

A G R E E M E N T
B E T W E E N
SCHOOL COMMITTEE OF THE CITY OF NEWTON
A N D
NEWTON TEACHERS ASSOCIATION

UNIT D

September 1, 2015 - August 31, 2018

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>NAME</u>	<u>PAGE</u>
	Preamble	1
1	Recognition	1
2	Committee Rights	2
3	Work Year	2
4	Initial Salary Placement	3
5	Vacancies and Transfers	3
6	Grievance and Arbitration	4
7	Authorized Leaves of Absence	5
8	Professional Development	7
9	Mileage	8
10	Savings and Separability	8
11	Evaluation and Personnel Records	8
12	Dues Deduction and Agency Fee	9
13	Wages	10
14	Longevity and Enhanced Longevity	12
15	Sick Bank	13
16	Tuition Free Attendance	13
17	Annual Appointments	14
18	Good Cause	14
19	Miscellaneous	14
20	Health and Safety	15

TABLE OF CONTENTS – CONT

<u>ARTICLE</u>	<u>NAME</u>	<u>PAGE</u>
21	Health Insurance	15
22	Duration	18
<u>APPENDICES</u>	<u>NAME</u>	<u>PAGE</u>
A1-A6	Unit D Salary Schedules	19
B	ISS (Instructional Support Staff) Unit D Comprehensive Evaluation ...	25
C	Side Letters	27

PREAMBLE

This Agreement is made and entered into on this 2nd day of October, 2015, by and between the School Committee of The City of Newton, Massachusetts (hereinafter “Committee”) and the Newton Teachers Association/Massachusetts Teachers Association, Inc./National Education Association UNIT D (hereinafter “Association”), pursuant and subject to the provisions of Chapter 150E of the General Laws of the Commonwealth of Massachusetts.

Recognizing that our prime purpose is to provide education of the highest possible quality for the children of Newton and that good morale within the Instructional Support/Substitute Staff in the Newton Public Schools is essential to the achievement of that purpose, we the undersigned parties to this Contract, declare that:

1. Under the laws of the Commonwealth of Massachusetts, the Committee, elected by the citizens of Newton, has final responsibility for establishing the education policies of the public schools of Newton;
2. The Committee reserves as its own prerogative all the powers and duties conferred on and vested in it by current Massachusetts statutes. In the performance of its duties, the Committee shall comply with all laws that relate to the operation of the public schools;
3. The Superintendent of Schools (hereinafter “Superintendent”) has responsibility for carrying out the policies so established; and
4. Each member of the Instructional Support/Substitute Staff of the Newton Public Schools has the duty to carry out his/her responsibilities to the best of his/her ability.

ARTICLE 1

Recognition

Section 1: For the purposes of collective bargaining with respect to wages, hours and other conditions of employment, the Committee hereby recognizes Unit D of the Newton Teachers Association as the exclusive bargaining representative and agent of all regular members of the Instructional Support/Substitute Staff, but excluding other day-to-day substitute teachers and long-term substitute teachers and all other employees.

ARTICLE 2

Committee Rights

Section 1: The Newton School Committee is a public body established under and with powers provided by the General Laws of the Commonwealth of Massachusetts and nothing in this Agreement shall derogate from the powers and responsibilities of the Committee under the General Laws of the Commonwealth or rules and/or regulations of the Commonwealth of Massachusetts. The Committee retains those rights, powers and duties it now has and those that may be granted or have conferred upon it by the General Laws of the Commonwealth. Except as specifically abridged or modified by a term of this Agreement, the exercise of the Committee's aforesaid rights shall be final and binding.

Section 2: The Association agrees that the School Committee of the City of Newton, has complete authority over the policies and administration of all school departments that it exercises under the provisions of law and in fulfilling its responsibilities under this Agreement, including the establishment of work rules and regulations not inconsistent with the terms of this Agreement. Any matter involving the management of school operations vested by law in the Committee is in the province of the Committee.

Section 3: The existence of the ISS program is on a year-to-year basis. The Committee may eliminate the program at its exclusive discretion. The elimination of said program and its attendant impact may be effectuated without any obligation on the part of the School Committee to negotiate with the Association.

Section 4: In light of the passage of the Education Reform Act of 1993, Committee, as used herein, shall include Principals and/or the Superintendent whenever necessary to fulfill the purpose and intent of this Article.

