that have been approved and denied with member name, course title and name of corresponding institution of higher education.

ARTICLE 27

Textbooks

Textbooks shall be selected in accordance with curriculum and instructional goals as defined by employees, administrators, and as approved by the School Committee.

ARTICLE 28

Committee Rights

Nothing in this Agreement shall be deemed to derogate from or impair any power, right or duty heretofore possessed by the School Committee except where such right, power or duty is specifically limited by this contract.

ARTICLE 29

No Strike

The Association agrees that they will not cause, condone, or sanction or take part in any strike, walkout, slowdown or work stoppage.

The Association and the members of the bargaining unit individually and collectively agree that if there is a violation of this clause any or all persons violating this clause will be subject to disciplinary action, including but not limited to discharge, suspension or complete loss of seniority, and the only matter subject to arbitration is that of participation in any of the above prohibited acts.

ARTICLE 30

Protection

- A. The Committee will seek to ensure the safety of employees during their working hours. Employees will immediately report to their building principal, immediate supervisor, or Human Resources, in writing all cases of abusive conduct, assault, and/or torts suffered by them in connection with their employment. The principal, designee, or immediate supervisor will promptly investigate each report and report any criminal conduct to law enforcement. In all cases, the Superintendent will be notified of each incident and investigation.
- B. This report will be forwarded to the Committee, which will comply with any reasonable request from the employee for information in its possession relating to the incident or the person involved and will act in appropriate ways as liaison between the employee, the police and the courts. In addition, any student involved in such an assault will be promptly and properly disciplined after the responsibility has been established.
- C. If criminal or civil proceedings are brought against an employee alleging that s/he committed an assault in connection with his/her employment, the Committee may furnish legal counsel to defend him/her in such proceedings if s/he requests such assistance. If the Committee does not provide such counsel and the employee is exonerated, then the Committee shall reimburse the teacher for reasonable counsel fees incurred by her/him.

ARTICLE 31
Waiver Provision

- A. The Association and the Committee agree that each has had a right to bargain for any provision that they wished in this contract and on matters that were or could have been discussed during negotiation except where otherwise provided in the contract each expressly waives the right to reopen the contract for any further demands or proposals and agrees that the present contract constitutes a complete agreement on all matters and that if other proposals have been made, they have been withdrawn in consideration of this Agreement.
- B. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found 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 shall continue in full force and effect.

ARTICLE 32
Reduction in Force (RIF)

- A. It is recognized that the Barnstable School Committee has the sole and exclusive right to eliminate professional staff consistent with the law.
- B. When a reduction in the licensed employee staff is necessary because of a decrease in student enrollment, changes in curriculum, shortage of funds, changes in use of instructional personnel, or for other reasons approved by the School Committee, the Superintendent shall determine the area, subject, level or programs that will lose staff positions and recommend them to the Committee for action.
- C. Insofar as reasonably possible, employees without professional teacher status will be dismissed before employees with professional teacher status.
 - 1. Dismissal of employees with professional teacher status within a discipline due to a reduction in force will be based upon lengths of continuous service in the Barnstable Public Schools provided there is no significant difference in quality of performance. In case of a dispute as to the existence of a significant difference, the School Committee will have the burden of going forward to demonstrate the significant difference. In case of a dispute, the comparison with respect to quality of performance will be between the RIF'd teacher and the least senior employee in the discipline.
 - 2. Dismissals due to reduction in force will be preceded by notice prior to June 15 or sooner, if possible.
 - 3. An employee with professional teacher status who is notified of a dismissal due to reduction in force shall have the opportunity to receive a RIF Leave of Absence in lieu of dismissal. Such leave of absence shall be for a twelve (12) month duration. In order for an employee to elect the RIF Leave of Absence, the employee must, within ten (10) days of written notification from the Superintendent of intent to recommend dismissal, execute on a form agreed to by the Parties, a waiver of any present or future rights under Chapter 71, Section 42 of the Massachusetts General Laws. Should the employee accept recall, said waiver is null and void.
 - 4. Employees with professional status on a RIF Leave of Absence shall be entitled to recall to vacant positions in the discipline, which they worked at the time of the RIF Leave of Absence or for any position for which they are actively certified. Should two or more employees be eligible for the same position, the employee will be selected in accordance with the Criteria of Article 32, Section C-1.

5. Disciplines within the meaning of this Article shall be as follows:

Elementary

K-5/Title 1/Reading/Pre-School/Prevention Specialists/ Gateway Teachers/Co-Teachers
Counselors
Special Education by Certification

Specialist by Certification

Art
Physical Education
Health
Librarians
Music
 Instrumental
 Vocal
Nurses
ELD
School Psychologists
Adjustment Counselors/Licensed Social Workers

Intermediate/High School by Subject & Licensure

- a. Grades 6-7
- b. High School 8-12
 1. English
 2. Mathematics
 3. Science
 4. Social Studies
 5. World Languages
 6. Counselors
 7. Reading/Title 1
 8. Tech Education
 9. Home Economics
 10. Business Education
 11. Special Education by Licensure

6. Employees on the recall list will be given first priority in filling substitute- teaching vacancies in their field.
7. When a vacancy occurs, the appropriate employees on the recall list will be notified.
8. Failure to accept the offer in writing within ten (10) days of notification shall result in removal from the recall list.
9. Length of service in the Barnstable Public Schools shall be determined by:
 - a. First day of employment in a permanent bargaining unit position in the Barnstable Public Schools.
 - b. In case of a tie, date of appointment by the Superintendent to a permanent professional position. In case of a further tie, a lottery will be held, in the presence of an Association representative.
 - c. A leave of absence shall not interrupt continuous service.

d. Seniority is not dependent on full-time or part-time status; provided that:

- 1) Part-time employees cannot bump full-time teachers with less seniority if part-time positions are available.
- 2) Part-time employees may bump less seniority full-time teachers if no part-time positions are available.
- 3) Full-time employees may bump less senior part-time employees if no full-time positions are available.

D. The employer shall publish the seniority list to bargaining unit members annually by October 31. Any errors shall be brought to the attention of the Superintendent, in writing, by November 30. As of that date, no further revision will be made to the seniority list until the following year. The seniority list shall be by order of length of service as defined in section C.9 of this article. However, the format may be by discipline provided that, where applicable, each employee's alternate areas of licensure are also included.

ARTICLE 33 Longevity – Longevity Buyout

A. Longevity payments under this section shall be paid in a separate, lump sum check with the second paycheck in November.

	2020-2021
From max. to 15 years of service in Barnstable	\$1,950
After 15 years in Barnstable	\$2,050
After 20 years in Barnstable	\$2,150
After 25 years in Barnstable	\$2,300
After 30 years in Barnstable	\$2,500

A teacher hired prior to February 1 of their entry year shall be given credit for the full year.

