

CONTRACT

BETWEEN

TANTASQUA EDUCATION ASSOCIATION

AND

TANTASQUA SCHOOL COMMITTEE

July 1, 2012 – June 30, 2015

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PREAMBLE

1. Recognizing that our prime purpose is to provide education of the highest possible quality for the children of Brimfield, Brookfield, Holland, Sturbridge and Wales, and essential to achievement of that purpose, we, the undersigned parties to the contract, declare that:
 - A. Under the law of Massachusetts, the Committee, elected by the citizens of the Tantasqua Regional School District, has final responsibility for establishing the educational policies of Tantasqua Regional School District.
 - B. The Superintendent of Schools of the Tantasqua Regional School District (hereinafter referred to as the Superintendent) has responsibility for carrying out the policies so established.
 - C. The teaching staff of Tantasqua Regional School District has responsibility for providing education of the highest possible quality.
 - D. Fulfillment of these respective responsibilities can be facilitated and supported by consultations and free exchanges of views and information between the Committee, the Superintendent, and the teaching staff.
 - E. To give effect to these declarations, the following principles and procedures are hereby adopted.

DEFINITION OF EMPLOYEE UNIT

1. It is understood and agreed that the Committee, acting in accordance with the authority of Section 4 of Chapter 150-E of the Massachusetts General Laws, has recognized the Association as the exclusive representative for purposes of collective bargaining for the Tantasqua Regional School District employee unit identified as follows:

All teaching personnel employed by the Tantasqua School Committee who hold licenses under Chapter 71 of the Massachusetts General Laws, and all other personnel who hold such licenses and who perform a school-related function such as librarians, reading coordinators, guidance counselors, reading specialists, hearing and speech therapists, occupational therapists, physical therapists, integration specialists, psychologists, psychotherapists, adjustment counselors, curriculum supervisors, and school nurses.

2. Unless otherwise indicated, the employees in the above unit will hereinafter be referred to as the "Teachers" and references to male teachers will include all teachers, both male and female.
3. Excluded from the unit, the Superintendent (Assistant Superintendent, Associate Superintendent) Principals, Assistant Principals, Technical Principal, Guidance Director, Special Education Director, Business Manager, **Technology Director, Computer Technologist**, permanent substitutes, and day to day substitutes.

NEGOTIATION PROCEDURE

Either party may initiate a request to enter into negotiations over the terms of a successor agreement by Nov. 1 of the year preceding the year in which the agreement expires. Negotiations will commence within sixty (60) days after the request is received unless an extension is agreed to by both parties. If a new agreement has not been reached prior to the expiration of the current agreement, then the provisions of the current agreement shall be maintained in full force and effect until such time as the parties execute a successor agreement.

ARTICLE I
GRIEVANCE PROCEDURE

- A. A grievance shall mean a complaint, a violation, misinterpretation, or inequitable application of any of the provisions of this contract. As used in this section, the term "member" shall mean also a group of members having the same grievance.
- B. The purpose of the procedure set forth hereinafter is to produce prompt and equitable solutions to those problems which from time to time arise and affect the wages, hours, and conditions of employment of the employees covered by this Contract. The Committee and the Association desire that such procedures shall always be as informal and confidential as may be appropriate for the grievance involved at the procedural level involved; and nothing in this Contract shall prevent any such employee from individually presenting any grievance of the employee.
- C. Level One: Employees are encouraged but not required to discuss alleged violations with the appropriate intermediate supervisor prior to filing a grievance at Level One, however, such informal discussions, if they occur, shall not operate so as to extend the time limits set forth herein. The grievance shall be presented in writing by the aggrieved employee to the employee's Principal. The Principal's determination of the grievance shall be in writing to the grievant and the Superintendent.
- D. Level Two If the grievance shall not have been disposed of to the employee's satisfaction within five (5) working days after submission to Level I, the grievance may be filed in writing with the Superintendent, who shall, within five (5) working days after receipt of the Level II grievance, meet with the aggrieved employee, and or a representative from the Tantasqua Teachers' Association in an effort to settle the grievance. The Superintendent's determination of the grievance shall be in writing to the grievant and the Chairman of the School Committee.
- E. Level Three: If the grievance shall not have been disposed of to the employee's satisfaction within five (5) working days after the meeting with the Superintendent, as provided in Level Two above, the grievance may be filed in writing with the School Committee, who shall meet with the aggrieved employee and/or a representative from the Tantasqua Teachers' Association, within fifteen (15) working days or by the next regularly scheduled school committee meeting after receipt of the Level Three grievance in an effort to settle the grievance. At this level, both parties may bring in a representative of their choice. The School Committee's determination of the grievance shall be in writing to the grievant, within ten (10) working days. Level Three of the grievance procedure shall apply only to those grievances which are within the jurisdiction of the School Committee after the Education Reform Act of 1993. If the Committee determines that a grievance is not within its jurisdiction, it shall so notify the Association at which point the Association shall have the option to appeal the decision as provided under Level Four. Such appeals shall be made within ten (10) working days of notification by the School Committee.

- F. Level Four: If the grievance is not resolved at Level Three, the Association may appeal the grievance to arbitration through the American Arbitration Association (AAA), in accordance with the rules of the AAA. Such an appeal must be filed within fifteen (15) working days of the decision or notification under Level Three. The authority of an arbitrator hereunder shall be limited to determining whether a specific provision of this Agreement has been violated and the arbitrator shall have no authority to modify, add to or delete any term of this Agreement. Arbitration fees shall be shared equally between the parties.
- G. If at the end of the fifteen (15) working days next following the occurrence of any grievable dispute, or the date of first knowledge of its occurrence by any employee affected by it, a grievance shall not have been presented at Level One of the procedure set forth above, the grievance shall be deemed to have been waived; and any grievance in course under such procedure shall also be deemed to have been waived if the action required to present it to the next level in the procedure shall not have been taken within the time specified therefore.
- H. If any employee covered by this Contract shall present any grievance without representation by the Association, the disposition, if any, of the grievance shall be consistent with the provisions of this Contract; and if the Association shall so desire, it shall be permitted to be heard at each level of the procedure, beginning at Level Two, under which the grievance shall be considered.
- I. No written communication, other document, or record relating to the grievance shall be filed in the personnel file maintained by the Tantasqua School District for any employee involved in presenting such grievance. Only the subject matter which is proper material for inclusion in a teacher's personnel file, apart from the grievance procedure, shall be filed. If material which is included in the personnel file is grieved, it will only be removed from the file if it is the determination of the grievance to do so.
- J. If in the judgment of the Association the grievance does not fall under the jurisdiction of the building principal or a grievance affects a group or class of teachers, the Association may submit such a grievance in writing to the Superintendent directly and the processing of such grievance will be commenced at Level Two, provided, however, that the presentation shall be made by no more than three (3) persons.
- K. Times for meetings to discuss grievances shall be scheduled outside of school hours unless, in the judgment of the Superintendent, a meeting during school hours is desirable to facilitate production of appropriate information.
- L. For any grievance not resolved by the last working day of the school year or for any grievance initiated during the month of June, the phrase "working days" shall no longer apply and the phrase "week days" shall apply until the first working day of the next school year. In the event the Principal and/or Superintendent or the grievant cannot meet said schedule, the parties agree to provide for flexibility during the summer schedule.

The grievance shall be heard at Level Three by the School Committee at their next regular meeting.

ARTICLE II
SCOPE OF AGREEMENT

1. If any part of this contract is judged illegal, all other parts will remain in effect.
2. Nothing in this Agreement shall be deemed to derogate from, or impair any power, right or duty conferred upon the School Committee and the Superintendent by statute or rule or regulation of the Commonwealth.
3. The Agreement is a complete Agreement between the parties covering all mandatory subjects of discussion. The parties agree that relations between them shall be governed by the terms of this Agreement. No prior agreement or agreements have been reduced to writing and duly executed by both parties subsequent to the date of this Agreement. All matters not dealt with herein shall not be treated as having been brought up and disposed of. Neither the Committee nor the Association shall be under any obligation to discuss any modifications or additions to this Agreement which are to be effective during the term thereof. No change or modification of this Agreement shall be binding on either the Committee or the Association unless reduced to writing and executed by the respective duly authorized representatives.

ARTICLE III
SALARY SCHEDULE

- A. It will be practice of the Tantasqua Regional School District to employ experienced teachers and other personnel whenever it is feasible; to employ teachers specifically prepared for teaching the discipline for which they are hired; to spread duties carrying extra pay among staff members according to interest and ability as evaluated by the Administration.
- B. Salaries of all persons covered by this Agreement are set forth in Appendix A that is attached hereto and made a part hereof.
- C. Teachers in the Tantasqua Regional School District are to be paid on either:
 - a. a ten (10) month basis
 - b. a twelve (12) month basis (with the option to receive a lump sum summer salary) payments being made every other week. Requests for lump sum summer salaries must be requested by May 1 of the year in which the lump sum will be received. Requests for the ten (10) or twelve (12) month options must be made by May 1 of the school year prior to the one in which the payments will be received. All requests will be in writing. The District Treasurer will solicit all requests by May 1 of each year.

Teachers who are entitled to compensation for Athletic Coaching/Extra Duty Activities

shall have the option of receiving a lump sum payment at the completion of said activity. Such payments will be made at periodic intervals during the school year.

- D. Initial salary levels of teachers new to the Tantasqua District shall be set by the Superintendent in accordance with existing salary schedules. Previous experience and hours of graduate credit shall be evaluated in relationship to the position being filled. Any teacher employed by the District shall have his/her placement on the salary schedule and years of credit indicated by contract upon initial employment. The Association may develop a one-page information sheet that the Superintendent's Office will give to all new hires at the date of hire.
- E. For the purpose of supervising instruction, helping to prepare annual budgets, recommending textbooks, purchasing equipment, and developing and maintaining curricula, all areas of instruction will be under the supervision of a curriculum coordinator.
- F. A teacher shall receive increment payment for each three (3) hours of approved graduate credit or equivalent activities approved by the Professional Growth Committee and the Superintendent, provided that a grade of B or better in a subject related to the teacher's field of specialization is earned. Said increment shall be available for courses taken after a teacher has achieved any column on the salary schedule, including the maximum degree column. Payment shall be made according to the following schedule:
- | | | |
|-----------------------------------|----------|--------------------|
| Prior to September, 1987 | \$ 40.00 | \$ 400.00 maximum |
| September 1, 1987-August 31, 1990 | \$ 80.00 | \$ 800.00 maximum |
| September 1, 1990-August 24, 2003 | \$100.00 | \$1000.00 maximum |
| August 25, 2003 | \$160.00 | \$1600.00 maximum* |
- * Those on Masters' + 30 and Voc. Cert. + Bachelors' will be eligible to receive a maximum of \$2000.00.

