

Norton School Committee

And

Norton Teachers Association

Teachers and Paraprofessionals
Collective Bargaining Agreement

July 1, 2022

To

June 30, 2025

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Norton School Committee and Norton Teachers Association

ARTICLE 1 – PREAMBLE

Recognizing that the prime purpose of the Committee and the Employees represented by the Association is to provide education of the highest possible quality to the children of the Town of Norton and that good morale among said Employees is essential to the achievement of that purpose, the parties hereto agree and declare as follows:

- A. The Committee is a public body established under and with powers provided by the laws of the Commonwealth of Massachusetts, and nothing in this Agreement shall be deemed to derogate from or impair any power, right or duty conferred upon the Committee by law or any rule or regulation of any agency of the Commonwealth. The Committee retains all the powers, rights and duties that it has by law and may, subject to this Agreement, exercise the same at its discretion.
- B. The Committee has the responsibility for establishing goals, policies and accountability standards for the school district, and for the review and approval of the district's budget.
- C. The Superintendent of Schools, hereinafter referred to as the "Superintendent", as the chief executive officer of the school district, has the responsibility for managing the school system and implementing the policies established by the Committee.

ARTICLE 2 – RECOGNITION AND SCOPE OF AGREEMENT

- A. Teachers' Unit. The District recognizes the Association as the exclusive representative for purposes of collective bargaining with respect to wages, hours and other terms or conditions of employment for all those employed by the District of all full-time and regular part-time employees in the positions of teacher, librarian, school nurse, guidance and adjustment counselor, school psychologist, team chairperson, but excluding all supervisors, administrators, managerial, confidential, and casual employees, all substitutes, and all other employees of the District. The bargaining unit employees in this section require a valid educator's license from the Department of Elementary and Secondary Education and they must have one as a condition of their employment.
- B. Paraprofessionals' Unit. The District recognizes the Association as the exclusive representative for purposes of collective bargaining with respect to wages, hours and other terms or conditions of employment for all those employed by the District of all full-time and regular part-time employees in the position of paraprofessional, but excluding all supervisors, administrators, managerial, confidential, and casual employees, all substitutes, and all other employees of the District.
- C. This contract applies to employees in the two bargaining units identified above. Some provisions apply to one group but not the other. The word "employee" will generally be used

to refer to employees in both groups unless the context indicates otherwise. Whenever the words “teacher” or “paraprofessional” are used, they are referring to those job classifications only.

- D. Part-time employees shall receive pro-rata salary, sick leave, and personal leave. Other provisions of the contract may not apply as written to part-time employees; rather the issues treated in those provisions will be determined in writing when the position is filled. Other leave provisions will be granted only if and to the extent part time employees qualify for leave in accordance with the specific terms of the statutes, contract provisions or District policies and procedures that govern those leaves, except that part time employees shall be eligible for Bereavement leave and Jury Duty leave. Part-time employees will be eligible for insurance benefits only in accordance with applicable law.

ARTICLE 3 -- MANAGEMENT RIGHTS

- A. Unless an express, specific provision of this Agreement clearly provides otherwise, the District and such other officials as may be authorized to act on its behalf, retain all rights and prerogatives to manage and control the functions in which bargaining unit personnel are employed.
- B. By the way of example, but not limitation, management retains the following rights: to determine the mission, budget and educational policy of the District; to determine the organization of the District, and the number types or grades of employees assigned; to determine the allocation of work between bargaining unit personnel and contracted service providers; to establish work hours and make the daily and yearly schedules; to establish policies, rules and regulations; to make all determinations involving or affecting the hiring, promotion, assignment, direction, and transfer of personnel; to determine the equipment to be used in the performance of duty; to establish qualifications for ability to perform work; to create and amend job descriptions; to lay off employees in the event of lack of work, funds or enrollment; to take actions necessary to carry out its responsibilities in situations of emergency; to enforce existing rules, regulations and policies and to add to or modify regulations; to dismiss, demote, suspend or discipline employees; and, to require the cooperation of all employees in investigations (e.g., providing statements or answering questions about matters observed that are under investigation).
- C. The failure to exercise any management right shall not be deemed a waiver. Except as expressly provided by a specific provision of this Agreement, the exercise of the aforementioned rights shall be final and binding and shall not be subject to any further bargaining obligation.
- D. The District reserves the right to enforce standards of professional attire and develop a dress code if necessary, with the understanding that any dress code for employees would be developed only with the participation of the Association.

ARTICLE 4 – NO STRIKES

Neither the Association nor any of its agents nor any of its members will individually, collectively, concertedly, or in any manner whatsoever engage in, incite, participate in, aid or condone, whether directly or indirectly, any strike, sit down, stay-in, slowdown, work stoppage, withholding of services or other interference with delivery of services, including prohibited activities defined by M.G.L. c. 150E §9A. The District agrees that during the term of the Agreement it will not lockout any of the employees covered by this Agreement.

The District may impose any disciplinary action, including discharge, upon any employee involved in a violation of this Article.

The District retains the right to pursue directly any and all remedies it may have at law or in equity in the event of a violation of this Article including seeking attorney fees or seeking relief at the Department of Labor Relations.

ARTICLE 5 – ASSIGNMENTS AND TRANSFERS

- A. Employees shall normally be notified of their programs and school assignments for the upcoming school year by August 1, but not later than August 15. The Superintendent reserves the right to make such changes in the program and school assignment of any Employee as the Superintendent considers necessary or desirable to bring about the most efficient and effective operation of the schools.
- B. All vacancies that the District intends to fill shall be posted via school email and may also be posted publicly by other means to include the internet. Postings will indicate: the person to whom applications should be forwarded; the closing date (at least 5 days after the posting date); the qualifications, duties and rate of compensation for the position. Applicants will be notified when the position is filled. A vacancy that occurs on or after August 25th and before the following June 1st may be filled on a temporary basis without regard to the requirements of this Article, provided that the position will be posted after June 1 if the District intends to fill it for the following year. Supplementary compensation positions will be posted with an application deadline of May 15. Applicants will be notified of the status of their applications by June 20, except applicants for Spring coaching positions will be notified by September 1. The District reserves the right to decline to fill any position. If the qualifications, duties or pay rate for a position change materially between the time a position is posted and when it is filled, the District will post an amended posting and extend the closing period if needed to ensure that at least 5 days remain before the closing date.
- C. Employees who desire a reassignment in grade, subject or building may file a written request including the reasons with the Superintendent by April 1 preceding the school year in which the reassignment would occur. Paraprofessionals will be surveyed regarding assignment preference by May 15.
- D. In making assignments and transfers, the District will consider the employee's preferences, areas of competence, training and education, quality of performance and length of service in

the Norton public schools and will also consider the needs of the school system. The involuntary reassignment or transfer process will begin after written notice to the employee, including rationale, after which the employee may upon request, meet with the Principal or Superintendent. An Employee who is not selected for reassignment or transfer to a vacant position for which he/she made application under the provisions of either Section B or C of this Article, will, upon his/her written request, be notified in writing of the reason or reasons as to why he/she was not selected.

- E. In arranging schedules for Employees who are assigned to more than one school, every effort will be made to limit the amount of inter-school travel. Employees who are assigned to more than one school and/or student's home in a single day will receive reimbursement for mileage at the Town of Norton rate. Schedules shall allow for 20 minutes of travel time between school buildings not located on the same campus.

ARTICLE 6 – SUMMER SCHOOL AND FEDERAL PROGRAMS

- A. Notice of all vacancies for professional positions which the District intends to fill in the Summer School, Extended Year, and in State or Federal Programs, which occur outside the school day/year and which are under the jurisdiction of the District, shall be posted via school email and may also be posted publicly by other means to include the internet.
- B. Employees who desire to apply for any such position vacancy shall submit their applications in writing to the Superintendent or their designee within the time limit specified in the notice announcing the vacancy.
- C. In filling vacant positions in the Summer School, Extended Year, and in said State and Federal Programs, the Superintendent or their designee will take into consideration the applicant's qualifications for the position. The decisions of the Superintendent made hereunder in filling said vacant positions shall not be subject to the Grievance Procedure set forth in Article 10 of this Agreement.
- D. Paraprofessionals working in a summer or extended year program shall be paid their hourly rate.

ARTICLE 7 – TEACHING

- A. Class Schedule and Preparation Time
 - 1. The class schedule shall be determined in each building by the principal. All teachers shall have a total of at least 225 minutes of preparatory time each week or 45 to 60 minutes daily. The District shall endeavor to provide all teachers with consecutive minutes for their entire prep period but will ensure that no teacher receives fewer than 30 consecutive minutes.
 - 2. If the District plans to alter the bell schedule in any building it will do so in consultation with building educators, with notice to the Association prior to the start of the school year in which the change is to take effect. Upon request the District will meet to discuss the impacts of the new schedule.

B. Duty-free Lunch

Teachers shall have a thirty (30) minute duty free lunch period. The 30 minutes is interpreted to be inclusive of the passing time before and after the lunch period.

C. Class coverage by Teachers

The Superintendent to the extent possible, will employ substitute teachers to fill temporary absences of regular teachers and specialists. When an absence occurs and no substitute teacher is readily available, or when in the opinion of the Superintendent or his/her designee the employment of a substitute teacher is not warranted, a Teacher shall during his/her non-teaching time on duty substitute for an absent teacher. A Teacher shall not be paid additional compensation for such substitution, except when they lose a preparation period because of such substitution. In such case, the Teacher shall be compensated for the preparation period lost at one seventh (1/7) of his/her daily rate of pay. The assignment Teachers as substitutes shall, to the extent possible, be made on an equitable basis.

D. Non-Teaching Duties

The District recognizes the desirability of relieving Teachers, to the extent possible, from the performance of non-teaching duties by assigning those duties to other employees. Non-teaching duties that are assigned to Teachers will be assigned on an equitable basis, in the District's discretion.

E. Meeting and Student Support Time Outside of Workday

In addition to the contractual work day, teachers will work an additional 35 hours each year as directed by the District for activities such as parent-teacher conferences, professional learning communities, student support, meetings, and special events. Part of the 35 hours for teachers of students in grades 6 to 12 shall include 30 minutes per week of after school academic support or extra help for students. These extra help periods shall be scheduled and communicated with students and families in advance as directed by the building administration.

F. Electronic Grade Reporting

1. The District may require Teachers to report and maintain grades using software of the District's choosing, with grade postings to be made no less than bi-weekly.
2. Rank books will not be required in any school that requires marks to be recorded electronically.
3. All teachers must post homework assignments either daily or in advance for the week.
4. Curriculum maps will be posted on school websites.

G. Academic Coordinators

Academic Coordinators assigned by the District will teach four (4) classes at the high school and will have a work year of 185 days. Academic Coordinators will not have assigned "duties" except in an emergency. Every effort will be made to avoid having the Academic Coordinator serve as a substitute teacher. Academic Coordinators will be paid a stipend in accordance with the attached schedule.

