

**Memorandum of Agreement between
the Belmont Education Association and the Belmont School Committee
on successor Unit A 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 A 2022-2025 Collective Bargaining Agreement shall be incorporated into the successor 2025-2028 collective bargaining agreement.

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

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

1. Duration Throughout Contract (including Article 42 – Duration):

For the successor 2025-2028 Contract, revise the effective dates of the expired 2022-2025 Contract to September 1, 2025- August 31, ~~2028~~ 2026, updating the cover page, the authors' page/composition of bargaining teams, and throughout the collective bargaining agreement, including Article 42.

Comment [1]: This date is also incorrect

2. Housekeeping

Rename "teachers" to "bargaining unit members" throughout.

Gender neutral references throughout.

Clean up agreement during main table negotiations to move items to more appropriate locations in the contract.

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

Ensure all stipends are incorporated in the stipend chart, change all incorporations of stipends in the text of the agreement to references to the stipend chart.

3. Article 2 - Scope amend as follows:

For the purpose of collective bargaining with respect to wages, hours, other conditions of employment, the negotiation of collective bargaining, and any questions arising there under, the Committee recognizes the Association as the exclusive bargaining agent and representative of all contractual instructional personnel, nurses, physical therapists, occupational therapists, community service coordinator, elementary science coordinator, METCO support educators, including long-term substitutes as defined below (all hereinafter referred to as teachers) excluding all principals, assistant

principals, coordinators, directors, department chairpersons, master teachers, non-instructional personnel, tutors, professional aides and those employed for less than sixty (60) school days. Also excepted is every employee who on the effective date of this Contract or thereafter shall be designated by the Committee as a representative of the Committee for the purpose of such bargaining. For the purpose of this Contract, a long-term substitute is defined as a person who is employed to fill the position of a teacher who it is known is absent or on leave for more than sixty (60) school days. A long-term substitute will be informed of his or her status at the time of hire. The only provisions of the Contract that shall not apply to those teachers in this category are Articles 7, 9, 17, and 23. Notwithstanding the foregoing, long-term substitutes shall be entitled to the benefits of Article Seven at the commencement of a second consecutive year of employment.

4. **Article 6 – Sick Leave** amend as follows:

6.2 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 or all of a school day) or ten (10) intermittent school days (part or all of a school day) due to personal illness.

5. **Article 7 – Sick Leave Bank** Amend **Article** as follows:

7.1 - A sick leave bank has been established, for use by eligible educators ~~teachers~~ covered by this Contract who have exhausted their own sick leave and who have serious illness, ~~has been established~~. The sick leave bank shall be maintained at a maximum of three (3) days for each bargaining unit member (across all BEA units) entitled to participate in the sick leave bank.

The Sick Leave Bank may also cover up to ten (10) days per year to care for a family member with a serious medical condition as defined by the Family and Medical Leave Act (FMLA). To be eligible for the sick leave bank to care for a family member, the leave must be approved pursuant to the FMLA and run concurrently with any FMLA or other statutory Leave. All other requirements and conditions of the sick leave bank, including the approval process, apply.

7.8 –Upon retirement, members of the unit may elect to contribute up to fifteen (15) ~~one (1)~~ of their unused sick days to the Bank.

7.9 –The Sick Leave Bank referred to above is a consolidated bank consisting of contributions from ~~both Unit A, and Unit B,~~ Unit C, and Unit D members and is designed for the benefit of ~~both Unit A, and Unit B,~~ Unit C, and Unit D members.

6. **Article 8 Recommendation Letters** Amend **Article Eight Section 5** as follows:

8.4 Approval must be obtained from the Superintendent or their designee (e.g. building principal) to take an excused leave attached to a vacation week

8.5 Given that teachers at the middle and high school write private school and college recommendations, teachers that write fifteen (15) or more recommendations are entitled to a professional days per year to write said recommendations with the prior scheduling approval of the building principal.

7. **Article 9 - Parental/Adoption Leave** Amend **Article Nine Section 1** as follows:

Parental/Adoption Leave (see Appendix E: BPS Parental Leave Policy)

~~(a) Notice of Pregnancy. The teacher shall notify the Superintendent in writing near the beginning of the seventh month of her pregnancy of her pending leave. Such notice will contain the approximate date on which the teacher intends to commence extended leave under this Article.~~

(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 9.1 shall run concurrently.