Credit hours earned during the year must be reported to the Superintendent with substantiating certificates or transcripts by October 1 each year. Salary adjustment will become effective the following January 1.

Credit hours earned after October 1 must be submitted to the Superintendent and Professional Growth Committee for approval with substantiating certificates or transcripts by March 1. These approved credits will be added to the teacher's individual contract and will be paid in the normal manner beginning July 1.

- G. A maximum of ninety (90) hours may be granted in any five (5) year period, for travel, workshops, or undergraduate study (for courses taken after September 1, 1993) directly related to his or her teaching assignment subject to approval by the Professional Growth Committee and the Superintendent.
- H. A teacher who has attained an advanced degree, or with prior approval, a column change, and has provided the credentials verifying the completion of such a degree or column change and which are in the Superintendent's Office by September 1, will receive the

salary adjustment effective September 1 of that contract year. A teacher verifying completion of such a change by February 28 will be granted a pro-rated adjustment over the remaining checks of that contract year.

- I. A teacher who has achieved the Master's Degree level of the salary schedule may advance to the Master's Plus Thirty (M+30) level of the salary schedule by taking thirty (30) credits in addition to those applied to the Master's Degree, irrespective of whether such courses are taken before or after attainment of the Master's Degree.
- J. Any teacher employed by the Tantasqua District after September 1, and who serves 93 school calendar days or more shall receive credit for a full year upon the salary schedule.
- K. Teachers who are required to use their own vehicles for professional travel shall be reimbursed at the rate of the IRS allowance.
- L. Professional Development Fund
With the commitment to Professional Development contained in the Education Reform Act of 1993, the Committee will provide funds to support individual and group projects developed by teachers to improve the school program.

Projects shall include, but not be limited to, curriculum development, instructional improvement, and evaluation of resources, school-community relations and other educational initiatives.

Professional Development funds would be awarded as follows:

1. Interested teachers shall submit a proposal to the building principal with a copy submitted to the Superintendent.
2. Proposals to be funded will be determined by the Superintendent.
3. Teachers shall be compensated at a rate of \$150 per day with a maximum award of \$2500 per year, per individual, whether said individual is involved in one or more projects.
4. Projects become part of the Tantasqua Regional School District.

ARTICLE IV
QUALIFICATIONS FOR INCREMENTS/ COURSE APPROVAL:

1. Level advancement based on the existing salary schedule shall be included in the budget for each teacher. Level advancement for each teacher is not automatic, but is contingent upon satisfactory service which shall be determined by the Superintendent and the Principal. Level advancement shall become effective at the start of the school year.
2. Teacher must have been employed in the district during the previous year for a minimum of ninety-three consecutive days to be eligible for advancement on the salary schedule the following August.
3. Courses taken for professional growth or equivalent activity must be related to the teacher's Individual Professional Development Plan, the school Improvement Plan, District Improvement Plan, and Approved Graduate program or applicable to certification or licensing. The courses must receive approval from the Professional Growth Committee and the Superintendent for salary adjustment. Pre and post approval must be submitted on the Professional Growth Application form. (Appendix D) Courses not receiving prior approval may be submitted after completion with the understanding that such courses may or may not be approved for salary adjustment. Final approval must be by the Superintendent. Continuing Education Units (CEUs) also meet the requirement and equate to college credits as follows: 1.5 CEUs= 1 credit.

ARTICLE V
RETIREMENT

Retirement Options:

- A. For a retired employee and for the surviving spouse of an active or retired employee, the District will pay fifty percent (50%) of the health insurance premiums of an individual or family plan which provides the same level of benefits as provided by the current carrier referred to in Article XXI. If the active or retired employee or spouse is eligible for Medicare, the District will pay fifty percent (50%) of the premium cost for a Medicare extension plan with the same level of benefits as currently provided.

ARTICLE VI
GENERAL CONDITIONS

- A. If a new position is established, the Committee will negotiate with the Association over the appropriate salary for such position at the next reopening of the contract. Until such reopening the salary will be set by the School Committee.
- B. Nothing herein shall prevent the Association from approaching the Superintendent of Schools relative to the adjustment of such salary during the term of the Agreement.

ARTICLE VII
WORK YEAR/WORK DAY

A. Work Year:

1. The work year of teachers (other than new personnel who may be required to attend 2 additional days of orientation), shall be 183 days. It shall include the day prior to the opening of school for students, and two (2) professional development days scheduled within the school calendar, excluding vacations, weekends or holidays. The work year may not start earlier than the Monday preceding Labor Day, and will end no later than June 30th, except as the minimum 180 day school year is jeopardized by act other than that of the Committee. At least 2 hours of the day before the first day with students will be set aside for preparation activities determined by the teacher.
2. A copy of the school calendar will be given to the Teachers' Association as soon as it is established by the School Committee.
3. An employee directed by the building principal or technical director to work an additional day(s) in addition to those specified elsewhere in the contract will be paid at the per diem rate. The building principal or technical division principal will assign days.

B. Work Day:

1. The starting and dismissal time for students, as established by the Committee, are subject to modification by the Committee, provided that no such modification will increase the length of the teachers' teaching day.

The class day of high school teachers will begin ten (10) minutes before the designated starting time for students and will end twenty (20) minutes after the dismissal time, except as to the teachers' professional obligation to provide extra help for students. Teachers at the junior high school will begin ten (10) minutes before the designated starting time for students and will end fifteen (15) minutes after the dismissal time, except as to the teachers' professional obligation to provide extra help for students as described below.
2. Teachers who meet with co-workers district wide on professional development days may have their work day start and end times adjusted by administration, but they will not work more than 7 hours, including a 30 minute duty free lunch.
3. All teachers will designate a "late night" weekly (Tuesday, Wednesday or Thursday) where they will be available to offer extra help to students. If no

students report for extra help thirty (30) minutes after the school day ends for teachers, the teacher may leave.

C. Staff Meetings:

Teachers will be required to attend two staff meeting each month which will last no longer than 1 hour. Meetings will be held on the first two Mondays (that school is in session) of the month. If a staff meeting needs to be rescheduled due to unforeseen circumstances (i.e. weather, illness, etc.) the staff will be given notice of the new date at least 7 calendar days in advance.

D. Parent Conferences/Back to School night:

1. Each teacher shall be required to attend three (3) parent conferences/back to school nights. Each conference and/or "Back to School Night" will be scheduled to be two (2) hours in duration.
2. Chapter 74 teachers will attend one "Back to School Night" and one parent-teacher conference. The fall advisory committee meeting will take the place of the second "Back to School Night."
3. The Administration will determine the format of meetings with input from staff.
4. One of the Junior High conferences will be scheduled for an afternoon. The Junior High School Administration will take teacher input into consideration when choosing the afternoon conference date. Teachers at the Junior High School will be relieved of their after school help session and detention duties the week of conferences.
5. Teachers who work a part time schedule are expected to participate in all 3 (three) Conferences and "Back to School Nights". Any part time teacher unable to attend due to other work commitments may make arrangements with the building principal for an alternative date.

E. Individual Parent – Teacher Conferences:

Teachers shall meet with parents of students to discuss matters of mutual interest that either the teacher or the parent may wish to discuss, or that the administration may want discussed. Such meetings shall be held at a time mutually agreed upon between the parties.

F. Preparation period

1. Junior High: Junior high teachers, in addition to their lunch period, will have a preparation period during which they will not be assigned to any other duties. Junior high English teachers will have two (2) preparation periods except on days

when they must attend team meetings. English teachers will not however, be required to attend more than 2 such meetings each week.

2. Senior High: Senior high teachers, in addition to their lunch period, will have one preparation block during which they will not be assigned to any other duties.
3. Curriculum Coordinators: Curriculum Coordinators at the junior high and senior high will be provided with adequate time, as established by the Administration, to perform their supervisory duties within said seven (7) period or four (4) block limitation, respectively, in addition to their daily preparation time. Senior high curriculum coordinators may request the allocation of their supervisory time.

G Teaching Load

1. Junior High: Junior high teachers will not be assigned more than seven (7) periods per day consisting of at least one preparation period and not more than 6 student supervision periods. Teachers of English, Math, Science, Social Studies, World Languages and Reading will not be assigned more than five (5) teaching periods per day.
2. Senior High: Senior high teachers will not be assigned more than four (4) blocks per day consisting of at least one preparation block and not more than three (3) student supervision blocks.
3. Teachers will not be required to teach more than two (2) subjects nor more than a total of three (3) grade level teaching preparations within said subjects in any given semester.
4. In order to meet the curricular deficits which arise from time to time, the Superintendent may post, in accordance with Article XI, the availability of an extra class of instruction in lieu of a preparation period. Compensation for such instruction will be as follows:

Junior High: 1/7 (one-seventh) of the assigned teacher's current base salary.

Senior High: 1/8 (one-eighth) of the assigned teacher's current base salary per semester course.

H. Substituting

1. Any junior high teacher asked to substitute during a preparation period will be paid at a rate of \$10.00 per period for classes outside of his/her respective department(s) and \$20.00 per period if substituting for a class within his/her department(s). Any senior high teacher asked to substitute for a class during a preparation block will be paid at a rate of \$20.00 per block if substituting outside of his/her department(s) and \$40.00 per block if substituting within his/her

department(s).

2. Any nurse who covers in another building will receive a \$20.00 stipend per day.

I. Extra Duty positions:

1. A committee consisting of three (3) teachers and three (3) administrators will meet at least one year prior to the expiration of this agreement for the purpose of reviewing and recommending changes to the job descriptions of all stipendiary (co- curricular and athletic) positions.
2. A job description will be given to all Curriculum Supervisors, who are annually appointed, prior to assuming their responsibilities.
3. No teacher will be required to apply for or accept an extra duty position. All such positions will be posted by June 1. All Association members who apply will be interviewed. All things being equal, openings will be filled first by qualified regularly appointed teachers from within the Tantasqua School System. In the event no teacher applies, the administration may appoint qualified applicants from outside the system.

J. Release Time

Release time for in-service workshops, curriculum revision, and parental conferences may be made available on a monthly basis as appropriate.

ARTICLE VIII
CLASS SIZE

The School Committee and the Association recognize that class size is an important factor in good education and will, whenever possible, subject to space availability and all other educational considerations, insure that class size is of the most effective nature for both teacher and pupil. However, the School Committee will make the final decision as to class size in the best interests of all.

ARTICLE IX
NON-TEACHING DUTIES

The Committee and the Association acknowledge that a teacher's primary responsibility is to teach and that his/her energies should, to the extent possible, be utilized to this end. Therefore, they agree as follows:

1. Teachers will not be required to collect money from students for non-educational purposes during the school day except for collection of student insurance and class pictures.