ARTICLE 3

Work Year

Section 1: The Office of Human Resources will distribute to building principals a list of unit members who indicate in writing that they are willing to accept substitute teaching assignments at schools other than those to which they are regularly assigned.

Section 2: Salaried positions include a 183 day work year, including other meetings that teachers and aides are required to attend. The last student day of school prior to the summer break will be a half-day.

ARTICLE 4

Initial Salary Placement

Section 1: Initial salary placement on the salary schedule shall be at the discretion of the Committee.

ARTICLE 5

Vacancies and Transfers

Section 1: Vacancies that the Committee intends to fill will be posted in the Office of Human Resources and in each school by June 30 annually. A second notice of such vacancies will be posted in the Office of Human Resources effective September 1 annually.

Section 2: During the summer vacation period, unit members who leave self-addressed, stamped envelopes at the Office of Human Resources will be sent notices of all vacant positions in Units A, C and D.

Section 3: All assignments will be made without regard to race, creed, color, religion, nationality, sex, age, or marital status.

Section 4: Notices of vacancies in Unit A will be made available in the same manner of posting and under the same conditions now made to Unit A Staff.

Unit members who desire consideration for teaching positions for a succeeding school year should file a letter of interest and a current resume with the Office of Human Resources by the preceding March 15th. Such letters of interest and resumes shall be maintained in a separate file for reference to Principals engaged in the teacher selection process. Unit members nominated by Principals to a selective pool of "exceptional prospective teacher candidates" shall be referred for an interview for the succeeding school year.

Section 5: Any unit member who wishes to be assigned to a different school in the following school year will express such interest in writing to the Office of Human Resources no later than June 1. Consideration will be given to the wishes of the employee.

ARTICLE 6

Grievance and Arbitration

Section 1: A grievance is defined as a dispute, claim or controversy by an employee or employees concerning rates of pay, hours or working conditions, or the interpretation or application of the terms of this Agreement.

Section 2: The time limits contained herein will be considered maximum unless extended by mutual agreement in writing. All time limits shall be calendar days unless otherwise indicated. Calendar day time limits shall not apply during any school holiday or vacation.

Section 3: In the event that a grievance is filed but all the steps have not been completed by the end of the school year or if a grievance is filed after the end of the usual school year in June, such grievance shall be held in abeyance until the commencement of the school year the following September, at which time the time limitations set out herein shall continue to run.

Section 4: **Grievance Procedure**

Step 1:

Any unit member who has a grievance shall submit it to his/her immediate supervisor within twenty (20) days after the member had knowledge or reasonably should have had knowledge of the event leading to the grievance. Every effort for an informal resolution shall be made in a good faith attempt to resolve the problem.

Step 2:

If the grievance is not resolved to the satisfaction of the grievant within seven (7) days after the submission at Step 1, the grievant may, within fifteen (15) days present the grievance to the Director of Human Resources who shall respond to the grievance within fourteen (14) days after receipt.

Step 3:

Within twenty-one (21) days of the response of the Director of Human Resources, the grievance may be submitted to the School Committee. The Committee shall issue its decision in writing within twenty (20) days after the grievance is presented.

Step 4:

Within twenty (20) days of the Committee's decision, the Association may refer the unsettled grievance to arbitration in writing. Arbitration shall be provided by and under the auspices of the American Arbitration Association.

Section 5: Notwithstanding any contrary provisions, no dispute or controversy shall be the subject for arbitration unless it involves the interpretation or application of a specific provision of this Agreement.

Section 6: The arbitrator will be without power or authority to alter, add to, or detract from the provisions of this Agreement.

Section 7: The expense for the arbitrator's services and the proceedings shall be borne equally by the Association and the Committee.

Section 8: The following matters shall not be subject to the arbitration provisions of this Agreement:

- A. The exclusive determination of the School Committee as to the level of services to be provided in a given school year by ISS, including any changes in the level of services at any time during the school year.
- B. The exclusive determination of the Administration/School Committee as to the form, manner and deployment of ISS in assignments based on the needs of the system.
- C. Initial and subsequent appointment conditions, assignments and transfer of ISS.

ARTICLE 7

Authorized Leaves of Absence

Section 1: Sick Leave

- A. Sick leave provisions allow for fifteen (15) days of paid leave annually with unlimited accumulate for five-day-a-week ISS employees.
- B. After one (1) complete year of service, Unit D members who work at least three (3) days a week will receive three (3) sick days the following school year. These days do not accrue. This will apply to Unit D members who worked during the FY15 school year.

