

# Collective Bargaining Agreement

Unit A

2021 through 2024

between

The Hopedale School Committee

and

The Hopedale Education Association, Inc.

Hopedale Public Schools

Hopedale, MA

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**UNIT A AGREEMENT**  
FOR  
AUGUST 2021 THROUGH AUGUST 2024  
BETWEEN  
THE HOPEDALE SCHOOL COMMITTEE  
AND  
THE HOPEDALE EDUCATION ASSOCIATION, INC.

ARTICLE 1  
Agreement

Pursuant to the provision of Section 7 of Chapter 150E of the General Laws of Massachusetts, this contract is effective the Friday immediately preceding the first day of school for students in the 2021-2022 school year, between the School Committee of the Town of Hopedale (hereinafter referred to as the Committee) and the Hopedale Education Association, Inc. (hereinafter referred to as the Association).

ARTICLE 2  
Committee's Statutory Position

The Committee is a public body established under, and with the powers provided by the statute 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 statute, or any rule specifically provided for in this Agreement. The Committee retains all the inherent powers, rights, and duties that it has by law, and may exercise the same at its discretion, without any such exercise being made the subject of a grievance hereunder.

ARTICLE 3  
Scope

For the purpose of collective bargaining with respect to wages, hours, and other conditions of employment, negotiations of collective bargaining agreements and any other questions arising there under, the Committee recognizes the Association as the exclusive bargaining agent and representative of all full and part-time professional employees (as such employees are defined in Section 1 of Chapter 150E of the General Laws of Massachusetts; except as noted below) of the School Department of Hopedale who have been grouped into the following separate unit for the purposes of collective bargaining pursuant to Section 3 of Chapter 150E of the General Laws of Massachusetts. Unless otherwise indicated, the employees noted below will be referred to as "Unit A members" throughout this agreement.

Unit A: All certified teachers and specialists, library/media specialists, reading specialists, Title 1 math specialists, school psychologists, adjustment counselors, guidance counselors, nurses, special education team chairpersons, department heads in the preschool, elementary and junior high and senior high school.

ARTICLE 4  
Compensation

Salary becomes applicable on the effective date of this Agreement, the Friday immediately preceding the first day of school for students in the 2021-2022 school year, to the employees covered by this Agreement and shall be as provided by the attached salary schedules and the following provisions.

Stipends: Stipendiary positions will be paid in accordance with the attached stipend list. The parties acknowledge that they had the opportunity to fully bargain the attached stipend list and hereby waive any and all rights to negotiate additional stipends and/or increases in the stipend amounts throughout the term of this contract.

Benefits including, but not limited to, health insurance at an 80% Town/20% employee split, dental insurance, disability insurance, and flexible spending accounts, will be offered at the same terms as the Town provides to all employees.

ARTICLE 5  
Duration

This contract shall become effective the Friday immediately preceding the first day of school for students in the 2021-2022 school year, and shall continue in effect until the Thursday immediately preceding the first day of school for the students in the 2024-2025 school year, and shall thereafter renew itself for a further term of one year unless, by the third Tuesday of September 2023, either the Committee or the Association shall have given the other written notice of its desire to terminate the Agreement.

ARTICLE 6  
Grievance Procedure

A grievance is defined to be a question, problem, or disagreement, which arises concerning, 1) the interpretation or application of any provision of this Agreement, or 2) an alleged violation of any provision of this agreement. A matter which is not specifically covered by a provision of the Agreement, or which is reserved to the discretion of the Committee by the terms of the Agreement, may not be the subject of a grievance under this Agreement. The purpose of the procedure set forth hereafter is to produce prompt and equitable solution to those problems that may arise from the application and interpretation of this Agreement.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may however, be extended by written, mutual agreement.

In any event, if a grievance is filed on or after June 1, all parties involved will make every effort to reduce the time limits set forth herein so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as possible.

Formal Procedure – If at the end of twenty (20) school days following the event that precipitates the grievance, or the date of first knowledge of its occurrence by any employee affected by it, the grievance is not presented at Level One of the procedure set forth in this Section, the grievance shall be waived; and any grievance in course under procedure shall also be deemed to have been waived if the action required to present it to the next level of a procedure shall not have been taken within the time specified therefore in this section.

Level One - An employee with a grievance will first present it in writing to the building principal or immediate supervisor with or without the Association's School Representative, with the objective of resolving the matter informally.

Level Two- If, at the end of ten (10) school days next following such presentation, the grievance is not resolved to the employee's satisfaction, the employee may, within five (5) school days thereafter, file a written statement of grievance with the Superintendent. The employee may file a copy of the grievance with the Chairman of the Association's Professional Rights and Responsibilities Committee if they so desire. Within ten (10) school days after receipt of the grievance, the Superintendent will meet with the employee in an effort to settle the grievance.

Level Three- If the employee is not satisfied with the disposition of his/her grievance at Level Two or if no decision has been rendered within ten (10) school days after he/she has first met with the Superintendent, he/she may file the grievance in writing with the Chairman of the Professional Rights and Responsibilities Committee within five (5) school days after a decision by the Superintendent, or fifteen (15) school days after he/she has first met with the Superintendent, whichever is sooner. Within five (5) school days after receiving the written grievance, the Chairman of the Professional Rights and Responsibilities Committee will refer it to at least three members of the School Committee, appointed by the Chairman. Within ten (10) school days after receiving the written grievance, the School Committee will meet with the employee and the Chairman of the Professional Rights and Responsibilities Committee if the employee so desires, for the purpose of resolving the grievance.

Level Four- If the grievance is not resolved to the satisfaction of the employee and the Association within ten (10) school days of the meeting with the School Committee as required by Level Three above, the Association may, within ten (10) school days, submit the grievance to binding arbitration. The Association shall notify the Committee in writing of its intention to arbitrate within the aforementioned ten (10) school days.

In the event the Association submits a grievance to arbitration, the arbitrator shall be selected according to and governed by the following procedure: The arbitrator is to be mutually selected by the Committee and the Association. If the Committee and the Association cannot agree within ten (10) school days after written notice specified above of the intention to arbitrate, then the party demanding arbitration shall, within ten (10) school days thereafter, request the American Arbitration Association to provide a panel of arbitrators. Said arbitrator is then to be selected under the provisions of the Voluntary Labor Arbitration Rules, now, or hereafter, in effect. The Voluntary Labor Arbitration Rules shall also govern the procedure at any arbitration hearing.

The fees of the American Arbitration Association and of the arbitrator and the expense of any required hearing shall be shared equally by the Committee and the Association, but each party shall bear the expenses of its representative, participants, witnesses, and for the preparation and representation of its own case.

The Arbitrator's award shall be in writing and shall set forth his finding of fact with reasoning and conclusions. The Arbitrator shall arrive at his decision solely upon the facts, evidence, and contentions presented by the parties through the arbitration proceedings. The arbitrator shall have no power to add to, subtract from, or modify any of the terms of this Agreement. Subject to the foregoing, the decision of the arbitrator shall be submitted to the School Committee and the Association and shall be final and binding upon the Committee, the Association, and the Unit A Member or group of Unit A Members who initiated the grievance.

The parties may, by mutual agreement, submit more than one pending grievance to the same arbitrator.

Chapter 186 of the Acts of 1988 shall not apply to any provisions of the grievance procedure referenced above.

ARTICLE 7  
Unit A Member Salary/Benefits

2021-2022	2.00% Increase
2022-2023	2.25% Increase
2023-2024	2.25% Increase

All certified Unit A Members will have a choice of payment options for their salary payment:

1. 26 equal installments
2. 26 equal installments with the balance paid in accordance with the Town's regular payroll schedule, such final payment not to exceed seven days from the last day of work for the school year.

Unit A Members will notify the School Accountant of their preferred method of receipt of payment on or before July 1 (or as soon as practical following appointment). Once a choice is made, that choice will be in effect unless a change is requested.

The first payment of the school year will coincide with the town's first payroll after the start of school, provided all required documentation has been signed and returned.

Any member of Unit A who fails to fulfill employment responsibilities will be required to reimburse the town for any prepaid amount due as of the departure date. This reconciliation may be taken as a deduction when there is prior notice, or a reimbursement to the Hopedale Public Schools by means of a personal check.

Notice of intent to retire is irrevocable. However, if unforeseen circumstances exist which create a hardship for a teacher who has given notice to retire, the Superintendent may permit, in his/her sole discretion, the teacher to rescind his/her notice of retirement. The Superintendent's decision to allow a teacher to rescind a notice of retirement under this provision shall not establish any precedent or past practice between the Committee and the Association as to future requests. The Superintendent's decision is final and not subject to the grievance and arbitration provisions of the collective bargaining agreement.

If a Unit A member plans to retire having served the district for a minimum of 20 years of continuous service (an approved leave of absence does not constitute a break in service), submits a written request to the Superintendent by June 30<sup>th</sup> of the preceding year, and retires at the end of a school year, the employee is entitled to a \$3000.00 lump sum payment.