2. Teachers will not be required to drive pupils to any place away from the school building. Teachers may do so voluntarily, however, with the advance approval of their principal or immediate superior.

ARTICLE X
TEACHER ASSIGNMENT

- A. Teachers will be notified in writing of the programs for the coming school year, including the schools to which they will be assigned, and grade and/or subjects that they will teach, and any special or unusual classes that they will have, as soon as practicable and under normal circumstances not later than August 15.
- B. To the extent possible, changes in subject assignment in the secondary school will be voluntary.
- C. Teacher assignments will be made without regard to race, creed, color, religion, nationality, sex, sexual orientation or marital status. In compliance with the Federal Labor Relations Law, Tantasqua Regional Junior High, Senior High School and Vocational High School are equal opportunity employers.

ARTICLE XI
VACANCIES AND PROMOTIONS

- A. Whenever any vacancy in a professional position occurs during the school year, (August 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 possible. Qualifications for the position, its duties, and its rate of compensation, will be clearly set forth.
- B. All qualified teachers will be given adequate opportunity to make application for such positions and the Superintendent agrees to give due weight to the professional background and attainments of all applicants, the length of time each has been in the school system and other relevant factors. In filling such vacancies, all other things being equal, preference will be given to qualified teachers already employed by the Committee.
- C. Accordingly, Notice of Vacancy in an established or newly created position occurring during vacation period shall be communicated to the Association President or his designee.
- D.
 1. All openings for summer programs and evening school positions and for all positions under Federal programs will be adequately publicized as early as possible and teachers who have applied for such positions will be notified of action taken regarding their application as early as possible.

2. All things being equal, positions in the Tantasqua summer programs and evening school and positions under Federal programs will, to the extent possible, be filled first by regularly appointed teachers in the Tantasqua School System.
3. In filling such positions, consideration will be given to a teacher's area of competence, major and/or minor field of study, quality of teaching performance, attendance record, and length of service in the Tantasqua School System and, in regard to summer school or evening school, teaching experience.

ARTICLE XII
TEACHER EVALUATION

- A. All monitoring or observation of work performance of a teacher will be conducted openly and with full knowledge of the teacher. Teachers will be given a copy of any evaluation report prepared by their superiors.
- B.
 1. All personnel files shall be maintained in the Superintendent's Office. These files shall comprise the only written evaluation of teachers to be used by the Superintendent and School Committee for evaluative purposes.
 2. Teachers will have the right, upon written request, to review the contents of their personnel file and to make copies thereof.
 3. No material derogatory to a teacher's conduct, service, character, or personality will be placed in his personnel file unless the teacher has had an opportunity to review the material. The teacher will acknowledge that he has had opportunity to review such material by affixing 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 teacher will also have the right to submit a written answer to such material and his answer shall be reviewed by the Superintendent and attached to the file copy.
- C. Any complaints regarding a teacher made to any member of the Administration by any parent, student or other person will be promptly called to the attention of the teacher.

The Association recognizes the authority and responsibility of the Principal for disciplining or reprimanding a teacher for breach of professional demeanor. If a teacher is to be disciplined or reprimanded by a member of the Administration above the level of the Principal, however, he will be entitled to have a representative of the Association present. If a teacher is to be disciplined or reprimanded by an immediate superior, other than the Superintendent, it will be done privately.

- E. Teachers shall be evaluated according to Appendix B.

ARTICLE XIII
SICK
LEAVE

- A. Teachers in the employ of Tantasqua are entitled to sick leave as follows:
1. Each full time teacher is entitled to fifteen (15) days sick leave each school year with full pay.
 2. Up to seven (7) days of accumulated sick leave may be used to care for a member of the immediate family.
 3. Unused sick leave is accumulative to one hundred eighty (180) days with full pay.
 4. When ill health requires a teacher to be absent more than five (5) days in a school year, a current written statement from a physician may be requested. Non compliance may result in loss of pay.
 5. Any teacher with professional status requiring an extended sick leave over and above his or her accumulative sick leave will receive his or her regular salary for an additional period equal to his or her accumulated sick leave, not exceeding fifty (50) days, as of September 1 of that school year.
 6. A teacher who is on maternity leave and who is physically unable to work because of pregnancy connected disability shall be allowed to use accumulated sick leave during such time that she is disabled and unable to work.
 7. Upon death or retirement a teacher shall be entitled to payment of a stipend based upon the amount of sick leave they have accumulated as of the date of death or retirement at the rate of \$25.00 per day. In cases of retirement, said stipend shall be paid in equal installments payable once each year by July 10 in the three (3) fiscal years following retirement. In cases of death, the stipend shall be paid forthwith to the teacher's spouse, or if there is no spouse to his/her children, or if there is no spouse or child, to the teacher's estate.
- B. A written accounting of accumulated leave days will be provided to each teacher on the second payroll in the months of October, January, March and June.

ARTICLE XIV
TEMPORARY LEAVES OF ABSENCE

- A. Full time teachers will be entitled to the following temporary leaves of absence with pay each school year:
1. Two (2) days leave of absence for 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 (under no circumstances will these days be granted immediately preceding or immediately following regularly scheduled vacations or holidays, unless petition is made to the Superintendent to grant such leave based on extenuating circumstances. The Superintendent may at his or her discretion grant such leave based on these circumstances). Unused personal days will either be reimbursed at \$50.00 per day or rolled over into sick leave at the conclusion of a school year. Members must notify the Superintendent by June 1 of their decision to either receive the reimbursement or rollover. If you do not notify by June 1 they will roll over into sick days.
 2. At least one (1) day, with the approval of the Administration, for the purpose of visiting other schools or attending meetings or conferences of an educational nature.
 3. Time necessary for court-ordered appearances in any legal proceeding connected with the teacher's employment by the Tantasqua Regional School District.
 4. A maximum of ten (10) days per school year for persons called into temporary active duty of any unit of the U.S. Reserves or the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. Teachers will be paid the difference between their regular pay and the pay that they receive from the State or Federal Government. Must be vouchered.
 5. Absences for critical illness in the immediate family shall be charged against the emergency personal leave.
 6. Bereavement: All Unit A members may received up to three (3) days leave with pay for a death in the immediate family. Immediate family is defined as husband, wife, children, mother, father, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandchildren, or any other member of the immediate household. One day leave of absence may be granted for the death of any other family member not listed or close friend. Additional paid leave may be granted at the discretion of the Superintendent. When possible, requests should be made forty-eight (48) hours in advance.
- B. Time necessary for no more than two Association representatives to attend Massachusetts Teachers Association and/or Massachusetts Vocational Association conferences and conventions on a non-pay status.

- C. Leaves taken pursuant to Section A and B above will be in addition to any sick leave to which the teacher is entitled. No teacher will be required to arrange for his own substitute.
- D. Absence without leave will constitute non-pay status and disciplinary action may be taken. Non-pay status is defined as 1/180 of annual contract amount.
- E. Jury Duty Pay: In the event any employee covered by this Agreement is required to perform, and does perform, jury duty service, the employee shall be compensated the difference between compensation received from performance of jury duty service and the employee's regular salary provided the employee furnishes appropriate evidence from the court of such service and has made every effort to schedule such service during a school vacation.

ARTICLE XV
EXTENDED LEAVES OF ABSENCE

- A. A leave of absence without pay, up to two (2) years, will be granted to any teacher who serves as an exchange teacher on an exchange program approved by the Administration and is a full time participant in such a program. Upon return from such leave, a teacher will be considered as if he were actively employed by the Committee during the leave and will be placed on the salary schedule at the level he would have achieved if he had not been absent.
- B. Military leave will be granted to any teacher who is drafted or called up to active duty in any branch of the Armed Forces of the United States. Upon return from such leave, a teacher will be placed on the salary schedule at the level which he would have achieved had he remained actively employed in the system during the period of his absence up to a maximum of three (3) years. Professional Status, however, can only be achieved in the usual manner.
- C. Maternity/Parental/Adoptive Leave
 - 1. A teacher requesting a maternity leave shall notify the Superintendent of the total length of the leave desired including disability sick leave and extended unpaid leave. A teacher may request only disability leave or a combination of disability and extended unpaid leave, but the total maternity leave shall not exceed two school years. The combinations of disability and unpaid leave may include unpaid leave before the disability period and/or after the disability period.
 - 2. A teacher requesting maternity leave shall, except in cases of premature delivery, give three (3) months prior notice to the commencement of the leave of her anticipated date of departure and intention to return.
 - 3. A teacher may, during the disability period, apply her accumulated sick leave to

the disability resulting from her pregnancy, childbirth and recovery from childbirth. Sick leave shall be allowed only for days that teachers would normally be working during their regular work year. The teacher's attending physician shall certify to the Superintendent the length of the teacher's disability period. A teacher who desires to return to work at the end of her disability period may then return to work.

4. A teacher not otherwise covered by the above subsections shall be entitled to parental or adoptive leave under the same terms and conditions as set forth above, except that the teacher shall not be eligible for sick leave, and provided that such leave shall commence immediately following the birth or arrival in the home of the child to be adopted or in the event the employee is required to take time prior to the adoption which is directly related to the adoption. Adoption leave, for the purpose of this article, shall mean leave to adopt a child who is under 18 years old, or a child who is mentally or physically handicapped or who is from a country other than the United States. Parental leave, for the purpose of this Article, shall mean leave granted following the birth of an employee's child, or child to be adopted, provided such child is under 18 years old, or if the child is mentally or physically handicapped or from a country other than the United States.
 5. In the event that the reason for leave under this Article is no longer operative, then such teacher, with the approval of the Superintendent, may return to work.
 6. All benefits to which a teacher was entitled at the time his/her leave commenced, minus any sick leave used, will be restored upon return, and the teacher will be assigned a position for which he/she is certified.
- D. A leave of absence without pay or increment of up to one (1) year will be granted for the purpose of caring for a sick member of the teacher's immediate family. Additional leave may be granted at the discretion of the Committee.
 - E. After five (5) years continuous employment in the Tantasqua School System, a teacher may be granted a leave of absence, without pay, for up to one (1) year for health reasons. Requests for such leave will be supported by appropriate medical evidence.
 - F. Any teacher whose personal illness extends beyond the period compensated will be granted a leave of absence not to exceed the contract year, without pay, for recovery from such illness.
 - G. A one year leave of absence will be granted for personal or professional reasons to any teacher who has completed ten (10) years of service. The number of leaves granted in any given year will be at the discretion of the Superintendent. An additional year's leave may be granted with approval of the Superintendent. Personnel with less than ten (10) years service may be considered on a case by case basis. Teachers requesting such leave must do so in writing by May 1 of the preceding year.