- B. Bargaining unit members with fifteen (15) completed years of service in Barnstable may elect longevity payments of \$3,500 for year one; \$3,700 for year two; and \$3,800 for year three. Longevity payments specified in Section A of this Article will cease upon acceptance under Section B of the Article. Bargaining unit members will be entitled to the entire sum of \$11,000 regardless of date of retirement or reduction in force. Payment will continue until the remaining credit is exhausted if an entitled unit member retires or is subject to a reduction in force. Annual longevity buyout payments shall be made in a separate, lump sum check with the paycheck closest to June 15. (References in this section to "year one," "year two," and "year three" are to the first, second, and third years of a bargaining unit member's longevity buyout, not to the first, second, and third years of the Contract). Upon retirement, bargaining unit members shall receive any remaining buy-out amount in one lump sum payment.
- C. Application is required by November 1 of the school year preceding the date of the longevity buyout.
- D. Any bargaining unit member who wishes to receive a longevity or longevity buy- out payment pursuant to this article as a payment to his/her 403(b) account must notify the payroll office no less than four (4) months before such payment, including the amount to be paid to the 403(b). This amount, added to a bargaining unit member's annual deductions may not exceed the 403(b) cap established by the IRS.

ARTICLE 34
Mentor Induction Program

The Professional Development Board will oversee the Mentoring Induction Program.

ARTICLE 35
National Professional Board Certification

The School Committee encourages its professional staff to engage in the process of attaining National Professional Board Certification. Therefore, the School Committee agrees to pay the \$500 (five hundred dollar) registration fee for up to twenty (20) candidates per year. In addition, all candidates attaining this certification will receive additional compensation of \$2000 per year. It is understood that this stipend is in lieu of any mentor stipend given during the year. This stipend will only be paid to an employee with this certification who participates in the Mentor Induction Program as a mentor and/or as a National Professional Board Certification participant of prescribed Massachusetts Department of Education activities.

ARTICLE 36
Job Sharing

Job Sharing is defined as an experience in which two employees from the same grade level or department share one position. Job Sharing may occur under the following circumstances:

- A. Job share requests will be considered on a year-by-year basis. Job sharing shall occur by agreement among the administration and the two job sharing employees. The Association shall be informed, in writing, of all job sharing proposals and agreements.
- B. Participation by employees in a job sharing position shall be voluntary.
- C. Employees jointly holding a job share position shall attend, without additional compensation, all meetings which are required by the provisions of this collective bargaining agreement and all half and whole in-service days.
- D. Only one of the two job share partners will be eligible for full-time health benefits. The job share partners shall mutually agree, in writing, to the health benefit arrangement. The result will be a cost neutral impact upon the school system.
- E. Requests for job sharing shall be submitted to the building principal no later than March 1st for implementation in the subsequent school year.
- F. The building principal must initially approve all job share requests with final approval to be granted by the Superintendent of Schools.
- G. The principal and the two job share partners will mutually set a schedule with regard to work hours which shall ensure that job share responsibilities are equally shared between the two employees.
- H. Job share employee will do all reporting collaboratively. At the elementary level, the job share employees will conduct parent conferences together as per the school calendar.
- I. A full-time employee desiring to enter into a job share position will inform the Principal and the Superintendent of Schools in writing, that s/he is willing to accept the reduction from a full-time to a part-time position.
- J. If a lay-off occurs while the job share is in place, and one of the job share partners is reached for layoff,

then the remaining partner shall have the option of electing to accept a full-time position for which s/he is entitled to under Article 32, or the law, or being placed on the recall list as provided therein.

- K. If unforeseen or extenuating circumstances occur to one of the partners, causing a job sharing experience to end prior to the end of the school year, the Employer will first seek a volunteer to fill the absent partner position. If there is no volunteer, then the Employer will make every reasonable effort to fill the absent partner's position with a long-term substitute. If there is no volunteer and no long-term substitute can be retained, the remaining partner shall have the option of electing to accept the full-time position or accepting an unpaid leave of absence for the remainder of the school year.
- L. Employees hired to fill a vacancy caused by the creation of a job sharing experience will be so notified in writing at their time of hire.

ARTICLE 37

Health and Safety

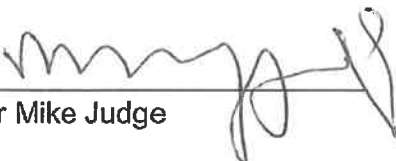
Upon request of the Association, a school shall form a Health and Safety Committee that will meet at least quarterly. The Committee shall be composed of bargaining unit members as appointed by the Association President and a building administrator and custodian as appointed by the principal. The parties recommend that such Committees use the EPA's Tools for Schools Kits for guidance.

ARTICLE 38


Duration

Except where otherwise provided, the provisions of this Agreement will be effective as of September 1, 2021 and will continue and remain in full force and effect through August 31, 2024, and shall be automatically renewed from year to year unless by October 1, 2023 or by November 20 in any succeeding year either party notifies the other in writing of its desire to terminate this agreement.

Barnstable School Committee

By: 
Chair Mike Judge

Barnstable Teachers Association

By: 
President Brooke Styché

APPENDIX A
Licensed Employee Salary Schedule

- A. It is mutually agreed that neither increments nor adjustments are to be automatic; but are granted annually when the School Committee in exercise of its discretion deems that an employee has rendered satisfactory service to the Barnstable School System. If increment is to be withheld because of unsatisfactory service, the employee shall be notified within one week of the decision to withhold increment.
- B. Employees who enter the system other than at the beginning of the school year will move the following year on the step schedule at the discretion of the School Committee, provided that an employee who has taught in a satisfactory manner for 100 days or more during the school year shall receive the step increase.
- C. Normally credits toward B+15, B+30/M, M+15, M+30, M+45, and M+60/PhD must be graduate courses approved by the Superintendent and obtained after receipt of the Bachelors or Masters Degree. However, in-service credits may also apply when approved by the Professional Development Board. Refer to Article 26C.
- D. Change in working conditions: In consideration of the bargaining unit members' implementation of the Barnstable High School schedule as reflected in Article 6, bargaining unit employees at M, M15, M30, M45, M60 & PHD on the 91st day of 2019-20 school year shall receive a 2% base pay increase. For purposes of implementation of this base pay increase, bargaining unit members who are on the B30 column and who are not required to hold a Master's degree for professional license will be included in the M column until such time as they resign or retire.
- E. Provide 3 Barnstable in-service credits for all BTA members who worked the entire 2020-2021 school year in recognition of the unprecedented working conditions and the constant professional development that was necessary for educating during a global pandemic.

