

ENCOURAGING APPETITES TOWARDS SUCCESS
FOOD & NUTRITION SERVICES • NEW BEDFORD PUBLIC SCHOOL DISTRICT

Director:
Robert Shaheen

June 14, 2021



Food & Nutrition Services
Annual Budget FY 2022

FNS BUDGET FY 2022

Revolving fund SCHOOL LUNCH c. 548 OF THE ACTS OF 1948, AS AMENDED BY c. 650, § 1969

Food & Nutrition Service (FNS) Funding Compliance and Regulations:

Primary funding comes from federal and state sources. Based on a reimbursement structure of funding, the program receives federal and state funds on a per meal served basis. As participation increases or decreases, the funding for the program fluctuates.

Federal reimbursements are based on the Federal Consumer Price Index for Foods Served Away from Home. There is usually a 1-2% per-meal reimbursement increase annually. State funds are on a per meal basis and distributed across cities and towns in Massachusetts at a per meal rate.

Any Net Cash Resources (NCA) must be reinvested back into the FNS programs. Federal regulations designate the non-profit status of the Food Service Program revolving account. At the end of an operating year (June), the NCA should not be more than 3 months average of expenses. Any amount in excess needs to be invested back into the program.

**Federal Register, 7CFR, Section 210.9 (b)(2).*

FNS BUDGET FY 2022

PROGRAM OVERVIEW

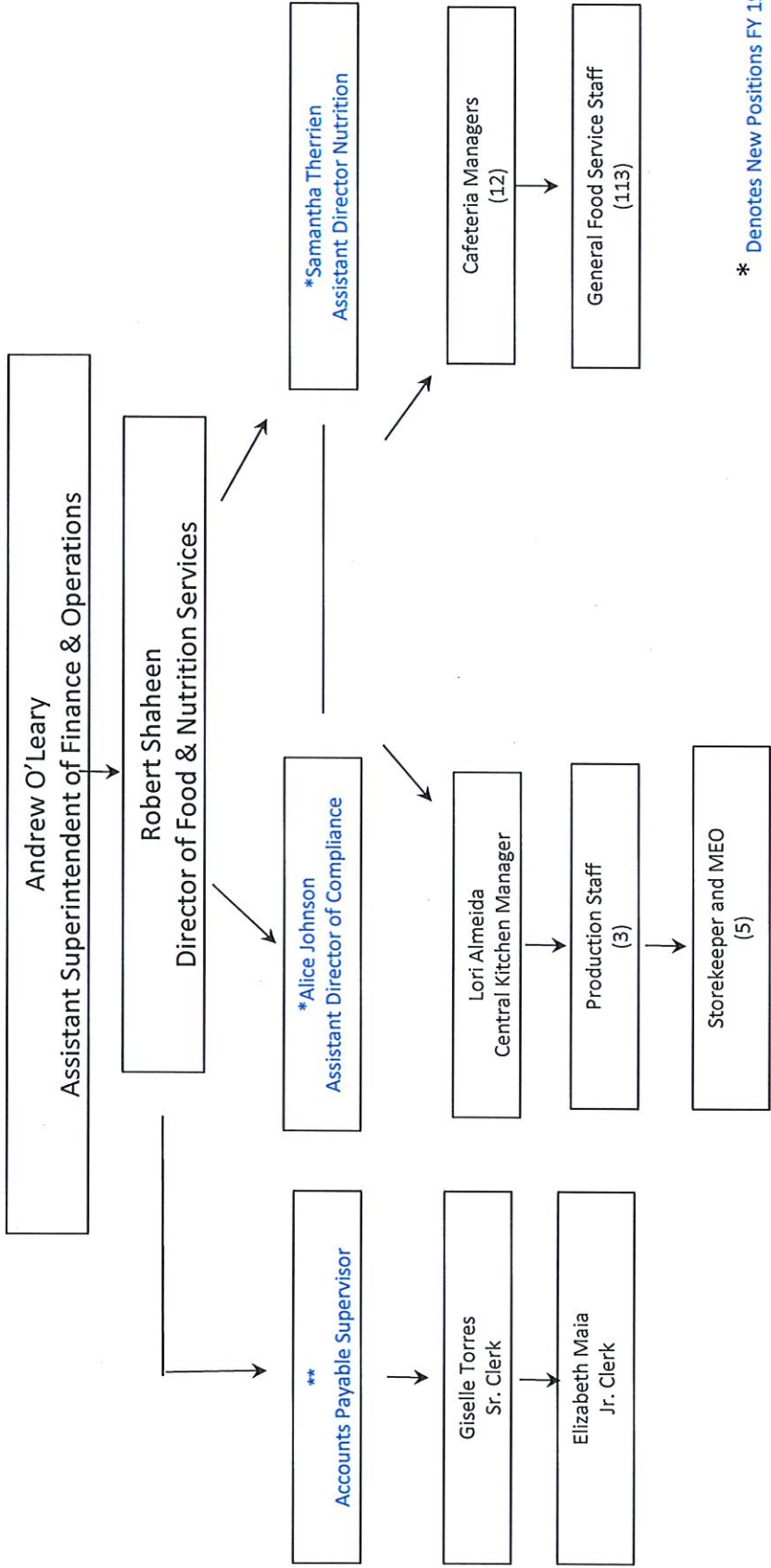
New Bedford Public Schools FNS is an integrated program within the school district servicing the nutritional needs of children across the district. FNS provides meals to all participating students through the Community Eligibility Provision Program (CEP). This is a Federally funded program offered under the Child Nutrition Act of 1966, monitored by the USDA and Department of Elementary and Secondary Education Office of Nutrition. All students can participate in the program at no charge.

Meal Programs Offered:

- School Breakfast and Lunch
- After School Snack
- After School Supper Meals
- Summer Meals



**NEW BEDFORD PUBLIC SCHOOL DISTRICT
FOOD & NUTRITION SERVICES**



* Denotes New Positions FY 19

**Denotes New Positions FY 20

FNS BUDGET FY 2022

NORMAL OPERATIONS

LOWER PARTICIPATION CAUSES

- Limited Student Attendance
- Personal Safety
- Meal Choices
- P-EBT Card Benefits

SY 19-20 Meal Counts



SY 20-21 Meal Counts Down 70% from SY 19-20

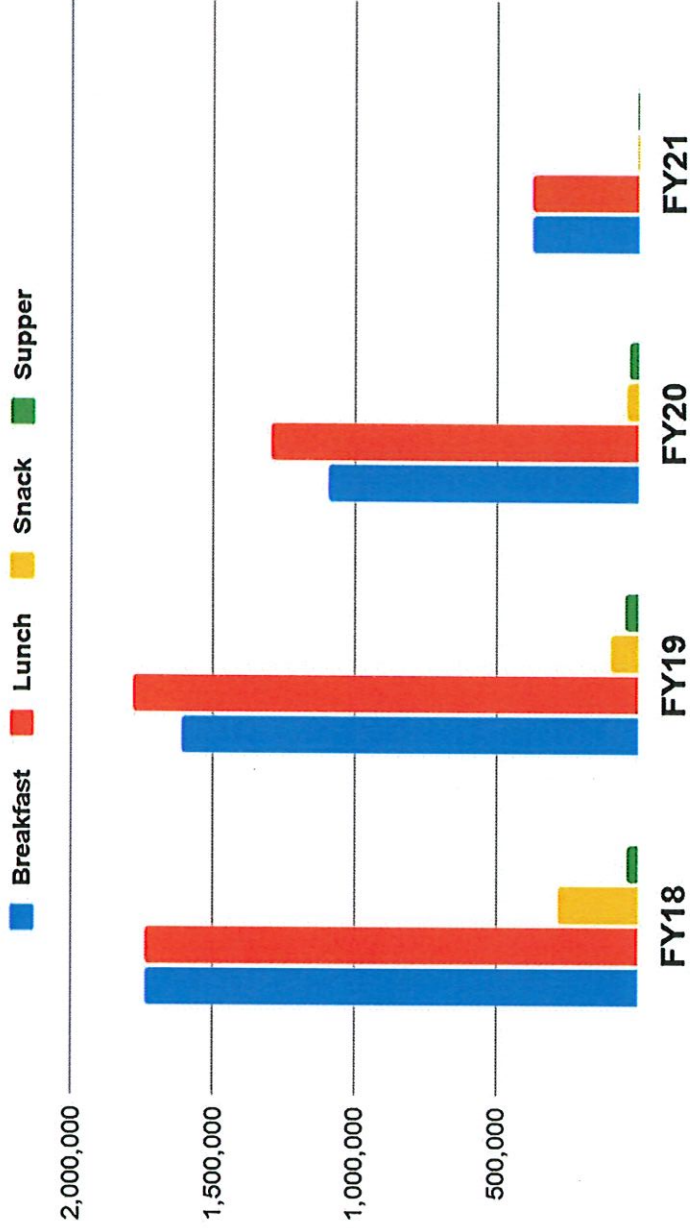


District Meal Counts

From 2018, overall district meal counts were steadily increasing. Menu upgrades have improved lunch participation from 2018 to 2019.

Covid-19 has caused a 70% drop in participation since March of 2020.

FY21 reflects YTD 3/21.



	B	L	SN	SU
FY18	1,742,308	1,745,209	283,126	38,501
FY19	1,615,012	1,782,842	96,685	43,103
FY20	1,101,493	1,296,770	42,100	30,412
FY21	374,054	373,780	3,930	3,773

FNS BUDGET FY 2022

Breakfast Reimbursement \$2.46
 Lunch Reimbursement \$4.32

Meal Pattern Requirements / Portion Sizes

Breakfast	Grain Fruit Milk	7 -10 oz 5 cups 5 cups	per week per week per week
Lunch	Grain Protein Vegetable Fruit Milk	8 -10 oz 8 -10 oz 3-3/4-5 cups 2-1/2 - 5 cups 5 cups	per week per week per week per week per week

Amounts vary based on grade level



*USDA Food and Nutrition Service

BRK PARTICIPATION KITCHEN SCH

■ AVG DAILY MEALS SERVED
 ■ UNSERVED STUDENTS
 ○ AVG PARTICIPATION %



SCHOOL YEAR 2020

BRK PARTICIPATION SATELLITE SCH



SCHOOL YEAR 2020

LUNCH PARTICIPATION KITCHEN SCH

■ AVG DAILY MEALS SERVED
 ■ UNSERVED STUDENTS
 ○ AVG PARTICIPATION %



SCHOOL YEAR 2020

LUNCH PARTICIPATION SATELLITE SCH



SCHOOL YEAR 2020

CAFETERIA SCHOOL	SATELLITES SERVED	STUDENTS SERVED	DAILY MEAL EQ'S	CAF / SAT STAFF	DAILY STAFF HOURS	MEAL EQS PER LABOR HOURS	DAILY LABOR COST	LABOR COST PER MEAL EQ
Central Kitchen	5	2265	2109	4 / 11	73.5	29	\$1,085.25	\$0.51
High School	0	2121	2089	25	79.5	26	\$1,774.54	\$0.85
Keith	1	1063	942	8 / 1	48	20	\$847.84	\$0.90
Roosevelt	0	1342	1163	8	33.5	35	\$724.39	\$0.62
Normandin	0	1407	1257	8	61	21	\$1,059.62	\$0.84
Campbell	1	540	397	4 / 1	28	14	\$430.97	\$1.09
Brooks	1	912	418	5 / 2	24	17	\$505.57	\$1.21
Jacobs	1	1092	566	6 / 2	39	15	\$674.23	\$1.19
Pulaski	3	897	702	6 / 1	32.5	22	\$590.98	\$0.84
Lincoln	1	1327	935	6 / 2	26.5	35	\$568.95	\$0.61
Carney	1	1276	1011	11 / 1	56.5	18	\$1,026.41	\$1.02
HayMac	1	1502	1140	10 / 2	65	18	\$1,185.29	\$1.04
Gomes / RCIS	1	1782	1415	11 / 2	40	35	\$1,118.09	\$0.79

Labor Costs per meal will be impacted by Staff, Menu Upgrades, and Training.

“Example of Normal Year Operations”
SY 18-19

Revenue Total 9,870,485.51

Expenses Total 8,690,191.38

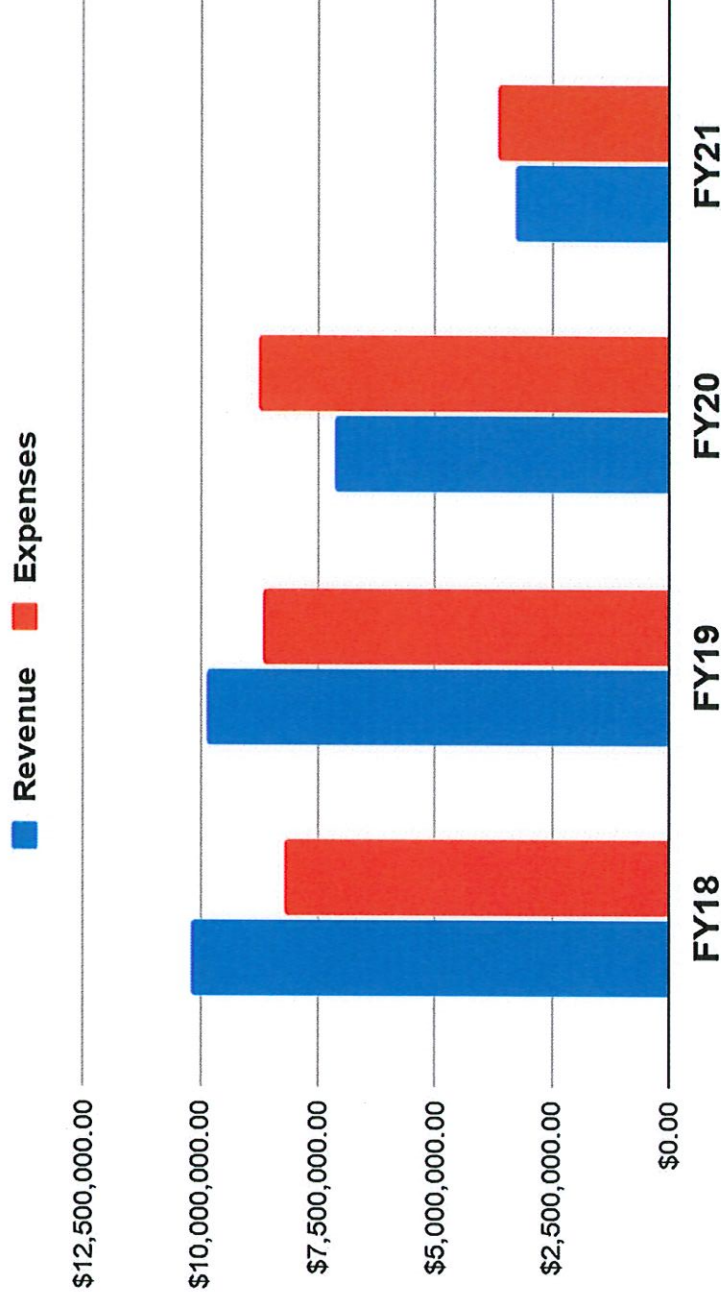
Net Fund Cash Balance FY 18-19 1,180,294.33

AVG 3 Month Operating Costs (Expenses / 10 x 3)
Allowable Yearly Carryover Fund Cash Balance 2,607,057.41

Revolving Account Balance SY 18-19 9,002,886.31

Total Net Cash Balance Excess 6,395,828.89

Revenue & Expenses



Revenue for the department is greater than expenses in every year except for FY20 due to the pandemic.