ARTICLE 8  
School Nurse Salary

Nurse work day and work year shall be the same as other Unit A Members. All nurses holding a Bachelor's degree and who are certified by D.E.S.E shall be paid on the Unit A Members' salary schedule

Whenever a nurse works an optional athletic tournament contest, he/she shall receive a \$30.00 stipend per contest. The School Nurse will coordinate an annual workshop for athletic staff and other interested faculty in first aid and CPR certification and recertification. Appropriate PDPs will be granted to both the provider and the participants.

The participation of the School Nurse in Team and 504 meetings, where necessary, will be in accordance with the provision of the Collective Bargaining Agreement.

The Prescription Medication Program will be developed by the School Nurse, the School Physician, and the Board of Health under the regulations put forward by the Department of Public Health (105 CMR 210 “The Administration of Prescription Medicines in Public and Private Schools” 210.001-210.100).

The School Nurse shall be responsible directly to the building principal with summary responsibility through this individual to the Superintendent of Schools.

The Hopedale Education Association, Inc. and the School Committee mutually recognize the need for continued enhancement of the salary schedule to attract and maintain qualified personnel.

## ARTICLE 9 Stipendiary Positions

Stipendiary positions authorized annually by the School Committee shall be placed on the Stipend Salary Position Schedule. Stipend payments must be requested in advance, on the approved stipend request form. Payment options include:

1. Full payment after complete (any activity)
  2. Two payments for seasonal activity at the halfway point, and at the conclusion
  3. Payments to accompany 26 regular paychecks for year-long activities
- Notification deadline is 30 days prior to activity start date after which only payment option #1 will be allowed.
  - Professional status will be strongly considered in the hiring of all leadership positions.
  - All stipendiary positions are annual appointments. Please see the last page for complete listing.

All hiring decisions for stipendiary positions will be made upon applicant qualifications; consideration will be given to current HPS employees. Decisions shall not be subject to grievances and/or arbitration.

## ARTICLE 10 Professional Development

The School Committee agrees to provide professional development opportunities for certified Unit A Members contingent upon prior approval by the Superintendent. Professional Development plans will conform to current Department of Education regulations, or as those regulations may be amended.

If additional per diem days are not scheduled, the Committee will agree to schedule the equivalent of three (3) professional development days per school year in the form of early release days.

When a full professional development day is scheduled prior to the start of the school year, at least one-half (1/2) of that day will be available to Unit A employees for self-directed tasks. All other professional development time throughout the year will be scheduled at the discretion of the Superintendent.

## ARTICLE 11 Summer Curriculum Workshops and Other Projects

Summer curriculum work which is approved by the Superintendent will be funded as follows:  
2021-2024      \$40.00 per hour.

Other school department sponsored projects, as pre-approved by building level administration, will be funded as follows:  
2021-2024      \$40.00 per hour

ARTICLE 12  
Reimbursement of Tuition for Approved Courses

Upon submission of an official transcript that demonstrates a B- grade or better and proof of payment, Unit A Members shall be reimbursed the actual cost of tuition and fees for successful completion of a course taken with prior approval. The request for reimbursement should be submitted no later than 30 days after the employee's receipt of their grade for the completed course. Cost of credits for workshops will be applied to the employee's tuition reimbursement; the workshop fee will remain in the professional development line. Reimbursement of said course will be made within thirty (30) days following receipt of evidence of successful completion of the course except that reimbursement for a summer course will be made only to a Unit A Member who has returned to full employment the following September or who is on an approved leave of absence. Courses taken in June will be part of the previous school year's allotment. Courses completed in July or August will be part of the next year's allotment. Unit A Members on family leave will be entitled to course reimbursement subject to the terms of this agreement. The maximum payment will be:

2021-2022	\$1,100
2022-2023	\$1,100
2023-2024	\$1,100

That amount will remain level for the duration of this contract. No Unit A Member shall take more than two (2) courses per college semester without prior approval of the Superintendent of Schools. The dates and times of courses cannot be in conflict with the designated workday of the Unit A Member. Exceptions to this rule will be at the discretion of the Superintendent. Approval of courses will be subject to the terms of the Professional Development Plan as mandated by the Department of Education. Request for reimbursement for part-time Unit A Members will be calculated at the same percentage as the employee's FTE. Request for course approval should be made three (3) weeks prior to the start of the said course if not part of a Masters or PhD program.

In the event that a Unit A Member takes a graduate level course and pays out of pocket, ensuing credit shall be applied to progress towards a lane change provided that course pertains to the Unit A Member's assignment or certification.

ARTICLE 13  
Length of Day

Elementary K-6	Unit A Members	8:00 am - 2:45 pm
	Students	8:15 am - 2:30 pm
Jr. Sr. High School	Unit A Members	7:30 am - 2:35 pm
	Students	7:40 am - 2:05/2:35 pm

Thirty (30) minutes of flexibility shall be allowed on the start/end times of the staff day provided the total number of staff hours remain the same (e.g. Elementary begin 7:30-8:30 am and end 2:15-3:15 pm).

Elementary Classroom Teacher Schedule

Each teacher K – 6 shall be provided with a minimum of 1 daily prep period. This provision shall not apply to non-scheduled members of Unit A including but not limited to nurses, counselors, and psychologists.



### Junior-Senior High School Teacher Schedule

JSHS Administration and HS Department Heads will make every effort to ensure that teachers are responsible for no more than three different courses per semester. Different will be defined as full year classes that use different textbooks. In the event that a fourth course is necessary or desired, the Teacher, Department Head and Administration must complete a written agreement.

### Part time employees

Part time employees will be entitled to their FTE percentage of prep time daily.

No duties will be assigned to elementary or high school teachers after dismissal.

Professional Training Sessions – All efforts will be made to provide professional training sessions during the workday during in-service days. If sessions must be held after school hours, all attending Unit A Members will receive the rate specified in Article 11 for time spent at the session. The only exception would be if the workshop/course was required for certification by DESE. Part-time Unit A staff members with an FTE greater than or equal to 0.5 will attend all professional development days. Those part-time Unit A staff with an FTE less than 0.5 will attend at least two professional development days, as determined by the building principal.

Staff Meetings – Unit A staff will attend a one-hour faculty meeting per month, directed by the building principal. Said meeting will not be longer than one hour in length beyond the end of the contractual school day. High School 2:35 – 3:35 pm and at Memorial School the meeting will begin no later than five (5) minutes after children leave their last class 2:35 – 3:35 pm. The day of the week for these meetings shall be set at each school at the beginning of the school year and an agenda will be given to the faculty each month not later than two (2) school days prior to said meeting. Part-time Unit A staff members with an FTE greater than or equal to 0.5 will attend at least six faculty meetings. Those part-time Unit A staff members with an FTE less than 0.5 will attend at least three faculty meetings. All Unit A staff members are responsible for remaining up to date with all information covered at any faculty meetings that they do not attend.

There will be up to five (5) additional staff meetings held throughout the school year directed by Department Heads at the High School and BBC and by Grade Level Leaders and/or Curriculum Leaders at Memorial School.

Evening Meetings – Faculty will attend one (1) evening meeting and a second evening meeting at the discretion of the principal.

System Changes in Start/Stop Time – Any change to the school day, with respect to the start/stop times will be discussed (not bargained) the previous April with the HEA and approved by the School Committee as part of its annual calendar deliberations.

## ARTICLE 14

### Absence and Leave Provisions for Professional Unit A Members

Both the Association and the School Committee affirm the importance of Hopedale educators being available to students and colleagues for as much of each day as possible. When this is not possible, sick time and/or personal leave will be granted in .25 - .50 blocks for appointments that cannot be scheduled during after school hours. In the event that this is not possible, full days will be granted.

Sick Leave – Sick leave allowance is to be fifteen (15) days per year with unused days accumulating to a maximum 185 days. Sick leave days shall be earned and used according to full time equivalents (e.g. .5 FTE – 7.5 days per year). Absence due to personal illness or critical illness in the immediate family shall be chargeable against sick leave.

Immediate family is defined as a parent, sibling, spouse, child/stepchild, grandparent, grandchild, immediate in-laws, partner or significant other who lives within the household, and any additional household member who resides in the employee's home. (Proof of residency may be required). Whenever the term immediate family is used in this Agreement, the above referenced definition shall apply.

The School Committee or its designee (Superintendent or Principals) reserves the right to request a certificate justifying absence, after four (4) consecutive school days, from the employee's physician.

Sick Leave Buy Back – Employees who notify the Superintendent of their intent to retire with more than one year's notice by June 30<sup>th</sup> of the preceding year, shall receive a buyback of no more than 100 days at \$40 per day. Those employees who give less than one year's notice, will receive a buyback of no more than 100 days at \$35 per day. A separate check will be issued within thirty (30) days of retirement.