ARTICLE 8 – EVALUATIONS

- A. Teacher Evaluations shall be conducted in accordance with the instruments and procedures contained in Professional Teaching Standards of the Norton Public Schools which contains the procedures and instruments used to evaluate Teachers. A standing joint sub-committee of Administrators appointed by the Superintendent and Teachers appointed by the NTA will meet for the purpose of updating the evaluation system during the term of this agreement. Recommendations of the joint sub-committee will be subject to approval by the School Committee and the NTA membership, respectively.
- B. Paraprofessional evaluations shall be conducted in accordance with the procedures and instrument developed and from time to time amended by the District in consultation with the Association.

ARTICLE 9 – COMPLAINTS, DISCIPLINE AND NON-RENEWAL

A. Complaints and Investigations

- 1. Complaints Against Employees. A complaint of substance made about an employee will be addressed with the employee as soon as practicable after it is presented to the administration, unless the administration believes that its investigation may be hindered by providing such notice.
- 2. “Weingarten” Rights. An employee summoned to an investigatory meeting with the administration, who reasonably believes that the meeting could lead to discipline, shall have the right to be accompanied by a union representative or fellow employee. A representative or other person who accompanies the employee shall be permitted to advise the employee but may not unduly interfere with the meeting.

B. Discipline of Teachers

Section 1. No adverse action, as hereinafter defined, shall be taken against any teacher for disciplinary or other reasons without just cause. For the purpose of this Agreement the term "adverse action" shall mean only the following types of action:

- a. Reprimand. A reprimand is a statement of official censure in a formal letter to the teacher from the Superintendent or his/her designee for a serious violation.
- b. Suspension. Suspension is an enforced temporary non-pay status and absence from duty of a teacher directed by the Superintendent or Building Principal for just cause. The teacher will be given seven (7) days written notice of his/her suspension and the grounds therefor.
- c. Demotion. Demotion, except as is otherwise provided herein, is a change from one position to another position lower in rank or compensation imposed by the Building Principal, subject to the review and approval of the Superintendent, or by the Superintendent, as the case may be, for inefficiency, incompetency, incapacity, conduct unbecoming a teacher, insubordination, or failure on the part of the teacher to satisfy

teacher performance standards, or other just cause. The term "demotion" as used herein shall not include any action taken by the Superintendent in not reappointing a teacher to a position or positions described in the Schedule of Supplementary Compensation set forth in Appendix A attached hereto, assignments to such positions being made for one school year only in accordance with the provisions of Article 13, Section B hereof. The teacher will be given written notice of his/her demotion and the grounds therefor.

- d. Dismissal. Dismissal is the dismissal of a teacher from the employ of the Committee by the Building Principal, subject to the review and approval of the Superintendent, or by the Superintendent, as the case may be, for inefficiency, incompetency, incapacity, conduct unbecoming a teacher, insubordination, or failure on the part of the teacher to satisfy teacher performance standards, or other just cause. A teacher with professional teacher status may seek review of a dismissal decision within thirty (30) days after receiving notice of his/her decision by filing a petition for arbitration with the Commissioner of Education as is provided for under the provisions of Section 42 of Chapter 71 of the General Laws. A teacher who has been teaching in the Norton school system for at least ninety (90) calendar days shall not be dismissed unless he/she has been furnished with a written notice of intent to dismiss and with an explanation of the grounds therefor, and, if he or she so request, has been given a reasonable opportunity within ten (10) school days after receiving such written notice to review the decision with the Building Principal or Superintendent. The term dismissal as used herein shall not include the dismissal of a teacher who has not been teaching in the Norton school system for ninety (90) days and shall not include the action of the Superintendent in not renewing the contract of a teacher who does not have professional teacher status.

Section 2. It is recognized that Chapter 71 of the General Laws of Massachusetts provides specific procedures which must be adhered to by the Superintendent and Building Principal in taking the adverse actions of suspension, demotion and dismissal against teachers. In such cases, the specific procedures provided for in the General Laws will be followed, and the adverse action taken by the Superintendent and Building Principal will not be subject to the Grievance Procedure set forth in Article 10 of this Agreement.

C. Discharge or Suspension of Non-Probationary Paraprofessionals

1. Notice and Hearing. Prior to imposing a suspension or discharge upon an employee for disciplinary reasons, the Principal or supervisor designated by the District shall provide the employee with a written notice of the reasons for such action. Within 10 days of such notice the employee may request a meeting with the Superintendent, at which meeting the employee may be represented by an Association representative or an attorney, and at which the employee or his/her representatives may present evidence or other information relevant to the proposed discipline. The Superintendent shall issue a written determination after such meeting. Failure to request the meeting waives this process.
2. Standard of Review. No non-probationary paraprofessional who has completed three (3) full consecutive years of service to the District shall be dismissed or suspended without just cause. No non-probationary paraprofessional who has completed at least one (1) but

no more than three (3) full consecutive years of service to the District shall be dismissed or suspended without good cause.

D. Probationary Employees

The discipline of probationary employees shall be committed to the sole discretion of the District.

- E. Non-Renewal. Any teacher who has not completed three full consecutive years of service to the District, or a paraprofessional who has not completed one full year of service to the District, may be notified that the District does not intend to appoint them for the following school year; provided, notice is given on or before June 15. Non-renewal is not a dismissal or discharge and is without recourse to the grievance and arbitration provisions of the agreement.

ARTICLE 10 – GRIEVANCE PROCEDURE

- A. The purpose of the procedure set forth in this Article is to produce prompt and equitable solutions to those problems which from time to time may arise and affect the conditions of employment of the Employees covered by this Agreement. The Committee and the Association desire that such procedure shall always be as informal and confidential as possible. A representative of the Association may at the request of the aggrieved employee be present at the time the grievance is presented.
- B. Nothing contained in this Article shall be construed as limiting the right of any aggrieved employee from discussing his/her grievance informally under the grievance procedure and from having his/her grievance adjusted, without the intervention of the Association, provided any such adjustment is not inconsistent with the terms of this Agreement and provided that the Association has been given the opportunity to be present at such adjustment and to state its views.
- C. A grievance is defined as a dispute involving an alleged violation of a specific provision or provisions of this Agreement. Any matter which is not specifically covered by the provisions of this Agreement or which is reserved to the discretion of the Committee or the Superintendent by the terms of this Agreement shall not be the subject of a grievance. All grievances shall specify: (a) the contract provision alleged to have been violated; (b) the facts supporting the grievance in reasonable detail; (c) the pertinent dates of the alleged contract violation; and (d) the remedy sought.
- D. The parties are encouraged to engage in informal resolution of disputes by discussing them with the appropriate administrator prior to filing a grievance. The purpose of this is to resolve the issue at the lowest possible level in the grievance process.
- E. Grievances shall be processed in accordance with the following Steps:

STEP 1:

The employee shall submit the grievance in writing to the Principal (or supervising

Administrator) within 30 calendar days of the date that the employee or the Association knew or, with the exercise of reasonable diligence, should have known of the occurrence giving rise to the grievance. The Principal and the Association may meet to discuss the grievance. If the grievance has not been resolved or responded to within 10 calendar days of receipt by the Principal, the Association may appeal to the next level.

STEP 2:

If the grievance is not resolved in Step 1, the Association may appeal it by giving a written notice of such appeal to the Superintendent of Schools within 10 calendar days after the answer of the Principal is due. The Superintendent and the Association may meet to discuss the grievance. If the grievance has not been resolved or responded to within 10 calendar days of receipt by the Superintendent, the Association may appeal to the next level.

STEP 3:

If the grievance is not settled in Step 2, the Association may request a hearing before the School Committee, by submitting a written request, which shall include a written summary of the basis of the grievance and the reason for appealing the Superintendent's decision, to the Superintendent within 10 calendar days of the date the Step 2 response is due. The Superintendent will present the request to the School Committee in executive session at the next available meeting and shall communicate the School Committee's decision to the Association in writing within 5 calendar days of the decision. If the decision is a denial of the request, then the Superintendent's written notification of the denial to the Association shall serve as the District's Step 3 response for the purposes of this Article. Should the School Committee agree to hear the grievance, the hearing will be held at or before the next available meeting after the meeting at which decision to hear the grievance is made. If the School Committee elects to have a subcommittee hear the grievance, then the hearing shall be scheduled at a time mutually agreeable to the parties. Thereafter, the Committee's written Step 3 response shall be due within 30 calendar days after the hearing.

STEP 4: Arbitration

1. If the dispute or grievance is not settled in the foregoing steps and it involves the claimed violation of an arbitrable provision of this Agreement, then the Association may seek arbitration by filing a written demand for arbitration with the American Arbitration Association. The demand shall be filed with the American Arbitration Association within 15 days of the District's answer in Step 2, unless Step 3 review has been requested, in which case, the demand must be filed within 15 calendar days of the District's answer in Step 3.
2. The arbitration proceeding will be conducted under the rules of the American Arbitration Association. The hearing locale shall be the school district offices, unless otherwise agreed by the parties. The arbitrator shall not have the authority to add to, subtract from, modify, change or alter any of the provisions of this Agreement. The award shall be final and binding on the School District, the Association, and the grievant. The decision of the arbitrator shall not violate any statutes of the Commonwealth, or regulations pursuant to such statutes.

3. The arbitrator's decision shall be final and binding and may be reviewed in court under G.L. c. 150C, or on the grounds that the award: (1) is arbitrary or capricious, or (2) misinterprets or misapplies any provision of law. The dispute, as stated in the request for arbitration, shall constitute the sole and entire subject matter to be heard by the arbitrator, unless the parties agree in writing to modify the scope of the hearing. A dispute that was not raised in the grievance may not be raised in arbitration. The arbitrator may not hear evidence or argument with respect to matters that are not arbitrable under this agreement.
 4. The following matters shall not be subject to grievance-arbitration under this Agreement:
 1. Disputes over alleged unlawful discrimination, unless all parties including the grievant agree that the arbitration procedure as defined in this agreement shall be the sole and exclusive remedy for such alleged discrimination;
 2. Non-renewal of an employee without professional teacher status.
 3. Any incident which occurred or failed to occur prior to the effective date of this Agreement.
 5. The expenses of arbitration shall be shared equally by the District and the Association, except as otherwise agreed. The parties will pay their own legal fees and expenses.
- F. The parties agree to follow each of the foregoing steps in the processing of the grievance; and if any step the District fails to give its written answer within the time limit therein set forth, the grievance shall be deemed to be denied, and the Association may appeal the grievance to the next step at the expiration of such time limit. Failure of the Association at any step to process according to the time limits set forth herein shall mean that the Association has waived the grievance, and the right to proceed further. If the time limits referenced in the grievance steps set forth above will cause the due date for any action to fall during summer vacation or Holiday break, then the party affected may request a reasonable extension of time to take the required action, and such request shall not be unreasonably denied. The time limits specified for the bringing and processing of a grievance may be extended by mutual agreement of the Association and the Superintendent.
- G. The settlement or remedy of a grievance, including any monetary or back pay remedy, in any case, shall not be made retroactive for any period prior to 30 calendar days before the date the grievance was first presented in writing.
- H. Should an employee elect to pursue any statutory arbitration remedy regarding a suspension, including arbitration under M.G.L. c. 71, §42D, such arbitration shall be subject to the standards set forth in this Agreement. The parties agree to seek arbitration of dismissals and suspensions in accordance with the procedures set forth in this Agreement and cooperate to consolidate any statutory claim for arbitration relating to the same transaction or occurrence with the arbitration process commenced pursuant to this Agreement, so that there is only one arbitration proceeding.