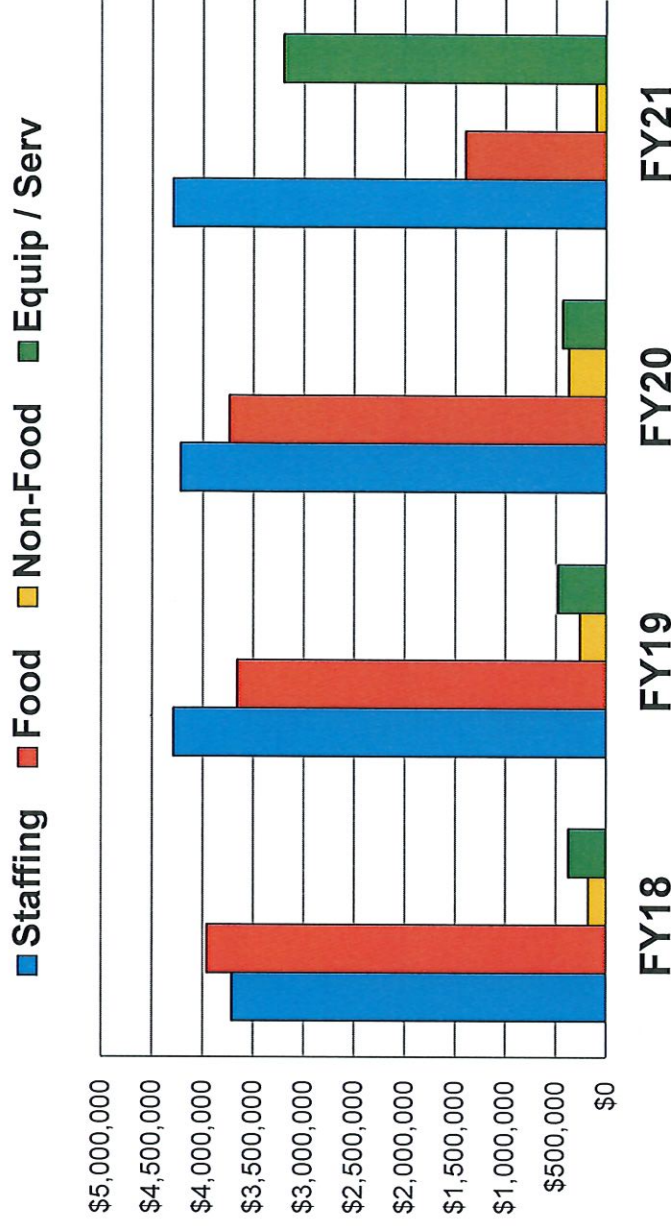
The department was projected to have a positive net cash of at least 1 million for year ending 2020. Our revolving fund balance currently has \$4,974,562 as of April 23, 2021.

Fiscal Year	Revenue	Expenses
FY18	\$10,195,215.79	\$8,229,779.42
FY19	\$9,870,485.51	\$8,690,191.18
FY20	\$7,133,669.59	\$8,766,312.21
FY21	\$3,286,175.91	\$3,678,930.00

Expense Ratios

On average the core expense including, Staffing and Food expenses, account for 75% (2018), 80% (2019), and 111% (2020) of Revenue.

DESE guidance suggests that 95% of Revenue will account for Staffing and Food Costs on a yearly basis. Non Covid years FNS falls below that target.



	FY18	FY19	FY20	FY21
Staffing	\$3,709,580.24	\$4,291,050.22	\$4,221,666.99	\$4,300,000.00
Food	\$3,961,392.99	\$3,657,891.38	\$3,736,069.84	\$1,400,000.00
Non-Food	\$181,116.06	\$262,549.34	\$373,938.95	\$100,000.00
Equip / Serv	\$377,690.13	\$478,700.24	\$434,636.43	\$3,200,000.00

FNS Balance Sheet

	FY 17-18	FY 18-19	FY 19-20	Budget 20-21 Projected	Budget 21-22 Projected
Starting Balance	\$5,857,155.61	\$7,822,591.98	\$9,002,886.31	\$7,370,243.69	\$4,270,243.69
Revenue	\$10,195,215.79	\$9,870,485.51	\$7,133,669.59	* \$5,900,000	\$10,000,000
Expenses	\$8,229,779.42	\$8,691,991.18	\$8,766,312.21	* \$9,000,000	\$8,800,000
Gain (Loss)	\$1,965,436.37	\$1,178,494.33	-\$1,632,642.62	-\$3,100,000	\$1,200,000
Ending Balance	\$7,822,591.98	\$9,002,886.31	\$7,370,243.69	\$4,270,243.69	\$5,470,243.69

* Number includes the High School Renovation Project

FNS BUDGET FY 2022

Revenue / Expenses Breakdown 21-22

Revenue

- Federal Programs \$9,100,000.00
- Student Sales \$ 350,000.00
- Grants \$ 500,000.00
- Venture Programs \$ 50,000.00

TOTAL REVENUE

\$10,000,000.00

Expenses

- Staffing \$4,300,000.00
- Food \$3,600,000.00
- Non-Food \$ 200,000.00
- Equipment / Services \$ 700,000.00

TOTAL EXPENSES

\$8,800,000.00

FNS BUDGET FY 2022

CURRENT FNS PROGRAM IMPROVEMENTS AND FUNDING INITIATIVES:

- New Bedford High School Kitchen Renovation Project
- Move Central Kitchen Operations to a new Culinary and Nutrition Central Kitchen.
- Upgrade and renovate existing Elementary School Kitchens (3)
- Upgrade Operations and Menu Systems
- Develop a Farm to School partnership in the Schools and Community
- Build Gardens and or Grow Systems at all Elementary Schools
- Provide Training and Standard Operating Procedures to increase knowledge and staff skills.

Grants Awarded 20-21:

- Baker-Polito Food Security Infrastructure Grant \$1.4 Million
- USDA Fresh Fruit and Vegetable Grant \$385k



President Truman signs National School Lunch Act
June 14, 1946

**NEW BEDFORD
PUBLIC SCHOOLS**



JUNE 14, 2021

SCHOOL COMMITTEE MEETING

May 2021 Reports

Function Code Report | May 2021

FUNCTION CODE REPORT MAY 2021

ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANSFERS/ADJSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
S1110 School Committee	17,890	0	17,890	11,359.92	2,952.30	3,578	80.00%
S1210 Superintendent	509,985	0	509,985	449,403.22	8,833.72	51,748	89.85%
S1220 Assist Superintendent	219,149	-869	218,280	187,318.01	5,147.37	25,814	88.17%
S1230 District-Wide Administr	248,182	55,303	303,485	228,615.83	37,604.02	37,265	87.22%
S1410 Finance and Business	1,247,647	0	1,247,647	1,069,371.46	43,514.50	134,761	89.20%
S1420 Human Resources	534,976	1,270	536,246	473,610.37	29,180.74	33,455	93.78%
S1430 Legal for School Commit	190,000	0	190,000	106,131.86	83,868.14	0	100.00%
S1435 Legal Settlements	95,000	0	95,000	0.00	0.00	95,000	0.00%
S1450 District-Wide MIS	190,328	54,361	244,709	173,308.44	62,851.77	8,549	96.51%
S2110 Curriculum Dir Superviso	2,548,848	-2,301	2,546,547	2,099,931.71	10,726.24	435,889	82.68%
S2130 Instr Tech Train	258,122	0	258,122	217,799.13	0.00	40,323	84.38%
S2210 Principals Office - Buil	7,222,467	41,486	7,263,953	5,856,621.82	71,237.18	1,336,094	81.61%
S2250 Principals Technology-Bu	15,807	12,888	28,695	19,963.70	7,783.80	948	96.70%
S2305 Classroom Teachers	74,836,491	-1,136,742	73,719,749	54,127,331.72	0.00	19,592,417	73.42%
S2320 Medical/Therapeutic Serv	4,335,452	-30,000	4,305,452	2,935,674.88	126,594.84	1,243,182	71.13%
S2324 Substitutes Long Term	0	117,796	0	117,795.92	0.00	0	100.00%
S2325 Substitutes Short Term	1,100,000	749,499	1,967,295	1,045,626.09	0.00	803,873	53.15%
S2330 Non-Clerical Paraprofess	3,045,788	330,000	3,375,788	5,526,603.79	0.00	-2,150,816	163.71%
S2340 Librarians _ Media Direc	167,821	0	167,821	123,815.01	0.00	44,906	73.78%
S2345 Distance Learn/Online Co	82,050	-12,210	69,840	69,840.00	0.00	0	100.00%
S2352 Instructional Coaches	178,182	0	178,182	129,382.17	0.00	48,800	72.61%
S2353 Teacher/Instruc Staff-Pt	0	0	0	-3,803.97	0.00	3,884	100.00%
S2356 Professional Dev Staff	61,960	-43,815	18,145	9,926.23	1,050.00	6,369	64.90%
S2358 Professional Development	236,477	78,784	315,241	111,627.34	95,613.60	108,001	65.74%
S2410 Textbks _ Software/Media	301,114	1,123,465	1,424,579	178,885.08	1,245,694.05	0	100.00%
S2415 Other Instruc Mats - Lib	231,547	-133,913	97,634	89,388.23	2,406.08	5,839	94.02%
S2420 Instructional Equipment	159,034	1,044,806	1,203,840	146,548.63	1,040,452.29	16,839	58.60%
S2430 General Supplies	245,942	76,722	322,664	287,736.18	186,678.21	48,250	90.77%
S2440 Other Instructional Serv	538,979	-46,415	490,564	149,888.46	120,506.60	220,169	55.12%
S2451 Classroom Instructional	772,339	1,086,598	1,858,937	1,060,848.00	765,287.76	32,802	98.24%
S2453 Other Instructional Hard	229,753	549,196	778,949	111,854.24	534,904.72	132,190	83.03%
S2455 Instructional Software	273,678	1,064,073	1,337,751	370,638.88	893,578.55	73,533	94.50%

Function Code Report | May 2021

53100 Employee Retirement	0	0	0	23,825.00	0.00	-23,825	100.00%
53150 Employee Separation Cost	905,000	0	905,000	312,546.01	0.00	592,454	34.54%
53200 Insurance Programs	28,083,428	-3,154,803	24,928,625	23,679,150.18	174,608.63	1,074,886	95.65%
53260 Other Non-Employee Insur	135,000	65,221	200,221	200,221.00	0.00	0	100.00%
53300 Rental-Lease of Equipmen	1,516,461	-23,370	1,493,091	1,392,129.05	51,309.72	49,653	96.67%
53350 Rental-Lease of Building	6,000	0	6,000	0.00	6,000.00	0	100.00%
53550 Crossing Guards	60,000	0	60,000	21,038.73	0.00	38,961	35.06%
56200 Civic Activities	208,640	0	208,640	181,477.02	490.00	26,673	87.22%
56900 Transportation Svc NonPu	212,402	0	212,402	86,935.00	46,065.00	79,398	62.62%
57500 Acquisition of Vehicles	38,215	228,430	266,645	99,923.53	166,725.23	0	100.00%
59100 Prog w/Other Dist in MA	115,850	0	115,850	113,599.00	0.00	2,251	98.06%
59130 Charter School Transport	610,000	0	610,000	59,175.00	540,825.00	10,000	98.16%
59200 Tuition to Out of Distri	550,000	0	550,000	20,978.00	0.00	529,022	3.81%
59300 Tuition to Non-Public Sc	1,065,000	650,000	1,715,000	1,528,020.79	1,331,306.72	-1,144,328	166.72%
59400 Tuition to Collaborative	2,810,000	0	2,810,000	1,311,339.79	741,229.24	757,431	73.05%
Expense Total	179,162,500	6,508,133	185,668,633	135,598,193.83	25,754,181.37	34,319,258	81.50%

Function Code Report | May 2021

4/30/2021	AVAILABLE BUDGET	% Available	CATEGORY
FY21 REVISED BUDGET			
5,800,850	154,376	2.7%	Special Education Junion
208,540	26,673	12.8%	Adult Ed
14,990,996	1,591,991	10.6%	Facilities & Maintenance
2,084,746	98,470	4.7%	Technology
26,033,846	1,643,495	6.3%	Retirement Insurance
20,807,282	3,958,263	19.0%	Counseling Student support
3,118,533	381,622	12.2%	Admin
79,812,061	18,456,534	23.1%	Teaching Services
7,714,919	529,622	6.9%	Instructional supplies
10,068,622	1,812,306	18.0%	School leadership
12,880,530	5,197,010	40.3%	Transportation
2,144,606	462,895	21.6%	Athletics /Security/Misc
\$ 185,665,633	\$ 34,313,258	18.5%	Total

Function Code Report | May 2021

04/27/20									
PY20 REVISED BUDGET	AVAILABLE BUDGET	% Available	CATEGORY						
7,381,286	2,737,917	37.1%	Special Education Tuition						
206,683	22,754	11.0%	Adult Ed						
12,989,099	940,209	7.3%	Facilities & Maintenance						
1,781,740	115,425	6.5%	Technology						
2,377,637	674,201	28.4%	Retirement Insurance						
17,991,402	2,673,957	14.9%	Counseling Student support						
2,912,484	131,752	4.5%	Admin						
76,677,343	16,859,267	22.0%	Teaching Services						
5,620,437	330,646	5.9%	Instructional supplies						
9,169,254	1,221,298	13.3%	School leadership						
10,710,871	-6,606	-0.1%	Transportation						
1,948,380	110,011	5.6%	Athletics/Security/Misc						
\$	149,661,616 \$	25,710,831	17.2%						

General Expense Report | May 2021

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FY 21 GENERAL EXPENSE BUDGET REPORT							5/27/2021
SCHOOLS	Budget	YTD Expended	Encumbrances	Balance	Percent Spent & Enc		
ASHLEY ELEMENTARY SCHOOL	47,490	23,098	18,407	5,985	82.2%		
BROOKS ELEMENTARY SCHOOL	32,404	18,839	13,527	37	99.9%		
CAMPBELL ELEMENTARY SCHOOL	372,383	23,716	348,412	255	99.9%		
CARNEY ACADEMY	94,134	50,383	30,235	13,516	85.6%		
CONGDON ELEMENTARY SCHOOL	26,415	10,338	16,058	18	99.9%		
DEVALLES ELEMENTARY SCHOOL	30,377	11,449	16,894	2,033	93.3%		
GOMES ELEMENTARY SCHOOL	81,043	35,884	44,817	342	75.9%		
HATHAWAY ELEMENTARY SCHOOL	350,995	60,290	283,684	7,021	98.0%		
HAYDEN MCFADDEN ELEMENTARY SCHOOL	75,135	59,138	12,215	3,783	95.0%		
JACOBS ELEMENTARY SCHOOL	49,626	28,192	10,564	10,871	78.1%		
LINCOLN ELEMENTARY SCHOOL	105,501	41,687	61,582	2,231	97.9%		

General Expense Report | May 2021

PACHECO ELEMENTARY SCHOOL	49,411	23,107	22,845	3,458	93.0%
PARKER ELEMENTARY SCHOOL	78,816	69,505	5,741	3,570	95.5%
PULASKI ELEMENTARY SCHOOL	136,768	68,934	50,235	17,599	87.1%
RENAISSANCE	38,584	25,088	6,472	7,024	81.8%
RODMAN ELEMENTARY SCHOOL	26,309	15,730	5,481	5,098	80.6%
SWIFT ELEMENTARY SCHOOL	253,325	29,022	221,999	2,304	99.1%
TAYLOR ELEMENTARY SCHOOL	91,430	83,682	6,278	1,470	98.4%
WINSLOW ELEMENTARY SCHOOL	38,701	35,538	3,149	14	100.0%
KEITH MIDDLE SCHOOL	398,747	111,083	259,401	28,263	92.9%
NORMANDIN MIDDLE SCHOOL	238,694	210,045	6,233	22,416	90.6%
ROOSEVELT MIDDLE SCHOOL	410,740	107,122	276,027	27,591	93.3%
HIGH SCHOOL	1,331,616	877,970	386,771	66,876	95.0%
TRINITY DAY ACADEMY	32,340	22,333	4,388	5,619	82.6%
WHALING CITY JR/SR HIGH SCHOOL	20,134	8,215	4,189	7,730	61.6%