~~(b) Statutory Leave. Upon receipt of at least two (2) week's written notice of 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 the Family and Medical Leave Act or up to eight (8) weeks in accordance with the provisions of the Massachusetts Parental Leave Act (MPLA) (General Laws Chapter 149, Section 105D). A teacher is entitled to return from this leave any time before the expiration of twelve (12) weeks (FMLA) or eight (8) weeks (MLPA) on five (5) days notice and provided a physician's statement of good health is submitted.~~

(b) Contractual parental leave will also be provided under the following conditions:

1. 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, without deduction from individual sick leave, to be drawn from the BEA sick leave bank. Such days shall be automatically approved, and applicants will be exempt from the procedures specified in the Unit A Collective Bargaining Agreement, Article 7. 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.

2. The twelve weeks under this policy shall commence within one calendar year of the arrival of the child or birth of the child.
3. Educators must be employed for a minimum of one (1) year to be eligible for this benefit.
4. If both parents are employees of the Belmont Public Schools, both members will be entitled to parental leave individually.

(c) Notice of Intended Leave. Teachers 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, teachers 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. ~~At the time of return a physician's statement of good health must be presented upon request.~~ A teacher 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.

~~(d) Termination of Pregnancy. In the event of a termination of pregnancy, the teacher may make written application for reinstatement prior to the previously established date for the termination of the leave. Such application shall be accompanied by a physician's statement of good health.~~

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.

8. **Article 14 – Work Year** amend as follows:

14.4 Except as noted in paragraph 14.5 below, the teacher's normal work year will consist of the required number of student days plus the following:

- (a) One "orientation" day at the start of the school year
- (b) ~~Teachers will meet in Professional Learning Teams, once per month, September to May, for 1 hour and 5 minutes (Article 4, MOA June 2011)~~

(c) System-wide and/or building level half-day workshops may be scheduled by the Superintendent or designee within the Massachusetts Department of Education regulations for school day and school year. Such workshops will be scheduled on a regular school calendar day after the students have been dismissed at noon and shall adjourn no later than 5:00 p.m.

14.6 – School Year Add New Article Fourteen Section 6 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.

9. **Article 15 – Work Day** Add new **Article Fifteen Section 7** as follows*:

15.1 - The work day for educators shall not be more than seven (7) continuous hours, including lunch, and other non-class time, and will begin **ten (10)** ~~fifteen (15)~~ minutes before the established starting times for students and will end **five (5)** ~~fifteen (15)~~ minutes after the established dismissal time for students. ~~(except on Fridays or the day before any non-work day when the work day will end immediately after the afternoon dismissal time).~~ However, at the Middle and High School each teacher shall schedule a thirty (30) minute student help period immediately before (i.e. from approximately 7:00 ~~7:25~~ AM until 7:30 ~~7:55~~ AM at the High School, and 7:25 ~~7:50~~ AM until 7:55 ~~7:50~~ AM at the Middle School) or after (i.e. from 2:00 ~~2:35~~ PM to 2:30 ~~3:05~~ PM or 2:30 ~~1:25~~ PM to 3:00 ~~1:55~~ PM at the High School and from 2:25 ~~2:35~~ PM to 2:55 ~~3:05~~ PM ~~or 1:25 PM to 1:55 PM~~ at the Middle School) that teacher's scheduled work day one day a week, excluding Fridays or the day before a non-work day.

The student school day shall be approximately as follows:

	<u>Monday, Tuesday, Thursday, Friday</u> <u>Start Time</u>	<u>Monday, Tuesday, Thursday, Friday</u> <u>End Time</u>	<u>Wednesday Start Time</u>	<u>Wednesday End Time</u>
<u>Elementary</u>	<u>8:35 AM</u>	<u>3:00 PM</u>	<u>8:35 AM</u>	<u>1:50 PM</u>
<u>CUE</u>	<u>7:50 AM</u>	<u>2:35 PM</u>	<u>7:50 AM</u>	<u>1:25 PM</u>

<u>BMS</u>	<u>7:50 AM</u>	<u>2:35 PM</u>	<u>7:50 AM</u>	<u>1:25 PM</u>
<u>BHS</u>	<u>7:55 AM</u>	<u>2:35 PM</u>	<u>7:55 AM</u>	<u>1:25 PM</u>

The Committee reserves its rights to modify the teacher and student schedules, subject to Article 15.2.

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

10. Add new Article 17.5(d) (Note, if the transfer or new assignment involves new initiatives or curriculum work, then Articles 22 and 23 would apply. A discussion about the need for course preparation work can be included in the discussion pursuant to 14.5, as well.)