- C. Unit D members who work at least two (2) days a week will receive two (2) sick days the following school year. These days do not accrue. This will apply to Unit D members who worked during the FY15 school year.
- D. Unit D members who work at least one (1) day a week will receive one (1) sick day the following school year. These days do not accrue. This will apply to Unit D members who worked during FY15 school year.

Section 2: Effective September 1, 2014, upon the retirement or death of a Five-day-a-week employee covered by this Agreement, said employee or his/her estate will receive one-quarter (1/4) pay for all the employee's unused accumulated sick leave days up to a maximum of \$2,500. Sick leave pay for unused sick leave shall be calculated on the salary basis the employee was receiving at the time of death or retirement.

Section 3: Once a year upon request, Five-day-a-week ISS unit members will be furnished information showing the employee's sick leave accumulation.

Section 4: Maternity Leave

A staff member who is seeking a maternity leave shall notify the Assistant Superintendent for Human Resources, in writing, as soon as possible and shall request a leave of absence, specifying the dates requested for the beginning and end of leave. The notification shall be provided as far in advance as possible, but at least two (2) weeks before the leave is to begin. The purpose of such notification is to provide the administration as much opportunity as possible to make suitable arrangement for continuity with respect to the staff member's assignments.

A leave of absence granted to a staff member because of her pregnancy shall be without pay, except during the time of her disability. A staff member who is physically unable to work because of disability directly connected to pregnancy or termination of pregnancy may use accumulated personal sick leave to cover those days when she is disabled and unable to work. The Superintendent may require the staff member to submit adequate medical evidence of the period of disability. There will be a presumption that the staff member is disabled for a period of eight (8) calendar weeks from the beginning of her maternity leave.

Section 5: Non-Personal Illness Absences

A Five-day-a-week ISS unit member covered by this Agreement will be allowed up to a total of six (6) days' leave of absence without loss of pay in any year.

ISS unit members who work fewer than five (5) days per week will receive (1) personal day after completing one complete year of service. This will apply to Unit D members who worked during the FY15 school year.

These personal days may be used for the following reasons:

- A. Death or serious illness in the immediate family illness of a close family member or dear friend;
- F. To attend the Massachusetts Teachers Association (MTA) Annual Meeting subject to:
 - 1. A maximum of one (1) day per employee per year taken from their balance of their two (2) personal or four (4) other/family days from their total of six (6) personal days; and
 - 2. No more than a total of forty-five (45) days per school year may be used for this purpose, for all employees.

These days do not accrue.

Section 6: Parental Leave (to be used within one year of the birth/adoption of child): Eleven (11) consecutive days of sick leave may be used, along with four (4) 'Other/Family' days (if available) for five-day-a-week ISS unit members to be paid for parental leave, if the employee is not eligible for maternity leave benefits.

ARTICLE 8

Professional Development

Section 1: The Committee agrees to pay the full cost of tuition when any unit member is requested by the Superintendent to take a course or courses at accredited colleges, universities or training schools.

Section 2: It is agreed that the Superintendent's request and the Committee's authorization for payment must both be in writing and received prior to the unit member's beginning the course.

Section 3: Subject to availability, unit members shall be entitled to the use of tuition vouchers that have not been claimed by members of the professional staff.

Section 4: The Committee agrees to establish a professional development fund for Unit D members of \$1,600.00 in each year of the contract. To be eligible for such funds, a Unit D member must be on Step 2. The President of the Newton Teachers Association and a Committee designee will agree on a method for administering these funds.

Professional Development opportunities (like Empower) will be provided to Unit D members on a space available basis.

Section 5: Tuition reimbursement account funded at \$135,000 for FY15-FY18.

ARTICLE 9

Mileage

Section 1: A Unit D member who must travel to two (2) or more sites (school or students' homes) in a day shall be compensated for such travel at the rate of three dollars and fifty-cents (\$3.50) per day.

Section 2: However, if a Unit D member is presently receiving more than the \$3.50 stipend he/she will continue to receive the higher amount.

Section 3: The conveyance allowance for those who currently receive them will be set at \$60.00 per month.

ARTICLE 10

Savings and Separability

Section 1: If any provision or any portion of this Agreement is ruled invalid for any reason by the authority of established and competent legal jurisdiction, the provision so ruled shall be null and void, but the balance and remainder of the Agreement shall remain in full force and effect.