- H. All benefits to which a teacher was entitled at the time his leave of absence commenced, including unused accumulated sick leave, will be restored to him upon his return in accordance with the terms of his contract in effect at time of reemployment and he will be assigned to the same position which he held at the time said leave commenced, if available, or if not, to an equivalent position.
- I. All requests for extensions or renewals of leaves will be applied for and answered in writing.
- J. Teachers on extended leaves of absence will be allowed to continue being covered under any health or medical insurance applicable to teaching employees provided that said teacher pay the full cost thereof and according to procedures established by the District Treasurer.
- K. A teacher on leave shall not be denied the opportunity to substitute in the school district by reason of the fact that said teacher is on a leave of absence.
- L. Any person employed by the School District to fill the position of any employee on leave shall be notified in writing by the Superintendent at the time of employment that said person's contract shall terminate upon the return to active service of the employee on leave whose position is being temporarily filled.
- M. Employees shall be granted a leave of absence without pay for up to one (1) year for the purpose of child care or child-rearing. Such leave shall be consistent with applicable state and federal laws.
- N. A teacher on leave will notify the Superintendent by May 1 in the year of leave of his/her intended return to the district.

ARTICLE XVI
SABBATICAL LEAVE

The Superintendent may grant the policy of sabbatical leave to regular full-time teachers upon request for approved scholarly program whether or not carried on in an academic institution, subject to the following conditions:

1. No more than two (2) members of the teaching staff shall be absent on sabbatical leave at any one time.
2. Request for sabbatical leave must be received by the Superintendent in writing in such form as required by the Superintendent no later than March 1 of the year preceding the school year in which the sabbatical leave is requested. Action must be taken on such request no later than April 30 of the same year.

3. The teacher has completed at least seven (7) consecutive full school years of service in the Tantasqua Regional Junior High or High School.
4. Teachers on sabbatical leave will be paid at 3/4 of their annual salary rate, provided that such pay when added to any program grant shall not exceed the teacher's full annual rate. Method of payment is at the discretion of the Administration.
5. The teacher shall agree in writing to return to employment at Tantasqua for one (1) full year in the event of a one-half (1/2) year's leave or two full years in the event of a full year's leave. Upon such return, the teacher shall be placed on the appropriate step in the salary schedule as though such teacher had not been on leave.

ARTICLE XVII
PROTECTION

- A. Teachers will immediately report in writing to the Principal all cases of assault suffered by them in connection with their employment.
- B. This report will be forwarded to the Superintendent who will comply with any reasonable request from the teacher for information in his possession relating to the incident or the persons involved, and will act in appropriate ways as liaison among the teacher, the police and the courts.

ARTICLE XVIII
PERSONAL INJURY BENEFITS

- A. All teachers will be covered by Workmen's Compensation. A teacher who is collecting Workmen's Compensation may use accumulated sick leave to make up the difference, if any, between teachers' regular pay and Workmen's Compensation payments allocated to lost time.
- B. The Committee will reimburse teachers for any personal property other than clothing damaged or destroyed in connection with his employment.

ARTICLE XIX
REDUCTIONS IN STAFF

1. The Committee retains the exclusive right to determine the number of teaching positions and other professional positions which are needed in the schools under its jurisdiction. In the event it becomes necessary to reduce the number of employees included in the bargaining unit defined in Article I, employees with professional status shall be laid off in the inverse order of their initial employment. No employee with professional status will

be laid off until all teachers without professional status are gone unless the least senior teacher with professional status is not qualified to perform the duties of last remaining teacher without professional status.

2. An employee with professional status whose position is eliminated shall:
 - a) Be transferred to an open position for which he is licensed. If no such opening exists, the employee shall:
 - b) Replace an employee with the lowest seniority anywhere within the Tantasqua Regional School District in an area in which the laid-off employee is qualified.

"Seniority" means an employee's length of service in years, months and days in the bargaining unit from the initial date of teaching by the Committee. An employee who has been employed part-time for any given year will receive a fraction of a year's seniority equivalent to the amount of employment. Accrual of seniority shall include only paid leaves of absence.

Effective September 1, 1990, professional employees of the Tantasqua Regional school District, Unit A, who leave Unit A but continue to be employed by the Tantasqua Regional School District will, upon their return to Unit A, be reinstated on the seniority list with the years of service they had accrued prior to leaving Unit A.

"Qualified" means that the teacher holds a valid license for the position.

3. In cases involving teachers having identical seniority, preference for retention or recall shall be based on educational credentials.
4. Teachers who are to be affected by a reduction in staff must be notified in writing no later than June 15 of the school year preceding the year in which the reduction will take effect.
5. Teachers who have been laid off shall be entitled to recall rights for a period of two (2) years from the effective date of their respective layoffs. During the recall period, the Tantasqua Teacher's Association President and teachers on recall shall be notified in writing by the Superintendent of openings as they arise. Preference for positions as they develop will be in the inverse order of their respective lay off dates and all benefits to which a teacher was entitled at the time of layoff shall be restored in full upon re-employment within the recall period. No credit will be given for time spent on layoff.
6. Employees on recall shall be notified by the Superintendent by certified mail of any open positions within their area of certification in the Tantasqua Regional School District at their last known address. The teacher is responsible for notifying the Superintendent of his/her current mailing address. Failure to apply

for any open full time, permanent position within his/her area of certification within fifteen (15) weekdays following such notification by the Superintendent shall terminate all rights under this Article. A person recalled shall be given thirty (30) days to commence employment.

Teachers with previous teaching experience in the Tantasqua School System will upon returning to the system within five (5) years after having been laid off, receive full credit on the salary scale for outside teaching experience.

7. Laid-off employees may continue group health and life insurance coverage during the recall period as provided by the Committee to members of the bargaining unit by reimbursing the Committee for the full premium cost. Failure to forward premium payments to the Committee or refusal to return to employment upon recall will terminate this option.
8. While members of the bargaining unit continue on layoff during the recall period, the Committee agrees not to hire any new teachers unless all qualified teachers on layoff with recall rights from this school system declined an offer to fill the vacancy.
9. For purposes of this article, layoff will date from the last day taught for compensation as a full time or part time staff member in the Tantasqua Regional School District
10. A seniority list shall be compiled and updated at the beginning of each school year. A copy shall be given to the Association by November 1 and any challenge to the list shall be made by December 15. The Administration shall respond to the Association's challenge by January 30. A meeting between the parties shall take place before March 1 to resolve any issues. A new list will be published after any needed corrections are made.

ARTICLE XX
PART-TIME EMPLOYEES

- A. Part-time employees covered by the terms of this Agreement shall have their salaries pro-rated in accordance with the proportion of their service in relation to a full-time schedule.
- B. Part-time employees shall be entitled to all other applicable benefits of the Agreement except as set forth below:
 1. Sick Leave - A part-time teacher shall be entitled to an allotment of days pro-rated based on either the proportion of a day or a proportion of the week usually worked.
 2. Personal Leave - A part-time teacher shall be entitled to at least one (1) personal

leave day, and if employed sixty (60%) percent or more of a full-time schedule to two (2) personal leave days.

ARTICLE XXI
PAYROLL DEDUCTIONS

A. Teachers' Association Dues

1. It is agreed that deductions shall be made from the salary of any teacher so requesting for dues to the Tantasqua Teachers' Association, the Massachusetts Teachers' Association, and the National Education Association. Authorization must be in writing in a form similar to the one set forth below:

DUES AUTHORIZATION NOTICE

Name _____
Address _____

I hereby request and authorize the Tantasqua School Committee to deduct from my earnings and transmit to the Associations below the amount set forth for payment of the membership dues of such Associations in equal monthly payments during the current school year and for succeeding school years thereafter. I understand that the Committee will discontinue such deductions if I give the Committee sixty (60) days' advance written notice to do so. I hereby waive all right and claim for said monies so deducted and transmitted in accordance with this authorization and relieve the Tantasqua School Committee, and all of its officers, from any liability therefore.

<u>Organization</u>	<u>Per Annum</u>
Tantasqua Teachers' Association	\$ _____
Massachusetts Teachers' Association	\$ _____
National Education Association	\$ _____
TOTAL	\$ _____

Date

Teacher's Signature

2. The Tantasqua Teachers' Association will verify to the Committee in writing the current rate of membership dues. The Association will give the committee thirty (30) days' written notice prior to the effective date of any change in the rate of membership dues.

3. Deductions referred to in Section 1 above will be made in equal installments from each paycheck beginning with the second paycheck in September or the first paycheck following the delivery of the teacher authorization to the Committee. The Committee will not, however, be required to honor for any paycheck's deduction any authorizations that are delivered to it later than one (1) week prior to the distribution of the payroll from which the deductions are to be made.

B. Credit Union:

It is agreed that deductions shall be made from the salary of any teacher so requesting for the purchasing of shares in the Massachusetts Teachers' Association Credit Union.

C. Group Insurance

1. The Tantasqua School Committee having adopted sections 9a, 9d, and 18 of Chapter 32B of the Massachusetts General Laws, will provide and make payroll deductions for the following with respect to all teachers who have not indicated in writing to the Committee that they elect not to be covered. Any such request may be made by a teacher in writing and shall be filed with the Superintendent.
 - A. The District will pay ninety-nine (99%) percent of the cost of a \$15,000 term life insurance plan.
 - B. The District will pay sixty (60%) percent of the cost of the following types of insurance coverage:
 1. Individual or family group health coverage, whichever applies in the particular case. The Committee and the Professional Rights and Responsibilities Committee of the Tantasqua Teachers' Association must mutually agree to any change in health carrier/coverage.
 2. Individual or family group dental coverage, whichever applies in the particular case. The Committee and the Professional Rights and Responsibilities Committee of the Tantasqua Teachers' Association must mutually agree to any change in health carrier/coverage.
 - C. Employees will be permitted to transfer into the Region's above described insurance plan only with one (1) year's advance notice prior to the effective date of change, unless such change is necessitated by loss of other coverage due to circumstances beyond the employee's control.
 - D. The Committee shall consult with the Insurance Advisory Committee (Chapter 32B section 3) for the purpose of securing the written recommendations of a majority of the membership of said committee regarding any change in health insurance benefits. Any changes in health insurance must be negotiated with the Association and the Committee