ARTICLE 11 – REDUCTION IN STAFF

- A. In the event it becomes necessary for the Superintendent to reduce the number of Employees

in the bargaining unit because of financial limitations, reasons of economy, decreases in pupil enrollment, changes in curriculum or other similar reasons, the procedures set forth in this Article will govern the layoff and recall of employees who are affected by any such reduction.

- B. The Superintendent shall have the sole discretion in determining which position or positions or which type or types of positions are to be eliminated. A decision to reduce the staff for other than disciplinary reasons shall not be subject to arbitration.
- C. No Teacher with professional teacher status shall be laid off if there is a Teacher without professional teacher status serving in a position that the employee with professional teacher status is qualified to fill.
- D. Seniority as used herein shall mean an employee's length of continuous service in years, months and days in the employ of the District. Employees shall be credited for seniority purposes up to a maximum of one (1) year with time spent on any leave of absence provided for in this Agreement. Summer employment and substitute employment shall not be credited for seniority purposes. In cases involving employees who have identical seniority, lots will be drawn by said employees to determine seniority. A lists indicating the seniority of each employee (teachers and paraprofessionals on separate lists) shall be provided to the Association annually by November 1.
- E. As between teachers with professional status who are properly licensed for a position that remains after a reduction or reorganization, layoff decisions shall be based upon qualifications.
 - 1. Qualifications shall include, primarily, indicators of performance as defined herein, and shall also include, professional training, other active and inactive licenses held, other materials in the personnel file, and the anticipated needs of the District. Seniority, as defined below, shall be considered as a tiebreaker among teachers whose qualifications are no different using the criteria in this Article.
 - 2. Indicators of performance shall include: ratings from performance evaluations (except that no distinction shall be made between evaluations that meet or exceed performance standards); and disciplinary history. These are not to be considered as a listing of priorities but are identified to indicate that a judgment will be made if and when reductions become necessary with each of the above factors being given appropriate weight.
- F. The standard of review in any arbitration arising out of or with respect to any decision made by the Superintendent under the provisions of this Article shall be whether the Superintendent was arbitrary or capricious in making the decision. The arbitrator shall not substitute his/her judgment for that of the Superintendent in evaluating the qualifications and quality of performance of employees. The determinations of the Superintendent as to the qualifications and quality of past performance of employees shall be based, except as is otherwise provided herein, on the materials in the personnel file of the employee as of the April first immediately preceding the layoff. Written performance evaluations completed in the school year in which the layoff takes place shall not be used by the Superintendent in making such determinations.

- G. An employee who is laid off will be given preference by the District during the recall period in its employment of substitutes if the employee informs the District in writing at the time of layoff of the desire to be so employed.
- H. An employee with professional teacher status or paraprofessional who has passed the probationary period who has been laid off shall be entitled to recall rights, in the inverse order of layoff, to a position for which he/she is qualified for a period of eighteen (18) months, except as otherwise provided herein, from the effective date of his/her layoff. During his/her recall period, an employee will be notified by certified mail, addressed to his/her last address of record, of the Superintendent's intent to recall him/her. An employee must notify the Superintendent in writing of his/her acceptance of an offer of recall within fifteen (15) days from the receipt of said certified mail. An employee's failure to notify the Superintendent of his/her acceptance of any such offer or his/her failure, after accepting any such offer, to report for duty on the date indicated shall terminate his/her recall rights, notwithstanding the fact that the eighteen (18) month period of recall has not expired. A teacher who accepts a Massachusetts retirement pension, or any contractual retirement benefits after a layoff shall not be subject to recall.
- I. Employees who are laid off may continue group health and life insurance coverage pursuant to the provisions of COBRA.
- J. An employee who is recalled within said eighteen (18) month period shall have restored to him/her all benefits he/she had accumulated at the time of his/her layoff. An employee who has acquired professional teacher status at the time of his/her layoff and who is recalled within said eighteen (18) month period, shall be recalled with said status.
- K. The provisions of this Article shall not apply to the termination of the employment of an Employee for any reason other than the reasons specified in Section 1 hereof.
- L. Paraprofessionals: In the case of a layoff, the Paraprofessionals retained shall be those best qualified for the positions that remain, in the judgment of the Superintendent. As between equally qualified employees, seniority shall be used as a tiebreaker. A laid off full time paraprofessional who accepts a part time position does not waive whatever recall rights they may have by accepting the part time position.

ARTICLE 12 – WORK YEAR AND WORK HOURS

A. Work Hours for Teachers

Except as otherwise provided in this Agreement, the regular workday shall not exceed seven (7) consecutive hours. Within this constraint, the principal of each building shall set the work hours applicable to teachers assigned to the building, to include time before and after the regular school day for students in the building. The principal may alter work hours, with reasonable notice, to accommodate meetings within the seven-hour workday, and may alter hours without notice in unusual circumstances affecting the school (e.g., school closings or delays due to weather, etc.). The District reserves the right to alter specific student and staff starting and ending times with reasonable notice to the Association, preferably prior to the end of the school year preceding the

year in which changes will take effect. In addition to the regular workday, the District shall be entitled to schedule afternoon meeting time for professional development, and evening meetings for the purpose of parent-teacher conferences and special events. The afternoon meetings shall generally not exceed 1½ hours per week.

B. Work Hours for Paraprofessionals

1. Normal Workday.

The normal workday for full time paraprofessionals shall be 6.5 paid hours and a 30-minute unpaid lunch period. Part time paraprofessionals will work in accordance with the schedule in the posting or job description as determined by the District. The District retains the right to determine each paraprofessional's daily work hours and shall provide at least 30 days' notice of a change in starting and ending times, except in the case of an emergency as determined by the District. During the 30-day period the District will meet with the Association to discuss the paraprofessionals impacted. Part-time paraprofessionals shall work a schedule determined by the District and communicated to the paraprofessional at the time of hire and subject to change in accordance with this Section of the Agreement. In unusual circumstances, time may be added to a paraprofessional's day to meet specific student needs. In such a case, volunteers will be solicited if practicable in the judgement of the District. The paraprofessional will be compensated for the additional time at the normal hourly rate. The District reserves the right to make rules regarding the paraprofessionals' time keeping.

2. Overtime

Paraprofessionals will receive time and one half (1½) their regular rate of pay for all hours worked in excess of forty (40) hours in a week, in accordance with the Fair Labor Standards Act. Employees are required to obtain approval in advance for overtime hours and must promptly report the actual time worked to the appropriate administrator.

3. Meetings

If the District requires attendance at before or after school meetings, paraprofessionals shall be compensated at their regular rates of pay.

C. Work Year for Teachers

1. The work year shall be one hundred and eighty-two (182) days, including at least two (2) professional development days. The work year shall begin no earlier than the Monday before Labor Day and shall end no later than June 30 in the following calendar year. If the year begins prior to Labor Day, the Friday before Labor Day shall be maintained as a non-school day. The District shall have the right to determine the school calendar, including up to nine (9) early release or late start days for professional development.
2. The District may, after consultation with the affected Teacher, assign up to 7 additional days and up to 20 additional hours per year to specified teachers, including guidance counselors, adjustment counselors, team chairs, psychologists, and nurses. Those teachers shall be paid a stipend based upon the days/hours worked.
3. In addition, teachers new to the District (non-professional status teachers) may be assigned additional orientation days without additional compensation and must complete prescribed mentoring activities.

D. Work Year for Paraprofessionals

Paraprofessionals shall be paid for the number of hours worked during the course of the work year associated with the particular position as determined by the District. The normal work year for paraprofessionals shall include the school year calendar for students plus two (2) additional days.

ARTICLE 13 – SALARIES AND WAGES

- A. Employees shall be paid bi-weekly by electronic deposit, to the financial institution of their choosing, based upon the salaries set forth in the attached salary schedules in Appendix A (Teachers) and Appendix B (Paraprofessionals). Employees' salaries are paid throughout the 12-month calendar year in 26 equal pay periods; however, summer pay periods are paid by June 30. In the case of paraprofessionals, the bi-weekly pay amount will be determined based upon an estimate which may need to be adjusted during the year based on actual hours worked or anticipated.
- B. All stipends paid for additional duties shall be in accordance with the attached Appendix C. Stipends for full-year activities will be paid as follows: 50% of the stipend will be paid half-way through the period during which the work is performed; and 50% will be paid at the end of the activity. Stipends may be pro-rated if the job is not completed or to reflect time in the role. Class advisors and advisors of other student activities shall be paid on the next scheduled payday following December 1 and May 31. Coaches will be paid in one payment on the next regularly scheduled payday following the end of each regular season, if all coaching duties and responsibilities are completed to the satisfaction of the District (e.g. turn-in of all school owned uniforms and equipment). Stipend assignments shall be made annually by the District based upon an application process as determined by the Superintendent. All positions will be posted. The District shall have discretion to determine whether to fill any stipend position and shall have discretion over the selection and management of individuals filling those positions.
- C. Upon the hiring of a new employee, the Superintendent shall have the sole discretion to place the employee on the Salary Schedule based on the employee's education, qualification and experience, unless market conditions dictate the need for a higher salary. Credits for courses taken prior to employment by the District must be presented to the Superintendent for evaluation and approval for initial salary placement.
- D. After initial placement, appropriately licensed teachers and other employees who do not require a license, shall advance one (1) step on the salary scale at the start of the school year for each full year of service, until they reach maximum. Teachers must be appropriately licensed to move on the salary scale. Teachers who are unlicensed (without a waiver) or who become unlicensed are subject to dismissal. A teacher without the appropriate license may be prevented from moving vertically or horizontally on the salary schedule. Movement on the salary schedule is conditioned on having worked at least 100 school days during the year and having satisfactory work performance.
- E. Column Advancement

1. Teachers who are requesting to advance to a different column on the Salary Schedule shall notify the Superintendent or designee of their intent, in writing, prior to the December 15 preceding the beginning of the school year in which the column movement is to take place. All documentation including a copy of the official transcript and syllabus of the course(s) supporting all column moves for the current school year must be submitted on or before the Monday before Labor Day. If the documents are not submitted by that time, or the notice is not timely given, no column movement will take effect.
2. To be placed on a salary schedule beyond the master's degree, the Teacher must have acquired the required number of graduate credits after he/she has been awarded a master's degree.
3. The following conditions shall apply to the master's plus 45, master's plus 60 **and master's plus 75*** Salary Schedule: courses must have been taken in the last five years of the Teacher's teaching years, provided however, that the Superintendent may evaluate the credits obtained prior to the last five years and may, in his or her discretion, credit any such course which was taken prior to the last five years which he or she considers worthy of giving credit to.
4. Staff may move only one column in a school year unless a degree is conferred.
5. Staff with a CAGS, Ed. S., or a second master's degree in education from a reputable institution will be eligible to move to the masters plus 45 column, subject to review of documentation, coursework and degree requirements.
6. Staff with a doctoral degree (Ph. D or Ed. D) from a reputable institution will be eligible to move to the masters plus 75 column, subject to review of documentation, coursework and degree requirements.