When a teacher is assigned or transferred to teach one or more classes in a discipline (as defined in RIF Article 27) which the teacher has not taught within the previous four years in Belmont, the following shall apply:

- (a) The most senior volunteer will be assigned.
- (b) In the absence of volunteers, such assignment or transfer shall be made in the inverse order of the teacher's seniority.
- (c) Except in emergencies, the teacher will be notified in writing by June 15th of the preceding year. If the teacher is not notified in writing by August 15th, a staff Development Grant of at least 25 hours at the summer curriculum rate will be offered to the teacher. Grants may be approved for study programs, research, curriculum development and those activities deemed appropriate by the Committee. Time limit deadlines shall be prior to the beginning of the school year or two weeks from notification, whichever is later.
- (d) The reassigned or transferred teacher may be eligible for up to 20 hours of work paid at the standard rate for curriculum work or up to 20 hours of compensatory time, with prior written approval of the Principal or designee. Whether and the amount of compensation or compensatory time provided pursuant to this paragraph shall be solely within the management's discretion.

11. **Article 19 – Class Size and Assignment** Amend **Article Nineteen Number** as follows:

Add New 19.1 (D)

(d) Class Size and Educator Representation

1. Class Size/Caseload Working Group (CSCWG)

- a. A Class Size/Caseload Working Group shall be formed within 30 days of ratification of this Agreement. Its purpose is to monitor class sizes, recommend solutions when limits are exceeded, and ensure accountability for implementation.
- b. Membership
 - a. Each party may appoint up to 7 members to the working group
- c. The CSCWG will meet by October 1 of each year and establish a schedule to meet at least quarterly during the school year. The CSCWG may meet more frequently, as needed.
- d. Responsibilities:
 - a. The CSCWG will review class size and caseload data by school, grade, and program (e.g. Special Education, ELE)
 - b. Identify and document class size and caseload, indicating class size outside the BSC recommendations
 - c. Recommend solutions such as additional staffing, schedule adjustments, or student reassignment, which recommendations must consider, among other factors, feasibility, budget, and the best interest of students.
 - d. And track and report on the implementation and results of the recommendations as applicable.
 - e. The CSCWG will report progress of the group to the Association and the Superintendent or designee regularly;
 - f. Whether to what extent, and how to implement recommendations remains solely within management's discretion.
- e. Reporting:

The CSCWG will present findings and recommendations, at least once per school year. Such findings and recommendations shall be presented at a public meeting, which may be an open School Committee meeting, in accordance with School Committee policy. In the event the CSCWG does not reach agreement on the findings and recommendations, then the CSCWG may issue multiple reports, reflecting the respective viewpoints. Such reports must clearly identify that they do not reflect a consensus of the CSCWG members.

19.3 (a) At the elementary level, in cases where no follow-up instruction is required, the classroom teacher will be granted a preparation period when a teaching specialist has a class under their supervision. When follow-up is appropriate, the classroom teacher and the specialist will determine how much of the period the teacher's attendance is necessary. In cases of dispute between the classroom teacher and the specialist, the Principal retains final authority.

For the 2026-2027 school year, elementary teachers, grades K-6, will be guaranteed a minimum of 30 minutes of continuous preparation time each day and a minimum of 30 minutes of collaboration time each week to be used at the teacher's discretion provided that it can be accomplished without increasing the staffing level. It is not the intention of the School Committee to reduce the number of minutes of prep time.

Teachers K-3 shall be paid a one-time, non-base-building payment of \$1,000 to be paid in the 2026-2027 school year.

For the 2027-2028 school year, elementary teachers, grades K-6, will be guaranteed a minimum of 40 minutes of continuous preparation time each day and a minimum of 30 minutes of collaboration time each week to be used at the teacher's discretion provided that it can be accomplished without increasing the staffing level. It is not the intention of the School Committee to reduce the number of minutes of prep time.

The parties shall form a working group to study and create a new approach to prep time and collaboration time in Grades K-6.

The group shall have equal parts representation from the BEA and School Administration: At least 1 BEA member from the elementary level, 1 BEA member from Chenery, 1 Administrator (or designee) from the elementary level.

The final model must be approved by the Superintendent and the Belmont Education Association no later than May 30, 2027 for implementation in subsequent years.

Up to six (6) BEA members, appointed by the BEA, shall receive a \$500 stipend per member for work on this committee.

