

**Memorandum of Agreement between
the Belmont Education Association and the Belmont School Committee
on successor Unit B collective bargaining agreements (2025-2028)
May 19, 2026 Comprehensive Settlement Proposal**

Following successor contract negotiations pursuant to G.L. c. 150E, this Memorandum of Agreement (“MOA”) is entered into by Unit A of the Belmont Education Association (“Association”) and the Belmont School Committee (“Committee”) (collectively, “Parties”).

Except as amended by this MOA, the express provisions of the Unit B 2022-2025 Collective Bargaining Agreement shall be incorporated into the successor 2025-2028 collective bargaining agreement.

Existing contract language to be deleted is struck through and additions are underlined.

This MOA is subject to ratification by the Association and approval by a vote of the Committee.

[In modified text, deletions are denoted by ~~striking through~~ and additions are denoted by **bold underline**.]

1. Housekeeping

Extend agreement by three years.

Gender neutral references throughout.

Reorder and rename articles in order to align the sequence of all four BEA contracts.

2. Article Two - Scope

Assistant Director of Student Services

Assistant Principal(s) Belmont High School

Assistant Principal(s) ~~Chenery~~ **Belmont** Middle School

Assistant Principal(s) Chenery Upper Elementary School

Curriculum Coordinator(s) Chenery Upper Elementary School

Director of Athletics and Student Activities

Director of Physical Education and Health

Director of English

Director of English Language Education

Director of Visual and Performing Arts

Director of World Language

Director of Mathematics

Director of METCO

Director of Science, Technology Education
Director of Social Studies and Community Service
Elementary Assistant Principal(s)
Director of Early Childhood Education
Director of Nursing
Evaluation Team Leader(s) Chenery Upper Elementary School
Elementary Evaluation Team Leader(s)

3. Article 6 – Work Day Amend Article Six as follows:

The Superintendent of Schools establishes the instructional responsibility of members of this unit at varying levels, as might be necessary due to enrollments and/or other related factors. **For Directors of 7-12, the maximum teaching responsibility shall not exceed one class. All other unit members shall not have a teaching responsibility.** ~~The maximum teaching responsibility for all Unit B members shall not exceed one class.~~

- A. **Because administrators exercise judgment in the performance of their duties, they may adjust their daily work schedules to accommodate the various demands of their position. Administrators may be required to remain after the end of the regular workday to attend, conduct, or direct no more than four (4) hours of staff /building or curriculum committee planning meetings each month. Administrators will be notified of such meetings not conducted or directed by the administrator at least forty-eight (48) hours in advance and must be given, at that time, the agenda for such a meeting. It is understood that each meeting will be one hour and thirty minutes long. The regular workday for members of this bargaining unit shall be defined as on average forty-five (45) minutes more than the regular teacher day, inclusive of a duty-free lunch period. For district-wide administrators, the teacher day shall be defined according to the high school schedule.**

6.2 In the event that a change in the currently established hours of the student day becomes necessary or desirable in the best interest of the students, the Committee agrees that any change will be undertaken only after prior consultation with representatives of the Association.

6.3 To the extent reasonably practicable, educators shall have access to secure, designated space in each of the school building to which they are assigned to store personal items such as purses or bags.

6.4 For Directors of 7-12, the maximum teaching responsibility shall not exceed one class. All other unit members shall not have a teaching responsibility. In cases of unfilled vacancies where educators may volunteer to teach additional sections of a course in lieu of a personal preparation period or a lunch such that they would exceed the above limits, a salary adjustment equaling 20% of their salary for each additional

0.2 FTE will be applied. Such additional assignments may be for one school year in duration only, during which the Building Principal will endeavor to hire a permanent replacement. While educators may volunteer, the Superintendent or designee has the final decision on whether to accept the educator. No educator may be required to accept such an assignment. ~~The maximum teaching responsibility for all Unit B members shall not exceed one class.~~