*The application of the M+75 column will vary in the first year (FY23) in accordance with the terms set forth in the applicable Memorandum of Agreement.

- F. Teachers with the requisite amount of continuous active service to the District will receive a longevity payment annually which shall be paid in the second payroll of September as set forth below.

Completed Years of Service	Annual Longevity Compensation
10	975
15	1400
20	1550
25	1700
30	2800

- G. Paraprofessionals with the requisite amount of continuous active service to the District will receive a longevity payment annually which shall be paid in the second payroll of September as set forth below.

Completed Years of Service	Annual Longevity Compensation
10	900
15	1000
20	1550
25	1700

- H. Paraprofessionals with a degree from an accredited college or university will be entitled to have their annual pay increased by the amount set forth below corresponding to their highest level of educational attainment.

Degree	Annual Compensation Increase
Associates	\$400
Bachelors	\$500
Masters	\$600

I. Payroll Deductions

The District will make all legally required payroll deductions each pay period. In addition, payroll deductions will be made as authorized by employees in accordance with District policies for employee benefits, annuities, membership in organizations, and deposit to credit unions and other authorized savings and investment vehicles.

J. Holidays (Paraprofessionals Only)

Paraprofessionals shall be paid for the holidays listed below that are observed during the school year. Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Presidents Day, Patriots Day, and Memorial Day. Good Friday will be observed as a paid holiday unless school is in session on that day. Juneteenth will be observed as a paid holiday if it falls or is observed on what would have been a workday for Paraprofessionals. To be eligible for holiday pay an employee must have been employed by the District for a period of at least thirty (30) days and must be in a pay status on their scheduled workday immediately before and their scheduled workday immediately after the holiday. A day of holiday pay shall be calculated pro rata based on the employee's FTE.

ARTICLE 14 – SICK LEAVE

- A. Sick leave shall be granted in the manner and to the extent provided in this Article to each Employee who is unable to work because of illness or injury requiring confinement or treatment by a licensed physician. Employees may be required to submit medical certificates in support of requests for sick leave. Medical certification will be required in any of the following circumstances: (1) When an employee has been out for 3 or more consecutive days; (2) When an employee is out immediately preceding or following a holiday or break period; or (3) In any case after an employee has been notified in writing that they are suspected of sick leave abuse. Such notification shall be based on the judgment of the District and not subject to arbitration.
- B. Each Employee who has completed one school year of employment by the District shall be entitled to earn sick leave as of the first day of his/her work year. Teachers earn 15 days per year; Paraprofessionals earn 12 days per year. Each Employee who has not completed one school year of employment by the Committee shall accrue sick leave monthly. Unused sick leave shall accumulate and be available for use in succeeding school years, except that no Employee shall be permitted to carry over for use in any succeeding work year an amount in excess of one hundred sixty-five (165) days. (Except that an employee who remains eligible for a payment under Section G or H may accumulate, in the work year of his/her retirement, up to one hundred eighty (180) days of sick leave solely for the purpose of that payment).

- C. Each Employee may use up to their annual allotment of sick leave each year in the event of the serious illness of his/her children, parents, or spouse. This provision shall also apply for any person residing in the same household as the employee.
- D. Each Employee will be allowed to take a half day sick leave based on their agreed contractual day. When an Employee must leave the building due to illness prior to the regular half day dismissal time for students, said Employee shall have a full sick day deleted from his/her sick leave. When an Employee leaves the building due to illness after the regular half day dismissal time for students, one half day of sick time will be deducted.
- E. An Employee who is under the Massachusetts Workers' Compensation Act, shall, upon written request to the Superintendent, receive as a charge against accrued sick leave the difference between his/her current base salary and the amount he/she receives as workers' compensation.
- F. Each Employee who, prior to the beginning of his/her work year, has accumulated one hundred sixty-five (165) days of sick leave and who did not use more than two (2) days of sick leave during the preceding work year, shall be entitled to one (1) additional personal leave day in that year to be used according to the same rules pertaining to other personal days. The days of sick leave to which an Employee, who has completed one school year of employment by the District, is entitled as of the first day of his/her work year (15 for teachers and 12 for paraprofessionals) under the provisions of Section B above, shall not be counted in making up said one hundred sixty-five (165) days of accumulated sick leave.
- G. Teachers hired before November 5, 2012, who retire under the Massachusetts Teachers' Retirement System, or die while in the employ of the District, after completion of twenty (20) years of continuous employment with the District, shall receive at the time of his/her retirement (or the designated beneficiary or estate shall receive in the case of death) a lump-sum payment determined by multiplying twenty-five percent (25%) of their accumulated sick leave days (not to exceed 180 days) at the time of retirement by \$80.
- H. Paraprofessionals hired before July 1, 2008, who retire or die while in the employ of the District after the completion of twenty (20) continuous years shall for the purpose of retirement buy back the following sick time: Days #1-50 will be at \$25 per day; Days #51-100 will be at \$40 per day. This benefit will be provided to the estate of the paraprofessional if the death precedes retirement after twenty (20) years.
- I. Sick leave buy back shall not apply to any Teacher hired after November 5, 2012 or Paraprofessional hired after July 1, 2008.
- J. Notwithstanding any other provision of this Agreement, employees will not accrue sick leave while in a no-pay status.
- K. Independent Medical Examination. In cases where: (1) the employee has been on extended medical leave; (2) the District reasonably suspects sick leave abuse; (3) the District has reason

to question the employee's fitness for duty; (4) the employee requests an accommodation; the District may require an employee to be examined at the district's expense by a doctor of the district's choosing.

L. Sick Leave Bank

1. A sick leave bank shall be established for the purpose of making additional sick leave days available to employees who have completed three (3) years, whether or not consecutive, of service with the District, who have exhausted their entire sick leave accumulation through prolonged illness and who have a serious illness or injury. In extraordinary and compelling cases an employee who has completed two full years of employment may petition the bank for a single grant of days, which may be granted only by a unanimous vote of the sick bank committee, and subject to all other requirements of this provision of the agreement, except that prior membership in the bank shall be waived. A serious illness or injury shall be one which requires the employee's absence from work for more than ten (10) consecutive workdays. Participation in the sick leave bank by such employees shall be voluntary.
2. The employee must have exhausted all his/her sick leave days and must have been absent for work for a period of ten (10) consecutive work days because of a serious illness or injury. The sick leave days granted by the bank will be retroactive to the first day of the employee's illness or injury that was not covered by the employee's sick leave.
3. The sick leave bank will be initially funded by deducting one (1) sick leave day from the accumulated sick leave days of each employee who is a member of the bank. Employees shall become members of the bank upon becoming eligible for membership unless the employee has opted out of participation in the bank in writing. When the bank is depleted to twenty (20) sick leave days, an additional assessment of one (1) day of sick leave shall be made against the sick leave account of each employee who is a member of the bank.
4. The initial grant of sick leave days from the bank shall not exceed twenty (20) days after which the employee may reapply for additional days. Any grant of sick leave days shall end on the last day of the school year in which the prolonged illness began. Requests for sick leave bank days shall be submitted in writing to the Sick Leave Bank Committee and shall include a written statement from the employee's physician indicating the nature and extent of the illness or injury and the estimated time that the employee will be absent from work. Notwithstanding the foregoing, it is agreed that not more than a total of two hundred (200) sick leave days shall be granted from the sick leave bank during any one work year.
5. The sick leave bank shall be administered by a Sick Leave Bank Committee of five (5) persons, three (3) appointed by the Association and two (2) by the District. The decisions of the Sick Leave Bank Committee shall be final and shall not be subject to the Grievance Procedure.
6. Decisions relating to the grant of days from the Bank shall not affect the District's right to make independent determinations regarding the appropriateness of any employee's use of sick leave.

ARTICLE 15 – FAMILY AND MEDICAL LEAVE

A. Notwithstanding anything in this agreement to the contrary, any employee may exercise his or her rights to take Family and Medical Leave or Military Family Leave pursuant to the Family and Medical Leave Act of 1993 (“FMLA”), if he or she has worked 1250 hours in the last twelve (12) months, in accordance with the FMLA. Likewise, employees may exercise their rights to take Small Necessities Leave pursuant to the Massachusetts Small Necessities Leave Act (“SNLA”) or parental leave pursuant to the Massachusetts Parental Leave Act (“MPLA”).

B. The FMLA is a federal law that provides for up to twelve (12) weeks of unpaid leave each year for the birth, adoption or placement of a child; the serious health condition of the employee or an immediate family member; or to attend to certain qualifying exigencies connected with having a member deployed to active military service. In addition, the FMLA allows up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for covered military service members who become ill or injured in the line of duty while on active duty in the military.

C. The SNLA is a state law that provides up to 24 hours per year of unpaid leave to attend to certain responsibilities regarding the educational advancement of the employee’s child, accompanying an employee’s child to routine medical or dental appointments, or accompanying an elderly relative of the employee to routine medical or dental appointments, or appointments for other professional services related to the elder’s care, such as interviewing at nursing or group homes.

D. The MPLA provides an employee who has been employed for 3 months as a full-time employee with 8 weeks of unpaid (except as provided below) parental leave for the purpose of giving birth or for the placement or adoption of a child as further defined in the statute. As long as the employee provides two-weeks’ notice of their intent to return and returns at or before the expiration of 8-weeks, their right to return to the same or similar position is protected, as further detailed in the statute.

E. Although the statutory leaves are unpaid, employees with available qualifying paid leave benefits will receive paid leave. Qualifying paid leave means leave that would be available for use for the purpose for which it is being taken in the absence of the statute. For example, a leave taken in connection with the employee’s own illness (including medically documented disability resulting from childbirth), qualifies for the use of sick leave, while leave to care for another sick person qualifies for sick leave only to the extent that sick leave for family illness is available. Parental leave that is not taken in connection with any disability of the Teacher would not generally be eligible for sick leave. In the event that an employee qualifies for FMLA, MPLA or SNLA leave, the District has the right to designate applicable paid leave as FMLA, MPLA or SNLA leave. Leave entitlement will be calculated on a rolling 12-month basis. The District shall have the right to establish rules and regulations concerning the use of Family and Medical Leave and Small Necessities Leave that are consistent with those laws and do not conflict with specific provisions of this Agreement. Leaves under the FMLA and MPLA will run concurrently. If both parents work for the District they are together entitled to the FMLA/MPLA statutory leave amount in the aggregate.