ARTICLE 11

Evaluation and Personnel Records

Section 1: No later than November 1 of each year, unit members and the Association shall be advised of the general criteria and process to be used in evaluation.

Section 2: Any unit member will, upon request, have the right to review and make copies of (at the employee's expense) the contents of their personnel files.

Section 3: No material derogatory to an employee's conduct, service, character or personality will be placed in the personnel file unless the employee has had an opportunity to review the material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee has the right to submit a written answer to such

material and the answer shall be reviewed by the Superintendent and attached to the file copy.

Section 4: Employees will be given a copy of their evaluation report prepared by their supervisors and shall discuss each report with their supervisors. The employee will acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee, upon request, may review such evaluation with the Superintendent or his/her designee. The employee will also have the right to submit a written answer to such material, and his/her answer shall be attached to the file copy.

Section 5: The Unit D ISS Evaluation Instrument is in Appendix D.

Section 6: Set up committee to review and revise evaluation tool.

ARTICLE 12

Dues Deduction and Agency Fee

Section 1: The Committee, whenever appropriately authorized by an employee in writing, agrees to instruct the City Treasurer to deduct as permitted by the General Laws of the Commonwealth of Massachusetts, from the salaries of its employees, dues to the Association and sums of money to the Newton Teachers and/or Massachusetts Teachers Credit Unions. Authorization will be in writing in the form set forth.

Section 2: Any employee desiring to discontinue previously authorized dues deductions must give the Committee sixty (60) days advance written notice to discontinue dues deduction for Association membership. Thirty (30) days notice must be given to discontinue deduction to a credit union.

Section 3: The Association and credit unions shall indemnify and save harmless the Committee and/or the City against all claims, demands, suits and other forms of liability that may arise by reason of any action taken in making deductions and remitting same to the Association or credit unions pursuant to this Article.

Section 4: The dues authorization card in use since 1972-73 in the Units A and B contracts will be used during the term of this Agreement.

Section 5: **Agency Service Fee**

A. Any unit member employed by the Committee shall be subject to the imposition of an agency service fee unless he/she becomes a member of the Newton Teachers Association/Massachusetts Teachers Association/National

Education Association. The fee shall be equal to the cost of collective bargaining and contract administration, except that in no case shall the fee exceed the dues amount for the current membership year.

- B. Collection of agency service fees, including collection of delinquent fees, shall be solely the responsibility of the Association, and the Committee shall not be required to take any action in regard to the employment of delinquent unit members. Unit members who fail to pay the fee shall not be subject to dismissal or suspension, but will be exposed to civil liability or payment.
- C. The Association agrees to set the fee and to administer the demand and rebate procedures in accordance with all applicable laws and regulations.
- D. The Association shall indemnify and save harmless the Committee from any damages and legal fees arising out of compliance with this provision.
- E. The Committee agrees to make agency fee a condition of employment, as long as the Committee shall have no responsibility to enforce this provision or to require the payment of such fee. The Association shall, however, have standing to pursue any and all remedies it may have at law to collect the agency fee.

ARTICLE 13

Wages

Section 1: Rate Schedule

- Appendix A-1 ISS Salary Schedule
In Effect as of August 31, 2015
- Appendix A-2 ISS Salary Schedule
Effective September 1, 2015
- Appendix A-3 ISS Salary Schedule
Effective September 1, 2016
- Appendix A-4 ISS Salary Schedule
Effective February 1, 2017
- Appendix A-5 ISS Salary Schedule
Effective September 1, 2017
- Appendix A-6 ISS Salary Schedule
Effective February 1, 2018

Section 2: Employees shall be eligible to advance to Step 2 after three (3) years of continuous service as an ISS employee.

Section 3: February 1st is the anniversary date of step increases for all Unit D members.

Section 4: Effective September 1, 2015, a 2.4% Cost of living Adjustment (COLA) will be applied to the salary schedules.

Effective September 1, 2016, a 1.3% Cost of living Adjustment (COLA) will be applied to the salary schedules.

Effective February 1, 2017, a .7% Cost of living Adjustment will be applied to the salary schedules.

Effective September 1, 2017, a 1.3% Cost of living Adjustment (COLA) will be applied to the salary schedules.

Effective February 1, 2018, a .7% Cost of living Adjustment will be applied to the salary schedules.