All elementary specialists will have their classes blocked by grade level whenever the Principal determines that it is possible to do so. When it is not possible, the Principal will meet with the staff member to address the scheduling problem.

An effort will be made to schedule elementary specialists so that they have adequate time for preparation between classes to plan and carry out the instructional program. Whenever possible, for teachers who travel between buildings during the school day, a minimum of 1/2 hour shall be scheduled and allowed for travel and set-up.

19.3(c) At the High School all teachers will be guaranteed a minimum of one (1) preparation period per day of at least 50 Minutes ~~(2 mods = 52 minutes)~~ except on Wednesdays when the preparation period will be equivalent to the total length of a class period on a typical Wednesday. At the Middle School all teachers will be granted a minimum of one (1) preparation period per day of at least fifty (50) minutes except on Wednesdays when the preparation period will be equivalent to the total length of a

class period on a typical Wednesday. Middle School educators shall also be provided with one common planning time per week of at least 50 minutes, not scheduled concurrently with individual preparation period(s).

19.3(h) – Mileage Add new Article Nineteen Section 3(h):

Mileage Allowance: Bargaining unit members who are required to use their automobiles for authorized employment-related travel to professional development opportunities or authorized work-related responsibilities 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.

New 19.3(g) Special education liaisons, social workers and counselors who are providing scheduled IEP services, ML teachers who write reports and do intake testing, and special education therapists, including speech/language, occupational, and physical therapists, may be released from Wednesday curriculum meetings, with permission of their supervisor, which shall not be unreasonably withheld.

19.4(a) – 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.

- 12. Article 20** The parties shall maintain the current contractual meeting schedule for the 2026-2027 school year.

The parties shall form a working group to study and create a new approach to meeting schedules including, but not limited to: Teacher-generated Agenda meetings, Faculty & Staff/Building Meetings, Grade-level Meetings, Curriculum Meetings, Common Planning Time (Educator) Meetings, Department Meetings, ~~PLT~~ Professional Development Meetings, Early Release Days, and Parent/Guardian – Teacher days (if applicable); see separately proposed “Parent Guardian Teacher Conferences Group.

The group shall have equal parts representation from the BEA and School Administration: At least 1 BEA member from the elementary level, 1 BEA member from Chenery, 1 BEA member from BMS, 1 BEA member from BHS, 1 Administrator (or designee) from the elementary level, 1 Administrator (or designee) from Chenery, 1 Administrator from BMS, and 1 Administrator (or designee) from BHS.

This group's charge will be to collect and review feedback from stakeholders, including but not limited to BEA members, administrators, the School Committee, and parents and recommend a model for meetings. The new model must be presented at an open School Committee meeting and approved by the Superintendent and the Belmont Education Association before being implemented as a pilot for the 2027-2028 school year. This proposed group shall reassemble by January, **2028 2027** to review the pilot and make any additional recommendations.

The *final* model must be approved by the Superintendent and the Belmont Education Association no later than May 30, **2028 2027** for implementation in subsequent years.

Up to six (6) BEA members, appointed by the BEA, shall receive a \$500 stipend per member for work on this committee.

13. Article 21 – Professional Development Amend **Article Twenty-One** as follows:

21.3 At the High School, four (4) release days will be provided. The first of these release days shall coincide with the first day of school, ~~with the exception of grade 9.~~
Reference: meeting schedule Calendar addendum see MOA Section 4 June 2011

21.4 Curriculum Day

(a) There shall be a total of one half day "curriculum day" working day to be planned by the Assistant Superintendent or designee and Directors. The "curriculum day" half day will be an early release day for students.

~~(b) PLTs may be made up of building based staff or staff from across the district.~~

~~(c) Educators are strongly encouraged to utilize the goals of the PLT as either their individual professional practice or student learning goal, or both.~~

~~(d) Educators, who are utilizing their PLT goal(s) as either their professional practice or student learning goal, or both, will determine the topic and goals of their PLT in consultation with the Building Principal or the Principal's designee, in accordance with Appendix F – Educator Evaluation Handbook.~~

~~(e) All educators, regardless of whether or not they are combining their goals, will determine the topic and goals of their PLT, and will notify their Building Principal and~~

Assistant Superintendent of Curriculum and Instruction, or their designees, after the first PLT meeting.

(f) PLTs may be facilitated by an individual member or through shared facilitation. Decisions regarding facilitation will be at the will of the PLT member.