F. An employee who is disabled from working by reason of pregnancy, who takes Family Leave under this Article, may use contractual sick leave benefits for the period of incapacity.

G. Child Rearing Leave. With the approval of the Superintendent, an employee may take an unpaid child rearing leave to extend beyond FMLA or MMLA leave. The employee must apply in writing at least 30 days before the start of the extended leave (including paid or unpaid leave). The leave may not exceed the balance of the year in which the original leave (including FMLA or MMLA) commences, plus one full academic year. The employee may also apply for a leave that includes only the balance of the current year, or that ends at the midpoint of the following year. Other return dates may be chosen if they are mutually agreed by the employee and the Superintendent (or designee).

H. If the employee elects to remain on leave for the full school year after the year in which the leave commences, the Employee must provide notice of intent to return on or before March 1, or the Teacher will be treated as having resigned from employment, unless the Teacher has been granted additional leave under this agreement.

I. An Employee who does not return after the maximum leave set forth herein will be separated from employment, unless the Teacher has been granted additional leave under this agreement.

J. All benefits to which an employee was entitled when the child rearing leave commenced, including unused accumulated sick leave will be restored to him/her upon return and he/she will be placed on the applicable salary schedule at the step which he/she had attained when his/her leave commenced except that an employee who had worked ninety (90) days or more in the school year in which his/her leave commenced will be placed on the next step of the applicable salary schedule. An employee returning from such a leave will be assigned to the same position which he/she held at the same time said leave commenced or, if that is not practicable, to a substantially equivalent position for which said employee is qualified and certified.

ARTICLE 16 – OTHER LEAVES OF ABSENCE

A. Personal Days

Employees shall be granted three (3) paid personal days per school year. Personal leave shall be granted for personal affairs requiring the presence of the employee, which cannot reasonably be conducted during non-school hours. Application for personal leave will be made to the Superintendent or designee, at least forty-eight (48) hours before taking such leave, except in the case of emergencies. Personal days may not be used the day before or after a holiday, the day before or after vacation period, or during the last 10 days of school except in urgent circumstances with advance approval by the Superintendent or designee. Personal days are taken in full day increments. At the end of the year, unused personal days will be added to sick leave upon written request to the payroll office by June 30.

B. Bereavement Leave

Each Employee shall be granted a leave of absence without loss of pay for a period not in excess of five (5) days in the event of death in his/her immediate family. Immediate family shall include

parent, spouse, child, grandchild, grandparent, grandparent-in-law, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, or any other member of the employee's immediate household. One (1) day leave of absence without loss of pay shall be granted in the event of the death of an aunt, uncle, niece or nephew of an Employee. Of these stated days any number may be set aside for services conducted at a later date. The Superintendent or designee may provide a discretionary grant of additional Bereavement Leave in appropriate circumstances.

C. Jury Service

In the event an employee is summoned for jury duty, he/she will receive from the Committee an amount equal to his/her regular daily rate of pay less any per diem allowance received from the courts and with no deduction from the employee's paid leave provided by this Agreement.

D. Military Leave

Military Leave will be provided in accordance with applicable state and federal laws. Employees who are obligated to perform summer reserve training will use their best efforts to have such training scheduled during the summer months or at such times as will cause the least disruption to the school.

E. Religious Observance

Employees may be excused for up to three (3) days per year, with reasonable notice, for the purposes of bona fide religious observance, such days to be charged as personal leave, or taken unpaid, at the employee's option.

F. Public Office

An Employee will be granted a leave of absence without pay or increment by the Superintendent for a period of up to two (2) years for the purpose of serving in an elected governmental position.

G. Discretionary Unpaid Leaves

1. The following leaves are unpaid and may be taken at the sole discretion of the Superintendent.
 - a. An Employee may be granted a leave of absence without pay or increment by the Superintendent for a period of up to one (1) year for health reasons. Requests for such leave will be supported by appropriate medical evidence.
 - b. An Employee may be granted a leave of absence without pay or increment for one (1) work year for the purpose of exploring the possibility of a career change. The effective date of such leave shall be at the end of a work year and return from such leave shall be at the beginning of a work year.
 - c. An Employee who has a death in the family or another family emergency may be granted a leave of absence without pay or increment for up to one (1) work year.
2. As a condition of taking any of the unpaid leaves under this Article, the Employee and the Superintendent must agree in writing upon a return date acceptable to the District (e.g., at the start of a school year or at a logical break in the school year that will not unduly disrupt

students' education) and a date by which the employee on an extended leave must notify the Superintendent in writing that the Employee will either return on the agreed day, is requesting an extension of the leave, or is resigning from employment. If the employee fails to give the Superintendent the written notice required or indicates an intent to return and then fails to return to duty, he/she shall be deemed to have resigned, and any obligation of the District to provide a position for such employee shall cease. If the employee desires an extension of his/her leave of absence, he/she shall submit a request for such extension in writing to the Superintendent on the agreed date, and the Superintendent shall have the sole discretion to grant or deny such a request.

3. All benefits to which an Employee was entitled at the time his/her leave of absence without pay, including unused accumulated sick leave, will be restored upon the employee's return to duty. A Teacher will be assigned to the same teaching position which he/she held prior to their leave of absence, or, if it is not available, to a substantially equivalent teaching position. The determination as to what constitutes a substantially equivalent position shall be made by the Superintendent in each case.

H. Union Representative Leave.

Employees who are duly qualified representatives of the Massachusetts Teachers' Association or the National Education Association, may in the discretion of the Superintendent be granted leaves of absence, without loss of pay and without reimbursement for expenses by the Committee, to attend conferences and conventions approved by said Associations. The President of the Norton Teachers Association shall be allowed eight (8) days per year to perform duties related to their association responsibilities, on a schedule determined by agreement between the President and Superintendent; provided, that the Norton Teachers Association shall reimburse the District for the costs of substitute coverage at the time the schedule is determined.

I. Release Time for Grievance Meetings.

An employee designated as a representative of the Association will be permitted a reasonable amount of release time without loss of pay to attend a grievance meeting if it is held during work hours, provided the employee-representative provides at least 2 days' notice (if possible) to the District.

ARTICLE 17 – INSURANCE AND ANNUITIES

A. Tax-Deferred Accounts Under IRS Code Section 403(b)

1. The Committee encourages all employees of the school district to conduct financial planning for their retirement years. All eligible employees may also make elective contributions, through payroll deduction, to a 403(b) tax-deferred account.
2. Employees may start, stop, or adjust their contributions to their account at any time during the year by submitting a Salary Reduction Agreement provided by the vendor or agent.
3. In accordance with IRS regulations, the Committee reserves the right to limit and select the vendors with whom the District will establish a contractual agreement for services.

B. The group insurance provided by the Town of Norton and as amended during the term of this

Agreement shall be applicable to the Employees covered by this Agreement who advise the Superintendent in writing that they desire to participate in said group insurance.

- C. The parties hereby reserve the right to reopen Article 17, Section B of this Agreement to negotiate the issue of said group insurance. The party seeking to reopen negotiations will give notice in writing to the other party.

ARTICLE 18 – REIMBURSEMENT FOR COURSES CONFERENCES AND WORKSHOPS

- A. The District shall reimburse an employee up to the amount indicated below for a course approved in advance by the District and which is directly related to the employee's area of responsibility.

Individual reimbursement limit: FY23, \$1000; FY24, \$1100; FY25, \$1200

- B. Reimbursement shall be contingent upon the employee obtaining a satisfactory grade (B or better) in any such course according to the standards of the institution and submitting evidence of such completion and payment to the District. Reimbursement may also be allowed under the same conditions for use in obtaining PDPs and CEUs at workshops and/or conferences. This benefit is subject to the maximum budget for this item as determined by the School Committee.
- C. Notwithstanding the foregoing provisions, the maximum amount to be expended by the District for such course reimbursement shall not exceed the budget listed below for the corresponding year. The annual budget amount shall be used to cover all related costs of such courses, and conferences, including, where applicable and approved in advance, travel, tuition, and substitute costs. In the event the sum referenced above is not fully expended at the end of any year of the Agreement, employees who are eligible for reimbursement for a second course may apply for reimbursement from the balance remaining.

Total reimbursement budget: FY23, \$70,000; FY24, \$75,000; FY25, \$80,000

D. Online Graduate Courses

In addition to meeting the requirements set forth above, online graduate courses will be reimbursed and recognized for lane changes only when they meet all of the criteria set forth in this section.

1. The course must be completed within 6 months of start date.
2. The course must require interaction with the professor and other students (e.g., discussion boards that require participants to log in and participate in discussions).
4. Course assignments are regular, posted, and graded by the professor.
5. The course offers graduate credit from an accredited college or university that is recognized by the Board of Higher Education in New England. If not, the educator will need to demonstrate compliance with the State Authorization Reciprocity Agreement.

The District reserves the right to deny an online graduate course based on lack of demonstrated rigor. In resolving such questions the District may require additional documentation including copies of the syllabus and other available materials. It is the responsibility of the educator to provide materials in a timely manner in order to have the course approved prior to the start date.

- E. Norton U – In District Credits. The purpose of Norton U is to provide all staff members with the opportunity to earn credits towards advancement on the salary scale while participating in high quality professional learning at the district level. The following criteria apply to Norton U credits.
1. A maximum of nine in-district credits may be applied towards a lane change.
 2. The request for district credits for professional learning must meet the following:
 - Norton Public Schools Strategic Plan Goals
 - School Improvement Plans
 - An activity supportive of Massachusetts Curriculum Frameworks
 - Is research-based
 - Is not an event subject to any compensation, stipend, or contractual obligations
 - May not be used in conjunction with graduate credits awarded by another educational institution
 - Is initiated after approval by the Superintendent/NTA President
 3. All course offerings require pre-approval by the Professional Learning Committee. A course is typically conducted over the length of a semester or school year. Courses require outside preparation and an original product which will be assessed by the course instructor. 1 district credit = 15 contact hours and 5 to 10 hours of outside work. There is a maximum of 3 district credits per course for participants. Credit for instructors will vary and will be subject to the Superintendent's approval.

ARTICLE 19 – PARAPROFESSIONALS ADDITIONAL PAY

- A. When a Paraprofessional is used for more than 3 hours on a given day in the capacity of a teacher, the District agrees to pay the Paraprofessional their regular rate of pay plus \$40.00.
- B. When a Paraprofessional is used to cover a classroom or classrooms for 60 minutes or more up to 3 hours of instructional time on a given day, the District agrees to pay the Paraprofessional their regular rate of pay plus \$30.00.
- C. When a Paraprofessional is assigned to work at a “special event” as determined by the District, the Paraprofessional will be paid at the “tutor” hourly rate of pay. Subject to the discretion of the District, special events are generally events that require a paraprofessional to return to school outside of the normal workday to support a student in an extra-curricular activity. Special events will generally not include extension of a paraprofessional's regular duties caused by transportation delays.