On the Job Injuries – Any employee covered by this Agreement who sustains a personal injury arising out of or in the course of their employment, shall have all sick days except the first day restored to their account upon their return to duty. In any event, the School Committee shall have the right to extend the sick leave of any employee for injury or illness beyond their entitlement until such time as the employee returns to work. Denial of such additional pay is not subject to a grievance.

Bereavement Leave – Bereavement leave shall be no more than five (5) consecutive school days for the death of the employee's spouse, partner/significant other who lives in the household, parent, child/stepchild and any additional household member who resides in the employee's home. Bereavement leave shall be no more than three (3) consecutive school days for all other members defined as immediate family and shall include sibling, grandchild, grandparent, and immediate in-laws. Bereavement leave shall be no more than one (1) school day for aunts, uncles, nieces and nephews. Such leave is non-cumulative. The Superintendent, at his/her discretion may also grant up to two (2) additional days for bereavement leave for the above referenced circumstances or for other bereavements that are not included in the definition of immediate family.

Religious leave – Employees of any faith shall be eligible for a day of absence, without penalty, for the observance of a major religious holiday when such day(s) occur when that employee is normally scheduled to work and application has been made to the Superintendent or his/her designee five (5) school days prior to the date of said absence.

Jury Duty - On proof of necessity of jury service, an employee shall be granted a leave of absence with pay in the manner provided for by law. Any Unit A member who is called for jury duty and completes his/her civic duty will receive a rate of pay equal to the difference between the professional salary and the jury fee for up to 5 days of service. These 5 days will be in addition to the leave provided by the law. This leave shall not be deducted from sick leave or from personal days.

Personal Days– The building principals will review all personal day requests. Regularly appointed full time Unit A Members may be absent for personal reasons up to three (3) days in the school year without loss of pay if such absence is recommended in writing by the principal. Unit A Members appointed to part-time positions will receive personal leave that is prorated to their FTE. Such leave is non-cumulative. No reason need be stated for a single personal day, but the reason shall be stated if more than a single day is to be taken. Personal days must be requested two (2) days in advance. Emergency personal days will be granted without two (2) day notice and no reason need be stated. If any personal days remain unused in a given year, the employee will be credited all unused days in the next year's sick leave.

One personal day per school year may be granted for any reason, such as to extend any vacation period with the approval of the building principal as long as the day does not interfere with the effective management of the building.

When a special circumstance arises, a Unit A Member may request consecutive days, which will be reviewed by the principal, who may grant such personal leave if he/she determines that a unique and/or unusual circumstance warrants the granting of such leave, pending final approval by the Superintendent.

Personal Leave – An employee may request an extended personal leave with no pay for up to one year. If granted, the employee must notify the Superintendent about intent to return or end employment by March 1.

Upon return from a leave of absence, all benefits to which an employee was entitled to prior to his/her leave of absence will be restored. Said employee will be guaranteed, upon return, an assignment that is the same or a substantially equal position based on certification of the employee. Administrative decisions with regard to a return to work following a leave of absence will be in accordance with the provisions of the contract and in compliance with all M.G.L.

Parental Leave - Leave without pay for the birth or the adoption or foster or court placement of a child under the age of 18, or under the age of 23 if the child is disabled, shall be allowed to eligible Unit A Members, upon satisfaction of the following conditions as applicable:

Employee Responsibility:

- Written notification to the Superintendent's Office a minimum two months in advance of intended leave date.
- Included in the request:
  1. Date parental leave is anticipated to commence;
  2. Date of planned return to work (See: Return to Work);
  3. Anticipated intention to access accrued sick time (up to 8 weeks) due to illness or disability under the sick leave provisions of Article 14 or intention to access available personal days under the personal leave provisions of Article 14. Use of accrued sick time may require medical certification;
  4. Intention to continue health insurance coverage under FMLA;
  5. Intention to add the child to the employee's current insurance coverage. In such case, a copy of the birth certificate, hospital discharge papers, and an insurance enrollment form must be submitted to the Superintendent's Office as soon as possible.

Administrative Responsibility:

1. The Superintendent will notify the employee of the approval of the Parental Leave request and will include a copy of the Return to Work section.
2. Based upon the employee's eligibility to access either accrued sick or personal time under Article 14, the School Accountant will notify the employee of available benefits and anticipated salary payments during the term of the Parental Leave.

FMLA/MMLA

1. The employee may utilize any accumulated sick leave in accordance with applicable state and federal laws. Leaves under FMLA and MPLA will run concurrently.
2. The employee may receive health insurance coverage for up to 12 weeks in accordance with FMLA.

Salary Step

1. The employee returning to duty after Parental Leave who worked at least ninety-one days (91 days) during the year of the leave shall be placed on the salary step immediately above his/her step at the time of leave. Provided he/she is entitled to progress to said step according to other provisions of the contract. Otherwise, he/she shall be placed on the same salary step as at the time of the leave.

#### Return to Work

1. The employee on leave to a date certain other than the August/September opening must notify the Superintendent in writing thirty (30) calendar days in advance of said date of the intention to return to work on that date certain.
2. The employee on leave commencing during a school year shall notify the Superintendent's Office of their intent to return during the current school year or at the start of the next school year. If intending to extend the leave through the next school year, please refer to Article 14: Personal Leave.
3. An employee on leave until the opening of school in August/September must notify the Superintendent in writing on or before the first day of March preceding the August/September opening of school of the intention to return to work on said opening day of school.
4. Any employee who fails to give said required notice of his/her intention to return to work shall be deemed automatically resigned from the Hopedale Public Schools at 12:00 noon on the day following the last day for giving said notice.
5. Any employee on leave who has given said timely notice, as required, and who fails to report to work as stated in the notice, shall be deemed automatically resigned from the Hopedale Public Schools at 12:00 noon on said reporting day.

Extended Child-Rearing Leave of Absence - An Extended Child-Rearing Leave of Absence without pay shall be given to a Unit A Member for care of a newly born or newly adopted or foster or court placed child under the age of 18, or under the age of 23 if the child is disabled. Such a leave shall be for up to one (1) year provided the employee fulfills all of the above referenced notification requirements.

Sabbatical Leave - The Superintendent may grant a leave of absence for study or research to any Unit A Member or supervisor serving at discretion that would increase his/her professional ability; such leave to be for a period not exceeding one year at full or partial pay; provided that prior to granting such leave said Unit A Member or supervisor shall enter into a written agreement with the Superintendent that upon termination of such leave he/she will return to service in the public schools for such city or town for a period equal to twice the length of such leave and that, in default of completing such service, he/she will refund to the city or town an amount equal to such proportion of salary received by him/her while on leave as the amount of service not actually rendered as agreed bears to the whole amount of service agreed to be rendered (Chapter 71, section 41a)

The granting of such leave, in addition to the judgment of the Superintendent shall be subject to the following conditions:

1. The applicant must have completed seven (7) consecutive full years of teaching service in the Hopedale Public Schools;
2. The request for leave must be received by the Committee in writing on a form provided by them no later than November 30 of the school year preceding the school year in which the leave is requested;
3. The application must bear the endorsement of the Superintendent of Schools who shall set forth in writing his opinion as to whether or not the proposed leave would be of such value to the Hopedale Public Schools as to warrant the granting same;
4. The Committee shall act on all such requests on or before April 1 following the receipt of the application and will notify the applicant in writing of their decision;
5. The person on leave shall receive three-quarters pay for the period of leave, provided that such pay, when added to any other program, grant or stipend received by the applicant for such study or research, shall not exceed the applicant's regular salary;
  - a. For the purpose of determining salary and reimbursement under this section, the applicant's salary shall be determined as the date the leave is granted.
  - b. The person returning from leave shall be placed on the appropriate step of the salary schedule he/she would have attained as an active member of Unit A.
6. Not more than 3% of the teaching staff shall be on sabbatical leave at any given time.

ARTICLE 15  
Sick Leave Bank

1. A Sick Leave Bank is available for use by Unit A employees who have completed one year of employment and have exhausted their own accrued sick leave and have a prolonged and/or serious illness or injury. Eligibility is achieved when an employee of this unit has reported to work for the number of days totaling a contract year, less any sick or personal days outlined in this agreement as a basic employment benefit. Once eligible, all Bargaining Unit A members must participate in the Sick Leave Bank as a condition of employment.

2. When a member of the Bargaining Unit A begins his/her second year of employment, he/she will contribute one (1) day from his/her sick leave accumulation to the Sick Leave Bank in order to fund the bank. In the event the Sick Leave Bank is twenty-nine (29) days or less, all eligible members of the bargaining Unit A, except first time contributors will replenish the Sick Leave Bank in the current year by contributing one (1) more day per member. No more than three (3) Sick Leave Bank days shall be contributed from Bargaining Unit A members' sick leave accounts in any one school year. At no point shall the Sick Leave Bank contain more than three (3) times the number of members in the Bargaining Unit. Sick Leave Bank days unused in one school year will be carried over into the next school year and will accumulate from year to year. By October 1 of each following year, the Association shall notify the Bargaining Unit A members and the Superintendent of the initial yearly contribution to be made to the Sick Leave Bank by the Bargaining Unit A Members.