4. Article 6 – Work Year Amend Article Seven and create Section 1 as follows:

Beginning July 1, 2026, the work-year of each position will be as follows below

	Day Count
Category I: 208 ● Curriculum Coordinator- 4-6 ● Curriculum Director (English, World Language, Mathematics, Science & Tech/Engineering, Social Studies & Community Service) 7-12 ● Director of Nursing ● Director of METCO ● Evaluation Team Leader ● Assistant Principal - K-3 Elementary ● Director of Visual & Performing Arts ● Director of Physical Education & Health	208
Category II: 216 ● Director of English Language Education, PK-12 ● Assistant Principal - CUE, BMS, BHS	216
Category III: 221 ● Director of Early Childhood Education ● Assistant Director of Student Services ● Director of Athletics & Student Activities	221

On a work day during the calendar year that does not fall on a school day, if the Assistant Superintendent or designee determines that certain tasks may be completed remotely, the Assistant Superintendent or designee may grant permission to the administrator to work remotely for part or all of that day.

In-person meetings shall not be scheduled during school-year vacations (December, February, April) except under emergent circumstances. Large group meetings (example Leadership Council) that take place during summer months shall occur prior to July 1 or

during the last two weeks of August, except under emergent circumstances. Such meetings will be scheduled and announced by April 30 of each year.

Whenever reasonably possible, Unit B members will be notified of evening meetings at least two weeks in advance and four weeks if a report or presentation is required.

Additional compensation will be considered by the Superintendent and discussed with an administrator and the Association under extraordinary circumstances when substantial additional time is required during the summer months. **Additional days will be paid at the educator's actual per diem rate, which shall be determined by dividing the educator's annual salary by the number of days in that individual's work year, as set forth in this section 7.1.**

5. Article 7 – Work Year Amend Add New Article Seven Section 2 as follows:

The administration may schedule educators for up to four (4) hours total during the first day of school, when students are not present, and the first day of school for students if such day is an early release day. Those four (4) hours may be all on one day or may be divided across the two days, at the administration's discretion, and may be used for District-wide and/or building-based meetings or trainings, or other school business, as determined by the Superintendent or designee. The remainder of the time will be educator-directed and may be used to set up their work spaces, and meet with their building and grade level teams, complete any mandated training, and otherwise prepare for the start of the school year. Lunch and break periods will be scheduled during the educator-directed portion(s) of the day(s). In addition, the Association shall be provided with not less than fifteen (15) minutes to meet with BEA staff in each building on the first day of the work year. Such fifteen (15) minutes shall not be deducted from the four (4) hours dedicated to the administration.

6. Article 8 - Sick Leave Amend Section 2 as follows:

2. A medical certificate, stating the nature of the illness, that the illness prevented reporting for work, and that the employee is capable of resuming the responsibilities of their position may be required after an absence exceeding five (5) consecutive school days **(part of all of a school day)** or ten (10) intermittent school days **(part or all of a school day)** due to personal illness.

7. Article 9 – Sick Leave Bank Amend Article Nine as follows:

Unit B shall access the Sick Leave Bank according to the terms defined in the Unit A agreement.

~~A Sick Leave Bank for use by unit members covered by this Contract who have exhausted their own sick leave and who have a serious illness has been established.~~

~~Administrators new to the system shall contribute one (1) day of sick leave to the Bank in the first year of employment.~~

~~The initial grant of sick leave by the Sick Leave Bank Committee to an eligible administrator shall not exceed thirty (30) days.~~

~~Upon completion of the thirty (30) day period, the period of entitlement may be extended by the Sick Leave Bank Committee upon the demonstration of need by the applicant.~~

~~The Sick Leave Bank shall be administrated by the Sick Leave Bank Committee consisting of four (4) members. Two (2) members shall be appointed by the Association to serve at its discretion and two (2) members shall be appointed by the Committee. The Sick Leave Bank referred to above is a consolidated bank consisting of contributions from both Unit A and Unit B members and is designed for the benefit of both Unit A and Unit B members. The Sick Leave Bank Committee shall determine the eligibility for use of the Bank and the amount of leave to be granted. The following criteria shall be used by the committee in administrating the Bank and in determining eligibility and amount of leave:~~

- ~~a. Adequate medical evidence of serious illness.~~
- ~~b. Prior utilization of all eligible sick leave.~~

~~If the Sick Leave Bank is exhausted, it shall be renewed by the contribution of one (1) additional day of sick leave by each member covered by the Contract. Each additional day will be deducted from the administrator's annual fifteen (15) days of sick leave. The Sick Leave Bank Committee shall determine the time when it becomes necessary to replenish the Bank.~~

~~The decision of the Sick Leave Bank Committee, with respect to eligibility and entitlement, shall be final and binding and not subject to appeal.~~

8. Article 10 – Excused Leave Amend Article Ten as follows:

Annually, administrators shall exercise their professional discretion in taking up to five (5) excused leave days with pay for those obligations of a personal nature.