(g) All PLTs will share their learnings at the share-out meeting in the spring. Educators and Principals will work together to plan and organize this meeting in each building share-out meeting. PLTs with staff from across the district shall participate in one building share-out meeting." The specific building will be decided on by members of the PLT and Principals of the various buildings will be informed of the PLT's decision.

(h) Educators shall not be required to submit any work products, document artifacts, or evidence resulting from PLT, unless the PLT is also a professional practice or student learning goal; in which case, educators shall follow the requirements set forth in Appendix F Handbook for Evaluation.

(i) The District shall not be responsible for the retention of work products, documents, artifacts, or evidence resulting from the PLT. Educators shall be solely responsible for the retention of such documents as may be required by DESE for the purposes of certification/recertification.

21.6 – Applications for re-certification (license) will be made by teachers to the Department of Education. Teachers will be reimbursed \$100 for the recertification fee upon submission of proof of payment and a Form 19 to the Superintendent's Office. If multiple certificates are required by the Belmont Public Schools, then the committee will pay for more than one certification up to a maximum of \$125 reimbursement for these costs. The District shall pay the full cost of recertification for any additional certification or license required by an educator's position. The Superintendent will make the determination whether multiple certificates are required.

21.7(c) The Council shall be chaired by the Assistant Superintendent for Curriculum and Instruction and shall include elected teacher representatives: One (1) teacher from each elementary school; **two (2) from the Upper Elementary**; two (2) from the Middle School; two (2) from the High School; one (1) specialist; and one (1) Special Education teacher. The Superintendent or designee may appoint five (5) other members of the Council. The co-chair shall be a teacher and shall be elected by the members of the Council.

14. Article 27 - Reduction in Force Amend Article Twenty-Seven as follows:

27.2 For purposes of this Article "disciplines" shall be as follows: (1) Elementary Grades ~~reK-6 K-4 and Grades 5 and 6 in Middle School~~; (2) English; (3) ~~World Foreign~~ Languages within the certification; (4) Mathematics; (5) Science within the certification; (6) Social Studies; (7) English Language Learners; (8) Nurses; (9) Technology/Engineering ; (10) Art;

(11) Music; (12) Physical Education; (13) Guidance; (14) Psychologist; (15) Reading; (16) Special Education; (17) Speech & Language Pathologist; (18) Library/Media Specialist; (19) Health Education; (20) Theater Arts ; (21)) School Social Worker

15. **Article 32 – Association Security** Amend **Article Thirty-Two** as follows:

32.4 The Committee shall annually make available a total of twenty-five (25) work days per year for members of the bargaining unit designated by the Association to attend MTA and other related conferences, meetings, and workshops. No individual, except the President, Vice-President, ~~or~~ Grievance Chair, or NEA Director may use more than three of said days in any given school year. Seven of these twenty-five (25) days shall be used for delegates to the MTA Annual Convention and/or the NEA Convention. In addition, these days can be used by those having business at arbitrations or hearings of administrative agencies. This includes witnesses, officers and committee chairmen, but not observers.

32.9 – 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 the regular workday.

16. **Article 34 – Salary and Salary Payment** Amend **Article Thirty-Four Section** as follows:

34.2 (D)Upon hiring, new educators will be notified of their anticipated salary scale placement.

New educators may share information relevant to salary scale placement. Any new educators who disagree with their salary scale placement may provide information regarding the basis for the disagreement and, upon the new educator's request, will be provided a meeting with a representative of the Human Resources Department within 60 days.

Any disagreement between new educators and the District regarding pay for course work and degrees must be initiated during the first year of employment or no further action will be taken.

34.4 **Payment** Teachers shall receive their first paycheck on the ~~Friday~~ ~~Wednesday~~ of the first full week of classes and on every other ~~Friday~~ ~~Wednesday~~ thereafter in a sum equal to 1/26th of their annual salary. Not later than the last workday in June each year, teachers shall receive a lump sum payment of the balance of their annual salary due for the fiscal year, except that teachers who are not returning to Belmont for the following year will not receive their paycheck until the principal certifies that all professional responsibilities have been fulfilled.