3. Those members who, during the course of the year do not have a sufficient number of days to cover an additional sick day contribution requested by the Association will be allowed to borrow from the succeeding year and then repay the district in the succeeding school year. In the event an employee borrows from a succeeding school year and leaves the district prior to repaying said days, the number of days owed the district will be deducted from the sick bank.

4. A Sick Leave Bank Board consisting of five members will administer the Sick Leave Bank. Two members will be designated by the School Committee to serve at its pleasure, and two members will be designated by the Association to serve at its pleasure. The fifth member will be appointed annually on a rotating basis, by the first day of the school year on which Unit A Members are required to report for work, by the Committee or the Association. The rotation will be determined according to the fiscal year calendar with odd years indicating a School Committee member and with even years indicating an Association member.

5. Any initial grant by the Sick Leave Bank will not exceed thirty (30) days. If an individual's need continues, reapplication to the Sick Leave Bank Board may be made for subsequent extensions up to a maximum of thirty (30) days each. Days not used from the sick leave grant will be returned to the Sick Leave Bank upon the return to regular duty. The total amount of days that may be drawn for any one illness or disability may not exceed 180 days.

6. A Bargaining Unit A member who has received a grant from the Sick Leave Bank will upon return to regular duties, receive five (5) sick leave days from the Sick Leave Bank to be used in the event of an illness during the remainder of the school year. Unused days from the returning five-day grant will be returned to the Sick Leave Bank on the last day of school.

7. Subject to the provisions of this contract, the Sick Leave Bank Board will use the following criteria in administering the bank and determining eligibility and the amount of leave to grant. Adequate medical evidence should include diagnosis and prognosis of serious and/or prolonged illness or injury and expected date of return. The Sick Leave Bank Board reserves the right to request additional medical evidence from

a physician of his or her own choosing. The School Committee will pay for this cost. This information will remain confidential with the Sick Leave Bank Board.

After an initial grant of thirty (30) days to a member, the Sick Leave Bank Board may have the applicant examined by a second physician selected by the Sick Leave Bank Committee, and paid for by the School Committee. The Sick Leave Bank Board may ask for additional medical verification, as it deems necessary.

8. The decision of the Sick Leave Bank Board with respect to eligibility and entitlement shall be final and binding and not subject to appeal except for reconsideration to the Sick Leave Bank Board itself nor shall it be subject to grievance and/or arbitration.

## ARTICLE 16

### Advanced Degrees and/or Lateral Transfers

Unit A Members receiving mid-year advanced degrees shall be entitled to a lateral salary move on the salary schedule provided that they comply with the following conditions:

1. Notify the Superintendent in writing before October 15 that they will receive an advanced degree or sufficient credits for transfer on a date, which must be after January 1 and prior to March 1 of the following year.
2. Payment of a lateral salary change will be effective at the receipt of documentary evidence in the form of their degree certificate or evidence of sufficient course credits to the Superintendent of Schools.
3. The lateral pay increase shall be effective in either January or August/September not later than the second pay period following receipt of documentary evidence by the Superintendent of Schools, as indicated in #2.
4. Unit A Members expected to get a degree at commencement or who will qualify for additional course credits after March 1 shall notify the Superintendent of Schools on or before March 15 of such change in degree status. Such employees shall present to the Superintendent the same documentary evidence required in #2 above, and their salary increase shall be effective no later than the first pay period of the school year following receipt of said documentary evidence of degree. Failure to provide said required notice on the date specified will require that the Unit A Member wait for the next available transfer payroll days which may be either the following February 1 or September 1.
5. Lateral movement from one lane to another is intended as a sequential process. Therefore, transfer to a "degree" or "degree plus" honor lane (M to M+15 to M+30) will be based on credits obtained subsequent to the receipt of the degree on which the schedule is based (e.g. to move from M+15 to M+30, all credits for transfer must be earned after completing of courses qualifying for M+15).

## ARTICLE 17

### Reimbursement of Expenses

All pre-approved, out-of-pocket expenses shall be reimbursed within thirty (30) business days of submission of request by the Unit A Member, provided that documentation is provided.

## ARTICLE 18

### Deductions

Unit A members shall notify the Superintendent's Office of the amount to be deducted from their salaries for insurance plans. The School Department shall inform the Town Treasurer of these deductions unless the Treasurer certifies that he/she will not provide the service. The amount of any such deductions shall not change without prior written approval of the Superintendent of Schools and only for good and sufficient reasons in the sole judgment of the Superintendent. Any staff member shall be allowed to enter or leave

the group medical insurance plan without restriction except as prohibited by law, the Treasurer's Office, or the insurance provider. The parties to this agreement understand that all payroll deductions, including but not limited to taxes, retirement contributions and premiums, are processed by the Town Treasurer's Office.

#### ARTICLE 19 Payment of Union Dues

The Town will deduct through payroll deduction the HEA, MTA and NEA dues from the earnings of any employee recognized in this Agreement. All unit employees are eligible to join the Association. The person electing dues deduction from his/her salary shall specify at the time of election whether the deduction shall be in one lump sum or ten equal installments over the period of the school year. The withheld amount will be forwarded to the Treasurer of the HEA, as soon as practical following the actual withholding, together with a record of the amounts and names of those for whom the deduction has been made.

#### ARTICLE 20 Vacancies and Promotions

1. The Superintendent shall post in all school buildings and shall send to the Association notices of promotional positions as they occur. During the summer recess, notice of any job opportunities will be posted on the school web site and communicated directly to Unit A Members via the school department's email system.
2. Such notice shall include a statement of minimum requirements, salary range, and the date by which candidates must apply in writing.
3. No promotional vacancies, except in cases of emergency, shall be filled on a temporary basis until such vacancy shall have been posted at least ten (10) days. An emergency appointment shall not extend beyond one hundred twenty (120) days.

#### ARTICLE 21 Change in Assignment

1. When changes in Unit A Members' assignments and/or a reduction in staff are necessary, a Unit A Member's area of competence, major or minor field of study, quality of the Unit A Member's performance and length of service in the Hopedale School System shall be considered.
2. In the event of a Reduction in Force within Unit A, normal attrition will be the first method used to reduce the number of positions in those classifications and/or departments in which reductions are necessary. This includes Unit A Members who resign, retire, or who otherwise terminate their employment.
3. In a R.I.F. situation, a non-professional status Unit A Member will not be renewed if a professional status Unit A Member is certified and qualified to fill that position.
4. Whenever the contract of a professional status Unit A Member is to be terminated by the employer, notification of such intent shall be given according to the provisions of MGL, Chapter 71, and section 42. If, upon receipt of said notification of proposed termination, the Unit A Member elects to apply for an unpaid leave of absence, the Unit A Member, prior to the date of the meeting set for consideration of termination, may apply to the employer in writing, on a form provided by the Superintendent for placement on unpaid leave of absence. If the reason for termination is solely due to economic factors, the Superintendent shall grant leaves of absence for a period not to exceed two (2) years and the effective date of the termination of the Unit A Member's contract shall be determined by the Committee to be the first day following the expiration or termination as provided herein of the Unit A Member's unpaid leave of absence. In applying for unpaid leave of absence, the Unit A Member agrees to waive all rights to a hearing,

now or in the future, or to an appeal of the employer's decision. In return for said waiver, the Superintendent agrees to grant said leave absence and to extend recall rights to said Unit A Member.

5. No Unit A Member will be disciplined, dismissed, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause. The parties agree that this provision does not apply to the non-reappointment of non-professional status Unit A Members.

6. If an appropriate position becomes available in the school system for which a Unit A Member on the recall list is certified and qualified, the Superintendent shall notify the Unit A Member of the available position by certified mail at the Unit A Member's current address as it appears on the school records. A copy of such letter of notification shall be sent to the Association President.

7. If the reasons for termination are not economic, the Superintendent may decline to grant any leave of absence and proceed as provided in the notice. Such denial of leave shall not be subject to a grievance.

8. Recall rights shall include the placement of a Unit A Member's name on a recall list for a period not to exceed two (2) years from the date of termination. The recall list shall be developed and maintained by the Superintendent of Schools with a current copy to be provided the Association President with all employees listed in numerical order according to the date of their entry onto the recall list.

9. A Unit A Member on the recall list to whom such notice is sent shall have fourteen (14) calendar days from the date of the receipt of notification as evidenced by the return card to notify the Superintendent in writing of the acceptance of the position and shall execute a contract therefore within ten (10) days after notification that is ready for signature or at such other time that the Unit A Member and Superintendent mutually agree in writing.