Administrators new to the system will, upon being hired, receive excused leave credit as provided in this Article pro-rated from the day they are, by contract, to report for work within the school system, rounded up to the nearest half-day increment. Full credit will be given if their contract calls for them to report on the first administrator work day.

Whenever practicable, notice must be submitted in writing to the Superintendent or the Superintendent's designee at least seventy-two (72) hours before the absence is to occur.

Excused leave may not be used for outside employment **without prior approval of the Superintendent or designee.**

Annually, Administrators may elect to receive a \$450 payment for one (1) unused excused day. That excused day cannot be included in determining the base for compensation.

9. Article 11.1 – Parental Leave Amend Article 11 Section 1 as follows:

~~Statutory Leave: Upon receipt of at least two (2) weeks' written notice of the her anticipated date of departure and intention to return, the Superintendent shall grant a leave of absence for up to twelve (12) weeks in accordance with the provisions of General Laws Chapter 149, Section 105D, the Massachusetts **Parental** Maternity Leave Act (**MPLA** MMLA), and the Federal Family and Medical Leave Act (FMLA). Consistent with her health, the administrator will try to commence such leave at the beginning of a semester or the school vacation period. If her health permits, the administrator is entitled to return from this leave any time before the expiration of said leave on five days' notice and provided a physician's certificate of fitness is submitted. For more information on parental leave see Parental Leave Policy attached hereto as Appendix C.~~

- (a) **Parental leaves of absence will be provided to educators to the extent required by, and subject to the provision of, applicable laws, including the Massachusetts Parental Leave Act General Laws Chapter 149, Section 105D ("MPLA"), and the Family and Medical Leave Act, 29 USC 2601 et seq. ("FMLA"). Whenever possible, such leave under the MPLA and FMLA and any leaves taken under the terms of Section 11.1 shall run concurrently.**
- (b) **Contractual parental leave will also be provided under the following conditions:**
- a. **Up to twelve (12) weeks (no more than sixty (60) work days) may be taken for parental leave. The first ten (10) work days will be paid parental leave days, which will be paid at the educator's regular rate, without deduction from sick leave. The second ten (10) work days will be paid parental leave days, which will be paid at the educator's regular rate, to be drawn from the sick leave bank. Such deductions from the sick leave bank will be automatically granted upon request; they are not subject to the approval process and members need not exhaust their sick leave before accessing these 10 sick leave bank days. The remaining forty (40) days are unpaid but educators may access their own accrued sick leave and/or personal days to be paid during their leave.**
 - b. **The twelve weeks under this policy shall commence within one calendar year of the arrival of the child or birth of the child.**

- c. Educators must be employed for a minimum of one (1) year to be eligible for this benefit.
 - d. If both parents are employees of the Belmont Public Schools, both members will be entitled to parental leave individually.
- (c) Notice of Intended Leave. Educators shall provide written notice to the Superintendent regarding the intention to take leave under this provision. Such notice shall include the anticipated date of departure, intention to return to work, and anticipated length of leave. When possible, educators shall provide this notice at least sixty (60) days prior to the intended leave. In the event of extenuating circumstance, the sixty (60) day written-notice period of parental leave may be waived. In the event the educator cannot provide sixty (60) days of notice, the educator shall provide as much advance notice as possible in the circumstances.
- (d) Notice of Return. The date of the anticipated return will be established with the Superintendent at the time the leave commences. An educator is entitled to return from parental leave before the expiration of the parental leave period on five (5) days' notice and provided a physician's statement of good health is submitted upon request.