Section 5: The cut off date for a year to be considered a year of service shall be February 1; i.e., employment must commence prior to February 1.

Section 6: **Five-Day Salaried Positions**

A five-day salaried position with the teachers' work year and the same benefits that apply to Unit D members will be established to become effective for the 2001-2002 school year.

Section 7: **Stipends:**

A. There are currently (as of 9/8/95) certain employees who are receiving a stipend in accordance with Article XIII of the 9/1/92-8/31/94 collective bargaining agreement between the parties (hereinafter called "Grandfather Employees"). These employees shall continue to receive the stipend in accordance with and subject to the provisions of Article XIII of the prior agreement so long as they continue in their ISS position. No other employees shall be eligible to receive the stipend.

B. The Administration shall forward to the Association each year, on or before September 30, a list of the Grandfather Employees and the amount of their stipend.

Section 8: Long-Term Substitute

Effective September 1, 2015, the language in the 2013 Unit C MOA for the increase in pay for covering for a teacher will be extended to include Unit D members as follows:

- A. If a Unit D member at either the elementary or the secondary level is assigned to work for 20 or more days replacing a teacher on either a consecutive or intermittent leave, this member will be paid a \$60 per diem stipend.
- B. Unit D members will act as substitutes in this longer-term capacity on a voluntary basis.
- C. If NPS knows in advance that the leave will last 20 days or more, the \$60 stipend will be paid immediately.
- D. If NPS does not know in advance that the leave will last 20 days or more, when the number of days worked as a substitute reaches 20, the employee will then begin being paid a \$60 per diem stipend, and will receive an additional \$60 per diem for the first 19 days (\$1,140).
- F. When Unit D members perform the work of long-term substitutes, this shall have no impact on their status as members of the Unit D bargaining unit.

ARTICLE 14

Longevity

Section 1: Unit D members who have a five-day-a-week salaried position will receive an annual longevity payment based upon the following criteria:

Unit D (5-day)

After 10 Years of Service	\$500
After 15 Years of Service	\$600

Section 2: All Unit D members will receive a longevity payment of \$250 after 10 years of service in Unit D.

Section 3: All Unit D members with fifteen (15) years of service in the Newton Public Schools may elect an increase in their longevity payment of up to \$1,000 per year for up to three (3) consecutive years in addition to their longevity payments specified in Section 1 above. The increase will be prorated for part-time employees. A Unit D member's right to receive regular longevity payments

references in Section 1 above and any sick leave buy-back under Section 2 of Article 7 will cease upon exercising the three-year option set forth herein. Unit D members who wish to exercise this option must notify the Superintendent in writing by February 15 of the school year preceding the school year in which the longevity under this option is to be paid.

ARTICLE 15

Sick Bank

Section 1: Unit D members may participate in the sick leave bank* subject to the following restriction: these sick days can only be used prospectively by a unit member who has been out sick for more than two consecutive weeks and whose illness is confirmed by a doctor’s certificate.

* The Sick Leave Bank referred to above is a consolidated bank consisting of contributions from Units A, B, C and E members and is designed for the benefit of all these members.

ARTICLE 16

Tuition Free Attendance

Acceptance of Non-Resident Unit D Members’ Children in Newton Public Schools

Section 1: Subject to the conditions and restrictions that apply to Newton students who seek out-of-district placement, a Unit D member in the Newton School System who is not a resident of the City will have the option, on a space available basis and at no cost, of having his/her child(ren) or a child residing with the Unit D member attend the regular education program of the Newton Public Schools. However, once a child is accepted, so long as the Unit D member is employed in the Newton Public Schools, the child shall be allowed to attend that school through grade 12 subject to the rules and regulations that apply to Newton residents. In addition, every reasonable effort will be made to place siblings in the same school if the parents so request. It is further understood that if a child(ren) of a Unit D member is approved to attend the Newton Public Schools, such attendance shall not be grounds for a grievance concerning workload and/or class size, nor shall such attendance be calculated as part of teacher load and/or class size in cases of such grievances.

ARTICLE 17

Annual Appointments

Section 1: All Unit D members will be appointed on an annual basis and will be considered released at the end of each school year. Unit members will be notified of their release or reassignment for a succeeding contract immediately after the first School Committee meeting in June.

Section 2: It is acknowledged that the ISS position under the law is akin to a day-to-day substitute position.