10. Failure of the Unit A Member to respond to the Committee's notification or to accept the position within the stated time periods, or having indicated acceptance of the position failing to execute a contract within the time period as agreed, shall effectively terminate the Unit A Member's unpaid leave of absence and recall rights. Said Unit A Member shall be deemed terminated from the Hopedale School System as provided herein above and Unit A Member's name shall be removed from the recall list.

11. It shall be the Unit A Member's obligation to keep the school system and the Association advised of their current mailing address and telephone number.

12. Any Unit A Member recalled under this clause shall be placed on the next salary step the Unit A Member would have achieved if the Unit A Member had not been on leave of absence and shall be restored, upon return, all benefits and entitlements both accrued and owing under the contract at the effective date of the leave.

13. The professional status of any recalled Unit A Member shall not be affected by their election to go on unpaid leave and the contract that they will be extended upon recall shall be a discretionary contract upon the approval of the employer. All seniority rights will be restored as of the date of their entrance onto leave. The period spent on unpaid leave of absence shall not be considered for any benefits based upon length of service or seniority.

## ARTICLE 22 Duty-Free Lunch

Each Unit A Member shall be provided a daily, uninterrupted, duty-free lunch period of at least twenty-five (25) minutes. In the event that a Unit A Member is required to cover a lunch period, arrangements will be made to mitigate the impact of the intrusion and the affected Unit A Member will be provided with administrative remedies.



Unit A Members shall be allowed to leave the school grounds during their duty-free lunch period provided they notify their principal's office staff of their intent to leave the grounds prior to departure. Unit A Members leaving school grounds must return in time to resume their normal scheduled duties in the time and manner required of them.

In addition, elementary teachers will be provided a fifteen (15) minute daily duty-free recess period. The building principal will schedule said period.

#### ARTICLE 23 Non-Teaching Duties

The School Committee and the Hopedale Education Association, Inc. acknowledge that a teacher's primary responsibility is to teach. Therefore, classroom teachers will not be routinely assigned:

- a) Playground duty
- b) Inclement weather indoor recess duty

As circumstances occur that require the teacher's performance of these duties, the teacher shall be provided with an equal amount of duty-free time.

#### ARTICLE 24 Preparation

All elementary classroom teachers shall be provided with preparation time each day in accordance with Article 13 herein.. In extenuating circumstances, the principal may require a teacher to remain with his or her class during a scheduled prep period. When such circumstances exist, or when a scheduled prep period is missed due to attendance at mandatory meetings, arrangements will be made to provide relief, in terms of making up missed prep times.

Administration recognizes that prep time is important. Every attempt will be made to give adequate notice prior to the utilization of elementary prep time.

#### ARTICLE 25 Class Size

The School Committee agrees to revise its class size policy to include consultations with a committee appointed by the Association to solicit said committee's input and recommendations in situations where class size will exceed School Committee policy. Elementary class size shall be equitable, whenever possible.

#### ARTICLE 26 Health and Safety

The Committee and the Association affirm their commitment to the maintenance of an environmentally safe school system and an atmosphere conducive to teaching and learning. To those ends, the parties agree as follows:

1. A Health and Safety Committee (HSC) will be established consisting of 2 representatives appointed by the School Committee and the building representatives of the Association.
2. Individual concerns regarding matters of health and safety shall, where applicable, be brought to the immediate attention of the building principal.

3. The HSC shall meet at least twice a year with all building principals and Association building reps to hear concerns regarding issues of health and safety and, where appropriate, investigate such matters. In the event that the HSC determines that the investigation requires specialized services, which can only be provided by an outside agency, the HSC shall request that the School Committee approve the cost of such services. Reports of the HSC shall be presented to the School Committee, which shall take such reports under consideration and take such action, as the School Committee deems necessary. The HSC will be informed as to the disposition of the matter within sixty (60) days of referral to the School Committee. If needed the HSC may meet more often than quarterly, if the need exists in order to address concerns in a timely fashion.

The School Committee recognizes that matters of discomfort to employees that do not necessarily rise to the level of serious health or safety hazards are still important. It will make a reasonable effort to remedy negative environmental factors in the work place.

The School Committee, through the Superintendent, agrees to make a timely response to employee reports of unsafe, unhealthful, uncomfortable, or unclean working conditions that are brought to the attention of the building principal. Employees shall be guaranteed protection from any restraints, interference, coercion, discrimination, or reprisal for filing a report regarding any aforementioned issues in this article.

#### ARTICLE 27 Personnel File

Upon request, a Unit A Member shall be given access to his/her file in the presence of the Superintendent or his/her designee, and may also have one representative of the Association present. No materials originating after original hiring, derogatory to a Unit A Member's conduct, service, character or personality, will be placed in the personnel file unless the Unit A Member has been shown a dated copy. The Unit A Member shall be given the opportunity to review such materials and shall acknowledge such review by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. Refusal to sign the document shall in no way preclude the employer from placing the item in the file. The Superintendent, or his/her designee, shall sign a statement showing the date and time that item was presented to the employee for signature and that the signature was refused. The Unit A Member shall also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or his/her designee and placed in the file.

#### ARTICLE 28 School Calendar and Length of School Year

The Hopedale School Committee hereby states its position with respect to establishing the length of the school year.

The School Committee is subject to the regulation of the State Board of Education that currently states that there shall annually be a minimum of one hundred eighty (180) days of school with pupils and teachers physically present. Members of this Unit are expected to work 181 days unless specified differently by individual contract. Both parties agree to the possibility of adding up to three (3) in-service days at the per diem rate, as finances allow. Furthermore, the Committee shall schedule one hundred eighty-five (185) days to allow for emergency closings due to stormy days, illness, or other unexpected conditions.

The Committee, after having tentatively drawn up a school calendar, agrees to submit it annually to officers of the Hopedale Education Association for inspection and to suggest changes prior to final adoption.

If school begins prior to Labor Day, the Friday before Labor Day will be a no-school day. The Monday before Labor Day will be an orientation day for the staff.

Certain employees included in this Agreement have an obligation to work additional days at a per diem rate. Specifically, Guidance Counselors are required to work ten (10) days beyond the teachers' school year (based on a 1.0 FTE and prorated for less than full time employment); Special Education Team Chairpersons are required to work ten (10) additional days (based on a 1.0 FTE and prorated for partial FTE's); and, if a building principal requests, the building Nurse is required to work up to three (3) days beyond the school year (based on a 1.0 FTE and prorated for less than full time employment).

#### ARTICLE 29 Substitute Teachers

The School Department will make every reasonable effort to obtain qualified substitute teachers for members of the staff who are absent, provided the Department has adequate notice that a staff member will be absent.

If it becomes necessary for the principal to assign Grades K-12 Unit A employees to provide classroom coverage during planning time, they will be paid \$40 for coverage of one class period up to one hour.

#### ARTICLE 30 Study Committee

The School Committee and the Hopedale Education Association (HEA) agree to form a sub-committee of both groups to meet from time to time to discuss matters of common concern to both. The sub-committee is to consist of not more than five (5) members from each group. Said sub-committee shall meet from time to time as said committee deems necessary, it being agreed and understood that said committee does not have the right to enter into collective bargaining negotiations and that any agreement or discussions shall not prejudice the future position of either group when this contract is reopened. The School Committee may designate a duly authorized agent to represent them.

The Committee and the HEA agree to form a study committee(s) as needed as mutually agreed upon. Both sides will present products of such committee work to the membership for approval. Upon approval, this contract will recognize that product as an addendum to this contract. Current addenda include:

- a. Evaluation
- b. Grade Level Leaders, Curriculum Leaders, and Department Head Stipendiary positions

#### ARTICLE 31 Job Sharing

Job sharing is defined as the allocation of all duties of one full-time teaching position between two (2) Unit A Members within the school system such that the cost of job sharing does not exceed the cost of one Unit A Member. The division of these duties shall be in accordance to the terms set forth below.

Application: Unit A Members interested in job sharing shall jointly submit a job-sharing proposal to the appropriate building principal no later than April 15 of the school year preceding the school year during which the job is to be shared.

The proposal shall set for the following details:

- a. The position to be shared
- b. The manner in which the job is to be shared; e.g. the percentage of the job each will work
- c. How Unit A Members will receive the health insurance benefit, not to exceed the cost of one benefit package
- d. Any other relevant information to the implementation of the proposal such as substitutes

Granting: The proposal shall be reviewed by the building principal and the Superintendent who shall notify the Unit A Members of their decision, with reason for granting or denying, no later than May 31. The decision whether or not to allow job-sharing proposal shall not be grievable or arbitrable.

Conditions: In the event that the job-sharing proposal is approved, the following conditions shall apply:

- a. Both Unit A Members will work his/her percentage of the 180 days with students and both will work any additional days in the school year calendar.
- b. Both Unit A Members will attend Open House.
- c. Both Unit A Members will attend all Parent/Unit A Member Conferences.
- d. In the event that one Unit A Member is absent, the partner will make every reasonable effort to cover the class. On such days, the substituting partner shall either be paid substitute rate or granted compensatory time. If this is not possible a substitute will be hired.
- e. The partner Unit A Members shall be entitled to all the rights and privileges of other Unit A members subject to the following: Where applicable, benefits shall be prorated (e.g. each Unit A Member shall receive one-half of his/her salary, sick days and personal days).