- D. Pre-Tax Insurance Deductions:
Teachers shall be able to make premium payments for health insurance, group life insurance, long-term disability and other forms of insurance (where appropriate) with pre-tax earnings, said transaction to be handled in accordance with the terms and provisions of Massachusetts General Laws, Chapter 697.
- E. Annuity Plan:
The School Committee agrees to enter into a written agreement with any of the members of the employee unit to purchase an individual or group annuity contract for such employee or employees, said transaction to be handled in accordance with the terms and provisions of Massachusetts General Laws, Chapter 71, Section 37B and all IRS current and future regulations. Unit members will be allowed to make changes in their annuity plan(s) at least two times during each fiscal year
- F. Discontinuation of Payroll Deductions:
Any teacher desiring to have the Committee discontinue deductions he has previously authorized must give the Superintendent thirty (30) days' advance written notice.
- G. **The Tantasqua Regional School District Committee and the Tantasqua Education Association agree to increase the current health insurance copy from \$10.00 per office visit to \$15.00 per office visit beginning July 1, 2012.**

ARTICLE XXII
GENERAL

- A. There will be no reprisals of any kind against any teacher by reason of his membership in the Association or lawful participation in its activities.
- B. If negotiation meetings between the Committee and the Association are scheduled during a school day, the representative of the Association will be relieved from all regular duties without loss of pay as necessary in order to permit his or her participation in such meetings. When it is necessary pursuant to grievance procedure for a school representative member of the P.R. & R. Committee or other representative designated by the Association to investigate a grievance or attend a grievance meeting or hearing during a school day, he will, upon notice to his Principal and to the Superintendent by the Chairman of the P.R. & R. Committee, be released without loss of pay as necessary in order to permit participation in the foregoing activities. Any teacher whose appearance in such investigations, meetings or hearings as a witness is necessary will be accorded the same right.
- C. Members of the bargaining unit who are not members of the Association shall be required to pay the agency service fee. Said fee shall be in the amount and be implemented as prescribed under Massachusetts General Law, Chapter 150E and the regulations of the Massachusetts Labor Relations Commission.

The School District shall not be responsible for the implementation, collection, or enforcement of the agency fee, except that it will supply any required documentation to establish that a person is a member of the bargaining unit subject to the fee.

It is understood that the deduction of the agency service fee may be made by the School District, with the person's written permission, through its Treasurer, pursuant to Massachusetts General Law, Chapter 180, §17b.

ARTICLE XXIII
JUST CAUSE/GOOD CAUSE

No teacher with professional status will be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause. A teacher without professional status will not be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without good cause. Nothing in this Article shall in any way inhibit or diminish the authority granted the Superintendent by Statute, with respect to a decision not to renew teachers without professional teacher status.

ARTICLE XXIV
ASSOCIATION LEAVE

The Association president will not be assigned non teaching duties.

ARTICLE XXV
JOB SHARE

Job Sharing

Two (2) teachers with professional teacher status may initiate a proposal for "job sharing". They will submit a proposal in writing to the building principal on or before March 1st. The Teachers' Association will be given a copy of all such proposals at the same time. "Job Sharing" shall apply to sharing all the duties of one (1) full time position which is occupied by one (1) of the two (2) teachers involved in the proposal. The cost of the "job sharing" shall not exceed the cost of one (1) full time teacher.

The proposal must include the following: 1. A tentative work schedule for each "job sharing" teacher for instructional time, non instructional duties and preparation time; 2. A description of how necessary parental communication will be maintained; 3. A description of how communication between the "job sharing" teachers will occur.

Both "job sharing" teachers shall be required to attend all professional development days, faculty meetings, assigned committee meetings, parent- teacher conferences, open houses, parent nights and other such meetings expected of full time faculty members.

All compensation, benefits, hours of work and other working condition, including duty and prep time will be prorated to each "job sharing" teacher's percentage of full time employment. There will be an overlap of at least fifteen (15) minutes between tours of duty schedule each workday.

If either carries health insurance prior to "job sharing" only one (1) of the two (2) "job sharing" teacher, selection to be agreed up by them in writing, will be eligible, for district health insurance benefits.

Seniority will be computed as currently determined for part time teachers.

The Principal will review the proposal, with the superintendent if necessary, and discuss any concerns with the teachers submitting the proposal and give with a recommendation to the superintendent in writing no later than March 15th. The Superintendent will forward a final decision on the proposal no later than March 22nd.

The Superintendent may approve or deny the proposal. The decision of the superintendent will be final and binding and not grievable or arbitrable by any teacher in the bargaining unit or by the Association. This decision will in no way be precedent setting. If approved by the Superintendent, the specifics of the job sharing assignment and any subsequent changes thereto will be reduced to writing. Said writing will be incorporated into the provision therein, for acceptance by and signature of, the two (2) "job sharing" teachers involved and the Association. This document will be delivered to the superintendent no later than March 29th.

Neither "job sharing" teacher will be able to displace a less senior teacher during the "job sharing" year. Either "job sharing" teacher may apply for a vacant position over the course of the "job sharing" year. If one "job sharing" teacher is transferred to vacant position or otherwise leaves the "job sharing" an attempt will be made to hire a replacement subject to the terms of the "job sharing." If the "job sharing" position cannot be filled, the remaining "job sharing" teacher will be extended the opportunity to fill the formerly shared position in a full time capacity. Otherwise the formerly shared, full time position will be posted and the "job sharing" teacher will be placed on a leave of absence without ay for the remainder of the "job sharing" school year. He or she will be eligible for placement in a vacant position, for which he or she is qualified, during that year or at a subsequent time.

If the "job sharing" teachers prefer to remain in this agreement for a subsequent school year, they must submit specific proposal to the principal by March 1, following the previously stated procedure.


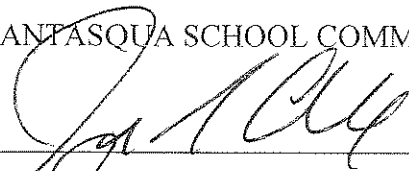
ARTICLE XXVI
NON-DISCRIMINATION

The employer, by himself or his agent, because of the race, color, religious creed, national origin, homelessness, sex, sexual orientation, which shall not include persons whose sexual orientation involves minor children as the sex object, genetic information, or ancestry of any individual to refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment, unless based upon a bona fide occupations qualification.

ARTICLE XXVII
DURATION

- A. The provisions of this Agreement will be effective **July 1, 2012** and will continue and remain in full force and effect through **June 30, 2015**.
- B. This Contract may be amended by mutual agreement at any time and in any respect.

TANTASQUA TEACHERS' ASSOCIATION TANTASQUA SCHOOL COMMITTEE

By:  By: 
Dated: June 21, 2012 Dated: June 19, 2012

APPENDIX A

TANTASQUA TEACHER SALARY

Years	LEVEL	Bachelors	Masters	Masters + 30	Ph. D.
		Voc. Cert	Bach +30 Voc. + 30	Voc. Cert + Bachelors	
FY13 0% Days 1-90					
1-3	I	41,643.80	44,053.92	46,467.47	48,976.70
4-9	II	57,140.68	59,687.34	63,030.07	66,559.74
10+	III	68,906.65	71,799.32	76,009.62	80,468.48
20+	IV*	74,057.77	76,950.45	81,161.75	85,619.60
FY13 1% Days 91+					
1-3	I	42,060.24	44,494.46	46,932.14	49,466.47
4-9	II	57,712.09	60,284.21	63,660.37	67,225.34
10+	III	69,595.72	72,517.31	76,769.72	81,273.16
20+	IV*	74,798.35	77,719.95	81,973.37	86,475.80
FY14 1.25%					
1-3	I	42,585.99	45,050.64	47,518.80	50,084.80
4-9	II	58,433.49	61,037.77	64,456.13	68,065.65
10+	III	70,465.66	73,423.78	77,729.34	82,289.08
20+	IV*	75,733.33	78,691.45	82,998.03	87,556.74
FY15 1.25%					
1-3	I	43,118.32	45,613.77	48,112.78	50,710.86
4-9	II	59,163.91	61,800.74	65,261.83	68,916.47
10+	III	71,346.48	74,341.58	78,700.95	83,317.69
20+	IV*	76,679.99	79,675.10	84,035.51	88,651.20

Nurses with no degree will be paid 75% of the appropriate step in the Bachelors column for each year of the contract.

Level Description:

I	Years 1 through 3
II	Years 4 through 9
III	Years 10 and over
IV	20+ Years of Service at Tantasqua (if all 20 years not at Tantasqua, employee stays at level III)

Notes:

- a. No level increase shall be automatic, but shall be granted upon recommendation of the Superintendent for satisfactory service.
- b. An increase in level may be granted early upon recommendation of the Superintendent.
- c. After ten (10) years of continuous service at Tantasqua Regional Junior High or Senior High School, a professional employee shall receive one hundred dollars (\$100) per year for years eleven (11) through nineteen (19). This pay will be added to his or her maximum or base salary and will be accumulative.
- d. Once Level IV is reached, all longevity payments noted in c above are eliminated.

TANTASQUA REGIONAL SCHOOL DISTRICT

APPENDIX B
ACADEMIC AND CO-CURRICULAR
POSITIONS AND SALARIES

The Committee reserves the right not to fund or fill any of these stipend positions.

Senior High	Stipend
<u>Academic</u>	<u>2013-2015</u>
Guidance Counselor*	per diem up to 5 days per year - see note below
Sped Instructor**	\$2481.64
Curr. Supvrs***	
English	\$2,393.55
Mathematics	\$2,393.55
Social Studies	\$2,393.55
Science	\$2,393.55
Foreign Lang. Jr/Sr High	\$2,393.55
Music Jr/Sr	\$2,393.55
Art Jr/Sr	\$1,196.78
Phys. Ed./Health	\$2,393.55
Special Education	\$2,393.55
Construct./Manf.Tr./ Tech.I,II/Allied	
Health/Business	\$2,393.55
Advisory T Jefferson	\$759.38
Substitute Recruiter	\$2,241.68
National Honor Soc.	\$1,588.61
Student Council (2)	\$1,788.08
Yearbook	\$2,782.35
Math Team (2)	\$795.83
Newspaper (per pub.)	\$295.65
Gay Straight Alliance	\$506.25
Recycling Club	\$506.25
Skills USA	\$1,012.50
Future Teachers	\$1,012.50
Gaming Club	\$1,212.98
Sr. Class Advisor(2)	\$1,122.86
Jr. Class Advisor(2)	\$858.60
Soph. Class Advisor	\$545.74
Fresh. Class Advisor	\$273.38
Passages	\$1,102.61
Dramatics	\$1,390.16
Dramatics/Maj. Prod.	\$1,986.53
Maj. Musical Prod.	\$1,986.53
Set Construction	\$759.38 (per production)
Best Buddies	\$506.25