Any authorized, unpaid extended leave does not constitute a break in service. While on any authorized, unpaid extended leave, the staff member does not accrue seniority. (Except for Military leaves and leaves for teacher exchange)

A staff member on any authorized extended leave is subject to the Reduction in Force provisions of the collective bargaining agreement as if actively employed.

10. Article 12 - Bereavement Leave Amend as follows:

1. In the event of a death in the immediate family of an administrator as defined below, the Committee will grant the administrator up to a maximum of five (5) ~~funeral~~ **bereavement** leave days, provided that payment will only be made for those days upon which the administrator has professional responsibilities and shall not apply to Saturdays, Sundays, holidays or days falling within the employee's vacation period.

2. **For purposes of this article** "~~Immediate family~~" is defined as the ~~administrator's spouse, domestic partner, child, parent, or sibling~~ **employee's spouse, child, parent, sibling, grandparent, grandchild, parent-in-law, spouse of a sibling or child, aunt, uncle, niece, nephew, domestic partner, or other member of the administrator's immediate household.**

3. ~~Three (3) days in accordance with the terms of Section 1 above shall be granted in the case of the death of the administrator's grandparent, parent-in-law, or member of the administrator's immediate household, or the spouse or child of a sibling or son-in-law,~~

~~daughter-in-law, or grandchild.~~ In accordance with the provisions of Section 1 above, one (1) day of leave will be allowed to attend the funeral service or other obligations in the case of the death of a relative or close friend not otherwise included in this Article.

4. Upon request from an Administrator, an additional day may be granted by the Superintendent or designee.

11. Article 20.3 – Reimbursement Amend Article Twenty Section 3 as follows:

Mileage Allowance ~~Allowing: Bargaining unit members~~ Administrators who are required to use their automobiles for authorized employment-related travel to professional development opportunities or authorized work-related responsibilities ~~outside of Belmont~~ shall be compensated at the IRS rate. Educators who are assigned to more than one work location shall be compensated at the IRS rate for in district travel between worksites. Such mileage reimbursements shall not be available for in-district travel for other reasons, such as meetings or professional development. Educators shall submit for mileage allowance in a form or other means, as directed by the Superintendent or designee. Educators must submit all mileage allowance requests for the time period of July 1 through December 31 by no later than January 10 of the following year; all mileage allowance requests for the time period of January 1 through June 10 must be submitted by June 15 and all mileage allowance requests for the time period of June 16 through June 30 must be submitted by noon on June 30.

12. Article 21.1 – Compensation at Leaving a Position Amend Article Twenty-One Section 1 as follows:

At the time of retirement, leaving a position, or death, individual members of the Unit will be compensated for accrued unused excused leave days up to a maximum of 25 days at \$450 per day. In the event that an educator notifies the Superintendent in writing on or at least one year prior to the retirement or resignation, payment hereunder shall be made within the same fiscal year as the retirement or resignation, whenever feasible. If such one-year written notice is not provided or is payment under this paragraph is not economically feasible in the same fiscal year as the retirement or resignation, the member shall receive payment prior to or on or about July 1 of the second fiscal year following the resignation or retirement.

13. Article 23.2 –Salary and Salary Payment Amend Article Twenty-Three Section 2 as follows:

Payment: Administrators shall receive their first paycheck on the ~~Friday~~ Wednesday of the first full week of school, and on every other ~~Friday~~ Wednesday thereafter throughout the calendar year for a total of twenty-six (26) payments. In the event that a pay day falls on a holiday, checks shall be distributed on the last workday before the

holiday whenever possible. Administrators shall receive the balance of their salary for the remainder of the school year in their last pay check in June.

14. Article 32 - Tuition Reimbursement Amend as follows:

The intent of this article is to allow and encourage administrators' professional growth while meeting their responsibilities to the BPS. The Committee agrees to budget and expend up to \$7,500 in each year of the contract, which will be used to reimburse administrators who take graduate level courses from accredited degree granting institutions. The following guidelines will be followed:

- a. The course work must have prior approval of the Superintendent or designee.
- b. The administrator must present evidence of payment and receipt of credit for qualifying courses.
- c. The maximum amount of tuition reimbursement will be \$1,500 per unit member per year.
- d. Should claims for tuition reimbursement exceed the total budgeted amount; each administrator will receive a prorated amount of their claim.