Term: The term of the job sharing shall be for one school year, and the partner Unit A Members shall return to their respective assignments beginning with the school year following the school year during which the job was shared. If the partner Unit A Members wish to extend the job share beyond one school year, they shall apply in accordance with the Application provision of this article.

## ARTICLE 32 Mentoring

We, as an organization, recognize the importance of mentoring in order to sustain and attract quality Unit A Members. Therefore, the Administration will post its anticipated mentoring needs by June 1. Professional status Unit A Members must apply in writing by June 10. Consideration will be given according to training, area of expertise, and grade level. Mentors will be notified prior to the New Teacher Induction Program. Mentors' stipends will be determined according to the stipend chart. If additional mentors are necessary, they will be selected from the pool of applicants.

## ARTICLE 33 New Teacher Induction

New teachers will participate in two professional days prior to the start of school and additional after-school meetings as scheduled by the mentors during the school year.

IN WITNESS WHEREOF the parties, by their authorized representatives, do affix their signatures hereto:

\_\_\_\_\_  
Alysia Butler, School Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Karen M. Crebase, Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lisa Bertonazzi, Hopedale Education Assoc. Inc., President

\_\_\_\_\_  
Date

Hopedale Public Schools  
Unit A Salary Schedule

FY 2021 - 2022

	Bachelor	B+15	Master	M+15	M+30	M+45	M+60	PhD/M+75
Step 1	47,481	49,144	50,804	52,319	54,432	56,249	58,039	59,199
Step 2	49,290	51,105	52,919	54,432	56,249	58,055	59,844	61,042
Step 3	51,411	53,224	55,036	56,548	58,055	60,178	61,970	63,209
Step 4	55,036	56,547	58,058	59,566	61,694	63,806	65,591	66,903
Step 5	57,447	59,293	61,137	62,603	64,104	65,928	67,717	69,071
Step 6	60,178	61,842	63,502	65,008	67,145	68,945	70,733	72,147
Step 7	63,502	65,323	67,144	68,639	70,465	72,268	74,053	75,534
Step 8	67,144	68,804	70,465	71,966	73,473	75,298	77,085	78,627
Step 9	70,465	72,397	74,329	75,609	77,103	78,925	80,713	82,326
Step 10	73,788	75,446	77,103	78,620	80,439	82,251	84,039	85,720
Step 11	74,526	77,483	80,439	81,943	83,764	85,574	87,363	89,108
Step 12	75,266	78,591	81,914	83,417	85,240	87,050	88,837	90,615
Step 13	77,529	80,851	84,177	85,678	87,502	89,313	91,098	92,922
Step 14	77,529	80,851	84,177	85,678	87,502	89,313	91,098	92,922
Step 15	79,080	82,469	85,860	87,392	89,252	91,098	92,922	94,780
Step 16	79,080	82,469	85,860	87,392	89,252	91,098	92,922	94,780
Step 17	79,080	82,469	85,860	87,392	89,252	91,098	92,922	94,780
Step 18	79,080	82,469	85,860	87,392	89,252	91,098	92,922	94,780
Step 19	79,080	82,469	85,860	87,392	89,252	91,098	92,922	94,780
Step 20	79,869	83,293	86,717	88,266	90,146	92,011	93,850	95,727

Salary schedules reflects 181 days plus 2 in-service days for a total of 183 days.

Hopedale Public Schools  
Unit A Salary Schedule

FY 2022 - 2023

	Bachelor	B+15	Master	M+15	M+30	M+45	M+60	PhD/M+75
Step 2	50,399	52,255	54,110	55,657	57,515	59,361	61,190	62,415
Step 3	52,568	54,422	56,274	57,820	59,361	61,532	63,364	64,631
Step 4	56,274	57,819	59,364	60,906	63,082	65,242	67,067	68,408
Step 5	58,740	60,627	62,513	64,012	65,546	67,411	69,241	70,625
Step 6	61,532	63,233	64,931	66,471	68,656	70,496	72,324	73,770
Step 7	64,931	66,793	68,655	70,183	72,050	73,894	75,719	77,234
Step 8	68,655	70,352	72,050	73,585	75,126	76,992	78,819	80,396
Step 9	72,050	74,026	76,001	77,310	78,838	80,701	82,529	84,178
Step 10	75,448	77,144	78,838	80,389	82,249	84,102	85,930	87,649
Step 11	76,203	79,226	82,249	83,787	85,649	87,499	89,329	91,113
Step 12	76,959	80,359	83,757	85,294	87,158	89,009	90,836	92,654
Step 13	79,273	82,670	86,071	87,606	89,471	91,323	93,148	95,013
Step 14	79,273	82,670	86,071	87,606	89,471	91,323	93,148	95,013
Step 15	80,859	84,325	87,792	89,358	91,260	93,148	95,013	96,913
Step 16	80,859	84,325	87,792	89,358	91,260	93,148	95,013	96,913
Step 17	80,859	84,325	87,792	89,358	91,260	93,148	95,013	96,913
Step 18	80,859	84,325	87,792	89,358	91,260	93,148	95,013	96,913
Step 19	80,859	84,325	87,792	89,358	91,260	93,148	95,013	96,913
Step 20	81,666	85,167	88,668	90,252	92,174	94,081	95,962	97,881

Salary schedules reflects 181 days plus 2 in-service days for a total of 183 days.

Hopedale Public Schools  
Unit A Salary Schedule

FY 2023 - 2024

	Bachelor	B+15	Master	M+15	M+30	M+45	M+60	PhD/M+75
Step 3	53,751	55,646	57,540	59,121	60,697	62,916	64,790	66,085
Step 4	57,540	59,120	60,700	62,276	64,501	66,710	68,576	69,947
Step 5	60,062	61,991	63,920	65,452	67,021	68,928	70,799	72,214
Step 6	62,916	64,656	66,392	67,967	70,201	72,082	73,951	75,430
Step 7	66,392	68,296	70,200	71,762	73,671	75,557	77,423	78,972
Step 8	70,200	71,935	73,671	75,241	76,816	78,724	80,592	82,205
Step 9	73,671	75,692	77,711	79,049	80,612	82,517	84,386	86,072
Step 10	77,146	78,880	80,612	82,198	84,100	85,994	87,863	89,621
Step 11	77,918	81,009	84,100	85,672	87,576	89,468	91,339	93,163
Step 12	78,691	82,167	85,642	87,213	89,119	91,012	92,880	94,739
Step 13	81,057	84,530	88,008	89,577	91,484	93,378	95,244	97,151
Step 14	81,057	84,530	88,008	89,577	91,484	93,378	95,244	97,151
Step 15	82,678	86,222	89,767	91,369	93,313	95,244	97,151	99,094
Step 16	82,678	86,222	89,767	91,369	93,313	95,244	97,151	99,094
Step 17	82,678	86,222	89,767	91,369	93,313	95,244	97,151	99,094
Step 18	82,678	86,222	89,767	91,369	93,313	95,244	97,151	99,094
Step 19	82,678	86,222	89,767	91,369	93,313	95,244	97,151	99,094
Step 20	83,503	87,083	90,663	92,283	94,248	96,198	98,121	100,083

Salary schedules reflects 181 days plus 2 in-service days for a total of 183 days.

Hopedale Public Schools  
FY 2022 - FY 2023 Stipendiary Positions - Page 1 of 2

School	Description	Amount
MES	Band-Concerts	\$ 750.00
MES	Band-Jazz Ensemble	\$ 750.00
MES	Chorus-Community Outreach Concert	\$ 750.00
MES	Chorus-Concerts	\$ 500.00
MES	Chorus-RickTones	\$ 1,000.00
MES	Curriculum Leader-ELA	\$ 2,500.00
MES	Curriculum Leader-Math	\$ 2,500.00
MES	Curriculum Leader-Science	\$ 2,500.00
MES	Curriculum Leader-Soc. St.	\$ 2,500.00
MES	Curriculum Leader-UA	\$ 2,500.00
MES	Enrichment Clubs (6)	\$ 350.00
MES	Grade Level Chair-K	\$ 3,200.00
MES	Grade Level Chair-1	\$ 3,200.00
MES	Grade Level Chair-2	\$ 3,200.00
MES	Grade Level Chair-3	\$ 3,200.00
MES	Grade Level Chair-4	\$ 3,200.00
MES	Grade Level Chair-5	\$ 3,200.00
MES	Grade Level Chair-6	\$ 3,200.00
MES	Grade Level Chair-SPED	\$ 3,200.00
MES	Musical-Choreographer	\$ 500.00
MES	Musical-Director	\$ 1,250.00
MES	Musical-Music Director	\$ 1,000.00
MES	Nature's Classroom (5)	\$ 750.00
MES	PBIS	\$ 1,050.00
MES	Student Council	\$ 1,075.00