2021/2022 BTA SALARY SCHEDULE

Effective September 1, 2021, 2%

	B	B+15	B+30	M	M+15	M+30	M+45	M+60 / PHD
1	49,628	51,701	54,011	55,092	56,150	57,201	57,982	58,558
2	53,759	55,830	58,156	59,319	60,379	61,432	62,206	62,825
3	55,830	57,905	60,228	61,432	62,483	63,464	64,240	64,880
4	57,905	59,977	62,220	63,464	64,595	65,642	66,418	67,080
5	59,976	61,969	64,356	65,642	66,710	67,754	68,531	69,215
6	61,969	65,065	68,494	69,864	70,922	71,975	72,756	73,479
7	64,115	67,362	70,564	71,975	73,033	74,090	74,869	75,613
8	68,445	71,562	74,908	76,406	77,353	78,297	79,078	79,864
9	76,042	79,085	82,377	84,025	85,209	85,574	86,351	87,212
10	78,895	82,028	85,420	87,128	88,159	88,623	89,400	90,291
11	82,923	86,171	89,674	91,469	92,535	92,703	93,477	94,397
12						96,176	96,979	97,934

2022/2023 BTA SALARY SCHEDULE

Effective September 1, 2022, 2.75%

	B	B+15	B+30	M	M+15	M+30	M+45	M+60 / PHD
1	50,993	53,123	55,496	56,607	57,694	58,774	59,576	60,169
2	55,237	57,365	59,756	60,950	62,039	63,121	63,916	64,553
3	57,365	59,498	61,884	63,121	64,201	65,210	66,006	66,664
4	59,498	61,626	63,931	65,210	66,371	67,447	68,245	68,925
5	61,625	63,673	66,126	67,447	68,545	69,617	70,415	71,119
6	63,673	66,854	70,378	71,785	72,872	73,955	74,756	75,499
7	65,878	69,214	72,504	73,955	75,041	76,127	76,928	77,692
8	70,327	73,530	76,968	78,507	79,480	80,450	81,252	82,060
9	78,133	81,260	84,643	86,335	87,552	87,927	88,726	89,610
10	81,065	84,284	87,769	89,524	90,583	91,060	91,858	92,774
11	85,203	88,540	92,140	93,984	95,080	95,252	96,047	96,993
12						98,821	99,645	100,627

2023/2024 BTA SALARY SCHEDULE**Effective September 1, 2023, 3%**

	B	B+15	B+30	M	M+15	M+30	M+45	M+60 / PHD
1	52,523	54,716	57,161	58,305	59,425	60,537	61,364	61,974
2	56,895	59,086	61,548	62,779	63,900	65,015	65,834	66,489
3	59,086	61,283	63,741	65,015	66,127	67,166	67,986	68,664
4	61,283	63,475	65,849	67,166	68,362	69,471	70,292	70,993
5	63,474	65,583	68,109	69,471	70,601	71,705	72,528	73,252
6	65,583	68,860	72,489	73,939	75,058	76,173	76,999	77,764
7	67,855	71,291	74,679	76,173	77,293	78,411	79,236	80,023
8	72,437	75,736	79,277	80,863	81,864	82,864	83,690	84,522
9	80,477	83,697	87,182	88,925	90,179	90,565	91,388	92,299
10	83,497	86,813	90,402	92,210	93,300	93,792	94,614	95,558
11	87,759	91,197	94,905	96,803	97,933	98,110	98,929	99,903
12						101,785	102,635	103,646

APPENDIX B
Athletic Salary Schedule

1. Shall be in effect for three (3) years.
2. Present coaches shall be placed on the schedule based upon their years of experience except that no coach shall be placed beyond the 5th step.
3. Coaches may at the discretion of the School Committee be placed higher than dictated by their years of experience.

Newly recruited coaches may, at the discretion of the School Committee be placed at any step of the schedule.

COACH STIPENDS - HIGH SCHOOL AND MIDDLE SCHOOL 2021-2022

Effective 9/1/21

	2%					
	1st	2nd	3rd	4th	5th	6th
Football						
H.S. Assistant	4,841	5,131	5,419	5,708	5,998	6,286
H.S. Head	8,909	9,397	9,887	10,377	10,866	11,356
M.S. Assistant	2,572	2,705	2,829	2,961	3,087	3,219
M.S. Head	4,186	4,396	4,603	4,815	5,020	5,230
Basketball						
H.S. Assistant	3,814	4,057	4,298	4,541	4,782	5,025
H.S. Head	6,418	6,803	7,189	7,577	7,962	8,348
M.S. Assistant	1,935	2,030	2,123	2,211	2,308	2,404
M.S. Head	2,893	3,044	3,190	3,343	3,490	3,639
Hockey						
H.S. Assistant	3,814	4,057	4,298	4,541	4,782	5,025
H.S. Head	6,418	6,803	7,189	7,577	7,962	8,348
Baseball, Softball						
H.S. Assistant	3,814	4,057	4,298	4,541	4,782	5,025
H.S. Head	6,418	6,803	7,189	7,577	7,962	8,348
M.S. Assistant	1,935	2,030	2,123	2,211	2,308	2,404
M.S. Head	2,893	3,044	3,190	3,343	3,490	3,639
Lacrosse, Spring Track, Sailing						
H.S. Assistant	3,741	3,954	4,168	4,381	4,594	4,806
H.S. Head	5,318	5,595	5,873	6,151	6,429	6,707
M.S. Assistant	1,609	1,690	1,774	1,854	1,935	2,015
M.S. Head	2,251	2,366	2,481	2,600	2,711	2,825
Soccer, Volleyball, Field Hockey						
H.S. Assistant	3,324	3,562	3,800	4,036	4,274	4,512
H.S. Head	5,248	5,544	5,840	6,135	6,430	6,726
M.S. Assistant	1,609	1,690	1,774	1,854	1,935	2,015
M.S. Head	1,935	2,030	2,123	2,211	2,308	2,404
Golf - Fall & Spring						
H.S. Head	3,531	3,778	4,025	4,272	4,520	4,766
H.S. Jr. Varsity	1,888	2,011	2,134	2,257	2,380	2,503
Cross Country						
H.S. Assistant	3,372	3,632	3,892	4,152	4,414	4,674
H.S. Head	3,711	3,958	4,205	4,452	4,699	4,946
M.S. Assistant	1,608	1,690	1,774	1,854	1,935	2,015
M.S. Head	2,251	2,366	2,481	2,600	2,711	2,825
Tennis - Boys & Girls						
H.S. Assistant	2,518	2,683	2,848	3,012	3,176	3,343
H.S. Head	3,310	3,565	3,820	4,075	4,331	4,587

M.S. Head	1,220	1,287	1,357	1,420	1,481	1,549
Winter Track						
H.S. Assistant	3,283	3,492	3,701	3,910	4,118	4,325
H.S. Head	4,917	5,206	5,494	5,780	6,069	6,357
Cheerleader Advisor						
H.S. Assistant	2,518	2,683	2,848	3,012	3,176	3,343
H.S. Head	3,310	3,565	3,820	4,075	4,331	4,587
Gymnastics & Swimming						
Assistants	3,264	3,508	3,753	3,996	4,241	4,484
Head	4,665	4,923	5,180	5,435	5,692	5,949
Wrestling						
H.S. Assistant	3,263	3,508	3,752	3,996	4,241	4,484
H.S. Head	4,665	4,923	5,179	5,435	5,693	5,950
Team Physician Football	2,241					
Equipment Manager (Per Season)	1,226					