Unit members will notify of intent to file by May 15th. Reimbursement for courses highly recommended by the District will occur twice a year, in December and June. All other reimbursement shall be made once during each fiscal year.

15. Article 33.6 – Association Security Add new Article Thirty-Three Section 6 as follows:

The employees shall designate one employee from among their number to serve as Association Representative; his or her name shall be furnished to the Committee immediately after designation and the Association shall notify the Committee of any change. Said representative, with permission from the immediate supervisor, which permission shall not be unreasonably withheld, shall be granted reasonable time off with pay to deal with grievances of employees covered by this Contract when such matters cannot be addressed outside of the regular work day

16. Diversity, Hiring, and Retention Amend Article Thirty-Four Section a as follows:

District-wide, building based, and new employee orientation shall include components on diversity and at least one staff professional half day shall be devoted to diversity. **Unit members will be provided with and will complete training as needed to perform their job duties or meet the needs of the District's students. Such training will be directed by the Superintendent or designee, who shall have the sole discretion to determine which training is needed for unit members to perform their job duties or meet the needs of the District's students. Nothing herein prevents unit members from asking for specific training they wish to be covered under this provision, though the ultimate decision is for the Superintendent or designee.**

The cost of such required training shall be paid by the District and such training shall be completed during the work day. If the training cannot reasonably be completed during the work day, the unit member may be required to attend such training outside of the regular work day and shall be entitled to payment based on his or her hourly rate. At the unit member's request, and with approval of the Superintendent or designee, compensatory time off may be substituted for such payment.

17. Article 36 – Longevity Add new Article Thirty-Six as follows:

The salaries of the bargaining unit who have completed the required length of service in Belmont will be increased as follows, effective September 1, 2025:

15 Years \$2,000

20 Years \$2,300

25 Years \$3,200

30 Years \$3,400

Longevity payments shall be separate from salary and are not base-building.

18. Article 37 – Health and Safety Add new Article 37 as follows:

The Employer shall provide and maintain safe and healthful working conditions in all school facilities, including classrooms, offices, and common areas, in compliance with federal, state, and local laws and regulations.

No educator shall be required to work in conditions that endanger their health, safety, or welfare, or that of their students.

The Employer shall promptly investigate and remedy reported health or safety hazards.

Each school's JLM will monitor health and safety conditions in their building, make recommendations to the officials in charge of improvement, as appropriate, and otherwise address all health and safety issues of concern with their respective building principals and the Superintendent, if warranted.

Each school's JLM will monitor health and safety conditions in their building, make recommendations to the officials in charge of improvement, as appropriate, and otherwise address all health and safety issues of concern with their respective building principals and the Superintendent, if warranted.

Any staff member who has a complaint about the heating, ventilation, sanitation or other environmental problem will report that problem to the Principal's office. The complaint will be investigated as soon as possible by the appropriate custodian who will,

if possible, rectify it immediately. If the complaint cannot be dealt with immediately, the custodian will notify the Supervisor of Buildings and Grounds who will, with the agreement of the Superintendent or designee, bring in appropriate help and materials to correct the problem. At each step of this procedure the complainant will be notified by the building Principal as to what corrective action is being taken.

If the above procedure does not correct the problem, the Supervisor of Buildings and Grounds and/or the staff member or designee will so notify the building Principal and the BEA building representative who will meet with the Superintendent or designee and the complainant or designee within 48 hours after the complainant has notified the building representative. Through the BEA building representative, the complainant will be notified of action taken as a result of this meeting.

Grievances filed under this Article are not subject to arbitration.

19. Appendix A - Salary/Performance Pay Amend Appendix A as Follows:

The following hiring salary scale establishes the day count and minimum starting salaries for newly-hired Unit members. This scale considered number of work days and educational level/attainment. The Superintendent retains discretion for establishing salaries for newly- hired Unit B members, consistent with this schedule.