General Expense Report | May 2021

FY 21 GENERAL EXPENSE BUDGET REPORT							5/27/2021
DEPARTMENTS AND PROGRAMS	Budget	YTD Expended	Encumbrances	Balance	Percent Spent & Enc		
ADULT EDUCATION	6,275	3,601	490	2,184	55.2%		
DEPUTY SUPERINTENDENT	24,193	12,388	5,813	5,992	75.2%		
EDUCATIONAL ACCESS & PATHWAYS	138,194	91,331	46,862	0	100.0%		
ELEMENTARY AFTER SCHOOL PROGRAM	38,800	0	0	38,800	0.0%		
FACILITIES	3,871,208	2,159,851	1,475,117	236,240	93.9%		
FAMILY WELCOME CENTER	113,789	36,489	73,723	3,576	96.9%		
FINANCE & OPERATIONS <i>(now includes health ins)</i>	25,960,025	24,820,623	231,033	908,369	96.5%		
FINE ARTS	250,672	111,890	119,557	19,226	92.3%		
GUIDANCE & PUPIL PERSONNEL	30,380	22,607	247	7,526	75.2%		
HEALTH SERVICES	93,130	86,265	6,865	0	100.0%		
HUMAN CAPITAL SERVICES	104,578	74,773	29,235	570	99.5%		

General Expense Report | May 2021

OFFICE OF INSTRUCTION	2,497,483	270,064	2,064,537	152,881	93.5%
PARENTING TEENS	25,496	4,612	14,701	6,183	75.8%
PHYSICAL EDUCATION, HEALTH & ATHLETICS	86,578	37,391	22,518	26,669	69.2%
SCHOOL COMMITTEE	17,890	11,360	2,952	3,578	80.0%
SEA LAB	152,837	25,045	124,366	3,427	97.8%
SPECIAL EDUCATION	11,147,116	7,217,065	3,495,579	434,472	96.1%
SUPERINTENDENT	183,396	105,079	52,020	26,297	85.7%
TECHNOLOGY SERVICES	2,993,624	1,892,867	860,564	240,193	92.0%
TRANSPORTATION	13,238,552	5,637,065	2,251,958	5,349,529	59.3%
UTILITIES	4,079,560	2,189,117	1,709,793	180,649	95.6%
WRAPAROUND & FAMILY ENGAGEMENT	250,387	89,558	85,788	75,041	70.0%
TOTAL ALL SCHOOLS & DEPARTMENTS MAY 2021	69,715,279	46,949,430	14,789,322	7,976,526	88.6%
TOTAL ALL SCHOOLS & DEPARTMENTS MAY 2020	40,510,580	29,324,262	7,978,825	3,207,493	92.1%

Salary Report | May 2021

FY21 Salary Spend Down Report					
				Bi-Weekly Payroll	Balance
Original Budget	115,760,901.00				
Transfers Out	(2,903,542.00)				
Transfer In	3,092,995.00				
Revised Budget	115,950,354.00				
7/4/20	Summer Accrual	(12,415,479.33)		3,502,696.11	124,863,137.22
7/18/20	Split Payroll (Accrued to FY20)	(563,040.21)		3,511,011.87	121,915,165.56
8/1/20				3,545,744.88	118,369,420.68
8/15/20				3,317,234.34	115,052,186.34
8/29/20	2nd week is 53rd week UA, UB			2,274,690.92	112,777,495.42
9/12/20				4,270,666.67	108,506,828.75
9/26/20				4,334,268.43	104,172,560.32
10/10/20				4,365,095.59	99,807,464.73
10/24/20				4,386,870.42	95,420,594.31
11/7/20				4,381,492.93	91,039,101.38
11/21/20				4,483,186.42	86,555,914.96
12/5/20	include longevity and sick incentive			4,757,850.65	81,798,064.31
12/19/20				4,568,632.06	77,229,432.25
1/2/21				4,513,864.14	72,715,568.11
1/16/21				4,588,304.73	68,127,263.38
1/30/21				4,727,554.10	63,399,709.28
2/13/21				4,626,303.31	58,773,405.97
2/27/21				4,514,822.60	54,258,583.37
3/13/21				4,641,285.70	49,617,297.67
3/27/21				4,620,656.47	44,996,641.20

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4/10/21			4,625,413.14	40,371,228.06
4/24/21			4,495,633.97	35,875,594.09
5/8/21			4,657,006.71	31,218,587.38
* 5/22/21			4,654,786.69	26,563,800.69
6/5/21			4,625,000.00	21,938,800.69
6/19/21	<i>Last pay for 42 week UA, US</i>		4,625,000.00	17,313,800.69
7/3/21	<i>8 days to accrue back to 21</i>		620,000.00	16,693,800.69
7/17/21	Service Transfers To Date	889,201.93	-	15,804,598.76
7/31/21	Anticipated Service Transfer Reimbursements	(56,531.00)	-	15,861,129.76
8/14/21	Voids/Handwrites To Date	5,087.98	-	15,856,041.78
8/28/21	Lump Sum(RETIRES) & Summer Accrual	15,475,340.00	-	380,701.78
9/11/21	Custodial , ROTC & NBEA Reimbursements to date	(183,341.25)	-	564,043.03
9/25/21	ROTC Reimb Reimbursement (remaining)	(30,680.76)	-	594,723.79
10/9/21	Retirement Payouts	450,000.00	-	144,723.79
10/23/21	Longevity	-	-	144,723.79
11/6/21	Sick Incentive	-	-	144,723.79
11/20/21	Vacation Pay Paras/School Year Secretaries	150,000.00	-	(5,276.21)
12/4/21	NBEA Reimbursement	-	-	(5,276.21)
	SURPLUS			(5,276.21)

* most recent payroll warrant

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TRANSFER OF FUNDS

FOR APPROVAL FROM ORG	FUNC	OBI	DESCRIPTION	TO ORG	FUNC	OBI	DESCRIPTION	AMOUNT	REASON	5/11/2021
50043560	5200	520620	Health Insurance Other	50128460	1230	580008	Other District Ed Access Equipment	6,126.00	Furniture Purchase	
50043560	5200	520620	Health Insurance Other	50128461	1230	521050	Other District Ed Access Services	1,385.00	Membership and Graduation Order	
50125580	2430	540005	ELL Textbooks	50128450	1230	540005	Other District ELL Supplies	792.34	Printing	
50639350	2430	540005	Classroom Supplies Games	50639450	2430	540005	Principal Supplies Games	5,261.70	Office Supplies	
51338450	2210	540005	Principal Supplies Taylor	51335151	2415	540005	Library Books Taylor School	21.00	Class of books for summer reading	
52065940	2440	520004	SPED Other Instructional Services	52065980	2420	580008	Sped Instructional Equipment	14,000.00	Vision/Hearing Equipment for SPED Students	
50043560	5200	520620	Health Insurance Other	52076780	2420	580008	Phys Ed Equipment Districtwide	17,978.28	Span Studio NBHS 1	
50785452	2435	540005	Instructional Software Supplies Hwy/Mac	50785550	2430	540005	Classroom Supplies Hwy/Mac	360.15	Classroom Supplies	
50785380	2430	580008	Instructional Equipment Hwy/Mac	50785550	2430	540005	Classroom Supplies Hwy/Mac	5,766.00	Classroom Supplies	
50153151	2415	540005	Library Supplies Broads	50153550	2430	540005	Classroom Supplies Broads	275.07	Classroom Supplies	
50153150	4230	520004	Maintenance Equipment Services Broads	50153550	2430	540005	Classroom Supplies Broads	500.00	Classroom Supplies	
51382150	2410	540005	Workbooks Broads	50153550	2430	540005	Classroom Supplies Broads	500.00	Classroom Supplies	
51382150	2410	540005	Swift Workbooks	51309950	2430	540005	Classroom Supplies Swift	1,943.00	Classroom Supplies	
51382150	2410	540005	Swift Instructional Software Supplies	51309950	2430	540005	Classroom Supplies Swift	1,200.00	Classroom Supplies	
51382150	2410	540005	Swift Dier Development Supplies	51309950	2430	540005	Classroom Supplies Swift	252.09	Classroom Supplies	
50125580	2410	580008	ELL Textbooks	50125580	2430	540005	Classroom Supplies Districtwide ELL	354.57	Classroom Supplies	
50125580	2210	540005	Principal Supplies Broads	50153460	2451	580008	Principal Equipment Broads	5,233.37	School Sign purchase	
50153151	2415	540005	Library Supplies Broads	50153460	2451	580008	Principal Equipment Broads	166.43	School Sign purchase	
50043560	5200	520620	Health Insurance Other	54059583	2453	580008	Other Instructional Hardware IOPS Equip	244,655.00	Interactive Touchscreens	
51259551	2430	540005	Classroom Supplies Pulkaski	54159582	2453	580008	Other Instructional Hardware RWS Equip	251,452.00	Interactive Touchscreens	
51259551	2430	540005	Classroom Supplies Pulkaski	51235483	2453	580008	Other Instructional Hardware Pulkaski Equip	10,335.24	Interactive Touchscreens	
51259551	2356	521050	Professional Development Pulkaski	51235483	2453	580008	Other Instructional Hardware Pulkaski Equip	6,905.00	Interactive Touchscreens	
51259551	2210	540005	Principal Supplies Pulkaski	51235483	2453	580008	Other Instructional Hardware Pulkaski Equip	2,374.76	Interactive Touchscreens	
52020241	4300	520004	Ext Maintenance Services	52020241	4210	580008	Maintenance Grounds Equipment	33,000.00	Kubota Skid Steer Purchase	
52020241	4230	540005	Extraordinary Maintenance Services	52020245	4220	520004	Maintenance of Building Services	9,000.00	FSC Assessments for Swift Taylor	
52345265	2430	540005	Musical Middle Classroom Supplies	52345263	4230	580008	Music Maintenance Equipment Systemwide	1,176.00	New tuben equipment	
55059341	4230	520004	Maintenance of Equipment Services	52024640	4200	520004	Extraordinary Maintenance HVAC Services	17,000.00	Whaler Rest Ventilation Project	
52454545	2415	540005	Technology Library Supplies	52454542	4450	540005	Tech. Maintenance Supplies	7,200.00	Fiber cables and tools for FS Com. Inc.	
52654545	2455	540005	Instructional Software NBHS	52053150	2410	540005	NBHS Workbooks	4,000.00	Summer Reading Books ESJ	
52654545	4120	509880	Heating PRAB	56055740	2357	520004	PD Constructed Services Parenting Teams	2,350.00	PD Emergency Software	
52654545	4120	509880	Heating PRAB	56055740	2455	521080	Instructional Software Other	11,345.00	Edmentum Software Licenses	
52654545	2430	540005	Classroom Supplies Whaling City	56154681	2455	580008	Other Instructional Equipment Whaling City	1,585.00	CDW Projector Order	
52654545	2435	540005	Instructional Software NBHS	56055623	2440	520004	Other Instructional Services HS	1,000.00	AD Projectors	
52654545	3820	520004	Other Student Accounts High Contract Services	55059542	2440	520004	Other Instructional Services HS	1,500.00	AD Projectors	
52654545	3520	540005	Other Student Accounts High Debate Team	55059542	2440	520004	Other Instructional Services HS	1,000.00	AD Projectors	
INFORMATIONAL:										
50128440	1230	580008	ELL Contracted Services	50128460	1230	580008	ELL Equipment Other	3,503.90	Additional Desks	
52078940	3510	520004	Athletic Transportation NBHS	55058890	3510	580008	Athletic Equipment NBHS	20,000.00	New Scoreboards for Softball/Freel Hockey	

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INFORMATIONAL Continued:									
S0633080	2410	580008	Gomes textbooks	50633150	2410	540005	Gomes Workbooks	27.19	Dual Language Workbooks
S1233150	2410	540005	Puleski workbooks	50633150	2410	540005	Gomes Workbooks	422.69	Dual Language Workbooks
S1053150	2410	540005	Pacheco workbooks	50633150	2410	540005	Gomes Workbooks	378.13	Dual Language Workbooks
S0789580	2420	580008	Hay/Mac Instructional Equipment	50159580	2420	580008	Instructional Equipment Brooks	3,259.00	Classroom Desks
S1159550	2430	540005	Parker Class Supplies	51159552	2430	540005	Parker SPED Class Supplies	824.83	Sped Supplies
S0159550	2430	540005	Brooks Classroom Supplies	50409550	2430	540005	Congdon Classroom Supplies	2,555.20	Supply Order
S0109551	2430	540005	Ashley Classroom Supplies	50459550	2430	540005	Carney Classroom Supplies	519.77	Supply Order
S0159550	2430	540005	Brooks Classroom Supplies	50509550	2430	540005	DeValles Classroom Supplies	2,236.70	Supply Order
S0109551	2430	540005	Ashley Classroom Supplies	55159550	2430	540005	Whaling City Classroom Supplies	885.51	Supply Order
S1355481	2453	580008	Other Instr Hardware Equipment Taylor	51305481	2453	580008	Other Instr Hardware Equipment Swift	578.96	Document Cameras
S1235481	2453	580008	Other Instructional Hardware Puleski	50459581	2453	580008	Other Instr Hardware Carney Equipment	1,910.71	Document Cameras



5/21/2021

Personnel Report

June 14, 2021

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A. APPOINTMENTS:

Name	Position	School
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Rose Botelho	English Learner Education Specialist	Paul Rodrigues Administration Building
Stacia Briggs	Early Childhood Specialist	Paul Rodrigues Administration Building
Joshua Carling	Technology Integration Manager	New Bedford High School
Jeffrey DeMelo	Accounts Payable Supervisor	Paul Rodrigues Administration Building
Madelene Freitas-Pimentel	Building Based Substitute Teacher	New Bedford High School
Carmize Jorge	Confidential Secretary	New Bedford High School
Victoria Knox	Building Based Substitute Teacher	Jacobs Elementary School
Mathew Melo	Building Based Substitute Teacher	Taylor Elementary School
Hailey Oliveira	Building Based Substitute Teacher	Keith Middle School
Syllina Ramalho	Building Based Substitute Teacher	Lincoln Elementary School
Stephanie Rebelo	Confidential Secretary	Facilities/Operations
Taylor Rowe	Building Based Substitute Teacher	New Bedford High School

AFSCME

Marlene Alfaiate	Provisional 6.5 Hour Cafeteria Worker	New Bedford High School
Hannah Jeronymo	Provisional 6.5 Hour Cafeteria Worker	Paul Rodrigues Administration Building
Albertina Marques	Provisional 6.5 Hour Cafeteria Worker	New Bedford High School
Angela Mendes Talgo	Provisional 6.5 Hour Cafeteria Worker	Gomes Elementary School
Raymond Picard	Provisional Jr. Custodian, 2nd shift	Lincoln Elementary School
Paula Santana	Provisional 6.5 Hour Cafeteria Worker	Gomes Elementary School
Fabian Suarez	Provisional Jr. Custodian, 2nd shift	Gomes Elementary School
Charles Tetreault	Provisional Jr. Custodian, 2nd shift	Normandin Middle School

PARAPROFESSIONAL

Stephanie Arroyo	Paraprofessional	Roosevelt Middle School
Alex Botelho	6 Hour Lunch Aide	Hathaway Elementary School
Sara Capataz	Paraprofessional – Special Education Small Group	Pacheco Elementary School

B. APPOINTMENTS – Effective SY 2021/22:

Name	Position	School
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ADMINISTRATION

Nicole Brine	Principal	Pacheco Elementary School
Laura Garcia	Curriculum, Data, Assessment Manager – ELA	Paul Rodrigues Administration Building
Matthew Kravitz	Executive Director of Special Education and Student Services	Paul Rodrigues Administration Building
Timothy McLaughlin	Principal	Jacobs Elementary School

Personnel Report

June 14, 2021

B. APPOINTMENTS – Effective SY 2021/22 (cont.):

Name	Position	School
Kristin Bagge	Grade 2 Teacher	Hayden/McFadden Elementary School
Ellen Costa	Grade 2 Teacher	Campbell Elementary School
Alicia Dias	English Language Arts Teacher	Keith Middle School
Kayla Garcia	English as a Second Language Teacher	Paul Rodrigues Administration Building