Athletic EMT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	44,509	46,963	48,611	50,830	52,928	55,066
	Step 7	Step 8	Step 9	Step 10	Step 11	
	57,141	59,238	59,961	63,677	65,592	

COACH STIPENDS - HIGH SCHOOL AND MIDDLE SCHOOL 2022-2023

Effective 9/1/22	2.75%					
	1st	2nd	3rd	4th	5th	6th
Football						
H.S. Assistant	4,974	5,272	5,568	5,865	6,163	6,459
H.S. Head	9,154	9,655	10,159	10,662	11,165	11,668
M.S. Assistant	2,643	2,779	2,907	3,042	3,172	3,308
M.S. Head	4,301	4,517	4,730	4,947	5,158	5,374
Basketball						
H.S. Assistant	3,919	4,169	4,416	4,666	4,914	5,163
H.S. Head	6,594	6,990	7,387	7,785	8,181	8,578
M.S. Assistant	1,988	2,086	2,181	2,272	2,371	2,470
M.S. Head	2,973	3,128	3,278	3,435	3,586	3,739
Hockey						
H.S. Assistant	3,919	4,169	4,416	4,666	4,914	5,163
H.S. Head	6,594	6,990	7,387	7,785	8,181	8,578
Baseball, Softball						
H.S. Assistant	3,919	4,169	4,416	4,666	4,914	5,163

H.S. Head	6,594	6,990	7,387	7,785	8,181	8,578
M.S. Assistant	1,988	2,086	2,181	2,272	2,371	2,470
M.S. Head	2,973	3,128	3,278	3,435	3,586	3,739
Lacrosse, Spring Track, Sailing						
H.S. Assistant	3,844	4,063	4,283	4,501	4,720	4,938
H.S. Head	5,464	5,749	6,035	6,320	6,606	6,891
M.S. Assistant	1,653	1,736	1,823	1,905	1,988	2,070
M.S. Head	2,313	2,431	2,549	2,672	2,786	2,903
Soccer, Volleyball, Field Hockey						
H.S. Assistant	3,415	3,660	3,905	4,147	4,392	4,636
H.S. Head	5,392	5,696	6,001	6,304	6,607	6,911
M.S. Assistant	1,653	1,736	1,823	1,905	1,988	2,070
M.S. Head	1,988	2,086	2,181	2,272	2,371	2,470
Golf - Fall & Spring						
H.S. Head	3,628	3,882	4,136	4,389	4,644	4,897
H.S. Jr. Varsity	1,940	2,066	2,193	2,319	2,445	2,572
Cross Country						
H.S. Assistant	3,465	3,732	3,999	4,266	4,535	4,803
H.S. Head	3,813	4,067	4,321	4,574	4,828	5,082
M.S. Assistant	1,652	1,736	1,823	1,905	1,988	2,070
M.S. Head	2,313	2,431	2,549	2,672	2,786	2,903
Tennis - Boys & Girls						
H.S. Assistant	2,587	2,757	2,926	3,095	3,263	3,435
H.S. Head	3,401	3,663	3,925	4,187	4,450	4,713
M.S. Head	1,254	1,322	1,394	1,459	1,522	1,592
Winter Track						
H.S. Assistant	3,373	3,588	3,803	4,018	4,231	4,444
H.S. Head	5,052	5,349	5,645	5,939	6,236	6,532
Cheerleader Advisor						
H.S. Assistant	2,587	2,757	2,926	3,095	3,263	3,435
H.S. Head	3,401	3,663	3,925	4,187	4,450	4,713
Gymnastics & Swimming						
Assistants	3,354	3,604	3,856	4,106	4,358	4,607
Head	4,793	5,058	5,322	5,584	5,849	6,113
Wrestling						
H.S. Assistant	3,353	3,604	3,855	4,106	4,358	4,607
H.S. Head	4,793	5,058	5,321	5,584	5,850	6,114
Team Physician Football	2,303					
Equipment Manager (Per Season)	1,260					

Athletic EMT	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	45,733	48,254	49,948	52,228	54,384	56,580
	Step 7	Step 8	Step 9	Step 10	Step 11	
	58,713	60,867	61,610	65,428	67,396	

COACH STIPENDS - HIGH SCHOOL AND MIDDLE SCHOOL 2023-2024

Effective 9/1/23	3.00%					
	1st	2nd	3rd	4th	5th	6th
Football						
H.S. Assistant	5,123	5,430	5,735	6,041	6,348	6,653
H.S. Head	9,429	9,945	10,464	10,982	11,500	12,018
M.S. Assistant	2,722	2,862	2,994	3,133	3,267	3,407
M.S. Head	4,430	4,653	4,872	5,095	5,313	5,535
Basketball						
H.S. Assistant	4,037	4,294	4,548	4,806	5,061	5,318
H.S. Head	6,792	7,200	7,609	8,019	8,426	8,835
M.S. Assistant	2,048	2,149	2,246	2,340	2,442	2,544
M.S. Head	3,062	3,222	3,376	3,538	3,694	3,851
Hockey						
H.S. Assistant	4,037	4,294	4,548	4,806	5,061	5,318
H.S. Head	6,792	7,200	7,608	8,019	8,426	8,835
Baseball, Softball						
H.S. Assistant	4,037	4,294	4,548	4,806	5,061	5,318
H.S. Head	6,792	7,200	7,609	8,019	8,426	8,835
M.S. Assistant	2,048	2,149	2,246	2,340	2,442	2,544
M.S. Head	3,062	3,222	3,376	3,538	3,694	3,851
Lacrosse, Spring Track, Sailing						
H.S. Assistant	3,959	4,185	4,411	4,636	4,862	5,086
H.S. Head	5,628	5,921	6,216	6,510	6,804	7,098
M.S. Assistant	1,703	1,788	1,878	1,962	2,048	2,132
M.S. Head	2,382	2,504	2,625	2,752	2,870	2,990
Soccer, Volleyball, Field Hockey						
H.S. Assistant	3,517	3,770	4,022	4,271	4,524	4,775
H.S. Head	5,554	5,867	6,181	6,493	6,805	7,118
M.S. Assistant	1,703	1,788	1,878	1,962	2,048	2,132
M.S. Head	2,048	2,149	2,246	2,340	2,442	2,544
Golf - Fall & Spring						
H.S. Head	3,737	3,998	4,260	4,521	4,783	5,044
H.S. Jr. Varsity	1,998	2,128	2,259	2,388	2,519	2,649
Cross Country						
H.S. Assistant	3,569	3,844	4,119	4,394	4,671	4,947
H.S. Head	3,927	4,189	4,451	4,711	4,973	5,234
M.S. Assistant	1,702	1,788	1,878	1,962	2,048	2,132
M.S. Head	2,382	2,504	2,625	2,752	2,870	2,990
Tennis - Boys & Girls						
H.S. Assistant	2,665	2,840	3,014	3,188	3,361	3,538
H.S. Head	3,503	3,773	4,043	4,313	4,584	4,854
M.S. Head	1,292	1,362	1,436	1,503	1,568	1,640
Winter Track						
H.S. Assistant	3,474	3,696	3,917	4,139	4,358	4,577
H.S. Head	5,204	5,509	5,814	6,117	6,423	6,728