Hiring Salary Scale 2026-2027

	<u>Day Count</u>	<u>Masters</u>	<u>Masters +30/CAGS</u>	<u>Masters +45</u>

Category I: 208 • Curriculum Coordinator- 4-6 • Curriculum Director (English, World Language, Mathematics, Science & Tech/Engineering, Social Studies & Community Service) 7-12 • Director of Nursing • Director of METCO • Evaluation Team Leader • Assistant Principal -K-3 Elementary • Director of Visual & Performing Arts • Director of Physical Education & Health	<u>208</u>	<u>117,500</u>	<u>119,500</u>	<u>121,300</u>
Category II: 216 • Director of ELE, PK-12 • Assistant Principal - CUE, BMS, BHS	<u>216</u>	<u>122,200</u>	<u>124,000</u>	<u>126,000</u>
Category III: 221 • Director of Early Childhood Education • Assistant Director of Student Services • Director of Athletics & Student Activities	<u>221</u>	<u>124,700</u>	<u>126,900</u>	<u>128,900</u>

Salary adjustments for current unit members in FY26

- Unit B Educators whose salary currently falls below the minimum on the hiring scale that corresponds to their educational level will receive a supplement to their salary enough to bring them to the minimum on the hiring scale.
- The minimum salary for Unit B educators employed in their Unit B position in the 2025-2026 School year shall be \$118,000.
- One-time “Ratification Payment” of \$500/unit member:
 - Available only if ratified on or before May 22, 2026 (before budget goes to Town Meeting).
 - Available only to current Unit B members at the time of ratification.

Changes in day Count:

- For the 2025-2026 school year, Unit members' work year shall be the same as the 2024-2025 school year.
- For Unit B members whose work year is changing (increasing or decreasing number of days), those changes will begin at the start of FY27 (July 1, 2026). Unit B Educators whose work year is increasing will receive a salary adjustment of their per diem with their current salary multiplied by the increase in number of days.

~~The salary of an Administrator hired after July 1, 2002 will be established at the discretion of the Superintendent.~~ In order to recruit and retain a workforce that represents the diverse demographics of the United States, in hiring outside candidates and promoting employees the District may give special consideration to Unit B Administrators from historically marginalized groups. All Administrators hired into Unit B from Unit A will receive a salary higher than their current Unit A salary at the time they are hired into Unit B. The district may elect to extend this provision to an experienced educator hired from another district.

Compensation

All members shall receive an increase to their base salary, annually. The increase shall be a minimum of 2.75% and a maximum of 6% 4.0% of the individual member's salary and shall be based on a variety of sources. The data sources shall include strong positive evaluation, fulfillment of goals, introduction of innovation practices, leadership development, workload, equity, and demonstration of initiative. **Addressing market corrections shall be a priority in determining discretionary raises but need not be the only priority or consideration.**

There shall be a stipend of \$5,000 for not less than one Assistant Principal in the High School who is responsible for building the student schedule for the following academic year. In the event more than one Assistant Principal is responsible for building the student schedule, the \$5,000 stipend shall be divided among such participating Assistant Principals.

There shall be a stipend of \$1,500 for not less than one Assistant Principal in the each of the CUE and the Middle School who is responsible for building the student schedule for the following academic year. In the event more than one Assistant Principal in each of the CUE and the Middle School is responsible for building the student schedule, the

\$1,500 stipend shall be divided among such participating Assistant Principals at each school.

There shall be a stipend of \$3,150 that shall be applied to the salary of any eligible member who has completed thirteen (13) or more night and/or weekend events in a school year. The assignment of these duties for Assistant Principals shall be directed by the Principal. The member must have been required to be at the event for two (2) or more hours, with all of those hours outside of the regular work day. Events which all staff are generally required to attend are not eligible for this stipend, including but not limited to curriculum/back-to-school night or evening parent-teacher conferences. The following positions are eligible for this stipend: Director of Athletics, Physical Education, and Student Activities, Director of Fine and Performing Arts, and Middle and High School Assistant Principals.

20. Appendix B – BPS Parental Leave Policy remove **Appendix B** and replace with **Article 11 – Parental Leave as amended by BEA proposal**