C. RETIREMENTS:

Name	Date	Position	School
UNIT A			
Janet Ferreira	October 15, 2021	Grade 1 Teacher	Brooks Elementary Teacher
Elizabeth O'Gallagher	June 21, 2021 (revised)	Teacher	Paul Rodrigues Administration Building
AFSCME			
Joanne McKinney	June 26, 2021	Jr. Custodian	Roosevelt Middle School
PARAPROFESSIONAL			
Annie Ferreira	June 26, 2021	Paraprofessional – Small Group	Pulaski Elementary School

D. RESIGNATIONS:

Name	Date	Position	School
ADMINISTRATION			
Warley Williams	June 30, 2021	Principal	Keith Middle School
UNIT B			
Juliana Pasetto	June 22, 2021	Assistant Principal	Pacheco Elementary School
UNIT A			

Amelia Ayres	June 21, 2021	Grade 4 Teacher	Ashley Elementary School
Alexi Bartholomew-	June 30, 2021	English as a Second Language	Hayden/McFadden Elementary School
Martinez	June 30, 2021	Newcomer Teacher	Hayden/McFadden Elementary School
Kelsey Benoit	June 30, 2021	Kindergarten Teacher	Hayden/McFadden Elementary School
Haley Braz	June 30, 2021	Special Education Reading Teacher	Normandin Middle School
Sarah Burns	June 21, 2021	Elementary Health Teacher	DeValles Elementary School

Personnel Report

June 14, 2021

D. RESIGNATIONS (cont.):

UNIT A

Name	Date	Position	School
Caitlyn Butler	June 4, 2021	Special Education ASD Teacher	Carney Academy
Judy Carlton	June 25, 2021	Teaching & Learning Specialist	Rodman Elementary School
Teri-Lynn Colgan	June 21, 2021	English as a Second Language Teacher	Roosevelt Middle School
Sara Ferreira	June 30, 2021	Grade 4 Teacher	Hayden/McFadden Elementary School
Rebecca Koch	June 21, 2021	Special Education Teacher	Carney Academy
Mamie Luogameno	June 21, 2021	English as a Second Language Teacher	New Bedford High School
Cody Marx	June 21, 2021	English Teacher	New Bedford High School

UNIT B

Nancy Hait	June 30, 2021	Content Instructional Leader – ELA/Social Studies	Keith Middle School
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NON-UNION

Frank Gomes	May 26, 2021	School Safety Officer	New Bedford High School
Victoria Johnson	July 30, 2021	Speech Language Pathology Assistant	Paul Rodrigues Administration Building
Alexis Medeiros	June 21, 2021	Building Based Substitute	Rodman Elementary School
Sharon Rapoza	May 21, 2021	Account Specialist	Paul Rodrigues Administration Building
McKenzie Rodrigues	June 30, 2021	Building Based Substitute	Pacheco Elementary School
Teri-Lynn Villa	May 11, 2021	Part Time Teacher	Parenting Teens

AFSCME

Melissa Garcia-Ruiz	June 21, 2021	Cafeteria Helper	Hayden/McFadden Elementary School
Matthew Leonard	June 11, 2021	Lead Technology Field Technician	Paul Rodrigues Administration Building
Jayden Ortiz	May 26, 2021	Storekeeper	Paul Rodrigues Administration Building
Sean Smith	May 21, 2021	Technology Field Technician	Paul Rodrigues Administration Building

PARAPROFESSIONAL

Ehbonny DaCruz Dessin	June 21, 2021	Paraprofessional 2:1	Carney Academy
Karen Elias	May 11, 2021	Lunch Aide	DeValles Elementary School
Najhae Grace	May 11, 2021	Paraprofessional Small Group	Carney Academy
Suzanne Mahoney	June 1, 2021	Paraprofessional	Rodman Elementary School
Michelle Silva	June 2, 2021	Paraprofessional Substantially Separate	Ashley Elementary School

Personnel Report

June 14, 2021

E. TRANSFERS:

AFSCME

Name	From	To
Elizabeth Mala	Jr. Clerk Typist at Paul Rodrigues Administration Building	Bookkeeper at Paul Rodrigues Administration Building

PARAPROFESSIONAL

Nathan Gilbert	Paraprofessional – Special Education at Pulaski Elementary School	Paraprofessional – Small Group at Keith Middle School
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F. TRANSFERS – Effective SY 2021/22:

UNIT A

Name	From	To
Ana Amaral	English as a Second Language Teacher at Carney Academy	Interventionist at Carney Academy
Samantha Boswell	Grade 3 Teacher at Pacheco Elementary School	Interventionist at Pacheco Elementary School
Renee Candido	Grade 4 Teacher at Winslow Elementary School	Interventionist at Winslow Elementary School
Dustin Cardoza	Special Education Tutor at Carney Academy	Special Education Teacher at Rodman Elementary School
Lisa Carney	Grade 3 Teacher Rodman Elementary School	Teacher & Learning Specialist at Rodman Elementary School
Kimberly Cormier	Kindergarten Teacher at Pulaski Elementary School	Interventionist at Pulaski Elementary School
Chelsie Lapointe	Grade 2 Teacher at Brooks Elementary School	Grade 3 Teacher at Brooks Elementary School
Alicia Linde	Special Education Teacher – Substantially Separate at Hathaway Elementary School	Special Education Tutor at Hathaway Elementary School
Jahay Mendes	Grade 6 ELA/Social Studies Teacher at Keith Middle School	ELA Special Education Teacher at Keith Middle School

NEW BEDFORD SCHOOL COMMITTEE

2021 – 2022 COMMITTEE MEMBERS & MEETINGS

COMMITTEE MEMBERS

Mayor Jonathan F. Mitchell
Chairperson Ex-Officio - 2024

Ms. Colleen Dawicki
Vice Chairperson – 2022

Mr. Joshua Amaral
Member – 2022

Mr. Christopher Cotter
Member – 2024

Mr. Joaquim "Jack" Livramento
Member – 2024

Mr. Bruce Oliveira
Member – 2024

Mr. John A. Oliveira
Member - 2022

Meeting Location:

New Bedford High School
230 Hathaway Boulevard
Philip Bronspiegel Auditorium

Meeting Time:

6:00 P.M.

*All broadcasts and
re-broadcasts of these
meetings can be seen on:*

Local Cable Access
Channel 9

2021 DATES

Monday, September 13, 2021

Monday, October 4, 2021

Monday, November 8, 2021

Monday, December 13, 2021

2022 DATES

Monday, January 10, 2022

Monday, February 7, 2022

Monday, March 7, 2022

Monday, April 11, 2022

Monday, May 9, 2022

Monday, June 13, 2022

Monday, July 11, 2022

Monday, August 8, 2022

EMPLOYMENT CONTRACT
BY AND BETWEEN
ANDREW O'LEARY
And the
NEW BEDFORD PUBLIC SCHOOLS

This Employment Contract is made and entered into this ____ day of June, 2021, by and between the New Bedford Public Schools (herein the "NBPS") by and through its Superintendent of Schools, Thomas Anderson, and Andrew O'Leary (herein "Mr. O'Leary" or "the Assistant Superintendent of Finance and Operations") (collectively the "Parties").

In consideration of the promises contained herein, the Parties mutually agree as follows:

1. EMPLOYMENT

The NBPS hereby employs Mr. O'Leary as an Assistant Superintendent of Finance and Operations on the following terms and conditions. The Assistant Superintendent of Finance and Operations is hereby assigned to Paul Rodrigues Administration Building. The Superintendent, in his discretion and after consultation with the Assistant Superintendent of Finance and Operations, may assign Mr. O'Leary to another office location within the school district.

2. TERM

Subject to the provisions for early termination set forth in Section 14 of this Employment Contract ("Contract"), the Assistant Superintendent of Finance and Operations shall be employed under this Contract as Assistant Superintendent of Finance and Operations for the period commencing July 1, 2021 and ending on June 30, 2024. Each twelve-month period comprising this term shall be considered one "Contract Year", July 1st – June 30th. All references to the term "Contract Year" contained herein refer to contract years covered by this Contract and do not serve to extend the term of this Contract beyond its expiration date.

3. COMPENSATION

The Assistant Superintendent of Finance and Operations shall be paid a salary of \$161,919.86 for Contract Year One. Such Contract Year salary shall be paid, in equal installments on each payday in accordance with the schedule of salary payments in effect for other non-unionized administrators employed by NBPS. The salary stated herein shall not be reduced during the term of this Contract; provided, however, that the salary may be reduced upon the Assistant Superintendent of Finance and Operations demotion or transfer to another school or position.

The Superintendent shall review the Assistant Superintendent of Finance and Operations' salary on or before June 30th of each Contract Year (with the exception of the final

Contract Year), to assess the Assistant Superintendent of Finance and Operations' annual salary for the following Contract Year. The Superintendent and the Assistant Superintendent of Finance and Operations may mutually agree to adjust the Assistant Superintendent of Finance and Operations' salary during the term of this Contract. Any such adjustment shall be in the form of a written amendment and shall become part of this Contract. In no event, however, shall any such amendment be deemed a new contract or an extension of the termination date of this Contract as set forth herein.

No later than February 1, 2024 the Superintendent shall advise the Assistant Superintendent of Finance and Operations in writing of the non-renewal of this Contract. Failure to provide such notice by the specified date shall result in the automatic renewal of this Contract for a one-year period ending on June 30, 2025.

The Assistant Superintendent of Finance and Operations shall be reimbursed at the IRS rate for all travel outside the City of New Bedford connected with the performance the duties to which Mr. O'Leary has been assigned or which Mr. O'Leary is attending with the advanced notice of the Superintendent/designee. Expense vouchers for all out-of-state travel must be approved and signed by the Superintendent. For all travel within the New Bedford School District connected with duties, Mr. O'Leary will receive \$1,500.00 annually.

4. DUTIES AND RESPONSIBILITIES

The Assistant Superintendent of Finance and Operations shall devote the Assistant Superintendent of Finance and Operations' full time and attention to and faithfully and effectively perform all of the duties of Assistant Superintendent of Finance and Operations. The Superintendent may modify the job description of Assistant Superintendent of Finance and Operations from time to time, at the Superintendent's sole discretion. The Assistant Superintendent of Finance and Operations recognizes that the responsibilities of the position are not determined by prescribed hours and conditions and will perform the directed and implied duties of the position of Assistant Superintendent of Finance and Operations as determined by the Superintendent of Schools and will expend the time and effort necessary to effectively achieve the goals and purposes of the New Bedford Public Schools. The Assistant Superintendent of Finance and Operations agrees to perform these duties in accordance with all School Committee policy, approved procedure and State and Federal law.

5. LICENSE/CERTIFICATE

The Assistant Superintendent of Finance and Operations shall maintain throughout the course of employment under this Contract a valid and appropriate license/certification qualifying the Assistant Superintendent of Finance and Operations to serve as a public school Assistant Superintendent of Finance and Operations in the Commonwealth of Massachusetts and shall provide the Superintendent with a copy of such license/certification. The Assistant Superintendent of Finance and Operations shall notify the Superintendent within twenty (24) hours of having the Assistant Superintendent of Finance and Operations' license/certification being suspended, expired and/or revoked.

6. BENEFITS

The Assistant Superintendent of Finance and Operations shall receive benefits provided for in School Committee policy. The School Committee may change these benefits from time to time in its sole discretion.

The Assistant Superintendent of Finance and Operations shall be eligible to subscribe to one of the health insurance plans generally available to other employees in the New Bedford Public Schools at the same premium contribution rate(s) generally in effect for other non-unionized administrators in the NBPS. The Assistant Superintendent of Finance and Operations understands that such plans, coverage, co-payments, deductibles, and premium contribution rates may change from time to time at the discretion of the School Committee or the City of New Bedford.

7. PROFESSIONAL GROWTH

The Superintendent, in his sole discretion, may grant the Assistant Superintendent of Finance and Operations professional day leave for the purpose of attending educational conventions, professional meetings, training institutes and other activities which have a demonstrable relationship to the improvement of professional skills, subject to budget limitations. Such approved professional leave shall be at the expense of the School Department subject to the submission of detailed expense vouchers to the Superintendent or his designee and subject to any limitation established by the Superintendent or School Committee policy. The Assistant Superintendent of Finance and Operations is encouraged to subscribe for membership within School and School Operations Management organizations subject to prior approval of the Superintendent.

8. VACATION

The Assistant Superintendent of Finance and Operations shall be entitled to twenty-five (25) vacation days earned ratably throughout the Contract year at the rate of 2.08 days per month. Upon the termination of the Assistant Superintendent of Finance and Operations' employment, whether by retirement, resignation, dismissal, or non-renewal of employment, the Assistant Superintendent of Finance and Operations will be paid the value of all unused, accrued vacation days at a per diem rate of 1/260 of annual salary for each such day. If the Assistant Superintendent of Finance and Operations' employment terminates before June 30 of a Contract Year, the Assistant Superintendent of Finance and Operations shall be entitled to a pro rata payment for such unused, accrued days.

The Assistant Superintendent of Finance and Operations ordinarily should request to take vacation days when school is not in session, but may request vacation days at other times, the decision on which shall be made by the Superintendent in his sole discretion and based on his assessment of school needs. The Assistant Superintendent of Finance and Operations shall not request vacation (1) for five (5) days following the conclusion of the school year or (2) after the 2nd week in August. This requirement may be waived by the Superintendent in his discretion when special circumstances warrant. In order to take

accrued vacation days, the Assistant Superintendent of Finance and Operations shall request approval from the Superintendent or his designee at least five (5) working days in advance of the requested vacation dates, in writing.

9. HOLIDAYS

The Assistant Superintendent of Finance and Operations shall be entitled to the following paid holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Patriot's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. A holiday occurring on a Saturday will be observed on the preceding day, if school is not in session. A holiday falling on a Sunday will be observed on the following Monday. A session-less Friday following a Thursday holiday will be deemed a paid holiday.

10. PERSONAL LEAVE

The Assistant Superintendent of Finance and Operations shall receive three (3) days of personal leave per Contract Year, non-cumulative, and exclusive of bereavement leave, for the purpose of transacting or attending to imperative legal business, household or family matters which require the Assistant Superintendent of Finance and Operations' absence during work hours and which cannot otherwise be scheduled outside of the work day.

Written notice of intention to take this leave shall be filed with the Superintendent at least one (1) week in advance with the reason for taking such leave. Exceptions to the application of this provision may be made where the one (1) week advance notice would be either a hardship or an impossibility.

11. SICK LEAVE

The Assistant Superintendent of Finance and Operations shall be entitled to fifteen (15) sick leave days with pay per Contract Year earned ratably throughout the Contract year at the rate of 1.25 days per month to cover absences for disability through illness or injury.

A medical certificate, signed by a duly licensed physician, may be required for all absences exceeding five (5) consecutive days or at the request of the Superintendent.

12. BEREAVEMENT LEAVE

In the event of a death in the immediate family of the Assistant Superintendent of Finance and Operations, the Assistant Superintendent of Finance and Operations will be granted leave with pay for five (5) work days, commencing with the day after death. "Immediate family" of the Assistant Superintendent of Finance and Operations is defined as a spouse, child, parent, sibling, and/or relative that resides in the same household, or other person residing in the same household for the previous twelve (12) months.

In the event of a death in the members of family of the Assistant Superintendent of Finance

and Operations, the Assistant Superintendent of Finance and Operations will be granted leave with pay for three (3) work days, commencing with the day after death. "Members of family" of the Assistant Superintendent of Finance and Operations is defined as a parent in law, sibling in law, and/or grandparent.

At the discretion of the Assistant Superintendent of Finance and Operations shall be granted one (1) day or more of bereavement leave to attend a funeral or memorial service for a member of the Assistant Superintendent of Finance and Operations' family not included in the definition of immediate family. The Assistant Superintendent of Finance and Operations shall comply with the procedures for use of bereavement leave as determined by the Superintendent.