- D. When a paraprofessional is assigned as a Long-Term Substitute (performing the duties of the classroom teacher for three weeks or more), beginning after three weeks the District will compensate the paraprofessional at the normal hourly rate, plus \$90 per day for the duration of the assignment.

ARTICLE 20 – PROBATIONARY PERIOD FOR PARAPROFESSIONALS

The first ninety (90) workdays of continuous employment of any newly hired Paraprofessional shall constitute the Paraprofessional's probationary period. After (30) days the Paraprofessional, if eligible, will receive all benefits. No suspension, discipline, discharge or other employment action taken during an employee's probationary period shall be construed as a violation of any of the provisions of this Agreement and neither shall it be subject of a grievance or arbitration proceeding hereunder. The probationary period may be extended to account for days not worked due to illness or injury, leaves of absence, and other absences from work. Any termination voluntary or involuntary shall be a break in service that will restart the probationary period. The period may be extended by agreement between the District and the Association.

The District may hire temporary employees to perform the duties of a paraprofessional in cases where the duties are expected to be temporary; such temporary staff members will not be part of the bargaining unit or entitled application of this Agreement. In the event that the duties, and the employment of the temporary employee, extend beyond 90 work days, the employee will commence a probationary period under this article as a regular employee of the District and member of the paraprofessional bargaining unit.

ARTICLE 21 – DUES DEDUCTION

The District shall certify to the Treasurer of the Town of Norton all payroll deductions from the salaries of personnel covered by this agreement for payment of dues that they may individually and voluntarily authorize in writing to be deducted. The deduction of membership dues shall be made once per month in equal installments beginning with the second paycheck in September and ending in June, and the District agrees to remit promptly to the Treasurer of the Association all monies so deducted, accompanied by a list of the members' names for whom such deductions have been made and the amount of the deductions. The Association shall, by the first week of each school year, give written notification to the District of the amount of dues, which are to be deducted in that school year under such authorizations. The Association shall indemnify and save the Committee and/or the Town harmless against all claims, demands, suits, or other forms of liability, which may arise by reason of any action taken in making deductions and remitting the same to the Association pursuant to this Article.

ARTICLE 22 – EMPLOYEE PERSONNEL FILES

- A. The District shall maintain personnel records in compliance with the Personnel Records Statute, M.G.L. c.149, §52C.
- B. If the District places adverse information in the employee's personnel record (as defined by statute), the District will notify the employee and provide the employee with an opportunity to review the information. The employee shall acknowledge that s/he has read such material by affixing his/her signature on the copy to be filed. Such signature does not indicate agreement with its content, but merely signifies that the employee has read the material to be filed.
- C. The employee shall have the right to file a response to any material put in the personnel file. The response shall also be included in the personnel file.
- D. An employee may review his/her own personnel file as soon as practicable but no later than five school days after a written request (including by email). The review will take place during normal business hours at the school. The employee may receive a copy of the file no more than twice per school year.
- E. The District shall provide the Association president or designee with access to the employee's personnel file, upon receipt of written permission from the employee. The district may charge the Association for the copying costs of the employee's personnel file.
- F. Official Grievances filed by an employee shall not be part of the official personnel file. However, documents relating to grievance resolutions may be part of the file if necessary to delineate how future pay, benefit or other working conditions will be handled.
- G. Evaluations shall be made part of the personnel file. The District shall treat evaluations as personnel information within the meaning of 603 CMR 35.11(6) and M.G.L. c. 4, §7(26)(a) and (c), not subject to disclosure under the public records law, unless the Supervisor of Public Records or other competent authority so determines.
- H. The District shall notify an employee of any public records request or subpoena seeking personnel records. The District will not provide personnel records in response to a public records request except as required by law. The District will provide an employee with reasonable notice of its intent to comply with a subpoena.

ARTICLE 23 – SCOPE OF AGREEMENT

- A. It is acknowledged and agreed that during the course of the negotiations preceding the execution of this Agreement, all matters and issues of interest to the Association and to the Committee pertaining to salaries, wages, hours and conditions of employment have been fully considered and negotiated, that each party was afforded full opportunity to present and discuss proposals pertaining to salaries, wages, hours and conditions of employment and that the understandings and agreements among the parties concluded during the course of the negotiations are fully stated in this Agreement. It is agreed that the provisions of this

Agreement shall bind and benefit each individual Employee.

- B. The Committee and the Association, for itself and on behalf of the Employees, agree that during the term of this Agreement all matters and issues pertaining to salaries, wages, hours and conditions of employment are and shall be governed exclusively by and limited to the terms and provisions of this Agreement, and that neither the Committee nor the Association shall be obligated to negotiate with the other during the term of this Agreement with respect to any matter or issue pertaining to salaries, wages, hours and conditions of employment, whether or not specifically included in this Agreement or discussed during the Negotiations preceding the execution of this Agreement, provided, however, that nothing in this Section shall in any way limit or restrict the rights and duties prescribed in Article 10 (Grievance Procedure).
- C. No agreements, practices, benefits, privileges, or understandings, oral or written, benefiting an employee or the employees covered by this Agreement, shall be controlling or in any way affect the relations between the parties unless and until such agreements or understandings have been reduced to writing and duly executed by both parties subsequent to the date of this Agreement.
- D. The failure by the Committee or by the Association in one or more instances to observe or enforce any provision of this Agreement shall not be construed to be a waiver of said provision.
- E. If any provision of this Agreement or any application of this Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE 24 – ASSOCIATION RIGHTS

A. Protection of Employees

Employees will immediately report cases of assault in connection with employment to the District. The District and the employee will cooperate with any internal or external investigation of assaults subject to compliance with applicable law.

B. Professional Environment

The parties acknowledge that employees perform best when supplied with an optimal environment and appropriate tools to support student learning. Such items, depending upon position, may include secure storage spaces, work areas for preparation of instructional materials, faculty lounges, serviceable desks and chairs, accessible restrooms, parking, and access to telephones for use in family engagement. The District will take steps to enhance and maintain the professional environment for employees in ways that in its judgement and subject to budgetary constraints best support the educational needs of students.

C. Use of School Facilities

The use of school facilities by employees is subject to School Committee policies and procedures regarding building use. The Norton Teachers Association shall be granted reasonable use of the internal mail and email system for communicating with its members.

D. Health and Safety

The Norton Teachers Association and the District Administration will select members for a Health and Safety Committee to meet as needed to address safety concerns within District facilities, including indoor air quality. The Health and Safety Committee will make recommendations to the Superintendent and School Committee regarding its findings.

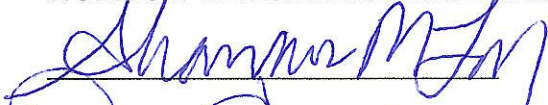
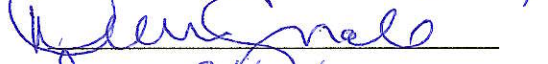

E. Dues Deduction


The District agrees to deduct membership dues from the salaries of its unit members, who by October 1 of that year have voluntarily submitted a written authorization. The amount so deducted will be remitted in accordance with instructions from the Association for disbursement to the respective organizations, provided that the District shall cease such deductions as soon as practicable after the receipt of a written revocation of the employee's consent to deduct dues. The Association agrees to indemnify, defend and hold the District harmless from and against any and all claims, or other legal action arising from or related to compliance with this provision of the agreement.

LAST ARTICLE – DURATION



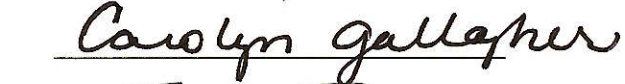
This Agreement shall be in effect from July 1, 2022 through June 30, 2025.

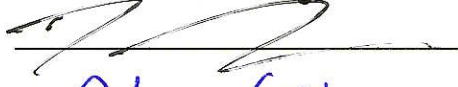
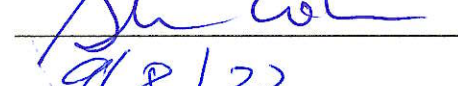
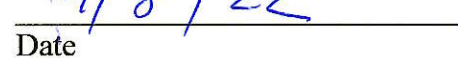
NORTON TEACHERS ASSOCIATION


Date

NORTON SCHOOL COMMITTEE




Date

APPENDIX A
TEACHER SALARY SCALES

FY23		2%		ADD		M+75		
Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60	MA+75
1	\$46,425	\$47,328	\$49,147	\$49,977	\$51,259	\$52,795	\$54,335	\$56,237
2	\$51,018	\$51,920	\$53,776	\$54,622	\$55,894	\$57,571	\$59,249	\$61,322
3	\$54,057	\$54,944	\$56,827	\$57,676	\$58,949	\$60,721	\$62,488	\$64,675
4	\$57,179	\$58,084	\$60,010	\$60,820	\$62,101	\$63,965	\$65,825	\$68,129
5	\$60,340	\$61,222	\$63,189	\$64,013	\$65,293	\$67,252	\$69,210	\$71,632
6	\$63,425	\$64,328	\$66,307	\$67,129	\$68,424	\$70,479	\$73,648	\$76,226
7	\$66,591	\$67,465	\$69,495	\$70,320	\$71,604	\$73,754	\$75,901	\$78,558
8	\$69,721	\$70,625	\$72,689	\$73,510	\$74,786	\$77,029	\$79,273	\$82,048
9	\$72,995	\$73,874	\$75,981	\$76,793	\$78,076	\$80,418	\$82,761	\$85,657
10	\$78,526	\$79,617	\$81,516	\$82,338	\$83,624	\$86,132	\$88,573	\$91,673
11			\$82,714	\$83,537	\$84,822	\$87,365	\$89,912	\$93,059
12			\$86,354	\$86,852	\$87,116	\$89,729	\$92,343	\$95,575
13				\$88,241	\$90,276	\$92,987	\$95,695	\$99,045
14					\$91,667	\$94,402	\$97,135	\$100,534