Cheerleader Advisor

H.S. Assistant	2,665	2,840	3,014	3,188	3,361	3,538
H.S. Head	3,503	3,773	4,043	4,313	4,584	4,854

Gymnastics & Swimming

Assistants	3,455	3,712	3,972	4,229	4,489	4,745
Head	4,937	5,210	5,482	5,752	6,024	6,296

Wrestling

H.S. Assistant	3,454	3,712	3,971	4,229	4,489	4,746
H.S. Head	4,937	5,210	5,481	5,752	6,026	6,297

Team Physician Football

2,372

Equipment Manager (Per Season)

1,298

Athletic EMT

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
47,105	49,702	51,447	53,795	56,015	58,277

Step 7	Step 8	Step 9	Step 10	Step 11
60,474	62,693	63,458	67,391	69,418

APPENDIX C
Extracurricular Activities and Miscellaneous Specialized Activities

Effective 9/1/21 2%

HIGH SCHOOL	Step 1	Step 2	Step 3	Step 4
Adopt a Soldier Club Advisor	1,215			
All Come Together (ACT) Advisor	1,373			
Stand Up / Stand Out	1,756			
Alpha Omega	15,405			
Animae Club Advisor	1,215			
Art Club Advisor	1,215			
Art National Honor Society Advisor	1,215			
Astronomy	1,215			
Astropark Coordinator	1,215			
B2B Broadcasting Club Advisor	5,585	5,835	6,127	
Marching Band Director	3,507	4,381	5,259	6,127
Asst. to Band Director	3,507	4,381	5,259	
Asst Band Director Percussion	3,507	4,381	5,259	
Best Buddies	1,215			
Fall Color Guard Instructor	3,507	4,381	5,259	
Asst. Fall Guard	1,215			
Challenge Day Coordinator	1,215			
Chorus Instructor	1,763	2,177	3,070	
Class Advisor, 8th Grade	1,230			
Class Advisor, Freshman	1,230			
Class Advisor, Sophomore	1,383			
Class Advisor, Junior	1,691			
Class Advisor, Senior	2,614			
Asst. Class Advisor, Senior	1,260			
Debate Coach	1,763	2,177	3,070	
DECA	1,763	2,177	3,070	
Drama Coach	4,381	6,575	8,760	10,950
Asst. Drama Coach	3,507	4,381	5,259	
Asst. Drama Coach (Music)	3,507	4,381	5,259	
East Asian Club Advisor	1,215			
Environment Club	1,215			
Extended TGA Coordinator	1,215			
Fashion Club	647			
French National Honor Society Advisor	647			
Gay/Straight Alliance	1,215			
Grade 8 Team Leader (up to 4)	1,428			
Habitat for Humanity Club	1,215			
Human Rights Club Advisor	1,215			
Imani Club	1,215			
Interact Club	1,215			
Italian Club Advisor	1,215			

Jazz Band Director	1,215			
Jazz Lab	1,215			
Key Club	1,215			
Leo Club	1,215			
Literary Magazine	1,556			
Math Club Advisor	647			
Music National Honor Society Advisor	1,215			
National Honor Society	1,215			
Newspaper Advisor	2,193	3,070	3,942	
Otaku Club Advisor	1,215			
Peer Leadership Coordinator	1,215			
Philosophy	1,215			
Photo Club	1,108			
Poetry Coordinator (up to 5)	1,214			
Quiz Show Coach	647			
Recycling Club Coordinator	1,215			
Scuba Club	1,215			
Show Choir	1,215			
Ski Club Advisor	1,756			
Spanish Honor Society Advisor	647			
Speech Coach	3,070	3,501	4,381	5,690
Asst. Speech Coach	1,756	2,408	3,071	
Speech Club	1,215			
Student Council Advisor	3,257			
SADD Advisor	1,215			
Television Advisor	5,585	5,835	6,127	
Treasurer BHS	4,381			
Tutoring Coordinator	3,940			
Vocal Jazz	1,215			
Winter Percussion	3,507	4,381	5,258	
Assistant Winter Percussion	1,215			
Winter Guard Instructor	3,507	4,381	5,258	
Assistant Winter Guard	1,215			
Yearbook Advisor (School-Day)	2,193	3,070	3,942	
Yearbook Advisor (After-School)	5,199	5,720	6,388	
Assistant to Yearbook Advisor	1,756			

INTERMEDIATE SCHOOL

After School Chorus Advisor	2,030
After School Program Coordinator	1,429
Amazon Trip Coordinator	2,030
Art Club Advisor	1,142
Bird and Environmental Club	1,179
BIS Task Force Advisor	1,750
Broadcasting Club Advisor	1,215
Drama Coach	2,031

Energy Club Advisor	1,142
Festival Band Club Advisor	1,142
French Conversation Club Advisor	1,215
Gateway Geometry Teachers	8,570
Hip Hop Dance Team Advisor	1,142
Jazz Band Advisor	1,143
Marching Band Advisor	1,142
Math Club	1,179
Multicultural Club	1,215
Move to Your Groove	1,109
National Junior Honor Society	870
Newspaper Advisor	1,623
Peer Leadership Advisor	1,747
Peer Leadership Assistants	786
Peer Mediation Advisor	1,142
Saturday School Supervisors (2) per day	144
Science Club	1,215
Student Advisory Board Advisor	1,713
Team Leaders	1,429
Visionary Team Member	2,800
Yearbook Advisor	3,070

OTHER POSITIONS

HS Guidance Counselors, per diem 6 weeks of summer work (voluntary on the part of both Guidance Counselor and School Committee)

Destination Imagination Coordinator	3,753			
Future Problem Solving	1,215			
Gateway Mock Trial Grade 8 Advisor	1,215			
Gateway Mock Trial Grade 9-12 Advisor	1,215			
Gateway Specialist	2,307	2,424	2,546	2,673
Grade 5 Drama	1,255			
Head Teacher	2,884			
Odyssey of Mind	1,215			
Summer School Director	10,983			
Summer School Teacher	1,672			
Mentor	1,845			
MME Accelerated Schools Proj. Leader	2,230			