Given that the Assistant Superintendent of Finance and Operations may need to travel extensive distance for immediate family members' funerals or memorial services, the Superintendent may allow additional bereavement time as needed.

13. EVALUATION

The Superintendent or his designee shall evaluate the Assistant Superintendent of Finance and Operations' performance each Contract Year in accordance with the provisions and requirements of G.L. c. 71 and applicable regulations.

14. EARLY TERMINATION

a. By the Assistant Superintendent of Finance and Operations

In the event the Assistant Superintendent of Finance and Operations desires to terminate this Contract before the term of this Contract shall have expired, the Assistant Superintendent of Finance and Operations may do so by providing at least seventy-five (75) work days' written notice of intent to the Superintendent. The Assistant Superintendent of Finance and Operations may request to use any unused, accrued vacation days prior to separation from employment and/or the Superintendent, in his discretion, may schedule the Assistant Superintendent of Finance and Operations for vacation days prior to the final day of employment. If the Assistant Superintendent of Finance and Operations' employment terminates prior to the expiration of the term of this Contract, all remuneration, including but not limited to all salary/compensation and benefits provided by this Contract, shall cease as of the effective date of such termination.

b. By the Superintendent with Good Cause:

The Superintendent may suspend the Assistant Superintendent of Finance and Operations and/or may terminate the Assistant Superintendent of Finance and Operations' employment and this Contract during the term of this Contract for insubordination, incompetency, inefficiency, conduct unbecoming an employee, neglect of duty, or other good cause. "Good cause" herein shall be defined as any ground put forth by the Superintendent in good faith that is not arbitrary, irrational, unreasonable, or irrelevant to

the sound operation of the school or school system or the task of building and maintaining an efficient school system. If the Superintendent intends to dismiss the Assistant Superintendent of Finance and Operations prior to expiration of the term of this Contract, the Superintendent shall provide the Assistant Superintendent of Finance and Operations with written notice stating his intent to dismiss the Assistant Superintendent of Finance and Operations with an explanation of the grounds for such dismissal. If the Assistant Superintendent of Finance and Operations so requests, the Assistant Superintendent of Finance and Operations shall be given a reasonable opportunity within fifteen (15) calendar days after receiving such notice to review the decision with the Superintendent, and the Assistant Superintendent of Finance and Operations may be represented by legal counsel or other representation of the Assistant Superintendent of Finance and Operations' choosing at the Assistant Superintendent of Finance and Operations' own expense at such a meeting. At such a meeting, the Assistant Superintendent of Finance and Operations shall have the right to present information pertaining to the basis for the decision and to the Assistant Superintendent of Finance and Operations' status. There shall be no right to present witnesses and no right to confront or cross-examine witnesses. The Assistant Superintendent of Finance and Operations' rights to appeal a termination are pursuant to M.G.L. c. 71, § 41. The Assistant Superintendent of Finance and Operations may request to use any unused, accrued vacation days prior to separation from employment and/or the Superintendent, in his discretion, may schedule the Assistant Superintendent of Finance and Operations for vacation days prior to the final day of employment. If the Assistant Superintendent of Finance and Operations' employment terminates prior to the expiration of the term of this Contract, all remuneration, including but not limited to all salary/compensation and benefits provided by this Contract, shall cease as of the effective date of such termination. (In the event of termination pursuant to this Section 14.c, there shall be no early termination payment.) If the Assistant Superintendent of Finance and Operations is suspended, the Assistant Superintendent of Finance and Operations shall not be entitled to receive and shall not receive any salary/compensation for the period of such suspension.

c. Reduction in Force

The Superintendent may layoff or demote the Assistant Superintendent of Finance and Operations in the event of the closing of the school, reorganization, reduction in force, or lack of funds. In the event the reorganization results in the creation of a Business Manager role, the Assistant Superintendent of Finance and Operations shall be permitted to transfer into that position as a demotion. In the event that the Assistant Superintendent of Finance and Operations is demoted, this Contract shall terminate and the NBPS shall not be required to pay, and the Assistant Superintendent of Finance and Operations shall not be entitled to receive salary payments and benefits pursuant to this Contract after the effective date of the Assistant Superintendent of Finance and Operations' demotion, and the demoted Assistant Superintendent of Finance and Operations shall receive the compensation and benefits for the position to which the Assistant Superintendent of Finance and Operations has been demoted. In the event that the Assistant Superintendent of Finance and Operations is laid off and no Business Manager title is available, this Contract shall terminate and the NBPS shall not be required to pay, and the Assistant Superintendent of Finance and Operations shall not be entitled to receive salary payments

and benefits payable after the effective date of the Assistant Superintendent of Finance and Operations' layoff.

15. ENTIRE AGREEMENT

This Contract embodies the whole agreement between the NBPS and the Assistant Superintendent of Finance and Operations and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. This Contract may not be changed, amended, or supplemented in any way or to any extent except in a writing which is mutually agreed to and executed by both parties.

16. SEVERABILITY

It is understood and agreed by the parties that if any part, term or provision of this Contract is held by a court of competent jurisdiction to be illegal or in conflict with any law of the Commonwealth of Massachusetts, the validity of the remaining portions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

17. NOTICES

All notices required under this Contract shall be delivered as follows:

- a. Notices from the Superintendent shall be delivered to the Assistant Superintendent of Finance and Operations by hand delivery and/or by certified mail to the address of the Assistant Superintendent of Finance and Operations' residence in the records of the NBPS;
- b. Notices from the Assistant Superintendent of Finance and Operations shall be delivered to the Superintendent's office by hand delivery and/or certified mail to New Bedford Public Schools 455 County Street Room 143 New Bedford, MA 02740.

18. GOVERNING LAW

This Contract shall be interpreted, enforced, governed and construed under and in accordance with the laws of the Commonwealth of Massachusetts.

19. DUPLICATE ORIGINALS

This Contract shall be executed in two counterparts, each of which shall be deemed to be an original, and both of which taken together shall be deemed one and the same instrument.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this EMPLOYMENT CONTRACT and a duplicate thereof this _____ day of June, 2021.

Thomas Anderson
Superintendent of Schools

Andrew O'Leary

Jonathan F. Mitchell
Chairperson Ex-Officio

Colleen Dawicki
Vice Chairperson

Joshua Amaral

Christopher Cotter

Joaquim "Jack" Livramento

Bruce J. Oliveira

John A. Oliveira

MEMORANDUM OF AGREEMENT

BETWEEN

THE NEW BEDFORD SCHOOL COMMITTEE

AND

NEW BEDFORD FEDERATION OF PARAPROFESSIONALS LOCAL 2378

AFT MASSACHUSETTS (AFL-CIO)

April 26, 2021

The New Bedford School Committee (“Committee”) and the New Bedford Federation of Paraprofessionals Local 2378, AFT Massachusetts (AFL-CIO) (“Federation”), collectively referred to as “the Parties”, agree to the following three year collective bargaining agreement. Unless otherwise specified, the terms of the January 9, 2017- July 31, 2019 collective bargaining agreement shall remain in effect.

1. Article 18: Duration
August 1, 2019 through July 31, 2022.
2. Article 14: Compensation and Appendix A
 - A. Year 1 (August 1, 2019-July 31, 2020)
Effective July 31, 2020, increase the wages by 1.75% (no retro for Year 1).
One-Time Ratification Payment: The District will pay a one-time ratification payment of four hundred seventy eight dollars (\$478) to each employee in the bargaining unit on the day of ratification of this Agreement who was employed for the full 2019-2020 work year through the date of ratification; but such ratification payment shall be prorated for employees who were not employed for the full 2019-2020 work year. (Proration is based on the number of days worked compared to the number of work days in the work year.)
 - B. Year 2: (August 1, 2020- July 31, 2021)
Effective August 1, 2020, increase the Salary Schedules in Appendix A as follows (Retro pay is limited to employees in the bargaining unit on the date that this Agreement becomes effective; employees who separated from employment for any reason prior to the date that this Agreement becomes effective are not eligible for retro pay):

Salary Schedule	Steps	Increase
Non-Instructional Paraprofessionals	Eliminate Steps 1-5	
Instructional Paraprofessionals Columns I and II	Eliminate Step A	
Non-Instructional Paraprofessionals	6-10 inclusive	1.75%
Non-Instructional Paraprofessionals	11	2.00%
Instructional Paraprofessionals Column I	B-I inclusive	1.75%
Instructional Paraprofessionals Column I	J	2.00%
Instructional Paraprofessionals Column II	B-I inclusive	1.75%

Instructional Paraprofessionals Column II	J	2.00%
---	---	-------

C. Year 3: (August 1, 2021 – July 31, 2022)

Effective August 1, 2021, increase the Salary Schedules in Appendix A as follows:

Salary Schedule	Steps	Increase
Non-Instructional Paraprofessionals	6-11 inclusive	1.75%
Instructional Paraprofessionals Column I	B-J inclusive	1.75%
Instructional Paraprofessionals Column II	B-J inclusive	1.75%

Effective August 1, 2021, add the following new steps:

Salary Schedule	New Step	Hourly Rate
Non-Instructional Paraprofessionals	12	\$17.93
Instructional Paraprofessionals Column I	K* *Step K, like steps I and J, is only available to Paraprofessionals with 48 credits or more	\$20.47
Instructional Paraprofessionals Column II	K	\$21.65

D. Article 14 Section K: Longevity

Amend the table in Section K as follows:

YEARS OF SERVICE	9/1/2020
10-14 Years	\$575.00
15-19 Years	\$675.00
20-24 Years	\$775.00
25-29 Years	\$875.00
30-34 Years	\$975.00
35 Years	\$1,125.00

3. Article 5.

A. Article 5, D.3:

Add the following to Article 5.d.3 effective July 1, 2021:

“Whenever a Paraprofessional will be supervising more than thirty (30) students in an area with no other adult present, the Paraprofessional will be provided with a district radio or other communication device and if such supervision exceeds fifteen (15) consecutive minutes, the Paraprofessional will receive the Paraprofessional’s regular rate of pay for such time plus an

additional three dollars (\$3.00) per hour (prorated for less than one hour). Supervision of more than fifty (50) students requires that another employee be present. One radio or communication device will be provided to one staff member in the cafeteria. (A Paraprofessional cannot receive the additional pay per hour under this Section D.3 and the above Section D.2 for the same time.)”

B. Article 5, T

Revise Article 5 Section T as follows (new language underlined; deleted language struck):

“On or before May 1st the Federation leadership shall provide the ~~Executive Director of Human Capital Services~~ Executive Director of Special Education and Student Services and Deputy Superintendent with a list of suggested topics for professional development and training for instructional Paraprofessionals for the following school year.”

4. Article 6 B. 1:

(i) Amend Article 6 B.1.a) (In-Building) by:

- (a) replacing “five (5) work days” with “ten (10) work days” for In-Building postings.
- (b) adding the following: “The In-Building posting shall be on bulletin boards in the building. A copy of the posting shall be sent to the Federation President via e-mail.”

(ii) Amend Article 6.B.1 b) (In District) by adding the following sentence between the second and third sentences: “The District-Wide posting shall be posted on the District’s website and a copy shall be sent to the Federation President via email. The posting will link to the Program Guide and will include the student hours as well as a reminder that Paraprofessionals may be required to work additional time pursuant to Article 4, section P.”

(iii) Add the following new subsection “c)” to Article 6B 1:

“c) If the following duties are required, they will be noted on the postings for In-Building (subparagraph B.1.a) above) and In-District (subparagraph B.1.b) above): toileting/diapering, feeding, lifting of students, and/or ABA. The District will provide a program guide on its website.”

5. Article 6 C

Replace Section C in Article 6 with the following:

C. BEHAVIORAL/ALTERNATIVE SCHOOL PROGRAMS

1. This Section C applies to Paraprofessionals who are assigned to a position in one of the following Behavioral/Alternative School Programs:

- BBSS program
- RISE Academy
- CBIP

- ALC at the High School
- Trinity Day Therapeutic Academy
- Whaling City

This assignment is to the program and not an individual student or classroom. Within any given day, the Paraprofessional may be working with students from pre-school to 12th grade.

2. Paraprofessionals assigned to Behavioral/Alternative School programs as defined in C.1 above shall be trained in verbal de-escalation techniques, approved physical management (including restraint) procedures; physical escort, and exclusionary time-out.

3. Future vacancies for these positions will be posted in accordance with this Article and shall include a statement that Paraprofessionals accepting an assignment shall participate in the required training for the position.

4. Paraprofessional assigned to the Behavioral/Alternative School positions in C.1 above shall receive a differential of sixty-four cents (\$0.64) per hour for all hours worked in such positions.

6. Paraprofessional Evaluation:

A. Article 5 K Paraprofessional Evaluation (pp. 6-7)

Amend Paragraph K.5 by adding the following to the end of the sentence: “and may include input from classroom and special education teachers who work with the Paraprofessional.”

B. Evaluation Instrument

The Parties agree to the revised evaluation instrument appended to this Memorandum of Agreement as Attachment A.

Add the following language to Attachment A: Performance Evaluation Tool:

“The evaluator will meet with the Paraprofessional(s) in the evaluator’s building (either all together, in small groups, or individually) at or about the beginning of the work year to review expectations and requirements and may include goals. If the performance of a paraprofessional is at or below the level of Needs Improvement, a discussion shall be held between the Paraprofessional’s evaluator and the Paraprofessional to discuss concerns and performance expectations prior to the performance evaluation being completed.”

7. Dress Code

The Superintendent/designee and the President of the Federation, on an annual basis will distribute a letter to all staff concerning appropriate professional attire.

8. Reopener for Interpreter Differential and Work

Provided that the Massachusetts Department of Elementary and Secondary Education (DESE) issues its guidance or regulations become effective for determining language fluency and interpreter proficiency, the parties may reopen this Agreement in Fiscal Year 2021 or Fiscal Year

2022 to negotiate over a world language differential for employees who demonstrate language fluency and interpreter proficiency in a world language (excluding English) needed by the District and the work required to receive any such stipend.

9. Article 12 Grievance Procedure (pp. 26-29):

Amend Section B.3 by adding the following new section g):

g) Grievances regarding the dismissal of a Paraprofessional shall not be presented to the School Committee. If a grievance regarding the discipline or dismissal of a Paraprofessional is not resolved at Level II, the Federation may submit the grievance to arbitration by filing a demand for arbitration within ten (10) school days after receipt of the decision at Level II and otherwise following the provisions in Article 13.

10. Article 4, Fair Practices (p. 2)

Amend paragraph A as follows:

A. As sole collective bargaining agent, the Federation will accept into voluntary membership all *Paraprofessionals* covered by this Agreement without regard to race, color, creed, *disability/handicap, gender identity*, national origin, *religion, age, sex, sexual orientation*, marital status, *military/veteran status, domicile*, or previous affiliation with other organizations.

11. Article 10, Federation Rights & Responsibilities (pp. 21-25)

A. Amend Paragraph H1 to read as follows:

1. An employee who wishes to *become a member of the Federation, and* have the School Committee deduct the regular monthly Federation dues from his/her pay for transmittal to the Federation, shall execute ~~an~~ *a Membership Application (Appendix B)* ~~authorization card~~ to be furnished by the Federation.

[The revised Appendix B is appended to this Memorandum of Agreement as Attachment B]

B. Amend Paragraph H1 to delete “Authorization for Payroll Deduction” on Page 24.

C. Amend Article to delete Paragraph I – Service Fee but include “This Section Intentionally Left Blank.”

12. Appendix B, Membership Application

Add a new Appendix B: Membership Application [See attached Membership Application appended to this Memorandum as Attachment B.]

13. Federation’s Maintenance Changes:

- A. Amend Agreement to change: all references to “~~paraprofessional~~” to read “*Paraprofessional*”.
- B. Amend Agreement to change: all references to “~~the Union~~” to read “*the Federation*”.