Mock Trial (2)	\$754.31
Senior Variety Show	\$672.30
Marching Band Director	\$2,098.91
Drill Team	\$1,032.75
Music Ensembles:	
Jazz Band	\$1,891.35
Choraleers	\$1,891.35
Vocal Jazz	\$1,093.50
Music Festivals: Choral and Instrum	
District (2)	\$672.30
All-State Fest. (2)	\$672.30
Quabbin Fest. (2)	\$672.30
Regional Fest. (2)	\$672.30
Show Choir Director	\$3,432.38
Show Choir Pit Band	\$1,584.56
Show Choir Choreo.	\$1,584.56
All Region Arts Day JH/SH	\$672.30 (per participating Art Teacher)
Drivers Ed - Road Instruct.	\$22.55/hr
Drivers Ed - Class & Admin	\$25.06/hr
<u>Inactive Positions</u>	
Debating Team	\$754.31
Majorettes	\$1,032.75
Publicity	\$994.28
Adult Ed. Director	\$1,032.75
Senior High	Stipend
<u>Athletic</u>	<u>2013-2015</u>
Athletic Director	\$11,930.29
Asst. Athletic Director	\$5,079.71
Football: (Varsity and JV combined)	
Head Coach	\$5,314.61
Asst. Coach (4)	\$3,053.70
Football: Freshmen	
Head Coach	\$2,795.51
Soccer:	
Boys Varsity	\$3,773.59
Girls Varsity	\$3,773.59
Boys Junior Varsity	\$2,509.99
Girls Junior Varsity	\$2,509.99
Cross Country:	
Boys	\$2,850.19
Girls	\$2,850.19
Field Hockey:	

Varsity	\$3,625.76
Junior Varsity	\$2,431.01
Volleyball:	
Varsity	\$3,460.73
Junior Varsity	\$2,754.00
Cheerleading: Football	
Varsity	\$2,502.90
Junior Varsity	\$2,219.40
Cheerleading: Basketball	
Varsity	\$2,527.20
Junior Varsity	\$2,242.69
Basketball:	
Boys Varsity	\$4,650.41
Girls Varsity	\$4,650.41
Boys Junior Varsity	\$2,944.35
Girls Junior Varsity	\$2,944.35
Basketball: Freshmen	
Boys	\$2,795.51
Girls	\$2,795.51
Ski Club (per trip)	\$223.76
Pool Coordinator	\$3,279.49
Karate Club	\$1,012.50
Mountain Bike Club	\$1,432.69
Indoor Track:	
Head Coach	\$3,026.36
Asst. Coach	\$2,376.34
Baseball	
Varsity	\$3,809.03
Junior Varsity	\$2,460.38
Softball:	
Varsity	\$3,809.03
Junior Varsity	\$2,460.38
Tennis:	
Boys	\$2,764.13
Girls	\$2,764.13
Track:	
Boys	\$3,797.89
Girls	\$3,797.89
Lacrosse:	
Boys Varsity	\$3,752.33
Boys Jr. Varsity	\$2,423.93
Girls Varsity	\$3,752.33
Girls Jr. Varsity	\$2,423.93
Golf	\$2,560.61
Asst. Track/Field	\$2,228.51

Strength/Conditioning	\$5,283.23
Swim/Dive Coach	\$3,680.44
Assistant Swim Coach	\$3,053.70
Concession Manager	\$202.50 (set up)
	\$75.94 (per event)
Saturday School	\$101.25 (per Saturday)
Inactive Athletic	
<u>Positions:</u>	
Hockey	\$4,628.14
Gymnastics Boys/Girls	\$3,026.36

<u>JUNIOR HIGH</u>	Stipend
<u>Academic:</u>	<u>2013-2015</u>
Guidance Counselor* per diem up to 5 days per year - see note below	
Sped Instructor**	\$2,481.64
Curriculum Supvrs***	
English-Reading	\$2,393.55
Mathematics	\$2,393.55
Science	\$2,393.55
Social Studies	\$2,393.55
Exploratory	\$2,393.55
Special Education	\$2,393.55
Team Leaders Grade 7&8	\$4,611.94
Mentor	\$1,227.15
Substitute Recruiter	\$2,241.68
Publicity (Inactive)	\$994.28
Student Council	\$1,788.08
National Honor Society	\$819.11
Yearbook	\$1,625.06
Newspaper (per pub.)	\$295.65
Synergy	\$545.74
Math Team	\$795.83
Science Club	\$1,639.24
Chess Club	\$1,432.69
Game Club	\$1,231.20
Outing Club	\$1,432.69
SAGE	\$506.25
Pod Casting	\$1,012.50
Drama Club	\$1,432.69
Asst. Drama Prod.	\$986.18
Dramatics - Maj.Prod.	\$1,986.53
Maj. Musical Prod.	\$1,986.53
Music Ensemble:	
Jazz Band	\$1,891.35
Maestros Director	\$1,891.35
Maestros Choreographer	\$1,891.35
District (2)	\$672.30
All-State Fest. (2)	\$672.30
Quabbin Fest. (2)	\$672.30
All Region Arts Day JH/SH	\$672.30 (per participating Art Teacher)
Regional Fest. (2)	\$674.33
Art Club	\$506.25
Sewing Club	\$506.25

JUNIOR HIGH

Stipend

Athletic:

2013-2015

Soccer:

Boys

\$1,724.29

Girls

\$1,724.29

Fall Intramural (2)

\$1,492.43

Basketball:

Boys

\$2,175.86

Girls

\$2,175.86

Winter Intramural (2)

\$1,492.43

Ski Club (per trip)

\$223.76

Baseball

\$2,313.56

Softball

\$2,313.56

Cross Country:

Boys

\$1,712.14

Girls

\$1,712.14

Spring Intramural (2)

\$1,492.43

Tennis Club

\$1,326.38

Inactive Athletic Positions:

Field Hockey

\$1,986.53

Gymnastics:

Boys/Girls (2)

\$2,553.53

Golf Co-Ed

\$948.71

Track Boys/Girls(2)

\$1,588.61

Cheerleading/Pep Squad

\$1,986.53

Regional Positions

CSL Coordinator - 1 per building

\$1,226.14

Mentors

\$1,092.4

Hourly/Per Event Rate

Ticket Taker/event

\$40.50

Home Instruc.(per hr)

\$28.35

Adult Ed. (per hr)

\$30.38

Dances(teacher assigned)

\$11.14

NOTES:

*Guidance Counselors may be required to work up to 5 extra days at their per diem rate. The days will be mutually agreed upon between the Guidance Counselor and the Principal. Work shall include but not be limited to the following:

- a. Completion of student tracking forms
- b. MCAS and other testing analysis
- c. Summer school notification

- d. Scheduling
- e. Year end reports and another analysis

**Special Education Teachers will work at least three (3) additional days to receive this stipend. The days will be arranged by the building principal. Work shall include but not be limited to the following:

- a. Writing annual objectives, assessments and quarterly reports
- b. Assisting in the scheduling of students with an I.E.P.

*** In addition to the stipend, Curriculum Supervisors shall receive :

- 1. a. \$260 for each member of the department supervised. Teachers who have teaching time in more than one department will be counted only in the department where the majority of teaching time is spent.
- 2. \$520 for overseeing staff in more than one building.
- 3. \$260 for each department supervised, exclusive of their own area of expertise.

In addition, Curriculum Supervisors:

- 4. Shall not be assigned to other duties except for morning and afternoon supervisory duties.
- 5. Will not be responsible for evaluating any teacher who has not attained professional status or is on an improvement plan.
- 6. Will meet with Building principals to determine which staff members will be evaluated by the curriculum supervisor. The number of staff members required to be evaluated by the curriculum supervisor shall not exceed three (3) per year, unless unusual and extenuating circumstances exist.
- 7. Will be offered annual training. Training shall be open to all staff members.
- 8. Curriculum Supervisors will work an additional 8 hours at times mutually agreed upon with the Principal. Work may be done in hourly increments but must be completed during days when school is not in session. Curriculum Supervisors will schedule their own time.
- 9. All Curriculum Supervisors will designate a second "late night" weekly (Tuesday, Wednesday or Thursday) where they will be available to offer extra help to students.
- 10. **Music Curriculum Coordinator JH/SH: Full base due to oversight for all performances, plus per member and added building stipend. Same responsibilities as other curriculum coordinators except for only 1 help session per week and only 4 hours of additional time as outlined in #8 (duties of the Curriculum Supervisors).**

11. **Art Curriculum coordinator JH/SH: One half the base, plus per member and added building stipend. Same responsibilities as other curriculum coordinators except for only 1 help session per week and only 4 hours of additional time as outlined in #8 (duties of the Curriculum Supervisors).**

All Memorandums signed since August 28, 2009 and before August 30, 2012 will be included in this agreement.

APPENDIX C

PHILOSOPHY OF EVALUATION

1.0 Purpose of Evaluation

- 1.1 The purpose of evaluation is to improve and recognize staff effectiveness and ensure that all students in the Tantasqua Regional School District receive the best possible instruction, supervision and educational support. Evaluation should be a continuous and cooperative process between the evaluator(s) and the evaluatee. The evaluation should place major emphasis on assisting the evaluatee to achieve professional and creative growth that is consistent with the basic philosophy, goals and objectives of the Tantasqua Regional School District.

2.0 Performance Standards and Guiding Principles

- 2.1 Standards of Performance are implicit in any effective evaluation program. The standards described in this document present critical areas related to teacher effectiveness. These standards are outlined later in the "Performance Criteria for Teaching Staff". It is not intended that each description be exhaustive in its content. It is also not intended that every teacher exhibit all the qualities described in each category. There must be an understanding that excellence is the desired goal. The standards must be high enough to challenge, but flexible enough so as not to impose impossible demands.
- 2.2 The standards of performance shall be measurable and shall reflect and allow for significant differences in assignments and responsibilities.
- 2.3 The evaluation process shall be free of racial, sexual, religious and other discrimination and biases as defined in the state and federal laws.

3.0 Goal Setting

The evaluatee will submit a statement of goals and objectives to the evaluator. The evaluator will approve the goals in a timely manner and return them to the evaluatee, or schedule a goal setting conference if the goals are not approved. This may take place the preceding spring for teachers with professional status, but no later than October 1st for all staff.

4.0 Observation Visits

- 4.1 Observation visits are visits by the evaluator to observe the evaluatee in the classroom or in another work environment.
- 4.2 Frequency of Observation Visits

- a. Teachers without professional status in the Tantasqua Regional School System shall receive a minimum of two (2) observation visits. The second visit shall be considered an observation/evaluation, and shall result in the annual written observation/evaluation report.
- b. Teachers with professional status in the Tantasqua Regional School System shall receive a minimum of one (1) observation visit in the year of the evaluation which will culminate with the receiving of the biannual written observation/evaluation report.