MA DOE Community Service Learning School-Based Program Grant 354B

Project Coordinator	1,429
Middle School Teacher Leaders (each, 2)	714
High School Teacher Leaders (each, 2)	714

Teacher Stipends:	
Professional Development (each, 3)	643

**MA DOE CSL: Living Democracy
School Based Program Grant 138**

Project Coordinators (each, 3)	3,214
Curriculum Review Committee	

Middle School (each, 4)	892
High School (each, 4)	892
Web Master	714

**KIDS Consortium Grant (Community
Learning Service)**

Two Teacher/Leaders:	
High School Recycling Club Advisor	714
Elementary School Teacher/Leader	714
Two Project Advisors:	
Middle School	358
High School	358

**Banknorth Charitable Foundation
Grant (Barnstable Middle School)**

Afterschool Program Advisors

Chess	1,142
K.I.D. Smart	1,142
Robotics	1,142
Spanish	1,142
Peer Meditation	1,142
Rockapella	1,142
School Store	1,142
Walk of Fame	1,142
Yoga	1,142

DEPARTMENT HEADS

CATEGORY I:

H.S. Guidance	9,254
Science	9,254
Personal Development	9,254
Art	9,254
Applied Technology	9,254
Foreign Language	9,254

SYSTEM:

Personal Development (PreK-8)	9,254
Art (K-7)	9,254

CATEGORY II:

High School Equity Officer	7,748
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SYSTEM:

Music (PreK-5)	7,748
Music (6-12)	7,748
SPED Early Childhood Coordinator	7,748

CATEGORY III:

Alternative School	5,937
BCHMCPS Fed Programs Coordinator	5,937
MS Guidance	5,937
English Language Education	5,937
Pre-K-8 Foreign Language	5,937

COORDINATORS

Art Coordinator PreK – 7	3,638
ELL Coordinator PreK-7	3,638
ELL Coordinator 8-12	3,638
PT	4,527
OT	4,527
Head Nurse	4,527
Speech/Language	4,527
Title I Site Coordinator	2,354

Effective 9/1/22 2.75%

HIGH SCHOOL

	Step 1	Step 2	Step 3	Step 4
Adopt a Soldier Club Advisor	1,248			
All Come Together (ACT) Advisor	1,411			
Stand Up / Stand Out	1,804			
Alpha Omega	15,829			
Animae Club Advisor	1,248			
Art Club Advisor	1,248			
Art National Honor Society Advisor	1,248			
Astronomy	1,248			
Astropark Coordinator	1,248			
B2B Broadcasting Club Advisor	5,738	5,995	6,295	
Marching Band Director	3,603	4,501	5,404	6,295
Asst. to Band Director	3,603	4,501	5,404	
Asst Band Director Percussion	3,603	4,501	5,404	
Best Buddies	1,248			

Fall Color Guard Instructor	3,603	4,501	5,404	
Asst. Fall Guard	1,248			
Challenge Day Coordinator	1,248			
Chorus Instructor	1,811	2,237	3,154	
Class Advisor, 8th Grade	1,264			
Class Advisor, Freshman	1,264			
Class Advisor, Sophomore	1,421			
Class Advisor, Junior	1,738			
Class Advisor, Senior	2,686			
Asst. Class Advisor, Senior	1,295			
Debate Coach	1,811	2,237	3,154	
DECA	1,811	2,237	3,154	
Drama Coach	4,501	6,756	9,001	11,251
Asst. Drama Coach	3,603	4,501	5,404	
Asst. Drama Coach (Music)	3,603	4,501	5,404	
East Asian Club Advisor	1,248			
Environment Club	1,248			
Extended TGA Coordinator	1,248			
Fashion Club	665			
French National Honor Society Advisor	665			
Gay/Straight Alliance	1,248			
Grade 8 Team Leader (up to 4)	1,467			
Habitat for Humanity Club	1,248			
Human Rights Club Advisor	1,248			
Imani Club	1,248			
Interact Club	1,248			
Italian Club Advisor	1,248			
Jazz Band Director	1,248			
Jazz Lab	1,248			
Key Club	1,248			
Leo Club	1,248			
Literary Magazine	1,599			
Math Club Advisor	665			
Music National Honor Society Advisor	1,248			
National Honor Society	1,248			
Newspaper Advisor	2,253	3,154	4,050	
Otaku Club Advisor	1,248			
Peer Leadership Coordinator	1,248			
Philosophy	1,248			
Photo Club	1,138			
Poetry Coordinator (up to 5)	1,247			
Quiz Show Coach	665			
Recycling Club Coordinator	1,248			
Scuba Club	1,248			
Show Choir	1,248			
Ski Club Advisor	1,804			

Spanish Honor Society Advisor	665			
Speech Coach	3,154	3,597	4,501	5,846
Asst. Speech Coach	1,804	2,474	3,155	
Speech Club	1,248			
Student Council Advisor	3,347			
SADD Advisor	1,248			
Television Advisor	5,739	5,995	6,295	
Treasurer BHS	4,501			
Tutoring Coordinator	4,048			
Vocal Jazz	1,248			
Winter Percussion	3,603	4,501	5,403	
Assistant Winter Percussion	1,248			
Winter Guard Instructor	3,603	4,501	5,403	
Assistant Winter Guard	1,248			
Yearbook Advisor (School-Day)	2,253	3,154	4,050	
Yearbook Advisor (After-School)	5,342	5,877	6,564	
Assistant to Yearbook Advisor	1,805			

INTERMEDIATE SCHOOL

After School Chorus Advisor	2,086
After School Program Coordinator	1,468
Amazon Trip Coordinator	2,086
Art Club Advisor	1,173
Bird and Environmental Club	1,211
BIS Task Force Advisor	1,798
Broadcasting Club Advisor	1,248
Drama Coach	2,087
Energy Club Advisor	1,173
Festival Band Club Advisor	1,173
French Conversation Club Advisor	1,248
Gateway Geometry Teachers	8,806
Hip Hop Dance Team Advisor	1,173
Jazz Band Advisor	1,174
Marching Band Advisor	1,173
Math Club	1,211
Move to Your Groove Club	1,139
Multicultural Club	1,248
National Junior Honor Society	894
Newspaper Advisor	1,668
Peer Leadership Advisor	1,795
Peer Leadership Assistants	808
Peer Mediation Advisor	1,173
Saturday School Supervisors (2) per day	148
Science Club	1,248
Student Advisory Board Advisor	1,760
Team Leaders	1,468

Visionary Team Member	2,877
Yearbook Advisor	3,154

OTHER POSITIONS

HS Guidance Counselors, per diem 6 weeks of summer work (voluntary on the part of both Guidance Counselor and School Committee)

Destination Imagination Coordinator	3,856
Future Problem Solving	1,248
Gateway Mock Trial Grade 8 Advisor	1,248