14. Article V Section J Duty-Free Lunch

Amend Section 1 by adding the following: “A Paraprofessional who is directed to work through lunch

by the building administrator and who works through lunch shall complete the required documentation for additional time worked and shall receive pay for the time worked during the missed lunch.”

15. Housekeeping:

- A. Article 7, Paragraph I Maternity Leave (pp. 16-17)
 - (i) Replace “Maternity Leave” with “Parental Leave” in the title of Paragraph I.
 - (ii) Amend Paragraph I. section 1. by:
 - (a) replacing “maternity leave” with “parental leave”
 - (b) replacing “at her discretion” with “commencing with the birth/adoption of the employee’s child”
 - (iii) Amend Paragraph I. section 2 by replacing “maternity leave” with “parental leave”
- B. Article 7, Paragraph J. Military Leave (p. 17)

Replace Paragraph J with the following: “Information regarding military leave is available at the office of Human Capital Services.”
- C. Article 10, Paragraph B.4. (p. 22)

Replace Section 4 in its entirety with the following: “School Committee meetings and agendas are posted on the District website at least 48 hours prior to the meeting.”
- D. Article 10,
Paragraph I Service Fee (p. 25)

Delete Section I in its entirety and replace with “This section intentionally left blank.”
- E. Article 7. Paragraph H. (p. 16)

Delete the first sentence in Paragraph H. (obsolete language)
- F. Article 7, Paragraph K. Personal Need (p. 17)

Replace “at the discretion of the School Committee” with “at the discretion of the Superintendent/designee”
- G. Article 7, Paragraph N. Extension of Leave of Absence (p. 18)

Replace “School Committee” with “Superintendent/designee” (two replacements)
- H. Appendix A, Section D (p. 2 of Appendix)

Delete Section D of Appendix A in its entirety (obsolete language).

16. Article 11 Summer School & Before and After School Programs

Amend Article 11 as follows:

- A. Following determination by the School Committee of the summer & before and after-school programs for the year, the Paraprofessional positions to be filled for each program shall be emailed to all Paraprofessionals and the Federation president not later than April 15th; except, however, that notices of positions in projects financed by federal funds shall be posted as soon as possible by the Program Director. Notices of summer and before and after-school positions shall be posted as detailed above at least ten (10) school days before the filling of such position.

Postings shall include the number of hours per day and number of days per week. If the following duties are required, they will be noted on the postings: toileting/diapering, feeding, and/or lifting of students, and/or ABA.

B. Each paraprofessional desiring a position in a summer school and/or a before and after-school program shall file his/her application in writing via email with the Office of Human Capital Services on or before the closing date of application.

C. Each applicant shall be notified by email of the disposition of his/her/their application.

D. In assigning summer school and before and after-school program paraprofessional positions, preference shall be given to qualified applicants from within a program for the positions which correspond to the applicants' regular school day assignments. Qualified members of the bargaining unit shall be hired first. In cases of conflict, seniority, as defined in Article V, shall govern.

E. Paraprofessionals working in a summer school and/or a before and after-school programs shall be paid in accordance with the basic salary schedule in Appendix A.

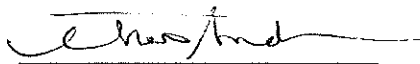
This Memorandum of Agreement was reached in mediation and shall remain off the record for all purposes including bargaining history until it is ratified by the Union membership and approved by the Committee. This Memorandum of Agreement is subject to ratification by the Union membership and approval by the Committee.

Subject to the conditions in the paragraph above, this Memorandum of Agreement is agreed to by the negotiating teams for the Parties on this 3rd day of May 2021.

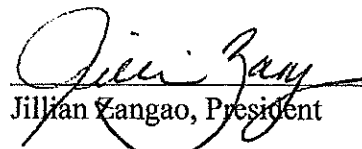
Negotiating Team for

New Bedford School Committee


New Bedford Federation of
Paraprofessionals Local 2378,
AFT Massachusetts (AFL-CIO)




Thomas Anderson
Superintendent



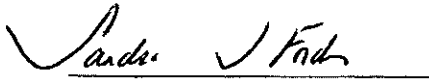
Jillian Zangao, President



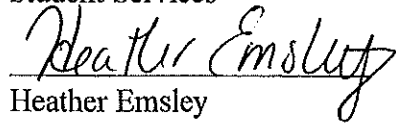
Andrew O'Leary
Assistant Superintendent
for Finance and Operations



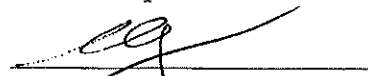
Ruth Adamides
Vice President



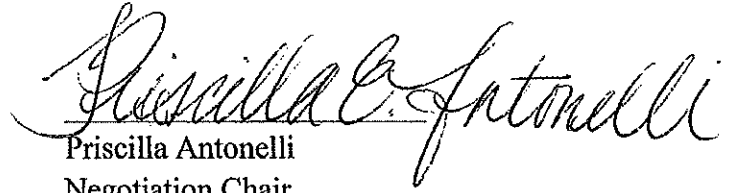
Sandra Ford
Executive Director of
Special Education and
Student Services



Heather Emsley
Executive Director of
Human Capital Services



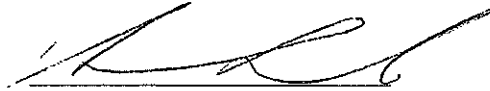
Matthew Kravitz
Principal



Priscilla Antonelli
Negotiation Chair



Joanne Menard
Corresponding Secretary



Michelle Willis
Treasurer

Attachment A

PARAPROFESSIONALS

PERFORMANCE EVALUATION TOOL

NAME:	EVALUATOR:
SCHOOL:	DATE:
EVALUATION PERIOD (SCHOOL YEAR)	

This form is intended to record the evaluator's assessment of the above-named individual's job performance as a Paraprofessional during the school year shown. The purpose of the evaluation is to recognize the individual's proficient or exemplary performance and to increase performance that is unsatisfactory or needs improvement.

This form is to be completed and signed by the evaluator and provided to Paraprofessionals no later than the last student day of the school year.

RUBRIC FOR EVALUATION RATING

EXEMPLARY (Performance consistently and effectively meets job requirements. Models best practices for other paraprofessionals/staff to ensure student needs are met.)	RATING OF "E"
PROFICIENT (Performance consistently and effectively meets job requirements)	RATING OF "P"
NEEDS IMPROVEMENT (Performance does not consistently meet job requirements. Improvement in some areas is required.)	RATING OF "NI"
UNSATISFACTORY (Performance does not meet job requirements.)	RATING OF "U"
NOT APPLICABLE	"N/A"
PLEASE NOTE: ANY RATING OF "NI" OR "U" SHOULD BE ACCOMPANIED BY EVIDENCE OR COMMENT	

JOB PERFORMANCE					
Displays interest and enthusiasm in work	E	P	NI	U	N/A
Accurately collects data and maintains record keeping, if applicable	E	P	NI	U	N/A
Accepts and carries out assignments willingly and diligently	E	P	NI	U	N/A

Demonstrates flexibility and adjusts to change	E	P	NI	U	N/A
Demonstrates knowledge of and adherence of basic classroom / school routines	E	P	NI	U	N/A
Is successful in the reinforcement of skills	E	P	NI	U	N/A
Follows guidance and actionable feedback	E	P	NI	U	N/A
Applies new knowledge and skills	E	P	NI	U	N/A
Follows through on directions and uses work time productively	E	P	NI	U	N/A
Works as a member of a team to provide services as delineated in the students' plan or at the direction of the educator/Administrator.	E	P	NI	U	N/A
EVIDENCE OR COMMENTS:					

INTERPERSONAL RELATIONSHIPS WITH STUDENTS AND STAFF					
Relates appropriately with students and staff	E	P	NI	U	N/A
Respects and is responsive to individual differences	E	P	NI	U	N/A
Helps students to communicate in a positive manner and encourages student's effort and participation	E	P	NI	U	N/A
Works well with groups or individual students and adapts approaches to individual learning styles	E	P	NI	U	N/A
Is considerate of others and communicates effectively	E	P	NI	U	N/A
Brings concerns / issues through proper chain of command	E	P	NI	U	N/A
Understands and respects the teacher(s) role in the classroom	E	P	NI	U	N/A
Maintains appropriate boundaries with families/parents	E	P	NI	U	N/A
Contributes to the progress of the student(s)	E	P	NI	U	N/A

EVIDENCE OR COMMENTS:

PROFESSIONAL RESPONSIBILITIES

Maintains regular attendance, is punctual and follows procedures for reporting absences/late arrivals.

E P NI U N/A

Demonstrates initiative and resourcefulness

E P NI U N/A

Displays concern for students' health and safety

E P NI U N/A

Demonstrates discretion, confidentiality and ethical behavior

E P NI U N/A

Uses technology and devices appropriately and according to the district's acceptable use policy

E P NI U N/A

EVIDENCE OR COMMENTS:

OVERALL PERFORMAMANCE RATING

E P NI U

GOALS				
MET GOAL	RATING OF "M"			
PROGRESS TOWARDS GOAL	RATING OF "P"			
NOT APPLICABLE	"N/A"			
GOAL(S):				
EVIDENCE OR COMMENTS:				
GOAL RATING	<table border="1"> <tr> <td>M</td> <td>P</td> <td>N/A</td> </tr> </table>	M	P	N/A
M	P	N/A		

Commendations:

Suggestions for continued growth:

Signature of Employee

Date

Signature of Evaluator

Date

Employee response:

Attachment B
Membership Application

**MEMBERSHIP APPLICATION
NEW BEDFORD FEDERATION OF PARAPROFESSIONALS
LOCAL 2378**



(PLEASE PRINT)

FIRST NAME: _____ LAST NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CELL PHONE: _____

PERSONAL (NON-WORK) E-MAIL: _____

POSITION/TITLE: _____

SCHOOL/BUILDING/ROOM #: _____

EMPLOYMENT STATUS: (CHECK ONE) FULL TIME PART TIME (LESS THAN 20 HOURS/WEEK)

MEMBERSHIP APPLICATION AND AUTHORIZATION FOR DUES DEDUCTION

- I hereby request and accept membership in the New Bedford Federation of Paraprofessionals, Local 2378 and I agree to abide by its Constitution and Bylaws. I authorize the union and its successor or assignee to act as my exclusive bargaining representative for purposes of collective bargaining with respect to wages, hours and other terms and conditions of employment with my employer.
- Effective immediately, I hereby authorize and direct my Employer to deduct from my pay each pay period and transmit to the New Bedford Federation of Paraprofessionals, Local 2378 membership dues in the amount established or revised by the New Bedford Federation of Paraprofessionals, Local 2378 in accordance with the New Bedford Federation of Paraprofessionals, Local 2378 Constitution and By-Laws. There shall be no change in the amount of dues deducted without 60 days prior notice to me by the New Bedford Federation of Paraprofessionals, Local 2378. If for any reason my Employer fails to make a deduction, I authorize the Employer to make such deduction in the subsequent payroll period.

I recognize that my authorization of dues deduction, and continuation of such authorization from one year to the next, is voluntary and not a condition of my employment.

In order to comply with the Internal Revenue Service ruling, be advised that your membership dues are not deductible for federal income tax purposes. However, they may be deductible as ordinary and necessary business expenses.

SIGNATURE: _____ DATE: _____

PAYROLL/TREASURER USE ONLY

- FULL DUES RATE HALF DUES RATE QUARTER DUES RATE EIGHTH DUES RATE

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE NEW BEDFORD SCHOOL COMMITTEE

AND

THE NEW BEDFORD SUPPORT SPECIALISTS UNION

[July 1, 2021 or Date of Ratification if sooner than July 1, 2021] – June 30, 2023

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ARTICLE 1
RECOGNITION

Pursuant to the Department of Labor Relations certification WMAM-19-7700, the New Bedford School Committee (referred to as the "Committee") recognizes the New Bedford Support Specialist Union (referred to as the "Union") as the representative for all full-time and regular part-time Behavioral Assistants (also referred to as Behavior Specialists or Behaviorists), Speech Language Pathologist Assistants (also referred to as SLPAs), Wraparound Coordinators, Student Mentors, and Certified Occupational Therapy Assistants (also referred to as COTAs) employed by the New Bedford School Committee but excluding all managerial, confidential, casual and other employees.

ARTICLE 2
MANAGEMENT RIGHTS

The Committee shall have the right to exercise complete control and discretion over its organization, operation, curriculum, personnel, services, equipment and technology, including but not limited to the following rights:

- 1) the right to determine the number of employees required in each classification;
- 2) the right to determine the content of job classifications and to establish and subject to meeting the Committee's impact bargaining obligations, revise job descriptions;
- 3) the right to determine the services to be provided;
- 4) the right to determine the standards of conduct;
- 5) the right to determine the methods, means and personnel by which its operations are to be conducted;
- 6) the right to contract out work;
- 7) the right to require employees to engage in training and professional development during the work day;
- 8) the right to establish and revise personnel evaluation programs; and the right to evaluate employees consistent with the provisions in this Agreement;
- 9) the right to set and alter scheduled work hours;
- 10) the right to assign, reassign, and transfer employees to work locations and to work consistent with their job description and professional responsibilities;
- 11) the right to suspend, discharge or take any other disciplinary action against an employee consistent with the provisions in this Agreement;
- 12) the right to relieve from duty employees because of lack of work, reorganization, reduction or elimination of grant or local funding, or other financial, programmatic, or operational reasons; and
- 13) the right to take any and all temporary actions to carry out its mission in emergencies related to student and staff health and safety.

ARTICLE 3
WORK YEAR AND HOURS OF WORK

3.1 Work Year

The work year for all full-time employees, excluding Wraparound Coordinators, includes all days that students are in session in the building(s) to which the employee is assigned and all District Professional Development/Convocation days and additional days provided by this Agreement; additional workdays shall be determined by the Superintendent or the Superintendent's designee.

The work year for Wraparound Coordinators shall be 12 months, including all days that students are in session and all District Professional Development/Convocation days and additional days provided by this Agreement; additional workdays shall be determined by the Superintendent or the Superintendent's designee. If school is closed due to inclement weather (i.e. snow day for students), Wraparound Coordinators may work from home and will not be required to report to their schools or other buildings.

3.1.1 Summer Programming

Ten-month or school year employees may be required to work in the District's summer programming. Such employees will be notified on or about by May 15th of each school year if they will be required to work the summer following such notice. Scheduled summer program(s) start and end dates and the anticipated number of hours for the summer program(s) will be included in said notification. The notification date may be extended upon mutual agreement.

Behaviorists who are assigned to buildings which have in-house programs shall be granted the first opportunity to work in the summer programs in their job classifications in their building in order of seniority. Behaviorists in the District may apply for remaining positions within their job classifications. The District may fill any remaining positions after this process has been completed by requiring Behaviorists to work the summer program by inverse order of seniority within the building. The District may fill any remaining positions in summer programming by inverse order of seniority in the District.

SLPAs and COTAs shall be granted the first opportunity to work in the summer programs in their job classifications in order of seniority. The District may fill any remaining positions after this process has been completed by requiring employees within the job classification to work the summer program by order of inverse seniority. Assignments and scheduled hours will be determined by the Related Services/Special Education Department.

Nothing in this section prevents the District from using contractors to perform work in the summer.

All 10-month employees who work a summer program shall be compensated at their regular hourly rate for hours worked during summer programming.

3.2 Workday

Generally, full-time employees covered by this agreement, except Wraparound Coordinators, shall work 7 hours per day, including a paid one-half hour lunch break. However, when a full-time employee (excluding Wraparound Coordinators) is assigned to an extended day/expanded learning time school, the employee may be required to work the extended hours and days of that school. The work hours shall be determined by the Superintendent/designee and may include time before and/or after the student day.

Generally, Wraparound Coordinators work no less than forty (40) hours per week. Wraparound Coordinators are -required to work nights, weekends or other hours outside of the student learning day and school year as directed by the Wraparound Manager/designee or Lead Wraparound Coordinator, or on an as-needed basis. Generally, Wraparound Coordinators will be given one week's notice, when possible, for work on nights and weekends. Advance notice may not be possible and will not be required in emergency situations. With the prior authorization from the Wraparound Manager/designee, Wraparound Coordinators may flex their schedule.