4.3 Formal Observation Visits

Generally, observation periods would last from the opening bell to the closing bell. An observation visit can be postponed to another day by the evaluatee, provided the request is made at the start of the observation. The evaluator may also postpone to another day, provided the evaluatee is advised in advance of the scheduled visit. Each party may postpone a maximum of one (1) observation visit per year. During the observations, the evaluator writes an objective description of what is occurring. These notes are helpful in the post-conference situation.

5.0 Pre and Post Observation Conferences

- 5.1 The evaluatee and the evaluator shall hold a pre-conference prior to an announced observation. They will discuss the goals and objectives of the lesson to be observed on two (2) consecutive days. The evaluatee will have the opportunity to explain factors that would influence the methods or interfere with the objectives for the two (2) class periods. The evaluator has the chance to emphasize the points that he or she will be looking at. The pre-conference should be held as close to the observation days as possible.
- 5.2 As close to the observation visit as possible, the evaluator will hold a follow-up conference with the evaluatee. This conference will serve to reconstruct the observed events, to provide feedback, to ascertain the evaluatee's perspective of what transpired, to define and authenticate issues, to communicate expectations and to make suggestions and plan follow-up activities.

6.0 Observation Reports

- 6.1 Following an observation conference, the evaluator will write a final report of the visit within five (5) workdays. Both the evaluator and the evaluatee will sign the summary, and the evaluatee will receive a copy of the same. The evaluatee will have the right to include a written response to the evaluation, and this response will be viewed by the Superintendent and become part of the evaluation and placed in the personnel folder.

6.2 The written observation/evaluation is comprised of four areas. The commentary is a general description of what occurred during the two (2) classes. The specific recommendations are made based upon the observation. These recommendations can be arrived at mutually or can be unilaterally established by the evaluator and will be based on the "Performance Criteria for Teaching Staff".

7.0 Timing of Observation Visits

7.1 The prescribed minimum of observation visits is set forth in section 4.2 above. Additional visits beyond the minimum will occur if requested by the evaluatee or evaluator.

7.2 Observations will be avoided during the first two (2) weeks of school in September or during times that are atypical, such as the last day before Christmas recess, immediately following an assembly, etc.

8.0 Evaluations

8.1 Evaluations and observations shall be in writing and shall be a permanent record that is placed in the employee's personnel file.

8.2 Employees shall be given a copy of the written observation/ evaluation report and the evaluator will review it with the evaluatee.

8.3 Both the evaluator and the evaluatee shall sign the observation/ evaluation report. The signature by the evaluatee does not necessarily indicate agreement with the contents of the evaluation. The evaluatee will have the right to include a written statement to the evaluation, and this response will be reviewed by the Superintendent and become part of the evaluation placed in the personnel file.

8.4 The annual observation/evaluation of teachers without professional status will be written once per year and will be submitted to the Superintendent of Schools by June 15th. This report will include recommendations with respect to employment status. No teacher without professional status will be recommended for non-reappointment who has not had two (2) formal observations as outlined in the "Calendar for staff Evaluations".

8.5 Teachers with professional status will be evaluated every other year and the written observation/evaluation report will be submitted to the Superintendent by June 15th. This report will include recommendations with respect to employment status. The Administration reserves the right to evaluate any teacher with professional status annually.

9.0 Other General Guidelines

- 9.1 At the teacher's option, in cases of persistent disagreements concerning the content of the observation/evaluation reports, an additional evaluator may be requested to observe the teacher's performance. The teacher may choose an evaluator from a pool of qualified evaluators.
- 9.2 The Superintendent of Schools, or his or her designee, such as Assistant Superintendent, Special Education Director, Assistant Principal or trained peer evaluator, may observe and evaluate any staff member, as outlined in Evaluation Responsibilities".
- 9.3 Nothing precludes principals from using written memoranda to communicate matters of concern relative to the evaluatee's performance.

10.0 Improvement Plan

- 10.1 Any principal noting deficiencies in a teacher's performance through an observation will work with the teacher to develop an improvement plan that details corrective steps to be taken and a timeline for improvement. If so desired, the teacher may request an additional person who is mutually acceptable to both parties, to assist in developing the plan. The plan must be designed to produce improvement in the teacher's performance.
- 10.2 The plan must be written and should be in place within two (2) weeks of receiving the written observation report.
- 10.3 The timeline for monitoring and evaluating results will be written and mutually agreed upon. The timeline will establish a series of interim deadlines, during which progress toward achievement of the goals will be assessed and communicated to the teacher, by the principal.
- 10.4 There shall be a minimum of two (2) reports prior to the final report at the end of the improvement plan, the first occurring not later than sixty (60) school days after the improvement plan is established. The teacher will also write a self-evaluation at the time of each interim report and the final report.
- 10.5 At the end of twelve months, the final report will provide specific assessments of the teacher's progress toward achieving the goals established in the improvement plan with one of the following notations: (1) All concerns have been addressed satisfactorily and the improvement plan is terminated; (2) Some concerns remain; either the improvement plan is terminated or the improvement plan is continued; (3) Insufficient progress has been made and the teacher, therefore, is placed on probationary status for one year.

- 10.6 A teacher who fails to make sufficient progress to be removed from probationary status after one year is subject to termination.

It is further agreed that the Tantasqua Regional School District and the Tantasqua Teachers' Association will strive to create a Mentor program.

The parties agree to form an evaluation committee consisting of Administrators and the Teachers' Association. This Committee shall recommend changes to the current process and procedures that are consistent with the new state and federal educator evaluation regulations. The document produced by this Committee will be brought to the negotiating teams of the Association and the School Committee for review and if necessary, modifications. Once both sides reach a tentative agreement, they will present it to their constituents for ratification. The approved document will be implemented beginning with the 2013-2014 school year as required by law.

CALENDAR FOR STAFF EVALUATIONS

	Teachers (w/o Professional Status/ on an Improvement Plan)	Teachers (with Professional Status)	Teachers with Professional Status (off-year)
Month	Goal Setting	Goal Setting	Goal Setting
September	Each teacher will meet with his or hr administrator to discuss goals for professional growth.		
September through December 25 th	At least one (1) formal observation/ evaluation will take place during this time period.		
January through April Vacation	At least one (1) formal observation/ evaluation will take place during this time period.		
September through April vacation		At least one (1) formal observation/ evaluation will take place during this time period.	
June 15	Final evaluation completed and submitted to Central Office	Final evaluations completed and submitted to Central Office	
June 15			Written self-assessment of achievement of goals

EVALUATION RESPONSIBILITIES

Classroom Teachers

Principal

Art, Music, Physical Education

Principal
Assistant Principal

Reading Teachers, Librarian

Principal
Assistant Principal

Guidance

Principal
Guidance Director
Technical Principal

Special Education and
Psychologist

Principal with input from the
Special Education Director

Nurses

Principal
Assistant Principal

Trained peer evaluators may be used

TANTASQUA REGIONAL SCHOOL DISTRICT

“Principles of Effective Teaching”

I. Currency In The Curriculum

A. The teacher is up to date regarding curriculum content

1. Demonstrates a working knowledge of the core curriculum of the teacher's assignment.
2. Frames curriculum around essential questions in the discipline that provide opportunities for reasoning, logic, analysis and synthesis when planning units, lessons, and assessments.
3. Keeps current in the field and applies knowledge to the instructional program.
4. Contributes to the ongoing evaluation of the curriculum.

II. EFFECTIVE PLANNING AND ASSESSMENT OF CURRICULUM AND INSTRUCTION

A. The teacher plans instruction effectively.

1. Has a personal vision of committed, confident learners and uses that vision to guide learning goals, expectations, and standards for student work.
2. Sets short-term and year-long goals for curricular units which derive from unifying themes of fundamental importance to students' present or future lives.
3. Identifies individual and group needs and plans appropriate strategies, including those that involve the use of up-to-date technologies, to meet those needs.
4. Uses materials and resources, including technologies, that are appropriately matched to curricular goals and to students' needs and learning styles.
5. Frames curriculum around students' own prior knowledge and experience and identifies prerequisite skills, concepts, and vocabulary that are important for students to know in order to be successful at a task.
6. Seeks out and collaborates with school-based specialists, resource personnel, including technology specialists, and administrators to better design curricula or instructional modifications to meet the special learning needs of students and support all students to learn and apply a challenging core curriculum.
7. Plans engaging ways to introduce each unit of study.
8. Plans frequent instructional opportunities where students are interacting with ideas, materials, teachers and one another.
9. Designs curriculum experiences in which students take increasing responsibility for their own learning.
10. Integrates the teaching of reading, listening, writing, speaking, viewing and the use of appropriate learning tools (e.g., calculators, computers, etc.) within the discipline.

B. The teacher plans assessment of student learning effectively.

1. Determines specific and challenging standards for student learning.
2. Develops and uses authentic assessment which describes a student's learning process as well as his/her learning achievements.
3. Incorporates time for individual and interactive reflection including response journals, debriefings and group discussions.

C. The teacher monitors students' understanding of the curriculum effectively and adjusts instruction, materials, or assessments when appropriate.

1. Regularly uses a variety of formal and informal authentic assessments of students' achievement and progress for instructional revisions and decision-making.
2. Implements evaluation procedures which appropriately assess the objectives taught.
3. Communicates student progress to parents, students and staff members in a timely fashion using a range of information including portfolios, anecdotal records and other artifacts.
4. Prepares and maintains accurate and efficient record-keeping systems of the quality and quantity of student work.
5. Uses individual and group data appropriately; maintains confidentiality concerning individual student data and achievement.

III. EFFECTIVE MANAGEMENT OF CLASSROOM ENVIRONMENT

A. The teacher creates an environment that is positive for student learning and involvement.

1. Implements instructional opportunities where students are interacting with ideas, materials, teachers and one another.
2. Implements curriculum experiences in which students take increasing responsibility for their own learning.
3. Demonstrates an openness to student challenges about information and ideas.
4. Uses classroom time and classroom space to promote optimal learning.
5. Understands principles and patterns of child growth and development and uses this knowledge in working with students.
6. Establishes classroom procedures that maintain a high level of students' time-on-task and that ensure smooth transitions from one activity to another.

B. The teacher maintains appropriate standards of behavior, mutual respect and safety.

1. Maintains systematic approach to discipline by establishing and administering a consistent and fair set of rules supporting appropriate expectations.
2. Manages routines effectively.
3. Maintains appropriate professional boundaries with students.
4. Serves as a positive role model for students.