FY24		2.25%		ADD STEP TO M AND M+ COLS				
Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60	MA+75
1	\$47,470	\$48,393	\$50,252	\$51,101	\$52,412	\$53,983	\$55,558	\$57,502
2	\$52,166	\$53,088	\$54,986	\$55,851	\$57,152	\$58,866	\$60,582	\$62,702
3	\$55,273	\$56,181	\$58,106	\$58,974	\$60,275	\$62,087	\$63,894	\$66,130
4	\$58,466	\$59,391	\$61,360	\$62,188	\$63,498	\$65,404	\$67,306	\$69,662
5	\$61,698	\$62,600	\$64,611	\$65,453	\$66,762	\$68,765	\$70,767	\$73,244
6	\$64,852	\$65,776	\$67,799	\$68,640	\$69,963	\$72,065	\$75,305	\$77,941
7	\$68,089	\$68,983	\$71,058	\$71,902	\$73,215	\$75,414	\$77,609	\$80,326
8	\$71,290	\$72,214	\$74,325	\$75,164	\$76,469	\$78,763	\$81,057	\$83,894
9	\$74,638	\$75,536	\$77,690	\$78,521	\$79,833	\$82,227	\$84,623	\$87,584
10	\$80,293	\$81,409	\$83,350	\$84,191	\$85,505	\$88,070	\$90,566	\$93,736
11			\$84,575	\$85,417	\$86,731	\$89,331	\$91,935	\$95,153
12			\$88,297	\$88,806	\$89,076	\$91,748	\$94,420	\$97,725
13			\$90,063	\$90,227	\$92,307	\$95,079	\$97,849	\$101,274
14				\$92,031	\$93,730	\$96,526	\$99,320	\$102,796
15					\$95,605	\$98,457	\$101,307	\$104,852

FY25		2.75%						
Step	BA	BA+15	MA	MA+15	MA+30	MA+45	MA+60	MA+75
1	\$48,775	\$49,724	\$51,634	\$52,507	\$53,854	\$55,468	\$57,086	\$59,084
2	\$53,601	\$54,548	\$56,499	\$57,387	\$58,723	\$60,485	\$62,248	\$64,426
3	\$56,793	\$57,726	\$59,704	\$60,595	\$61,933	\$63,794	\$65,651	\$67,949
4	\$60,073	\$61,024	\$63,047	\$63,898	\$65,244	\$67,203	\$69,157	\$71,578
5	\$63,394	\$64,321	\$66,388	\$67,253	\$68,598	\$70,656	\$72,713	\$75,258
6	\$66,635	\$67,585	\$69,664	\$70,527	\$71,887	\$74,046	\$77,376	\$80,084
7	\$69,961	\$70,880	\$73,012	\$73,879	\$75,229	\$77,488	\$79,743	\$82,535
8	\$73,250	\$74,200	\$76,369	\$77,231	\$78,572	\$80,929	\$83,286	\$86,201
9	\$76,690	\$77,613	\$79,827	\$80,680	\$82,028	\$84,488	\$86,950	\$89,993
10	\$82,501	\$83,647	\$85,643	\$86,506	\$87,857	\$90,492	\$93,056	\$96,313
11			\$86,901	\$87,766	\$89,116	\$91,787	\$94,463	\$97,770
12			\$90,725	\$91,248	\$91,526	\$94,271	\$97,017	\$100,413
13			\$92,540	\$92,708	\$94,846	\$97,694	\$100,539	\$104,059
14				\$94,562	\$96,307	\$99,181	\$102,051	\$105,623
15					\$98,234	\$101,164	\$104,092	\$107,735

APPENDIX B
PARAPROFESSIONAL WAGE SCALES

FY2023	FY2024	FY2025
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Step	Hrly Rate	Hrly Rate	Hrly Rate
1	\$ 19.35	\$ 21.55	\$ 23.48
2	\$ 20.55	\$ 22.73	\$ 24.69
3	\$ 21.73	\$ 23.94	\$ 25.00
4	\$ 22.94	\$ 24.25	\$ 25.65
5	\$ 23.25	\$ 24.90	\$ 26.29
6	\$ 23.90	\$ 25.54	\$ 27.31
7	\$ 24.54	\$ 26.56	\$ 28.32
8	\$ 25.56	\$ 27.57	\$ 29.92
9	\$ 26.57	\$ 29.17	\$ 31.92
10	\$ 28.17	\$ 31.17	\$ 33.67

Appendix C: Coaching Stipends

HS/MS	Season	Sport	Level		FY23	FY24	FY25
HS	1-Fall	Cheering - Fall	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	1-Fall	Cheering - Fall	Asst/JV		\$3,620.61	\$3,742.77	\$3,867.98
HS	1-Fall	Cross Country	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	1-Fall	Cross Country	Asst./JV		\$3,620.61	\$3,742.77	\$3,867.98
HS	1-Fall	Football	Head Coach		\$8,683.16	\$8,900.24	\$9,122.75
HS	1-Fall	Football	Asst./Off. Coordinator		\$4,886.38	\$5,008.54	\$5,133.75
HS	1-Fall	Football	Asst./JV		\$4,886.38	\$5,008.54	\$5,133.75
HS	1-Fall	Football	Asst./Freshman		\$4,886.38	\$5,008.54	\$5,133.75
HS	1-Fall	Football	Asst./Def. Coordinator		\$4,886.38	\$5,008.54	\$5,133.75
HS	1-Fall	Golf	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	1-Fall	Golf	Asst/JV		\$3,620.61	\$3,742.77	\$3,867.98
HS	1-Fall	Soccer - Boys	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	1-Fall	Soccer - Boys	Asst/JV		\$3,620.61	\$3,742.77	\$3,867.98
HS	1-Fall	Soccer - Boys	Asst. (Varsity)		\$3,620.61	\$3,742.77	\$3,867.98
HS	1-Fall	Soccer - Girls	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	1-Fall	Soccer - Girls	Asst/JV		\$3,620.61	\$3,742.77	\$3,867.98
HS	1-Fall	Soccer - Girls	Asst. (Varsity)		\$3,620.61	\$3,742.77	\$3,867.98
HS	1-Fall	Unified Basketball	Asst.		\$2,400.58	\$2,460.59	\$2,522.10
HS	1-Fall	Unified Basketball	Head Coach		\$4,000.96	\$4,100.98	\$4,203.50
HS	1-Fall	Volleyball - Girls	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	1-Fall	Volleyball - Girls	Asst/JV		\$3,620.61	\$3,742.77	\$3,867.98
HS	1-Fall	Volleyball - Girls	Asst/Freshman		\$3,620.61	\$3,742.77	\$3,867.98
HS	2-Winter	Basketball - Boys	Head Coach		\$7,374.56	\$7,591.64	\$7,814.15
HS	2-Winter	Basketball - Boys	Asst/JV		\$4,175.99	\$4,298.15	\$4,423.36
HS	2-Winter	Basketball - Boys	Asst/Freshman		\$4,100.99	\$4,223.15	\$4,348.36
HS	2-Winter	Basketball - Girls	Head Coach		\$7,374.56	\$7,591.64	\$7,814.15
HS	2-Winter	Basketball - Girls	Asst/JV		\$4,175.99	\$4,298.15	\$4,423.36
HS	2-Winter	Basketball - Girls	Asst/Freshman		\$4,100.99	\$4,223.15	\$4,348.36
HS	2-Winter	Cheerleading - Winter	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	2-Winter	Cheerleading - Winter	Asst/JV		\$3,620.61	\$3,742.77	\$3,867.98
HS	2-Winter	Gymnastics	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	2-Winter	Gymnastics Assistant	Asst.		\$3,620.61	\$3,742.77	\$3,867.98
HS	2-Winter	Hockey	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	2-Winter	Hockey	Asst/JV		\$3,620.61	\$3,742.77	\$3,867.98
HS	2-Winter	Hockey	Asst. (Varsity)		\$3,620.61	\$3,742.77	\$3,867.98
HS	2-Winter	Swimming	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	2-Winter	Swimming	Asst./Dive Coach		\$3,620.61	\$3,742.77	\$3,867.98
HS	2-Winter	Winter Track	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	2-Winter	Winter Track	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	2-Winter	Winter Track	Asst.		\$3,620.61	\$3,742.77	\$3,867.98
HS	2-Winter	Winter Track - Boys	Asst.		\$3,620.61	\$3,742.77	\$3,867.98
HS	2-Winter	Wrestling	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	2-Winter	Wrestling	Asst.		\$3,620.61	\$3,742.77	\$3,867.98
HS	3-Spring	Baseball	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	3-Spring	Baseball	Asst/JV		\$3,620.61	\$3,742.77	\$3,867.98
HS	3-Spring	Baseball	Asst/Freshman		\$3,620.61	\$3,742.77	\$3,867.98

HS	3-Spring	Baseball	Asst. (Varsity)		\$3,620.61	\$3,742.77	\$3,867.98
HS	3-Spring	Lacrosse - Boys	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	3-Spring	Lacrosse - Boys	Asst/JV		\$3,620.61	\$3,742.77	\$3,867.98
HS	3-Spring	Lacrosse - Girls	Asst/JV		\$3,620.61	\$3,742.77	\$3,867.98
HS	3-Spring	Lacrosse - Girls	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	3-Spring	Softball	Asst/JV		\$3,620.61	\$3,742.77	\$3,867.98
HS	3-Spring	Softball	Asst. (Varsity)		\$3,620.61	\$3,742.77	\$3,867.98
HS	3-Spring	Softball	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	3-Spring	Spring Track - Boys	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	3-Spring	Spring Track - Boys	Asst.		\$3,620.61	\$3,742.77	\$3,867.98
HS	3-Spring	Spring Track - Girls	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	3-Spring	Spring Track - Girls	Asst.		\$3,620.61	\$3,742.77	\$3,867.98
HS	3-Spring	Tennis - Boys	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	3-Spring	Tennis - Girls	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
HS	3-Spring	Unified Track	Asst.		\$2,400.58	\$2,460.59	\$2,522.10
HS	3-Spring	Unified Track	Head Coach		\$4,000.96	\$4,100.98	\$4,203.50
HS	3-Spring	Volleyball - Boys	Head Coach		\$5,883.25	\$6,100.33	\$6,322.84
MS	1-Fall	Cross Country	MS Coach		\$3,545.61	\$3,634.25	\$3,725.11
MS	1-Fall	Cross Country	MS Asst.		\$2,060.60	\$2,112.12	\$2,164.92
MS	1-Fall	Soccer - Boys	MS Coach		\$3,545.61	\$3,634.25	\$3,725.11
MS	1-Fall	Soccer - Girls	MS Coach		\$3,545.61	\$3,634.25	\$3,725.11
MS	2-Winter	Basketball - Boys	MS Coach		\$4,100.98	\$4,100.98	\$4,203.50
MS	2-Winter	Basketball - Girls	MS Coach		\$4,100.98	\$4,100.98	\$4,203.50
MS	2-Winter	Wrestling	MS Coach		\$3,545.61	\$3,634.25	\$3,725.11
MS	3-Spring	Baseball	MS Coach		\$3,545.61	\$3,634.25	\$3,725.11
MS	3-Spring	Softball	MS Coach		\$3,545.61	\$3,634.25	\$3,725.11
MS	Year Round	Unified Coordinator MS	MS Coach		\$2,060.60	\$2,112.12	\$2,164.92