Gateway Mock Trial Grade 9-12 Advisor	1,248			
Gateway Specialist	2,370	2,491	2,616	2,747
Grade 5 Drama	1,290			
Head Teacher	2,963			
Odyssey of Mind	1,248			
Summer School Director	11,285			
Summer School Teacher	1,718			
Mentor	1,896			
MME Accelerated Schools Proj. Leader	2,291			

MA DOE Community Service Learning School-Based Program Grant 354B

Project Coordinator	1,468
Middle School Teacher Leaders (each, 2)	734
High School Teacher Leaders (each, 2)	734
Teacher Stipends:	
Professional Development (each, 3)	661

MA DOE CSL: Living Democracy School Based Program Grant 138

Project Coordinators (each, 3)	3,302
Curriculum Review Committee	
Middle School (each, 4)	919
High School (each, 4)	919
Web Master	734

KIDS Consortium Grant (Community Learning Service)

Two Teacher/Leaders:	
High School Recycling Club Advisor	734
Elementary School Teacher/Leader	734
Two Project Advisors:	
Middle School	368
High School	368

**Banknorth Charitable Foundation
Grant (Barnstable Middle School)**

Afterschool Program Advisors

Chess	1,173
K.I.D. Smart	1,173
Robotics	1,173
Spanish	1,173
Peer Meditation	1,173
Rockapella	1,173
School Store	1,173
Walk of Fame	1,173
Yoga	1,173

DEPARTMENT HEADS

CATEGORY I:

H.S. Guidance	9,508
Science	9,508
Personal Development	9,508
Art	9,508
Applied Technology	9,508
Foreign Language	9,508

SYSTEM:

Personal Development (PreK-8)	9,508
Art (K-7)	9,508

CATEGORY II:

High School Equity Officer	7,961
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SYSTEM:

Music (PreK-5)	7,961
Music (6-12)	7,961
SPED Early Childhood Coordinator	7,961

CATEGORY III:

Alternative School	6,100
BCHMCPS Fed Programs Coordinator	6,100
MS Guidance	6,100

English Language Education	6,100
Pre-K-8 Foreign Language	6,100

COORDINATORS

Art Coordinator PreK - 7	3,738
ELL Coordinator PreK-3	3,738
ELL Coordinator 4-7	3,738
ELL Coordinator 8-12	3,738
PT	4,651
OT	4,651
Head Nurse	4,651
Speech/Language	4,651
Title I Site Coordinator	2,419

Effective 9/1/23 3%

HIGH SCHOOL	Step 1	Step 2	Step 3	Step 4
Adopt a Soldier Club Advisor	1,285			
All Come Together (ACT) Advisor	1,453			
Stand Up / Stand Out	1,858			
Alpha Omega	16,304			
Animae Club Advisor	1,285			
Art Club Advisor	1,285			
Art National Honor Society Advisor	1,285			
Astronomy	1,285			
Astropark Coordinator	1,285			
B2B Broadcasting Club Advisor	5,911	6,175	6,484	
Marching Band Director	3,711	4,636	5,566	6,484
Asst. to Band Director	3,711	4,636	5,566	
Asst Band Director Percussion	3,711	4,636	5,566	
Best Buddies	1,285			
Fall Color Guard Instructor	3,711	4,636	5,566	
Asst. Fall Guard	1,285			
Challenge Day Coordinator	1,285			
Chorus Instructor	1,865	2,304	3,249	
Class Advisor, 8th Grade	1,302			
Class Advisor, Freshman	1,302			
Class Advisor, Sophomore	1,464			
Class Advisor, Junior	1,790			
Class Advisor, Senior	2,767			
Asst. Class Advisor, Senior	1,334			
Debate Coach	1,865	2,304	3,249	
DECA	1,865	2,304	3,249	
Drama Coach	4,636	6,959	9,271	11,589
Asst. Drama Coach	3,711	4,636	5,566	
Asst. Drama Coach (Music)	3,711	4,636	5,566	

East Asian Club Advisor	1,285			
Environment Club	1,285			
Extended TGA Coordinator	1,285			
Fashion Club	685			
French National Honor Society Advisor	685			
Gay/Straight Alliance	1,285			
Grade 8 Team Leader (up to 4)	1,511			
Habitat for Humanity Club	1,285			
Human Rights Club Advisor	1,285			
Imani Club	1,285			
Interact Club	1,285			
Italian Club Advisor	1,285			
Jazz Band Director	1,285			
Jazz Lab	1,285			
Key Club	1,285			
Leo Club	1,285			
Literary Magazine	1,646			
Math Club Advisor	685			
Music National Honor Society Advisor	1,285			
National Honor Society	1,285			
Newspaper Advisor	2,321	3,249	4,172	
Otaku Club Advisor	1,285			
Peer Leadership Coordinator	1,285			
Philosophy	1,285			
Photo Club	1,172			
Poetry Coordinator (up to 5)	1,284			
Quiz Show Coach	685			
Recycling Club Coordinator	1,285			
Scuba Club	1,285			
Show Choir	1,285			
Ski Club Advisor	1,858			
Spanish Honor Society Advisor	685			
Speech Coach	3,249	3,705	4,636	6,021
Asst. Speech Coach	1,858	2,548	3,250	
Speech Club	1,285			
Student Council Advisor	3,447			
SADD Advisor	1,285			
Television Advisor	5,911	6,175	6,484	
Treasurer BHS	4,636			
Tutoring Coordinator	4,169			
Vocal Jazz	1,285			
Winter Percussion	3,711	4,636	5,565	
Assistant Winter Percussion	1,285			
Winter Guard Instructor	3,711	4,636	5,565	
Assistant Winter Guard	1,285			
Yearbook Advisor (School-Day)	2,321	3,249	4,172	

Yearbook Advisor (After-School)	5,502	6,053	6,761
Assistant to Yearbook Advisor	1,859		

INTERMEDIATE SCHOOL

After School Chorus Advisor	2,149
After School Program Coordinator	1,512
Amazon Trip Coordinator	2,149
Art Club Advisor	1,208
Bird and Environmental Club	1,247
BIS Task Force Advisor	1,852
Broadcasting Club Advisor	1,285
Drama Coach	2,150
Energy Club Advisor	1,208
Festival Band Club Advisor	1,208
French Conversation Club Advisor	1,285
Gateway Geometry Teachers	9,070
Hip Hop Dance Team Advisor	1,208
Jazz Band Advisor	1,219
Marching Band Advisor	1,208
Math Club	1,247
Move to Your Groove Club	1,173
Multicultural Club	1,285
National Junior Honor Society	921
Newspaper Advisor	1,718
Peer Leadership Advisor	1,849
Peer Leadership Assistants	832
Peer Mediation Advisor	1,208
Saturday School Supervisors (2) per day	152
Science Club	1,285
Student Advisory Board Advisor	1,812
Team Leaders	1,512
Visionary Team Member	2,963
Yearbook Advisor	3,249