IV. EFFECTIVE INSTRUCTION

A. The teacher makes learning goals clear to students.

1. Makes connections between concepts taught and students' prior knowledge and experiences.
2. Regularly checks for students' understanding of content and concepts and progress on skills.
3. Identifies confusions and misconceptions as indicated by student responses and regular assessment strategies. Remediates, reteaches, or extends teaching to meet individual and/or group need.
4. Communicates clearly in writing and speaking, using precise language.
5. Understands and shows students the relevance of the subject to life-long learning.

B. The teacher uses appropriate instructional techniques.

1. Uses a variety of teaching strategies, including cooperative, peer and project-based learning; audio-visual presentations, lecture, discussions and inquiry, practice and application; and the teaching of others.
2. Provides options for students to demonstrate competency and mastery of new material, including written work, plays, art work, oratory, visual presentations, exhibitions and portfolios.
3. Uses a variety of appropriate materials in order to reinforce and extend skills, accommodate learning styles and match instructional objectives.
4. Causes students to become cognitively active in summarizing important learnings and integrating them with prior knowledge.
5. Demonstrates working knowledge of current research on optimum means for learning a particular discipline.

C. The teacher uses appropriate questioning techniques.

1. Uses a variety of questioning techniques, including those which encourage and guide critical and independent thinking and the development of ideas.
2. Presents information recognizing multiple points of view; encourages students to assess the accuracy of information presented.

D. The teacher evaluates, tries innovative approaches, and refines instructional strategies, including the effective use of technologies, to increase student learning and confidence to learn.

1. Regularly tries innovative approaches to improve instructional practices.
2. Continually evaluates, tries innovative approaches and refines instructional strategies, including the effective use of technologies, to increase student learning and confidence about learning.
3. Assesses instructional strategies in authentic ways by comparing intended and actual learning outcomes.

V. PROMOTION OF HIGH STANDARDS AND EXPECTATIONS FOR STUDENT ACHIEVEMENT

A. The teacher communicates learning goals and high standards and expectations to students.

1. Regularly communicates objectives or learning outcomes to students.
2. Regularly provides feedback to students on their progress on goals and objectives.
3. Communicates standards, expectations and guidelines regarding quality and quantity of students' work, work procedures and interpersonal behavior to students and parents.
4. Responds to students' answers and work so as to keep students open, thinking, and willing to take risks and to persevere with challenging tasks.
5. Models the skills, attitudes, values and processes central to the subject being taught.

B. The teacher promotes confidence and perseverance in the student that stimulate increased personal student responsibility for achieving the goals of the curriculum.

1. Uses prompt feedback and student goal setting in order to increase student motivation and ownership of learning.
2. Develops and supports students' awareness of themselves as learners and their ability to overcome self-doubts associated with learning and take risks.
3. Nurtures students' eagerness to do challenging work and provides incentive, interest and support for students to take responsibility to complete such tasks successfully.
4. Acts on the belief that all students can learn and that virtually all can master a challenging core curriculum with appropriate modifications of instruction.
5. Encourages and supports students to believe that effort is a key to high achievement and acknowledges and values student work, study and inquiry.
6. Regularly identifies students needing extra help and secures student cooperation and participation in extra help sessions.
7. Identifies students who are not meeting expectations and develops a plan that designates the teacher's and the student's responsibilities regarding learning.
8. Demonstrates attitudes of fairness, courtesy and respect that encourage students' active participation and commitment to learning.
9. Builds positive relationships with students and parents to enhance students' abilities to learn effectively.
10. Recognizes and responds appropriately when an individual student is having social and/or emotional difficulties which interfere with learning and/or participation in class.

VI. PROMOTION OF EQUITY AND APPRECIATION OF DIVERSITY

A. The teacher strives to ensure equitable opportunities for student learning.

1. Provides opportunities to include all students in the full range of academic programs and activities and extra-curricular activities.

2. Addresses the needs of diverse student populations by applying and adapting constitutional and statutory laws, state regulations and Board of Education policies and guidelines.

B. The teacher demonstrates appreciation for and sensitivity to the diversity among individuals.

1. Demonstrates sensitivity to differences in abilities, modes of contribution, and social and cultural backgrounds.
2. Develops and implements educational and organizational strategies that are effective in meeting the needs of a diverse student body.
3. Functions effectively in a multi-lingual, multi-cultural and economically diverse society.

VII. FULFILLMENT OF PROFESSIONAL RESPONSIBILITIES

A. The teacher is constructive and cooperative in interactions with parents and receptive to their contributions.

1. Keeps parents informed of student's progress and works with them, in culturally appropriate ways, to aid in the total development of the student.
2. Maintains professional boundaries with parents.

B. The teacher shares responsibility for accomplishing the goals and priorities of his/her grade/team/department, building and school district.

1. Maintains professional boundaries with colleagues.
2. Works constructively with others to identify school problems and suggest possible solutions.
3. Works collaboratively with other staff in planning and implementing interdisciplinary curriculum, instruction and other school programs and shares expertise and new ideas with colleagues.
4. Participates in student or school activities.
5. Cooperates with other teachers about students' overall work load.

C. The teacher is a reflective and continuous learner.

1. Reflects about and acts on what students need to know and be able to do and about what the teacher can do to foster learning.
2. Uses available resources to analyze, expand, and refine professional knowledge and skills; resources can include professional organizations, academic course work, school-based staff, administrative and community resources, and other colleagues.
3. Participates in activities that demonstrate a commitment to the teaching profession.
4. Seeks out information in order to grow and improve as a professional.
5. Is receptive to suggestions for growth and improvement.

TANTASQUA REGIONAL SCHOOL DISTRICT

TEACHER OBSERVATION/EVALUATION

Name of Teacher: _____ Date: _____

Completed years of experience at TANTASQUA REGIONAL SCHOOL DISTRICT:

Total years teaching experience:

Present teaching assignment:

Subject area(s) or grade(s) you have taught at TANTASQUA REGIONAL SCHOOL DISTRICT:

Activities that enhance classroom instruction (i.e., committee work, in-service contributions, after-school activities, etc.)

Course work, conference, seminars, and workshops since last evaluation:

Degree Level Achieved:

_____ Bachelors Year ___ College: _____

_____ Masters Year ___ College: _____

_____ CAGS Year ___ College: _____

TANTASQUA REGIONAL SCHOOL DISTRICT
Junior/Senior High School

Brimfield - Brookfield - Holland - Sturbridge - Wales

Teacher _____ Department _____

DATE OF GOAL SETTING
CONFERENCE _____

GOALS FOR THE _____ SCHOOL YEAR.

(Mutually agreed upon by the Evaluator and Evaluatee)

Evaluator Evaluatee

TANTASQUA REGIONAL SCHOOL DISTRICT
Junior/Senior High School

Brimfield - Brookfield - Holland - Sturbridge - Wales

Teacher _____ Department _____

Years of Experience _____ Years at T.R.S.D. _____

Evaluator _____

Goals Submitted on _____

Pre-Conference held on _____

Period Date

Observation #1 _____

Observation #2 _____

Post-Conference held on _____

Teacher

Evaluator

Date

TANTASQUA REGIONAL SCHOOL DISTRICT

TEACHER _____

GRADE/SUBJECT/POSITION _____

DATE OF OBSERVATION _____ TIME OF OBSERVATION _____

I. Commendations

II. Recommendations

III. Summary

SIGNATURE OF TEACHER * SIGNATURE OF OBSERVER

DATE DATE

*SIGNATURE INDICATES THE TEACHER HAS READ THE REPORT
O See attached page for Section IV. Teacher's Comments

IV. Teacher Comments

SIGNATURE OF TEACHER * SIGNATURE OF OBSERVER

DATE DATE

*SIGNATURE INDICATES THE TEACHER HAS READ THE REPORT

TEACHER OBSERVATION/EVALUATION

Name of Teacher: _____ Date: _____

I. Commendations

II. Recommendations

III. Summary

Status

Please check one space:

- Recommended for continued teaching employment.
- Certain deficiencies noted. Recommended for continued teaching employment subject to implementation of Improvement Plan.
- Not recommended for continued teaching employment.

SIGNATURE OF TEACHER *

SIGNATURE OF OBSERVER

DATE

DATE

*SIGNATURE INDICATES THE TEACHER HAS READ THE REPORT

see attached page for Section IV. Teacher's Comments

IV. Teacher's Comments

APPENDIX D
TANTASQUA REGIONAL SCHOOL DISTRICT
PROFESSIONAL GROWTH APPLICATION

NAME _____

DATE _____

DATE OF HIRE _____

Application must be in accordance with Article IV of the Teacher Contract

Check type of activity to be submitted:

COLLEGE COURSE

INSTITUTE*

WORKSHOP*

TRAVEL*

PROFESSIONAL GROWTH ACTIVITY *Defined on the reverse side

Did the school district provide compensation or professional leave time for this course or activity? yes ()
no ()

COURSE OR ACTIVITY
CREDIT HOURS

LOCATION

____ APPROVED ____ NOT APPROVED

PROFESSIONAL GROWTH COMMITTEE SIGNATURES

DATE OF COMMITTEE
ACTION _____

FOR COMMITTEE USE ONLY:
WORKSHOP/INSTITUTE/TRAVEL _____ HOURS

Prior to filling out your Professional Growth Application, please read the following:

- Application dues dates are October 1st and March 1st.
- All forms and transcripts should be made out in triplicate.
- Additional salary benefits are effective the first pay in January and June.
- Workshop hours used for credit should not exceed 90 hours for each five-year certification cycle.
- Professional growth activities take place outside of the school day, and at the expense of the applicant.
- Professional days do not qualify as professional growth activities.
- Activities and course work for which the individual has received direct compensation may be used to satisfy contractual obligations, but may not be used for additional salary benefit.

Definitions:

College Course: Any graduate level course. It is suggested that undergraduate courses receive prior approval. Include a brief description of course applicability. Effective FY2001, credits from one, two, and four credit courses may be carried over and combined with other course credits and/or professional growth activities for increment payment if the courses or activities are in the same field, on the same topic, or strongly related.

Workshop/Institute: Thematically related, intensive study related to teaching assignment. Every institute (minimum of 12 hours of instruction and 3 hours of classroom application) or 15 hours of thematically related workshop time will be equivalent to one credit. When workshop/institute hours reach 45 (3 credits), a Professional Growth Application should be submitted. Prior approval is recommended when possible.

Travel: No more than 3 credits will be given for a trip of at least 14 days. Travel directly related to one's field or teaching assignment must be thoroughly explained and curriculum connections delineated in a narrative to be submitted with application. Prior approval is recommended when possible.

Professional Growth Activity: Teachers may petition the Professional Growth Committee for consideration of activities not listed in the above categories. Prior approval is recommended.

Please submit a copy of the prior approval application with your completed application.