JSHS	.2 Additional Instruction-VHS	\$ 6,000.00
JSHS	Advisor/Advisee	\$ 1,050.00
JSHS	Art Club	\$ 750.00
JSHS	Art Show	\$ 550.00
JSHS	Athletic Director	\$ 7,300.00
JSHS	Business Honor Society	\$ 500.00
JSHS	Class Advisor 7 (2)	\$ 1,100.00
JSHS	Class Advisor 8 (2)	\$ 1,100.00
JSHS	Class Advisor 9 (2)	\$ 1,100.00
JSHS	Class Advisor 10 (2)	\$ 1,350.00
JSHS	Class Advisor 11 (2)	\$ 1,350.00
JSHS	Class Advisor 12 (2)	\$ 1,350.00
JSHS	DECA	\$ 1,500.00
JSHS	DECA Jr.	\$ 750.00
JSHS	Dept Head: English	\$ 4,500.00
JSHS	Dept Head: History	\$ 4,500.00
JSHS	Dept Head: Math	\$ 4,500.00
JSHS	Dept Head: Science	\$ 4,500.00
JSHS	Dept Head: Spanish	\$ 4,500.00
JSHS	Dept Head: Special Education	\$ 4,500.00
JSHS	Dept Head: Unified Arts	\$ 4,500.00
JSHS	Drama-Director	\$ 1,000.00
JSHS	Drama-Producer	\$ 500.00
JSHS	Drama-Stage Crew Manager	\$ 500.00
JSHS	FinFit Fair	\$ 1,050.00
JSHS	Gay Straight Alliance	\$ 1,075.00

School	Description	Amount
JSHS	International Club	\$ 1,100.00
JSHS	Job Coach	\$ 550.00
JSHS	Jr. High Band-Central District	\$ 500.00
JSHS	Jr. High Band-Concerts	\$ 750.00
JSHS	Jr. High Band-Jazz Ensemble	\$ 750.00
JSHS	Jr. High Chorus-Central District	\$ 500.00
JSHS	Jr. High Chorus-Concerts	\$ 750.00
JSHS	Jr. High Music Festival Coordinator-Trip Year Only (2)	\$ 250.00
JSHS	LOOP	\$ 750.00
JSHS	Math Team-Freshman	\$ 500.00
JSHS	Math Team-Varsity	\$ 750.00
JSHS	Math Honors Society	\$ 500.00
JSHS	Mock Trial	\$ 1,275.00
JSHS	Morning Announcements Coordinator	\$ 1,000.00
JSHS	Musical-Director	\$ 1,500.00
JSHS	Musical-Music Director	\$ 1,250.00
JSHS	Musical-Stage Crew Manager	\$ 500.00
JSHS	National Honor Society	\$ 1,500.00
JSHS	Politics Club	\$ 1,075.00
JSHS	Raiders Cry Magazine	\$ 500.00
JSHS	Robotics Club	\$ 750.00
JSHS	SADD	\$ 750.00
JSHS	Science Fair	\$ 550.00
JSHS	Sound Coordinator	\$ 1,500.00
JSHS	Spanish Club	\$ 500.00
JSHS	Spanish Exchange Program	\$ 1,100.00
JSHS	Sr. High Band-All State	\$ 500.00
JSHS	Sr. High Band-Central District	\$ 750.00
JSHS	Sr. High Band-Chamber Winds Ensemble	\$ 750.00
JSHS	Sr. High Band-Concerts	\$ 1,000.00
JSHS	Sr. High Band-Jazz Ensemble	\$ 1,500.00
JSHS	Sr. High Band-Parades	\$ 750.00
JSHS	Sr. High Chorus-A Cappella	\$ 1,750.00
JSHS	Sr. High Chorus-All State	\$ 500.00
JSHS	Sr. High Chorus-Central District	\$ 750.00
JSHS	Sr. High Chorus-Concerts	\$ 1,000.00
JSHS	Sr. High Music Festival Coordinator-Trip Year Only (2)	\$ 500.00
JSHS	Student Council	\$ 2,500.00
JSHS	Team Leader 7	\$ 1,500.00
JSHS	Team Leader 8	\$ 1,500.00
JSHS	Tri-M Honor Society	\$ 1,275.00
JSHS	Video Coordinator	\$ 1,500.00
JSHS	Video Game Design Club	\$ 500.00
JSHS	Washington DC Chaperones-Trip Year Only (7)	\$ 350.00
JSHS	Washington DC Coordinator	\$ 900.00
JSHS	Yearbook (2)	\$ 1,575.00

BBC	Curriculum Leader	\$ 1,500.00
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District	DI Coach (4)	\$ 750.00
District	DI Coordinator	\$ 750.00
District	Mentor (4)	\$ 850.00



Hopedale Public Schools  
FY 2022 - FY 2023 Stipendiary Positions - Page 2 of 2

		Years 1-3	Years 4+
Athletics	Baseball JV	\$ 2,700.00	\$ 3,000.00
Athletics	Baseball V	\$ 3,700.00	\$ 4,000.00
Athletics	Basketball Jr High-Boys	\$ 2,700.00	\$ 3,000.00
Athletics	Basketball Jr High-Girls	\$ 2,700.00	\$ 3,000.00
Athletics	Basketball JV-Boys	\$ 3,700.00	\$ 4,000.00
Athletics	Basketball JV-Girls	\$ 3,700.00	\$ 4,000.00
Athletics	Basketball V-Boys	\$ 4,700.00	\$ 5,000.00
Athletics	Basketball V-Girls	\$ 4,700.00	\$ 5,000.00
Athletics	Cheerleading JV	\$ 2,700.00	\$ 3,000.00
Athletics	Cheerleading V	\$ 3,700.00	\$ 4,000.00
Athletics	Cross Country-Boys	\$ 3,700.00	\$ 4,000.00
Athletics	Cross Country-Girls	\$ 3,700.00	\$ 4,000.00
Athletics	Field Hockey JV	\$ 2,700.00	\$ 3,000.00
Athletics	Field Hockey V	\$ 3,700.00	\$ 4,000.00
Athletics	Golf	\$ 3,700.00	\$ 4,000.00
Athletics	Ice Hockey JV	\$ 2,700.00	\$ 3,000.00
Athletics	Ice Hockey V	\$ 3,700.00	\$ 4,000.00
Athletics	Indoor Track Assistant (2)	\$ 2,700.00	\$ 3,000.00
Athletics	Indoor Track	\$ 3,700.00	\$ 4,000.00
Athletics	Lacrosse JV-Boys	\$ 2,700.00	\$ 3,000.00
Athletics	Lacrosse JV-Girls	\$ 2,700.00	\$ 3,000.00
Athletics	Lacrosse V-Boys	\$ 3,700.00	\$ 4,000.00
Athletics	Lacrosse V-Girls	\$ 3,700.00	\$ 4,000.00
Athletics	Outdoor Track Assistant	\$ 2,700.00	\$ 3,000.00
Athletics	Outdoor Track-Boys	\$ 3,700.00	\$ 4,000.00
Athletics	Outdoor Track-Girls	\$ 3,700.00	\$ 4,000.00
Athletics	Site Coordinator	\$ 2,100.00	\$ 2,100.00
Athletics	Ski Team	\$ 650.00	\$ 950.00
Athletics	Soccer JV-Boys	\$ 2,700.00	\$ 3,000.00
Athletics	Soccer JV-Girls	\$ 2,700.00	\$ 3,000.00
Athletics	Soccer V-Boys	\$ 3,700.00	\$ 4,000.00
Athletics	Soccer V-Girls	\$ 3,700.00	\$ 4,000.00
Athletics	Softball JV	\$ 2,700.00	\$ 3,000.00
Athletics	Softball V	\$ 3,700.00	\$ 4,000.00
Athletics	Tennis-Boys	\$ 3,700.00	\$ 4,000.00
Athletics	Tennis-Girls	\$ 3,700.00	\$ 4,000.00
Athletics	Volleyball JV-Girls	\$ 2,700.00	\$ 3,000.00
Athletics	Volleyball V-Girls	\$ 3,700.00	\$ 4,000.00