ARTICLE 18

Good Cause

Section 1: No unit member shall be disciplined without good cause. This does not apply to appointment or non-reappointment of a unit member for another school year.

ARTICLE 19

Miscellaneous

Section 1: Employees shall receive a duty free lunch consistent in length with that available in the school to which the employee is assigned.

Section 2: The parties agree to establish a Committee on Mutual Concerns to discuss matters of mutual interest and concern. The Mutual Concerns Committee shall consist of the following:

The NTA President, three Unit D members designated by the NTA and four individuals designated by the School Committee. The Committee shall meet at least two times each school year, upon written request of either party.

It is understood that the provisions of this Article are consultative only.

The Mutual Concerns Committee shall not deal with grievances.

ARTICLE 20

Health and Safety

The Committee will continue its best efforts to provide and maintain a healthful and safe workplace, with adequate heating, ventilation and lighting.

ARTICLE 21

Health Insurance **(Only for grandfathered full-time employees)** **Insurance and Annuity Plan**

Section 1: Eligible employees may, at their request, participate in a “Tax Sheltered Annuity Plan.”

- A. Such monies shall be transmitted to the Insurance Carrier as per Chapter 112 of the Acts of 1981.
- B. Employees may enter a Tax Sheltered Annuity Plan or increase or decrease their contribution with thirty days' notice, subject to the cooperation and approval by the appropriate City official.

Section 2: The Committee will pay fifty percent (50%) of the cost of the life insurance coverage, eighty percent (80%) of the cost of health insurance coverage and, effective January 1, 2002, fifty percent (50%) of the cost of dental insurance coverage for regular full-time employees covered by this Agreement.

- A. A five thousand dollar (\$5,000) term life insurance policy of the type presently in effect;
- B. Individual or family coverage, whichever applies in the particular case, of the health insurance plan presently in effect in the City of Newton.

Section 3: If the City of Newton increases its percentage contribution of the cost of health insurance for its employees, then the Committee will contribute the same percentage for employees covered by this Agreement.

Section 4: Employees may, at their option, participate in the pre-tax premium conversion pursuant to applicable rules and regulations set by the IRS.

Employees may, at their option, participate in the City of Newton’s pre-tax flexible spending plan, both med cap and dependent care, pursuant to applicable rules and regulations set by the IRS.

Section 5: Health Insurance Contribution Rate Changes

- A. Effective September 1, 2011
For members hired to begin their employment in FY 12 and beyond, the new Employee Contribution Rate will be 25% employee share/75%, city share.
- B. Effective September 1, 2012
Employees who utilize a PPO plan will pay 25% of premium employee share/75% city share.
- C. Effective September 1, 2013
Employees who utilize a PPO plan will pay 30% of premium employee share/70% city share.

Section 6: Health Insurance Plan Design Changes

- A. Effective September 1, 2011
- Deductibles up to \$250 for each individual and up to \$500 total for a family
 - Specialist co-pay of \$35
 - Office PCP co-pay, up \$5 from \$15 to \$20
 - Outpatient day surgery co-pay \$150
 - Emergency Room co-pay up \$50 from \$50 to \$100
 - Prescription drugs co-pays:
 - Tier 1, up \$5 from \$10 to \$15
 - Tier 2, up \$5 from \$25 to \$30
 - Tier 3 up \$15 from \$35 to \$50

Section 7: Health Insurance, Additional Provisions

- A. Effective September 1, 2011
- Preventive care \$0 co-pay (per Affordable Care Act that determines what counts as preventative care)
 - Yearly Cap on out-of-pocket expenses of \$1,000 per individual and \$2,500 per family
 - Mandatory Prescription Mail-In Program (Maintenance Medications Only)
 - CanaRx program will remain in effect

- The City may, without the need for further bargaining, offer to all members the option of low-cost limited network plans when its health insurance providers make these available to Newton.

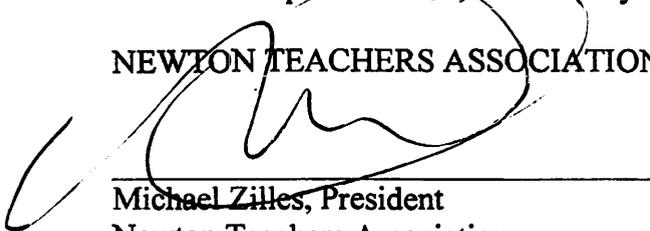
ARTICLE 22

Duration

This Agreement shall become effective as of September 1, 2015 and shall continue and remain in full force and effect until August 31, 2018. Negotiations for a successor Agreement shall commence at a mutually convenient time, no later than October 15, 2017.