Salary shall be pro-rated for partial years worked. To the extent an educator works less than a full school year and payment under this salary payment provision results in the educator being overpaid. The Parties agree that the District shall reduce the educator's final paycheck in an amount equal to the overpayment, except as otherwise agreed by the Association President and the Superintendent or their designees. The Parties agree that if the District is unable to recover the full amount of the overpayment from the final paycheck, **the District retains their right to pursue repayment via other means.**

17. Article 41 – Mentor Program Amend Article Forty-One as follows:

The Belmont Public Schools has established an orientation program for all teachers new to the school system and a two year Mentor Program for beginning teachers. Year one of the Mentor Program supports educators in their first year in Belmont through a 1:1 model – each new educator has a mentor to support him/her; year two supports educators in their second year in Belmont through a cohort model – groups of year two educators meet with one Lead Mentor. **Reasonable efforts shall be made to assign an affinity-alike mentor when requested and when affinity-alike mentors are available.**

Teachers new to the school system who are not beginning teachers may, at the discretion of the Superintendent, be allowed to, or required to, participate in the Mentor Program.

Teachers who serve as mentors have achieved professional status and agree to participate in training every year of their involvement in the program. In the event that mentors are not assigned mentees for the following school year, the mentors will be paid a stipend of \$102 for their attendance at the annual training. Whenever possible, substitute coverage for mentors and mentees will be provided by the Committee for mutual classroom visitations.

Teachers who wish to become mentors will apply using the established application form. Applicants who complete the training will be added to the pool of mentor candidates. The Assistant Superintendent for Curriculum and Instruction will provide a list of mentors chosen by the principals for the coming school year to the President of the BEA at the end of the school year and again immediately after the mentor training is completed.

Year One Mentors will be paid an annual stipend of \$892.50.

Year Two Lead Mentors will be paid a stipend of \$892.50.

Mentors will receive 15 PDP's each year to the extent permitted by the DOE requirement for individual professional development plans.

The Year One Mentor Coordinator will be paid an annual stipend of \$2,040

The Year Two Mentor Coordinator will be paid an annual stipend of \$892.50

An employee who is a Peer Assistant for a colleague who has Professional Teacher Status and has been placed on an Improvement Plan or a Directed Growth Plan shall be paid \$892.50.

18. **Article 35- Extra Compensatory Stipends Assignments** amend as follows:

...

An appointment to the duties and positions listed in Appendix C is subject to annual reappointment by the Superintendent. Teachers will normally be notified by ~~July 1~~ **June 15** whether or not they have been reappointed for the next school year. **Unit members who accept such appointments for assignments that begin on or before the first day of school (e.g., fall athletic coaches) must sign and return an acceptance notice within ten (10) calendar days except as otherwise agreed. Unit members who accept any other such appointment shall sign and return an acceptance notice by the first day of school for teachers. Such deadlines may be shortened or extended by mutual agreement. Failure to return an acceptance of an appointment within the specified timeline shall be considered a rejection of the appointment.** Positions in the Belmont Summer and Evening Schools, coaching positions, and other extra-compensatory positions, other qualifications being approximately equal, will be filled first by regular appointed teachers in the Belmont School System. The decision of the Superintendent is not arbitrable.

HOURLY AND NIGHTLY RATES	
ELL Summer Intake and Screening (<u>per hour</u>)	\$35.00
Extended Day Program/Tutors (per hour)	\$35.00
Extended Day Program Behavior Support Teacher (per hour)	\$35.00
Faculty Supervision of School Events (per hour)	\$20.00
Overnight Stipend (per day) *	\$110.00
<u>Work assigned by Superintendent or designee (General) after consultation with the Union and mutual agreement, to be completed outside of the regular school day (per hour) (e.g. planning for student programming, developing curriculum)</u>	<u>\$40.00</u>

19. **Article 45 Diversity, Hiring, and Retention**

45 (a) 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.

20. Appendix B - Pay Scale

FY26 Eliminate Step 1, 1.0% Steps 2-13; 3.0% Step 14. Do not renumber.

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 A members at the time of ratification.

FY27 Increase all steps by 2.3%

FY28 Increase all steps by 2.3%

Any unit member receiving a \$300 stipend for holding two Masters, prior to September 2008, and not eligible to be moved to M+45, will continue to receive that stipend until they have reached M+45.

~~The incumbent Head Librarian during the term of the agreement in force from September 1, 2011 to August 31, 2014 shall be grandfathered in her receipt of additional wages in the amount of \$2000 per year for the duration of her time employed in that position in the Belmont Public Schools. Upon the date of her departure from that position, that \$2000 payment of additional wages shall not be paid to any other employee assuming the position of Head Librarian.~~

K-12 Performing Arts Teacher who ~~are expected to~~ lead more than FIVE (5) evening or weekend performances per year will receive an additional stipend of \$750.