Hopedale Public Schools  
FY 2024 Stipendiary Positions - Page 1 of 2

School	Description	Amount
MES	Band-Concerts	\$ 788.00
MES	Band-Jazz Ensemble	\$ 788.00
MES	Chorus-Community Outreach Concert	\$ 788.00
MES	Chorus-Concerts	\$ 525.00
MES	Chorus-RickTones	\$ 1,050.00
MES	Curriculum Leader-ELA	\$ 2,625.00
MES	Curriculum Leader-Math	\$ 2,625.00
MES	Curriculum Leader-Science	\$ 2,625.00
MES	Curriculum Leader-Soc. St.	\$ 2,625.00
MES	Curriculum Leader-UA	\$ 2,625.00
MES	Enrichment Clubs (6)	\$ 368.00
MES	Grade Level Chair-K	\$ 3,360.00
MES	Grade Level Chair-1	\$ 3,360.00
MES	Grade Level Chair-2	\$ 3,360.00
MES	Grade Level Chair-3	\$ 3,360.00
MES	Grade Level Chair-4	\$ 3,360.00
MES	Grade Level Chair-5	\$ 3,360.00
MES	Grade Level Chair-6	\$ 3,360.00
MES	Grade Level Chair-SPED	\$ 3,360.00
MES	Musical-Choreographer	\$ 525.00
MES	Musical-Director	\$ 1,313.00
MES	Musical-Music Director	\$ 1,050.00
MES	Nature's Classroom (5)	\$ 788.00
MES	PBIS	\$ 1,103.00
MES	Student Council	\$ 1,129.00

JSHS	.2 Additional Instruction-VHS	\$ 6,300.00
JSHS	Advisor/Advisee	\$ 1,103.00
JSHS	Art Club	\$ 788.00
JSHS	Art Show	\$ 578.00
JSHS	Athletic Director	\$ 7,665.00
JSHS	Business Honor Society	\$ 525.00
JSHS	Class Advisor 7 (2)	\$ 1,155.00
JSHS	Class Advisor 8 (2)	\$ 1,155.00
JSHS	Class Advisor 9 (2)	\$ 1,155.00
JSHS	Class Advisor 10 (2)	\$ 1,418.00
JSHS	Class Advisor 11 (2)	\$ 1,418.00
JSHS	Class Advisor 12 (2)	\$ 1,418.00
JSHS	DECA	\$ 1,575.00
JSHS	DECA Jr.	\$ 788.00
JSHS	Dept Head: English	\$ 4,725.00
JSHS	Dept Head: History	\$ 4,725.00
JSHS	Dept Head: Math	\$ 4,725.00
JSHS	Dept Head: Science	\$ 4,725.00
JSHS	Dept Head: Spanish	\$ 4,725.00
JSHS	Dept Head: Special Education	\$ 4,725.00
JSHS	Dept Head: Unified Arts	\$ 4,725.00
JSHS	Drama-Director	\$ 1,050.00
JSHS	Drama-Producer	\$ 525.00
JSHS	Drama-Stage Crew Manager	\$ 525.00
JSHS	FinFit Fair	\$ 1,103.00
JSHS	Gay Straight Alliance	\$ 1,129.00

JSHS	International Club	\$ 1,155.00
JSHS	Job Coach	\$ 578.00
JSHS	Jr. High Band-Central District	\$ 525.00
JSHS	Jr. High Band-Concerts	\$ 788.00
JSHS	Jr. High Band-Jazz Ensemble	\$ 788.00
JSHS	Jr. High Chorus-Central District	\$ 525.00
JSHS	Jr. High Chorus-Concerts	\$ 788.00
JSHS	Jr. High Music Festival Coordinator-Trip Year Only (2)	\$ 263.00
JSHS	LOOP	\$ 788.00
JSHS	Math Team-Freshman	\$ 525.00
JSHS	Math Team-Varsity	\$ 788.00
JSHS	Math Honors Society	\$ 525.00
JSHS	Mock Trial	\$ 1,339.00
JSHS	Morning Announcements Coordinator	\$ 1,050.00
JSHS	Musical-Director	\$ 1,575.00
JSHS	Musical-Music Director	\$ 1,313.00
JSHS	Musical-Stage Crew Manager	\$ 525.00
JSHS	National Honor Society	\$ 1,575.00
JSHS	Politics Club	\$ 1,129.00
JSHS	Raiders Cry Magazine	\$ 525.00
JSHS	Robotics Club	\$ 788.00
JSHS	SADD	\$ 788.00
JSHS	Science Fair	\$ 578.00
JSHS	Sound Coordinator	\$ 1,575.00
JSHS	Spanish Club	\$ 525.00
JSHS	Spanish Exchange Program	\$ 1,155.00
JSHS	Sr. High Band-All State	\$ 525.00
JSHS	Sr. High Band-Central District	\$ 788.00
JSHS	Sr. High Band-Chamber Winds Ensemble	\$ 788.00
JSHS	Sr. High Band-Concerts	\$ 1,050.00
JSHS	Sr. High Band-Jazz Ensemble	\$ 1,575.00
JSHS	Sr. High Band-Parades	\$ 788.00
JSHS	Sr. High Chorus-A Cappella	\$ 1,838.00
JSHS	Sr. High Chorus-All State	\$ 525.00
JSHS	Sr. High Chorus-Central District	\$ 788.00
JSHS	Sr. High Chorus-Concerts	\$ 1,050.00
JSHS	Sr. High Music Festival Coordinator-Trip Year Only (2)	\$ 525.00
JSHS	Student Council	\$ 2,625.00
JSHS	Team Leader 7	\$ 1,575.00
JSHS	Team Leader 8	\$ 1,575.00
JSHS	Tri-M Honor Society	\$ 1,339.00
JSHS	Video Coordinator	\$ 1,575.00
JSHS	Video Game Design Club	\$ 525.00
JSHS	Washington DC Chaperones-Trip Year Only (7)	\$ 368.00
JSHS	Washington DC Coordinator	\$ 945.00
JSHS	Yearbook (2)	\$ 1,654.00

BBC	Curriculum Leader	\$ 1,575.00
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District	DI Coach (4)	\$ 788.00
District	DI Coordinator	\$ 788.00
District	Mentor (4)	\$ 893.00

Hopedale Public Schools  
FY 2024 Stipendiary Positions - Page 2 of 2

		Years 1-3	Years 4+
Athletics	Baseball JV	\$ 2,835.00	\$ 3,150.00
Athletics	Baseball V	\$ 3,885.00	\$ 4,200.00
Athletics	Basketball Jr High-Boys	\$ 2,835.00	\$ 3,150.00
Athletics	Basketball Jr High-Girls	\$ 2,835.00	\$ 3,150.00
Athletics	Basketball JV-Boys	\$ 3,885.00	\$ 4,200.00
Athletics	Basketball JV-Girls	\$ 3,885.00	\$ 4,200.00
Athletics	Basketball V-Boys	\$ 4,935.00	\$ 5,250.00
Athletics	Basketball V-Girls	\$ 4,935.00	\$ 5,250.00
Athletics	Cheerleading JV	\$ 2,835.00	\$ 3,150.00
Athletics	Cheerleading V	\$ 3,885.00	\$ 4,200.00
Athletics	Cross Country-Boys	\$ 3,885.00	\$ 4,200.00
Athletics	Cross Country-Girls	\$ 3,885.00	\$ 4,200.00
Athletics	Field Hockey JV	\$ 2,835.00	\$ 3,150.00
Athletics	Field Hockey V	\$ 3,885.00	\$ 4,200.00
Athletics	Golf	\$ 3,885.00	\$ 4,200.00
Athletics	Ice Hockey JV	\$ 2,835.00	\$ 3,150.00
Athletics	Ice Hockey V	\$ 3,885.00	\$ 4,200.00
Athletics	Indoor Track Assistant (2)	\$ 2,835.00	\$ 3,150.00
Athletics	Indoor Track	\$ 3,885.00	\$ 4,200.00
Athletics	Lacrosse JV-Boys	\$ 2,835.00	\$ 3,150.00
Athletics	Lacrosse JV-Girls	\$ 2,835.00	\$ 3,150.00
Athletics	Lacrosse V-Boys	\$ 3,885.00	\$ 4,200.00
Athletics	Lacrosse V-Girls	\$ 3,885.00	\$ 4,200.00
Athletics	Outdoor Track Assistant	\$ 2,835.00	\$ 3,150.00
Athletics	Outdoor Track-Boys	\$ 3,885.00	\$ 4,200.00
Athletics	Outdoor Track-Girls	\$ 3,885.00	\$ 4,200.00
Athletics	Site Coordinator	\$ 2,205.00	\$ 2,205.00
Athletics	Ski Team	\$ 683.00	\$ 998.00
Athletics	Soccer JV-Boys	\$ 2,835.00	\$ 3,150.00
Athletics	Soccer JV-Girls	\$ 2,835.00	\$ 3,150.00
Athletics	Soccer V-Boys	\$ 3,885.00	\$ 4,200.00
Athletics	Soccer V-Girls	\$ 3,885.00	\$ 4,200.00
Athletics	Softball JV	\$ 2,835.00	\$ 3,150.00
Athletics	Softball V	\$ 3,885.00	\$ 4,200.00
Athletics	Tennis-Boys	\$ 3,885.00	\$ 4,200.00
Athletics	Tennis-Girls	\$ 3,885.00	\$ 4,200.00
Athletics	Volleyball JV-Girls	\$ 2,835.00	\$ 3,150.00
Athletics	Volleyball V-Girls	\$ 3,885.00	\$ 4,200.00

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