3.3 Training and Professional Development

Employees shall attend professional development and training activities on workdays during the work year as directed.

ARTICLE 4
LEAVE BENEFITS

4.1 Sick Leave

Paid sick leave is available to cover an employee's absence from work for illnesses or injuries in accordance with this Article. Employees are required to follow District procedure for obtaining approval and recording sick leave usage.

All full-time employees accrue sick leave at the rate of one and one-quarter (1.25) days per month worked. Unused accrued sick leave from one work year may be carried over into subsequent work years up to a maximum of 180 days for all employees.

Employees may be required to provide a medical certificate signed by a licensed physician or health care provider for absences exceeding five (5) consecutive days or at the request of Superintendent or designee.

4.2 Personal Leave

Employees, except Wraparound Coordinators, shall receive two (2) non-cumulative personal leave days per work year for the purpose of transacting or attending to imperative legal business, household or family matters which require absence during work hours and which cannot otherwise be scheduled outside of the work day. An employee must provide her/his supervisor with at least 48 hours prior notice, when practicable, of the reason and need for a personal day. An employee's supervisor shall have the discretion to approve or deny personal leave requests. Employees are required to follow district procedure for obtaining approval and recording personal leave usage. All requests shall be made to the employee's immediate supervisor.

Wraparound Coordinators shall receive three (3) non-cumulative personal leave days per work year for the purpose of transacting or attending to imperative legal business, household or family matters which require absence during work hours which cannot otherwise be scheduled outside of the work day. An employee must provide her/his supervisor with at least 48 hours prior notice, when practicable, of the reason and need for a personal day. An employee's supervisor shall have the discretion to approve or deny personal leave requests. Employees are required to follow district procedure for obtaining approval and recording personal leave usage. All requests shall be made to the employee's immediate supervisor.

4.3 Holidays

Full-time employees shall be entitled to the following paid holidays if such holidays fall within the employee's work year:

New Year's Day	Labor Day
Martin Lither King Jr. Day	Columbus Day
President's Day	Veterans Day
Good Friday	Thanksgiving
Patriot's Day	The Friday after Thanksgiving
Memorial Day	Christmas Eve
Juneteenth* (effective June 19, 2023)	Christmas Day
Independence Day*	New Year's Eve

**Only included as a paid holiday for Wraparound Coordinators or if the employee is required to work in the District's summer program and the program commences prior to Independence Day.*

4.4 Bereavement Leave

In the event of a death in the immediate family of an employee, the employee will be granted leave with pay for up to five (5) consecutive work days*. "Immediate family member" is defined as the employee's spouse, child, parent, sibling, and/or relative who resides in the same household with the employee, or other person residing in the same household as the employee for the twelve (12) month period prior to death.

In the event of a death of a member of an employee's family, the employee will be granted leave with pay for up to three (3) consecutive work days*. "Members of an employee's family" is defined as a parent-in-law, sibling-in-law, grandchild and/or grandparent.

At the discretion of the Superintendent/designee, employees may be granted one (1) day* of funeral leave to attend a funeral or memorial service for an aunt, uncle, or other relative of the employee with the Superintendent/designee's prior approval.

Employees are required to follow district procedure for obtaining approval of bereavement leave usage.

*Bereavement time must be used within ten (10) calendar days of the date of death; exceptions to this 10-calendar day period may be authorized by the Superintendent/designee.

4.5 Vacation Leave for Wraparound Coordinators

Wraparound Coordinators shall be entitled to twenty (20) vacation days earned ratably throughout the fiscal year at the rate of 1.66 days per month worked. Earned vacation must be used in the year in which it is earned and shall not be carried over into subsequent work years. Requests for vacation must be made at least two weeks prior to the first day of requested leave. All requests shall be made to the employee's immediate supervisor.

4.6 One-Year Leave of Absence

Employees may request a one (1) school year leave of absence provided that the employee made a written request to Human Capital Services for such a leave no later than April 1st prior to the school year that the employee is requesting to be on leave. Such leave shall not be granted for the employee to engage in employment outside of the New Bedford Public Schools. Employees on leave shall not be entitled to any compensation or benefits and shall not accrue seniority while on leave.

4.7 Other Leaves

Employees may request a leave of absence to complete a required internship for a professional licensure. Employees can obtain information regarding other leaves by contacting the Human Capital Services Department. This section is provided for informational purposes only.

ARTICLE 5

PROBATIONARY PERIOD, NONRENEWAL, LAYOFF, AND RECALL

5.1 Probationary Period

All employees covered by this agreement are subject to a probationary period of two (2) full consecutive work years in their job classification. Following completion of the probationary period if the superintendent/designee intends to dismiss an employee, notice will be given in writing by the superintendent/designee of the reason for the dismissal, and the employee will have an opportunity to meet to review this decision with the superintendent/designee. Employees who move from one job classification to another job classification after having completed their probationary period are subject to a new probationary period of one (1) full work year in the new job classification. Employees who move

from one job classification to another job classification without having completed their probationary period are subject to a new probationary period of two (2) full consecutive work years in the new job classification. An employee who has completed the probationary period in the employee's job classification will not be suspended or discharged without cause.

5.2 Non-Renewal

Each probationary employee shall be subject to non-renewal by written notice on or before June 15 if the employee is not to be employed for the following school year.

5.3 Layoff

Employees may be laid off at any time and will be provided with seven (7) calendar days prior notice of layoff. Layoffs will be by job classification and/or by job classifications within schools or school-based programs. Employee or employees will be laid off within a job classification. In determining which employee(s) to layoff within a job classification, the superintendent/designee will consider performance, experience, dependability, education and training, language skills, and length of service and shall retain the employee or employees who in the opinion of the superintendent/designee best serve the needs of the student(s) and/or the District. When performance, experience, dependability, education and training, and language skills are no different, seniority will be used as the deciding factor.

5.4 Recall

5.4.1 An employee who has been laid off shall be placed on a recall list for a period of twelve (12) calendar months from the effective date of the layoff subject to section 5.4.3. below.

5.4.2 The laid off employee during the period of recall shall inform the Executive Director of Human Capital Services of his/her current email address.

5.4.3 In the event that the superintendent/designee decides to recall a laid off employee from the recall list to a position in the classification from which the employee was laid off, the superintendent/designee shall notify the laid off employee of the recall by e-mail. The laid off employee shall have five (5) calendar days from the date of the email recall notice to respond by e-mail with his/her acceptance of the recall or decision not to accept the recall. Upon expiration of such five (5) calendar day period, if the laid off employee has not responded to the recall offer or has not accepted the offer of recall, the laid off employee shall be removed from the recall list without regard to the length of time he/she was on the recall list.

5.4.4 All recalls are subject to satisfaction of all on-boarding procedures including CORI, fingerprinting, and DCF checks and satisfaction of I-9 requirements.

ARTICLE 6 **COMPENSATION**

6.1 Compensation Schedule

Employees are paid in accordance with the applicable wage schedule in Appendix A.

6.2 Initial Placement on Compensation Schedule

The initial wages/salaries of employees new to the New Bedford Public Schools or returning to the New Bedford Public Schools after a break in service shall be set by the Superintendent/designee.

6.3 Payroll Schedule

Employees will be paid on a bi-weekly schedule for hours worked and any paid leave time.

6.4 Direct Deposit

All employees shall receive their pay through direct deposit. The Committee may provide employees with electronic pay advices in lieu of paper pay stubs.

ARTICLE 7 **EVALUATION**

- 7.1 All monitoring or observation of the work performance of an employee will be conducted openly and with the full knowledge of the employee.
- 7.2 Administrators will evaluate behaviorists. Administrators include but are not limited to the lead behaviorist, supervisor, principal, assistant principal, and clinical manager.
- 7.3 Evaluations for speech language pathology assistants will be conducted by the SPED Administrator/Related Services supervisor in collaboration with the supervising SLPs, and in-building administrators.
- 7.4 Evaluations for certified occupational therapy assistants will be conducted by the SPED Administrator/Related Services supervisor in collaboration with the supervising OTRs and in-building administrators.
- 7.5 Evaluations for wraparound coordinators will be conducted by the wraparound manager/designee or lead wraparound coordinator.
- 7.6 Employees will be given a written or electronic copy of any formal evaluation report prepared by their evaluator and will have the right to discuss such a report with their evaluator.

ARTICLE 8 **VACANCIES**

- 8.1 Vacancies in the bargaining unit will be posted on the District's website. The District will email the Union president when there are vacancies in the bargaining unit. All qualified employees will be given the opportunity to apply for such positions.
- 8.2 The District will email the Union president when the District intends to fill a position in the following positions that are excluded from the bargaining unit: Lead Wraparound Coordinator and Lead Behaviorist.

ARTICLE 9 **MISCELLANEOUS**

9.1 Employee Facilities

Representative from the District and the Union will meet every other month or as needed to resolve questions or issues regarding supplies, equipment and/or work spaces.

9.2 Certifications/License

Employees who are required to possess a Massachusetts state certification/license to perform their job duties shall maintain said certification/license at all times. Failure to maintain the required certification/license shall result in discipline up to and including discharge.

9.3 Time Recording

All hourly employees shall sign in and out of the building(s) in which they are working. The District may implement an electronic method for sign in/out at the District's sole discretion.

ARTICLE 10 **UNION DUES**

10.1 Union Dues

The Committee agrees to deduct from professional employees' salaries dues to the New Bedford Support Specialists Union, the Massachusetts Teacher's Association, and the National Education Association and to transmit the amount so authorized to the Treasurer of the New Bedford Support Specialists Union.

10.2 Authorization

Each professional employee who desires to authorize such deduction shall file with the Treasurer of the New Bedford Support Specialists Union a signed and dated "New Bedford Educators Association Payroll Deduction Authorization Form" authorizing the Treasurer of the City of New Bedford to deduct from their weekly earnings and to remit to the Treasurer of the Union an amount of money equal to the dues required for membership in the organizations so specified, a waiver of all right and claim against the Committee and the City of New Bedford and the officers and agents thereof for monies deducted and remitted in accordance with said authorization, and an agreement that such deductions and remittances shall continue from year to year as so authorized unless such professional employee notifies the Treasurer of the Union in writing, of their desire to discontinue or to change such authorization, such notice to be given at least sixty (60) days in advance of the effective date of such discontinuance or change.

10.3 Payment

Deductions shall be made bi-weekly beginning with the second payday in October of each year. In the first year, it will be the second payday in the October following the approval of this Agreement by the School Committee. The Union agrees to save the School Committee and the City harmless from any action growing out of these deductions and commenced by any employee against the School Committee or the City and the Union assumes full responsibility for the disposition of funds so deducted once they have been turned over to the authorized responsible Union official.

10.4 Employee Absences

If a professional employee who is absent on account of sickness, leave of absence, or for any other reasons has no earnings due him/her for a pay period, no deductions will be made from that professional employee for that period.

10.5 Employee Deductions

The Committee will deduct from the paychecks of employees who so indicate in writing, an amount to be forwarded to the Union for participation in insurance programs offered and administered by the Union.

ARTICLE 11 **GRIEVANCE PROCEDURE**

11.1 Definition of Grievance and Requirements for a Grievance

A grievance is a dispute between the parties as to the application or meaning of an express provision of this Agreement. A grievance shall include the following:

- i. a citation to the specific Article and Section of this Agreement alleged to have been violated,
- ii. the name of the grievant,
- iii. the date of the alleged violation,
- iv. the specific facts supporting the alleged violation, and
- v. the proposed remedy.

Work days during the summer recess shall mean business days Monday through Friday.

A grievance that is not initiated within the time specified shall be deemed waived. Failure to appeal a grievance response to the next Level within the time limit specified shall be deemed that the grievance is resolved on the basis of the response made at the last Level, and the grievance shall not be eligible for further appeal. Failure to answer a grievance at any Level shall be deemed to be a denial of the grievance and the grievance may proceed to the next level. The time periods in this Article may be extended by written or email agreement of the Parties.

11.2 Resolution of Grievances

The grievance will be addressed in the following manner:

1. Level I – Supervisor/Principal

The grievant, with or without a Union representative, shall present their grievance to their Supervisor/Principal within ten (10) calendar days from the occurrence of the action or failure of action giving rise to the grievance. The Supervisor/Principal shall respond to the grievance in writing within five (5) work days of the meeting with the grievant.

2. Level II – Human Capital Services

If the grievance is not resolved at Level I, the grievant with or without a Union representative, shall present their grievance with a copy of the Level I response, if any, to the Human Capital Services office by filing it as a Level II grievance.

The Level II grievance must be filed with the Human Capital Services office within five (5) work days from the date of the Level I response or within ten (10) work days of the date that the Level I response was due, if no Level I response was made.

The Executive Director of Human Capital Services or her designee may meet with the grievant and their Union representative and shall respond to the grievance within ten (10) work days of the meeting or if there was no meeting within ten (10) work days of the date the Level II grievance was filed.

3. Level III – Superintendent

If the grievance is not resolved at Level II, the grievant shall present their grievance, with a copy of the Level I and Level II response, to the Superintendent by filing it as a Level III grievance.

The Level III grievance must be filed with the Superintendent within ten (10) work days from the date of the Level II response or within ten (10) work days of the date that the Level II response was due, if no Level II response was made.

The Superintendent may meet with the grievant and their Union representative and shall respond to the grievance within ten (10) work days of the meeting or if there was no meeting within ten (10) work days of the date the Level III grievance was filed.

4. Arbitration

- a. If the grievance is not resolved at Level III, the Union may file a demand for arbitration with the Massachusetts Department of Labor Relations within ten (10) calendar days of receipt of the Superintendent's decision at Level III and shall send the Executive Director of Human Capital Services a copy of the arbitration demand on the same day it was filed at the Department of Labor Relations.
- b. The arbitration shall confer with the representatives of the Committee and the Union and hold hearings promptly.
- c. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which is in the discretion of the Superintendent or the School Committee or which is violative of the terms of this Agreement or which exceed the submission of the grievance to him/her. The decision of the arbitrator will be final and binding on all parties to the arbitration.
- d. The cost of the services of the arbitrator, including per diem, expenses, if any, actual and necessary travel expenses will be borne equally by the Committee and the Union.

ARTICLE 12
SAVINGS CLAUSE

If any provision of this Agreement is or shall be at any time contrary to law, then, such provision shall not be applicable or enforced except to the extent permitted by law and all other provisions of this Agreement shall continue in effect.

Agreed to by the parties on the date(s) indicated below

New Bedford School Committee

New Bedford Support Specialists Union

Thomas Anderson
Superintendent of Schools

Margaret Dunphy
President

Jonathan F. Mitchell
Chairperson Ex-Officio

Brandon Bouchard
Vice President of Behaviorists

Colleen Dawicki
Vice Chairperson

Kimberly Soto
Vice President of WrapAround Coordinators

Joshua Amaral

Julie Couture
Vice President of Occupational Therapy Assistants

Christopher Cotter

Mariama Heseck
Vice President of Speech Therapy Assistants

Joaquim "Jack" Livramento

Joshua Medeiros
Secretary

Bruce J. Oliveira

Carlos Vivieros
Member, Negotiating Team

John A. Oliveira

Amanda Kinniburgh
Member, Negotiating Team

Date

Date

APPENDIX A

Initial Salary Placement for Employees in the bargaining unit as of April 14, 2021

A1, A2 and A3: Each employee (excluding Wraparound Coordinators) in the bargaining unit as of April 14, 2021 will be placed on the step closest to, but not less than the employee's hourly rate of pay on April 13, 2021.

A4: Wraparound Coordinators in the bargaining unit as of April 14, 2021 will be placed on the step closest to, but not less than the employee's salary on April 13, 2021.