OTHER POSITIONS

HS Guidance Counselors, per diem 6 weeks of summer work (voluntary on the part of both Guidance Counselor and School Committee)

Destination Imagination Coordinator	3,972			
Future Problem Solving	1,285			
Gateway Mock Trial Grade 8 Advisor	1,285			
Gateway Mock Trial Grade 9-12 Advisor	1,285			
Gateway Specialist	2,441	2,566	2,694	2,829
Grade 5 Drama	1,329			
Head Teacher	3,052			

Odyssey of Mind	1,285
Summer School Director	11,624
Summer School Teacher	1,770
Mentor	1,953
MME Accelerated Schools Proj. Leader	2,360

**MA DOE Community Service Learning
School-Based Program Grant 354B**

Project Coordinator	1,512
Middle School Teacher Leaders (each, 2)	756
High School Teacher Leaders (each, 2)	756
Teacher Stipends:	
Professional Development (each, 3)	681

**MA DOE CSL: Living Democracy
School Based Program Grant 138**

Project Coordinators (each, 3)	3,401
Curriculum Review Committee	
Middle School	947
High School (4)	947
Web Master (4)	756

**KIDS Consortium Grant (Community
Learning Service)**

Two Teacher/Leaders:	
High School Recycling Club Advisor	756
Elementary School Teacher/Leader	756
Two Project Advisors:	
Middle School	379
High School	379

**Banknorth Charitable Foundation
Grant (Barnstable Middle School)**

Afterschool Program Advisors

Chess	1,208
K.I.D. Smart	1,208
Robotics	1,208
Spanish	1,208
Peer Meditation	1,208
Rockapella	1,208
School Store	1,208
Walk of Fame	1,208
Yoga	1,208

DEPARTMENT HEADS**CATEGORY I:**

H.S. Guidance	9,793
Science	9,793
Personal Development	9,793
Art	9,793
Applied Technology	9,793
Foreign Language	9,793

SYSTEM:

Personal Development (PreK-8)	9,793
Art (K-7)	9,793

CATEGORY II:

High School Equity Officer	8,200
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SYSTEM:

Music (PreK-5)	8,200
Music (6-12)	8,200
SPED Early Childhood Coordinator	8,200

CATEGORY III:

Alternative School	6,283
BCHMCPS Fed Programs Coordinator	6,283
MS Guidance	6,283
English Language Education	6,283
Pre-K-8 Foreign Language	6,283

COORDINATORS

Art Coordinator PreK - 7	3,850
ELL Coordinator PreK-3	3,850
ELL Coordinator 4-7	3,850
ELL Coordinator 8-12	3,850
PT	4,791
OT	4,791
Head Nurse	4,791
Speech/Language	4,791
Title I Site Coordinator	2,492

Teaching Assignment:

Number of teachers measured in full time
equivalents only

Teaching periods* 18 or more 1 to 2

*At the discretion of the School

Committee workweek before and week
after school closes for staff at fraction of
.10 for summer.

APPENDIX D
Other Compensation Rates

Curriculum Development	\$35 per hour
Leading Curriculum Development	\$40 per hour
Leading Professional Development	\$40 per hour
Tutoring at home	\$35 per hour
BHS Online Academic Advisor	\$35 per hour

APPENDIX E

Professional Development Board

A Professional Development Board shall consist of ten (10) members: 5 members selected by the President of BTA, 1 elementary, 1 intermediate, 1 high school, 1 special education and 1 paraprofessional. 5 administrators selected by the Superintendent 2 central office, 1 school committee, 1 principal and 1 Director.

The PDB will be co-chaired by a member selected by the president and an administrator selected by the superintendent. The co-chairs will alternate chairing the meetings. The PDB will use the collaborative process with all decisions made by consensus.

The Professional Development Board Policy of Procedures will adhere to the following guidelines:

- 1) Encourage PD proposals and projects to be initiated by BPS staff and administration.
- 2) The PDB will be available, upon request, as a resource for school councils and school administrators to help meet school improvement plan objectives.
- 3) The PDB will disseminate all professional development opportunities to staff in a timely manner.
- 4) The PDB will review and approve all professional development course/workshop/project proposals to ensure compliance with state, district, and/or individual PD objectives, and PDB guidelines.
- 5) Develop a system for approval of course reimbursement including approval, processing and reimbursement.
- 6) Develop a mechanism for the evaluation of all PD activities.

APPENDIX F
BTA/BSC Medical Relief Fund

Notwithstanding any provision of this Agreement to the contrary, the number of premium holidays for every employee subscribing to a Town of Barnstable health plan shall not be less than:

2017-18: three (3) holidays

2018-19: three (3) holidays

2019-20: four (4) holidays

A premium holiday is when the Committee pays for what would otherwise be deducted from a subscriber's paycheck.

The number of such holidays each year shall start with the first pay period in October and continue for subsequent pay periods.

Barnstable Public Schools
Personal Days/Temporary Leaves Form

Please check the applicable category. Available number of days are specifically stipulated within the individual bargaining unit contracts and should be reviewed prior to submitting your request.

- ☐ Days taken for such matters as religious, legal business household, family or other personal matters, which require absence during school hours.¹ Application for personal leave will be made at least forty-eight (48) hours before taking such leave (except in case of emergencies).²
- ☐ Day(s) taken for the purpose of visiting other schools or attending meetings or conferences of an educational nature.
- ☐ Days taken for Association representatives to attend Massachusetts Teachers Association and/or National Education Association conferences or conventions and to conduct Association business.
- ☐ Days taken for bereavement.
- ☐ Days taken for serious illness requiring bedside (for one's self) or household attention by the staff member for a spouse, child, parent, sibling or other member of the immediate household.²
- ☐ Days taken for persons called into a temporary active duty of any unit in the U.S. reserves of the State National Guard, in accordance with applicable federal and state law. Staff will be paid the difference between their regular pay and the pay they receive from the State or Federal Government.
- ☐ Days taken for religious holidays, which require the staff member not to work. The request must be made thirty (30) days before the holiday, or in the first week of school if the holiday falls within thirty days of the opening of school.
- ☐ Day(s) taken for jury duty (documentation will be required).

Specific Leave Date(s) _____

PRINT NAME: _____

Employee's Signature: _____ Date _____

Approved by: _____ Date _____

Not Approved: _____ Date _____

Superintendent (when necessary) _____ Date _____

With Pay _____

Without Pay _____

Cc: Principal
Employee
Personnel
File

It is the staff member's sole responsibility to keep account of their used/unused days for any of the Personal/Temporary Leaves stated above. Your supervisor's signature is only for authorization within the bounds of your individual contract obligation/agreement. It, in no way, attests to the accuracy of your request for a temporary leave.

Reason must be given to the Supervisor for absence before or after a holiday and requires Superintendent' approval (licensed employee unit only).

² The Superintendent or designee may make exceptions to this.