~~Ratification bonus: A one time, non base building payment of \$500 for all Unit A members following ratification (June 2022).~~

21. Appendix C - Extra Compensation Assignment

Effective September 1, 2025 increase all Appendix C stipends by 1%
Effective September 1, 2026 apply market adjustments to existing positions recommended by committee
Effective September 1, 2027 increase all stipends by 1%
Effective September 1, 2028 increase all stipends by 1%

Comment [2]: This year isn't in the CBA

Updated Chart:

https://docs.google.com/document/d/1U_VpJ8wh_m9NqUL1N6HZyyodBbYDZgN_3G07S-YmKG8/edit?tab=t.11g80u4y8en0

Comment [3]: We need to verify this will be the chart in the CBA

Language Changes:

Extra-Compensation Assignments **Stipends** (Effective September 1, 2022, all existing stipends will receive a one time increase of 2.0%) **The following list enumerates the approved stipends and approved rate of pay for each. However, the number of stipends offered in a given year (either more or fewer depending on factors such as interest, participation, and/or safety) is subject to budgetary appropriation and at the discretion of the Superintendent, or designee.**

Remove outdated language from Article 35 as follows:

~~Anyone paid for a Appendix C position in 2017-2018 and whose stipend is scheduled to be subsequently reduced shall be grandfathered at the 2017-2018 rate while they maintain that same position.~~

Remove Athletic Trainer from Unit A, move to Unit D and add job description as an appendix

22. Appendix D – Compensation for Professional Growth Guidelines

...

In-District Course Work

Expenses for three in-district courses highly recommended by the district, ~~EMI~~ **IDEAS (or equivalent)**, ~~Understanding Teaching~~ **Studying Skillful Teaching I (or equivalent)**, and Understanding Teaching II **(or equivalent)**, will be covered by the School Department. These expenses include the cost of the program, books, and graduate credit costs for all participants. Admission to such courses will be on a space available basis. Every effort will be made to schedule course availability in a manner that will meet the demand. Should the district elect to change the courses that are highly recommended from those mentioned above, they will continue to cover said costs.

23. Appendix E – Eliminate, replace with amendments to Article 9.1

24. Appendix F – Handbook for Evaluation

EDUCATOR EVALUATION PROCEDURE OF UNIT A PERSONNEL IN BELMONT WITH
FORMS, SMART GOALS AND RUBRICS

June 10, 2013

Amended November 20, 2015

Amended September 1, 2017

Amended September 1, 2021

Amended September 1, 2025

Note: Any deadlines designated below that fall on a Saturday will be recognized on the following Monday. Any deadlines designated below that fall on a Sunday will be recognized on the following Tuesday.

Educator	Evaluator
High School	
English	English Director, Principal or Assistant Principal
Mathematics	Mathematics Director, Principal or Assistant Principal
Science	Director of Science and Technology, Principal or Assistant Principal
Technology/Engineering	Director of Science and Technology, Principal or Assistant Principal
Social Studies	Social Studies Director, Principal or Assistant Principal
<u>World Foreign Languages</u>	<u>Foreign World</u> Language Director, Principal or Assistant Principal
<u>Art, and Music, Theater</u>	Director of <u>Visual Fine</u> & Performing Arts, Principal or Assistant Principal
Physical Education/ Health	Director of Physical Education, ~~Athletics, and Student Activities,~~ Principal or Assistant Principal ~~Principal, Assistant Principal, or Director of Physical Education, Athletics, and Student Activities~~
Librarian	Principal or Assistant Principal
Special Education	Director of Student Services, <u>Evaluation Team Leader,</u> Principal or Assistant Principal
Guidance Counselor	Director of Student Services, Principal or Assistant Principal
Psychologist	Director of Student Services, <u>Evaluation Team Leader,</u> Principal or Assistant Principal