Appendix C: Advisor/Activity Stipends

	2.00%	2.25%	2.75%
ACADEMIC COORDINATORS	2022 - 2023	2023-2024	2024-2025
Business/Technology	\$6,645.49	\$6,795.01	\$6,981.87
Science	\$6,645.49	\$6,795.01	\$6,981.87
English	\$6,645.49	\$6,795.01	\$6,981.87
Social Studies	\$6,645.49	\$6,795.01	\$6,981.87
World Language	\$6,645.49	\$6,795.01	\$6,981.87
Math	\$6,645.49	\$6,795.01	\$6,981.87
Fine Arts	\$6,645.49	\$6,795.01	\$6,981.87
Physical Education / Wellness	\$6,645.49	\$6,795.01	\$6,981.87
Guidance	\$6,645.49	\$6,795.01	\$6,981.87
EXTRA SERVICES	2022 - 2023	2023 - 2024	2024 - 2025
Middle School Team Leader	\$3,819.63	\$3,905.57	\$4,012.97
Elementary Curriculum Leader	\$2,253.54	\$2,304.24	\$2,367.60
Head Nurse Stipend	\$3,854.58	\$3,941.30	\$4,049.68
Teacher Technology Liaison	\$1,661.10	\$1,698.47	\$1,745.17
National Board Certification	\$1,495.65	\$1,529.30	\$1,571.35
Saturday Suspension Supervisor	\$166.01	\$169.74	\$174.40
Tutorial Fee	\$33.53	\$34.28	\$35.22
Extended Day Nurse Stipend	\$3,888.84	\$3,976.34	\$4,085.69
Para Mentor Coordinator	\$1,000.00	\$1,000.00	\$1,000.00
Para Mentors*	\$350.00	\$350.00	\$350.00
*+\$50 each additional up to 3			
Teacher Mentor Coordinator (2)	\$1,785.00	\$1,825.16	\$1,875.35
Teacher Mentors - Lead	\$400.00	\$400.00	\$400.00
Teacher Mentors**	\$500.00	\$500.00	\$500.00
**Mentors earn \$500 for the 1 st protégé and \$300 for each additional protégé			
CO-CURRICULAR HIGH SCHOOL	2022 - 2023	2023 - 2024	2024 - 2025
Band Director, .5 Jazz, .5 Pep	\$1,756.11	\$1,795.62	\$1,844.99
Debating Club Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Drama Club Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Dramatics Coach	\$1,661.10	\$1,698.47	\$1,745.17
Editor of Local Colour/Purple Pages	\$1,661.10	\$1,698.47	\$1,745.17
eSports Team Coach	\$1,661.10	\$1,698.47	\$1,745.17

Freshman Class Advisor 1	\$674.05	\$689.21	\$708.16
Freshman Class Advisor 2	\$674.05	\$689.21	\$708.16
Future Educators Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Gender Sexuality Alliance Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Global Education Certificate Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Global Education Club Advisor	\$1,661.10	\$1,698.47	\$1,745.17
High School Quiz Show Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Junior Class Advisor 1	\$841.73	\$860.66	\$884.32
Junior Class Advisor 2	\$841.73	\$860.66	\$884.32
Music Dramatics Coach	\$1,661.10	\$1,698.47	\$1,745.17
National Art Honor Society	\$1,661.10	\$1,698.47	\$1,745.17
National Business Honor Society	\$1,661.10	\$1,698.47	\$1,745.17
National English Honor Society	\$1,661.10	\$1,698.47	\$1,745.17
National Spanish Honor Society	\$1,661.10	\$1,698.47	\$1,745.17
National History Honor Society	\$1,661.10	\$1,698.47	\$1,745.17
National Honor Society	\$1,661.10	\$1,698.47	\$1,745.17
National French Honor Society	\$1,661.10	\$1,698.47	\$1,745.17
National Tri Music Honor Society	\$1,661.10	\$1,698.47	\$1,745.17
National Math Honor Society	\$1,661.10	\$1,698.47	\$1,745.17
National Science Honor Society	\$1,661.10	\$1,698.47	\$1,745.17
Newspaper Editor	\$1,661.10	\$1,698.47	\$1,745.17
Quill and Scroll Society	\$1,661.10	\$1,698.47	\$1,745.17
SADD Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Select Choir Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Senior Class Advisor 1	\$1,661.10	\$1,698.47	\$1,745.17
Senior Class Advisor 2	\$1,661.10	\$1,698.47	\$1,745.17
Senior Class Advisor 3	\$1,661.10	\$1,698.47	\$1,745.17
Senior Class Art Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Senior Class Yearbook Advisor	\$3,701.13	\$3,784.40	\$3,888.47
Senior Class Yearbook Business Manager	\$1,661.10	\$1,698.47	\$1,745.17
Ski Club Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Sophomore Class Advisor 1	\$674.05	\$689.21	\$708.16
Sophomore Class Advisor 2	\$674.05	\$689.21	\$708.16
Student Council Advisor 1	\$1,661.10	\$1,698.47	\$1,745.17
Student Council Advisor 2	\$1,661.10	\$1,698.47	\$1,745.17
Video Production Club Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Woodworking	\$1,661.10	\$1,698.47	\$1,745.17

CO-CURRICULAR MIDDLE SCHOOL	2022 - 2023	2023 - 2024	2024 - 2025
Anime Club Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Art Club Advisor 1	\$1,661.10	\$1,698.47	\$1,745.17
Art Club Advisor 2	\$1,661.10	\$1,698.47	\$1,745.17
Chimes Coach	\$1,661.10	\$1,698.47	\$1,745.17
Community Service Club Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Computer Club Advisor 1	\$1,661.10	\$1,698.47	\$1,745.17
Computer Club Advisor 2 (Rubix)	\$1,661.10	\$1,698.47	\$1,745.17
Drama Club Advisor 1	\$1,661.10	\$1,698.47	\$1,745.17
Drama Club Advisor 2	\$1,661.10	\$1,698.47	\$1,745.17
Drama Club Advisor 3	\$1,661.10	\$1,698.47	\$1,745.17
Drone Club Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Fall Intramural 1	\$2,075.81	\$2,122.51	\$2,180.87
Fall Intramural 2	\$2,075.81	\$2,122.51	\$2,180.87
Fall Intramural 3	\$2,075.81	\$2,122.51	\$2,180.87
Gender Sexuality Alliance Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Hero Club	\$1,661.10	\$1,698.47	\$1,745.17
Homework Club 1	\$1,661.10	\$1,698.47	\$1,745.17
Homework Club 2	\$1,661.10	\$1,698.47	\$1,745.17
Majorettes	\$1,661.10	\$1,698.47	\$1,745.17
Math Club Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Middle School Band Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Newspaper Club	\$1,661.10	\$1,698.47	\$1,745.17
Peer Leader	\$1,661.10	\$1,698.47	\$1,745.17
Photography Club	\$1,661.10	\$1,698.47	\$1,745.17
Robotics Club Advisor (Fall)	\$1,661.10	\$1,698.47	\$1,745.17
Robotics Club Advisor (Spring)	\$1,661.10	\$1,698.47	\$1,745.17
Spelling Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Spring Intramural 1	\$2,075.81	\$2,122.51	\$2,180.87
Spring Intramural 2	\$2,075.81	\$2,122.51	\$2,180.87
Student Council Advisor	\$1,661.10	\$1,698.47	\$1,745.17
TV Media Club	\$1,661.10	\$1,698.47	\$1,745.17
Video Production Club 1	\$1,661.10	\$1,698.47	\$1,745.17
Video Production Club 2	\$1,661.10	\$1,698.47	\$1,745.17
Winter Intramural 1	\$2,075.81	\$2,122.51	\$2,180.87
Winter Intramural 2	\$2,075.81	\$2,122.51	\$2,180.87
Woodworking Club Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Wrestling Intramural	\$1,661.10	\$1,698.47	\$1,745.17

Writing Club Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Yearbook Advisor	\$1,661.10	\$1,698.47	\$1,745.17
Yoga Advisor	\$1,661.10	\$1,698.47	\$1,745.17

MEMORANDUM OF AGREEMENT

**This Memorandum of Agreement is made between
the Norton School Committee (the "Committee")
and
the Norton Teachers Association (the "Association")**

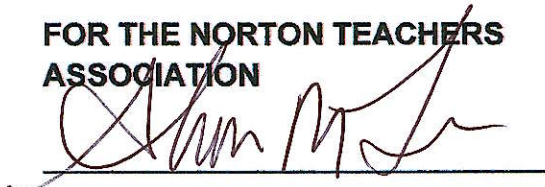
WHEREAS,

The Committee and the Association are parties to a collective bargaining agreement (the "Contract") covering professional personnel employed by the Committee for the period July 1, 2022 to June 30, 2025

THEREFORE,

The parties hereby agree to add "Office Detention Duty" to Appendix C for the duration of the contract via this Memorandum of Agreement. This includes one position at Norton High School and one position at Norton Middle School for two days per week for one hour, paid at the current tutorial fee.


**FOR THE NORTON TEACHERS
ASSOCIATION**



9-26-22

Date

**FOR THE NORTON SCHOOL
COMMITTEE**



9-22-22

Date

MEMORANDUM OF AGREEMENT

**This Memorandum of Agreement is made between
the Norton School Committee (the "Committee")
and
the Norton Teachers Association (the "Association")**

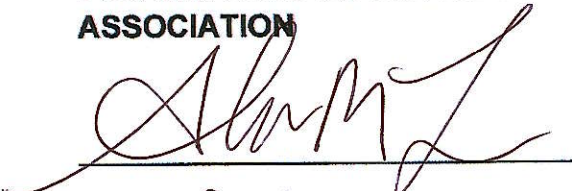
WHEREAS,

The Committee and the Association are parties to a collective bargaining agreement (the "Contract") covering professional personnel employed by the Committee for the period July 1, 2022 to June 30, 2025

THEREFORE,

The parties hereby agree to add "7D License Driver" to Appendix C for the duration of the contract via this Memorandum of Agreement

**FOR THE NORTON TEACHERS
ASSOCIATION**



9-26-22

Date

**FOR THE NORTON SCHOOL
COMMITTEE**



9-22-22

Date

MEMORANDUM OF AGREEMENT

**This Memorandum of Agreement is made between
the Norton School Committee (the "Committee")
and
the Norton Teachers Association (the "Association")**

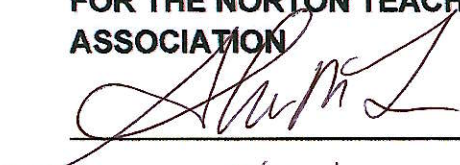
WHEREAS,

The Committee and the Association are parties to a collective bargaining agreement (the "Contract") covering professional personnel employed by the Committee for the period July 1, 2022 to June 30, 2025

THEREFORE,

The parties hereby agree to add "De-escalation Instructor" to Appendix C for the duration of the contract via this Memorandum of Agreement


**FOR THE NORTON TEACHERS
ASSOCIATION**



9/26/22

Date

**FOR THE NORTON SCHOOL
COMMITTEE**



9/22/22

Date