IN WITNESS WHEREOF, the parties have set their hand and seal by their duly authorized representatives, this 2nd day of October, 2015.

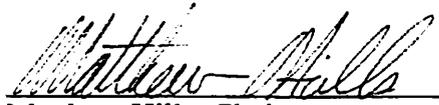
NEWTON TEACHERS ASSOCIATION



Michael Zilles, President
Newton Teachers Association

Negotiating Team Members
Jamie Rinaldi, Negotiations Chair
Jamie Alberts
Tiffany Back
Susan Bianchi
Sheryl Bono
Pamela Buccitelli
Joan Cody
Sue Cohen
Laura DiMambro
Barbara Harkins
Margaret Hartnett
Diane Jaquith
Roland Moffit
Regina Moody
Jane Roderick
Tony Sbordone
Jason Leto, MTA Consultant

NEWTON SCHOOL COMMITTEE



Matthew Hills, Chairperson
Newton School Committee

Negotiating Team Members
Ellen Gibson, School Committee
Steven Siegel, School Committee
Heather Richards, Executive Director of Human Resources
Sandra Guryan, Deputy Superintendent for Business, Finance and Planning
Jill Murray, Assistant City Solicitor

NEWTON PUBLIC SCHOOLS
100 Walnut Street, Newtonville, MA 02460

Unit D Salary Schedule
In Effect August 31, 2015

A. RATE SCHEDULE	Step	Daily	Grandfathered
	1	\$103.64	N/A
	2	\$103.64	N/A
	3	\$103.64	N/A
	4	\$115.96	N/A
	5	\$115.96	N/A
	6	\$115.96	\$161.37

B. FIVE-DAY SALARIED POSITIONS	Step	Annual Basic	Annual Grandfathered
	1	\$19,686	\$27,215
	2	\$20,904	\$28,637
	3	\$27,558	\$30,504

NEWTON PUBLIC SCHOOLS
100 Walnut Street, Newtonville, MA 02460

Unit D Salary Schedule
Effective September 1, 2015

A. RATE SCHEDULE	Step	Daily	Grandfathered
	1	\$106.13	N/A
	2	\$106.13	N/A
	3	\$106.13	N/A
	4	\$118.74	N/A
	5	\$118.74	N/A
	6	\$118.74	\$165.24

B. FIVE-DAY SALARIED POSITIONS	Step	Annual Basic	Annual Grandfathered
	1	\$19,974	\$27,868
	2	\$21,221	\$29,325
	3	\$28,035	\$31,236

NEWTON PUBLIC SCHOOLS
100 Walnut Street, Newtonville, MA 02460

Unit D Salary Schedule
Effective September 1, 2016

A. RATE SCHEDULE	Step	Daily	Grandfathered
	1	\$107.51	N/A
	2	\$107.51	N/A
	3	\$107.51	N/A
	4	\$120.29	N/A
	5	\$120.29	N/A
	6	\$120.29	\$167.39

B. FIVE-DAY SALARIED POSITIONS	Step	Annual Basic	Annual Grandfathered
	1	\$20,234	\$28,230
	2	\$21,497	\$29,706
	3	\$28,400	\$31,642

NEWTON PUBLIC SCHOOLS
100 Walnut Street, Newtonville, MA 02460

Unit D Salary Schedule
Effective February 1, 2017

A. RATE SCHEDULE	Step	Daily	Grandfathered
	1	\$108.26	N/A
	2	\$108.26	N/A
	3	\$108.26	N/A
	4	\$121.13	N/A
	5	\$121.13	N/A
	6	\$121.13	\$168.56

B. FIVE-DAY SALARIED POSITIONS	Step	Annual Basic	Annual Grandfathered
	1	\$20,375	\$28,428
	2	\$21,648	\$29,914
	3	\$28,598	\$31,864

**NEWTON PUBLIC SCHOOLS
100 Walnut Street, Newtonville, MA 02460**

**Unit D Salary Schedule
Effective September 1, 2017**

A. RATE SCHEDULE	Step	Daily	Grandfathered
	1	\$109.67	N/A
	2	\$109.67	N/A
	3	\$109.67	N/A
	4	\$122.70	N/A
	5	\$122.70	N/A
	6	\$122.70	\$170.75