Nurse	Nurse Coordinator
ELE	ELE Director, <u>Principal or Assistant Principal</u>
Chenery Upper Elementary Middle School	
Grade ~~4~~ , 5	Principal or Assistant Principal
Grade 6, ~~7~~ , 8	Curriculum Director, Principal or Assistant Principal
Reading	English Director, Principal or Assistant Principal
~~World Foreign~~ Languages	~~World Foreign~~ Language Director, Principal or Assistant Principal
Art and Music	Director of ~~Visual Fine~~ and Performing Arts, Principal or Assistant Principal
Physical Education	Director of Physical Education, ~~Principal or Assistant Principal~~
Librarian	Principal or Assistant Principal
Special Education	Director or Assistant Director of Student Services, <u>Evaluation Team Leader</u> , Principal or Assistant Principal
Guidance Counselor	Director or Assistant Director of Student Services, Principal or Assistant Principal
Psychologist	Director or Assistant Director of Student Services, <u>Evaluation Team Leader</u> , Principal or Assistant Principal
Technology/Engineering	Director of Science and Technology, Principal or Assistant Principal
Health	Principal, Assistant Principal, or Director of Physical Education, ~~Athletics, and Student Activities~~
Nurse	Nurse Coordinator
<u>ELE</u>	<u>ELE Director, Principal or Assistant Principal</u>
<u>Middle School</u>	
<u>Grade 7, 8</u>	<u>Curriculum Director, Principal or Assistant Principal</u>
<u>Reading</u>	<u>English Director, Principal or Assistant Principal</u>
<u>World Languages</u>	<u>World Language Director, Principal or Assistant Principal</u>
<u>Art, Music, Theater</u>	<u>Director of Visual and Performing Arts, Principal or Assistant Principal</u>

<u>Physical Education</u>	<u>Director of Physical Education, Principal or Assistant Principal</u>
<u>Librarian</u>	<u>Principal or Assistant Principal</u>
<u>Special Education</u>	<u>Director or Assistant Director of Student Services, Evaluation Team Leader, Principal or Assistant Principal</u>
<u>Guidance Counselor</u>	<u>Director or Assistant Director of Student Services, Principal or Assistant Principal</u>
<u>Psychologist</u>	<u>Director or Assistant Director of Student Services, Evaluation Team Leader, Principal or Assistant Principal</u>
<u>Technology/Engineering</u>	<u>Director of Science and Technology, Principal or Assistant Principal</u>
<u>Health</u>	<u>Principal, Assistant Principal, or Director of Physical Education, Athletics, and Student Activities</u>
<u>Nurse</u>	<u>Nurse Coordinator</u>
<u>ELE</u>	<u>ELE Director, Principal or Assistant Principal</u>
Elementary Schools	
Classroom	Principal or Assistant Principal
Art and Music	Director of ~~Visual~~ Fine and Performing Arts, Principal or Assistant Principal
Physical Education	Director of Athletics, Principal or Assistant Principal
Librarian	Principal or Assistant Principal
Special Education	Director or Assistant Director of Student Services, <u>Evaluation Team Leader</u> , Principal or Assistant Principal
Guidance Counselor	Director or Assistant Director of Student Services, Principal or Assistant Principal
Psychologist	Director or Assistant Director of Student Services, <u>Evaluation Team Leader</u> , Principal or Assistant Principal
Social Worker	Director or Assistant Director of Student Services, <u>Evaluation Team Leader</u> , Principal or Assistant Principal
Nurse	Nurse Coordinator
ELE	ELE Director, <u>Principal or Assistant Principal</u>

Pre-School	
Regular Educator	Early Childhood Coordinator
Special Educator (including SLP)	Director or Assistant Director of Student Services, Principal or Assistant Principal

25. Create new Appendix: Chenery, Middle, and High School Schedules as follows:
The parties will agree to implement the most recent MOA regarding scheduling. For purposes of scheduling, unless otherwise agreed in an MOA, the following definitions shall apply:

Incorporate the November 22, 2022 “Middle and High School Schedule” and February 13, 2024 “Chenery School Transition” as a new appendix to this CBA with a provision that they may be renegotiated by mutual agreement.

“WIN block” and “X Block” are instructional time to be used for the purposes of providing support to students at the discretion of the educator and shall not be used as a study hall or prep period.

Community block is instructional time used for community building; social emotional learning, equity and social justice; school, local, or global events; and other topics mutually agreed upon between administrators and educators. Community block is not to be used as a study hall or prep period.

26. Incorporate MOAs/MOUs/Side Letters as follows:

- Morning Monitor stipend for Belmont High School (MOA 09/2024-06/2025)
- ~~Challenger Geometry stipend for Belmont Middle School (MOA 09/2024-06/2024)~~
- ~~Team Chair stipend for Belmont High School (MOA 09/2024-06/2024)~~
- METCO “Stay and Play” stipend for Elementary and Upper Elementary Schools (MOA 09/2024-06/2024)
- Chemical Safety Officer stipend for Belmont High School (MOA 09/2024-06/2024)
- “Installation and Use of Security Cameras in BPS” (MOA, 09/18/2024)
- “Directors’ Sectioning Grid” at Belmont High School (MOA, 06/2024)