B. FIVE-DAY SALARIED POSITIONS	Step	Annual Basic	Annual Grandfathered
	1	\$20,640	\$28,797
	2	\$21,929	\$30,303
	3	\$28,970	\$32,278

NEWTON PUBLIC SCHOOLS
100 Walnut Street, Newtonville, MA 02460

Unit D Salary Schedule
Effective February 1, 2018

A. RATE SCHEDULE	Step	Daily	Grandfathered
	1	\$110.43	N/A
	2	\$110.43	N/A
	3	\$110.43	N/A
	4	\$123.56	N/A
	5	\$123.56	N/A
	6	\$123.56	\$171.95

B. FIVE-DAY SALARIED POSITIONS	Step	Annual Basic	Annual Grandfathered
	1	\$20,785	\$28,999
	2	\$22,083	\$30,515
	3	\$29,173	\$32,504

ISS (Instructional Support Staff) Unit D Comprehensive Evaluation

ISS: _____ Date: _____

Evaluator(s): _____ Date of Hire: _____

Assignment: _____

All Unit D staff are respected team members responsible for assisting in the delivery of instruction and other student-related activities. As valued members of this faculty, they are essential partners and work under the direction of, and in collaboration with, professional staff.

Category Rubric

N-Does Not Meet Standard S- Sometimes Meets Standard C-Consistently Meets Standard

A. Curriculum, Instruction and Assessment	N	S	C
1. Has familiarity with the overall curriculum and programs in the school			
2. Applies knowledge of human development to modify learning activities appropriate for students.			
3. Seeks resources from colleagues to enhance learning.			
4. Demonstrates knowledge of content.			
B. Effective Instruction	N	S	C
1. Sets high standards and expectations for all students.			
2. Provides feedback to students.			
3. Models clear writing and speaking in communication with students.			
4. Employs multiple teaching and learning strategies.			
5. Consistently follows lesson plans left by the teacher.			
C. Classroom Climate and Operations	N	S	C
1. Creates a positive learning environment.			
2. Makes appropriate use of the physical environment to accommodate students' needs.			
3. Maintains appropriate standards of behavior, mutual respect, and safety.			
4. Promotes climate of community, inclusion, and mutual support among students.			
D. Equity and Diversity	N	S	C
1. Acts on the belief that all students can master the challenging curriculum and includes all students in the range of academic opportunities.			
2. Incorporates respect for human differences (i.e., learning styles, race, gender, cultural heritage, language, socio-economic backgrounds, and learning, physical and emotional disabilities) in the classroom.			
E. Professional Relationships and Responsibilities	N	S	C
1. Provides teacher with a written report of each class's activities and progress.			
2. Participates in building a professional community by collaborating with and assisting colleagues.			
3. Reflects critically upon his/her performance and incorporates feedback.			
4. Uses the internet and other resources in a responsible and acceptable manner in accordance with the policy of the Newton Public Schools.			
5. Meets professional obligations relative to prompt, regular attendance.			
6. Maintains positive and collaborative rapport with students, colleagues, parents, and the community.			

Comprehensive Evaluation

Narrative: The Narrative should begin with a contextual statement of the Unit D member’s current assignment. It should make reference to observations, delineations of strengths and weaknesses, examples of exemplary/distinguished performance and, in general, descriptors of performance levels. Any indicator of an “N” requires a specific explanatory reference in this narrative.

Recommendations: These recommendations should include suggestions to improve performance in relation to the Unit D member’s ongoing professional growth and development. They should be made in the context of the district’s expectations and system-wide goals. This section should include specific suggestions in areas of unsatisfactory performance.

Overall Performance Assessment

Meets Standards _____ Does Not Meet Standards _____

Evaluator: _____

Contributing Evaluator: _____

I have read the above report and have the opportunity to comment.

Unit D member’s Signature Date
(The Unit D member’s signature does not indicate agreement or disagreement with the content of this evaluation.)

Evaluator’s Signature Date
(The designated evaluator is one of the following: the principal, appropriate licensed supervisor, or appropriate Unit B employee.)

Side Letters

1. On the Job Injury Benefits

The Committee will review but not commit to the possibility of extending to Unit D the same on the job injury benefits as offered to Unit A, Article 26.