Retroactive pay* for Employees in the bargaining unit as of the date that this agreement was ratified by the NBSSU

A1, A2, A3, and A4: Retroactive payment for 2020-2021 School Year is limited to employees who were active employees in positions represented by the bargaining unit as of the date this agreement was ratified by the NBSSU.

***NOTE: Retro pay for FY 2021 is not available if this proposed agreement is not ratified by the NBSSU on or before June 4, 2021 and approved by the School Committee on June 14, 2021.**

A.1 Behavioral Assistants (also referred to as Behavior Specialists or Behaviorists)

The work year for all full-time Behavioral Assistants includes all days that students are in session in the building(s) to which the employee is assigned and all District Professional Development/Convocation days and additional days provided by this Agreement. When a full-time Behavioral Assistant is assigned to an extended day/expanded learning time school, the employee will be required to work the extended hours and days of that school.

The hourly wages for Behavioral Assistants are as follows:

**Hourly Rates
Effective July 1, 2020**

Step	Hourly Rate
1	\$28.00
2	\$28.49
3	\$28.99
4	\$29.50
5	\$30.01
6	\$30.54
7	\$31.07
8	\$31.62
9	\$32.17

**Hourly Rates
Effective July 1, 2021**

Step	Hourly Rate
1	\$28.28
2	\$28.77
3	\$29.28
4	\$29.79
5	\$30.31
6	\$30.84
7	\$31.38
8	\$31.93
9	\$32.49
10	\$32.82

**Hourly Rates
Effective July 1, 2022**

Step	Hourly Rate
1	\$28.70
2	\$29.21
3	\$29.72
4	\$30.24
5	\$30.77
6	\$31.31
7	\$31.85
8	\$32.41
9	\$32.98
10	\$33.31

A.2 Speech Language Pathologist Assistants (also referred to as SLPAs) and Certified Occupational Therapy Assistants (also referred to as COTAs)

The work year for all full-time SLPAs and COTAs includes all days that students are in session in the building(s) to which the employee is assigned and all District Professional Development/Convocation days and additional days provided by this Agreement. When a full-time SLPA or COTA is assigned to an extended day/expanded learning time school, the employee may be required to work the extended hours and days of that school.

The hourly wages for SLPAs and COTAs are as follows:

**Hourly Rates
Effective July 1, 2020**

Step	Hourly Rate
1	\$30.00
2	\$30.53
3	\$31.06
4	\$31.60
5	\$32.16
6	\$32.72
7	\$33.29
8	\$33.87
9	\$34.47

**Hourly Rates
Effective July 1, 2021**

Step	Hourly Rate
1	\$30.30
2	\$30.83
3	\$31.37
4	\$31.92
5	\$32.48
6	\$33.05
7	\$33.62
8	\$34.21
9	\$34.81
10	\$35.16

**Hourly Rates
Effective July 1, 2022**

Step	Hourly Rate
1	\$30.75
2	\$31.29
3	\$31.84
4	\$32.40
5	\$32.96
6	\$33.54
7	\$34.13
8	\$34.73
9	\$35.33
10	\$35.69

A.3 Student Mentors

The work year for all full-time Student Mentors includes all days that students are in session in the building to which the employee is assigned and all District Professional Development/Convocation days and additional days provided by this Agreement. The hourly wages for Student Mentors are as follows:

**Hourly Rates
Effective July 1, 2020**

Step	Hourly Rate
1	\$16.50
2	\$16.79
3	\$17.08
4	\$17.38
5	\$17.69
6	\$18.00
7	\$18.31
8	\$18.63
9	\$18.96

**Hourly Rates
Effective July 1, 2021**

Step	Hourly Rate
1	\$16.67
2	\$16.96
3	\$17.25
4	\$17.56
5	\$17.86
6	\$18.18
7	\$18.49
8	\$18.82
9	\$19.15
10	\$19.49

**Hourly Rates
Effective July 1, 2022**

Step	Hourly Rate
1	\$16.91
2	\$17.21
3	\$17.51
4	\$17.82
5	\$18.13
6	\$18.45
7	\$18.77
8	\$19.10
9	\$19.43
10	\$19.77

A.4 Wraparound Coordinators

Article 3 defines the work year and work day for Wraparound Coordinators. The 12-month salary for full-time Wraparound Coordinators is as follows:

**Annual Salary
Effective July 1, 2020**

Step	Annual Salary
1	\$48,000.00
2	\$48,840.00
3	\$49,694.70
4	\$50,564.36
5	\$51,449.23
6	\$52,349.60
7	\$53,265.71
8	\$54,197.86
9	\$55,146.33

**Annual Salary
Effective July 1, 2021**

Step	Annual Salary
1	\$48,480.00
2	\$49,328.40
3	\$50,191.65
4	\$51,070.00
5	\$51,963.73
6	\$52,873.09
7	\$53,798.37
8	\$54,739.84
9	\$55,697.79
10	\$56,672.50

**Annual Salary
Effective July 1, 2022**

Step	Annual Salary
1	\$49,207.20
2	\$50,068.33
3	\$50,944.52
4	\$51,836.05
5	\$52,743.18
6	\$53,666.19
7	\$54,605.35
8	\$55,560.94
9	\$56,533.26
10	\$57,522.59

APPENDIX B
EVALUATION INSTRUMENTS



**New Bedford Public Schools
Wraparound Coordinator Evaluation Report**

Name: _____ **School:** _____

Date: _____ **Position:** _____

Supervisor: _____ **Review Date:** _____

4. Exceeds Standard	3. Meets Standard	2. Needs Improvement	1. Does not meet standard
Knowledge and skill levels are substantially above those required for effective job performance. Employee keeps abreast of new developments and applies them on the job, always seeking to improve performance effectiveness.	Employee uses expected levels of knowledge and skills for effective performance of all responsibilities. Keeps abreast of new developments.	Knowledge and skill used by the employee in performing the job do not consistently meet job requirements. Employee needs to improve skills and knowledge to continue in this job.	Employee does not possess or use knowledge and skills necessary to meet current job requirements.

****Ratings should be supported with comments****

Job Initiative and Professionalism		4.	3.	2.	1.
1.	Takes initiative for assigned responsibilities and action for improvement under the direction of their assigned principal, immediate supervisor and/or department manager.				
2.	Responds confidently to the demands of work when confronted with change, adversity, or other challenges (adapts well to change in the work environment).				
3.	Safeguards confidential and privileged information (student files, written documents, etc.).				
4.	Seeks out information and actively pursues professional development opportunities				
5.	Positively represents the District in the work place and public environment.				
6.	Arrives to work as scheduled and is prudent in use of leave and adheres to leave policies.				
7.	Maintains professionalism at school functions (i.e. workshops, open house, etc.).				

Comments:

Technical and Organizational Skills		4.	3.	2.	1.	N/A
1.	Follows protocols developed by Wraparound Services Department (Family Registration Center Assessment Process, use of surveys, data collection, monthly check-ins, weekly updates, sign-in and out log, upload Wrap Plans in ASPEN/District-chosen platform, etc.).					
2.	Collaborates with Student Support Team to develop a caseload of students.					
3.	Creates a Wraparound Plan for each student that is culturally appropriate, specific, measurable, attainable, realistic and timely.					
4.	Demonstrates knowledge of district's SEL, Safe and Supportive School framework and practices and implements it when performing daily duties.					
5.	Collects and prepares data to track progress.					
6.	Provides appropriate data for IEP meetings and provides appropriate data at school-based meetings including: Attendance, Whole Child, and various other team meetings.					
7.	Contributes to the climate and culture of the school and district to create a welcoming environment for all.					
8.	Maintains positive relationships with community partners to provide services and resources to students and families					
9.	Demonstrates depth of knowledge in performing the job.					
10.	Understands, applies, and adheres to District and school procedures, and rules.					
11.	Demonstrates knowledge of NBPS Family Engagement Framework and able to embed and utilize the Framework in daily duties.					
12.	Promotes family understanding of school and district programs through a variety of strategies.					
13.	Documentation and reports are comprehensive and up-to-date.					
14.	Maintains organizational skills, ensures school community needs are being met, paperwork is timely and comprehensive, communication occurs with staff regularly resulting in positive outcomes for students and families.					
15.	Responds to requests and completes all work in a timely manner.					

Comments:

Interpersonal Skills and Communication Effectiveness		4.	3.	2.	1.
1.	Maintains appropriate relationships with families, student, and school staff.				
2.	Commitment to the educational success of all his/her student clients, attempts to remedy obstacles around student achievement and aligns with outside partners to provide needed resources and referrals.				
3.	Considers the student and family's cultural/linguistic needs.				

4.	Recognizes communication barriers and different points of view and consistently accommodates for these barriers and different points of views.				
5.	Demonstrates a pattern of interacting with students, colleagues, parents/guardians, and community members in a courteous and respectful manner at all times.				
6.	Expresses self clearly, both orally and in writing, including conveying and receiving messages clearly.				
7.	Applies appropriate style, spelling, grammar, and punctuation to written documents that is professional.				
8.	Regularly uses a variety of means (such as phone, fax, home visits, email, Zoom, Teams, etc.) to initiate and effectively communicate with others.				
9.	Demonstrates active listening skills.				
10.	Provides information regarding a student's current level of performance professionally.				

Comments:

Technology and Equipment Proficiency		4.	3.	2.	1.	N/A
1.	Exhibits adequate knowledge of applicable software systems.					
2.	Applies technology to maximize job performance and perform job responsibilities.					
3.	Exhibits proficiency with function of district technology platforms.					
4.	Is able to troubleshoot equipment and seek assistance when necessary to perform job duties.					

Comments:

Teamwork and Collaboration		4.	3.	2.	1.
1.	Treats all persons with respect and civility.				
2.	Accepts assigned responsibilities and follows up with immediate supervisor to ensure success.				
3.	Values diversity and resolves conflict professionally.				
4.	Develops and maintains professional relationships.				
5.	Maintains high standards and quality of work, sharing knowledge / experience freely with others.				
6.	Demonstrates problem solving and decision-making skills.				
7.	Consistently fosters a culture of respect in the school and community.				

Comments:

<u>Professional Appraisal Summary</u>	4. Exceeds Standard	3. Meets Standard	2. Needs Improvement	1. Does Not Meet Standard
Job Initiative and Professionalism				
Technical and Organization Skills				
Interpersonal Skills and Communication Effectiveness				
Technology and Equipment Proficiency				
Teamwork and Collaboration				

1. Employee's Strengths

2. Areas for growth:

3. Overall Job Evaluation – Check appropriate rating and provide comments:

Does Not Meet **Needs Improvement** **Meets Standard** **Exceeds**

Supervisor's Signature

Date

Employee signature indicates receipt of evaluation. Signature does not indicate agreement with evaluation. Employee may attach additional comments.

Employee's Signature

Date

New Bedford Public Schools

**Speech and Language Therapy Assistants / Occupational Therapy Assistants
Evaluation Report**

Name: _____ **Building(s):** _____

Date: _____ **Position:** _____

Supervisor: _____ **Review Date:** _____

4. Exceeds Standard	3. Meets Standard	2. Needs Improvement	1. Does not meet standard
Knowledge and skill levels are substantially above those required for effective job performance. Employee keeps abreast of new developments and applies them on the job always seeking to improve performance effectiveness.	Employee uses expected levels of knowledge and skills for effective performance of all responsibilities. Keeps abreast of new developments.	Knowledge and skill used by the employee in performing the job do not consistently meet job requirements. Employee needs to improve skills and knowledge to continue in this job.	Employee does not possess or use knowledge and skills necessary to meet current job requirements.

****Ratings should be supported with comments.****

Job Initiative and Professionalism		4.	3.	2.	1.
1.	Takes initiative for assigned responsibilities and action for improvement under the direction of their supervising SLP/OT or immediate supervisor.				
2.	Responds confidently to the demands of work when confronted with change, adversity, or other challenges (adapts well to change in the work environment).				
3.	Safeguards confidential and privileged information (student files, written documents, etc.).				
4.	Demonstrates an interest in learning; keeps current in the field (i.e. participates in ongoing professional development).				
5.	Positively represents the District in the work place and public environment.				
6.	Arrives to work on time and is prudent in use of leave and adheres to leave policies.				
7.	Maintains professional licensure required for employment				
8.	Complies with state regulations regarding roles and responsibilities of a SLP-A/COTA				

Comments:

Technical and Intervention Skills		4.	3.	2.	1.	N/A
1.	Follows protocols developed by supervising SLP/OT during therapy sessions.					
2.	Uses appropriate materials and tools based on IEP goals and plan established by supervising SLP/OT.					
3.	Uses materials that are age and culturally appropriate.					
4.	Prepares the therapy setting to meet the needs of the student.					
5.	Uses materials that are motivating.					
6.	Accurately determines correct versus incorrect responses.					
7.	Provides appropriate feedback as to the response accuracy.					
8.	Collects and prepares data on target IEP goals to track progress.					
9.	Provides appropriate documentation of sessions to supervising SLP/OT.					
10.	Demonstrates depth of knowledge in performing the job.					
11.	Understands, applies, and adheres to District, school/departmental, and licensure policies, procedures, and rules.					
12.	Assists SLP/OT during assessments exclusive of administration and/or interpretation.					
13.	Prepares progress notes as directed by the supervising SLP/OT.					
14.	Prepares all necessary documents for Medicaid billing under the direction of the supervising SLP/OT.					

Comments:

Professional Qualities during Therapy Sessions		4.	3.	2.	1.
1.	Begins and ends all therapy sessions within designated times.				
2.	Is prepared for all therapy sessions.				
3.	Recognizes and stays within professional boundaries during the therapy session.				
4.	Provides appropriate reinforcement during therapy sessions to maintain student motivation and engagement.				

Comments:

Interpersonal Skills and Communication Effectiveness		4.	3.	2.	1.
1.	Maintains appropriate relationship with student.				
2.	Demonstrates appropriate level of self-confidence.				
3.	Considers the student's cultural/linguistic needs.				
4.	Uses language appropriate for the student's age, developmental level, and education.				

5.	Is courteous and respectful at all times.				
6.	Expresses self clearly, both orally and in writing, including conveying and receiving messages clearly.				
7.	Applies appropriate style, spelling, grammar, and punctuation to written documents accurately.				
8.	Practices exceptional telephone and e-mail etiquette.				
9.	Demonstrates active listening skills.				
10.	Provides information regarding a student's current level of performance professionally to parents and students within the protocols established by the supervising SLP/OT.				

Comments:

Technology and Equipment Proficiency		4.	3.	2.	1.	N/A
1.	Exhibits adequate knowledge of applicable software systems.					
2.	Applies technology to maximize job performance and perform job responsibilities.					
3.	Exhibits proficiency with function of necessary equipment and technology to meet the needs of the students					
4.	Is able to trouble shoot equipment and seek assistance when necessary to perform job duties.					
5.	Prepares, programs, and provides instruction in the use of high- and low- tech augmentative and alternative communication (<i>SLPA only</i>)					
6.	Prepares, programs, and provides instruction in the use of assistive technology devices.					

Comments:

Teamwork and Collaboration		4.	3.	2.	1.
1.	Treats all persons with respect and civility				
2.	Accepts assigned responsibilities and follows up with supervising SLP/OT to ensure success.				
3.	Values diversity and resolves conflict professionally.				
4.	Develops and maintains professional relationships.				
5.	Maintains high standards and quality of work sharing knowledge / experience freely with others.				
6.	Demonstrates problem solving and decision-making skills.				

Comments:

<u>Professional Appraisal Summary</u>	4. Exceeds Standard	3. Meets Standard	2. Needs Improvement	1. Does Not Meet Standard
Job Initiative and Professionalism				
Technical and Intervention Skills				
Professional Qualities during Therapy Sessions				
Interpersonal Skills and Communication Effectiveness				
Technology and Equipment Proficiency				
Teamwork and Collaboration				

1. Employee's Strengths

2. Areas for growth:

3. Overall Job Evaluation – Check appropriate rating and provide comments:

Does Not Meet Needs Improvement Meets Exceeds

Supervisor's Signature

Date

Employee signature indicates receipt of evaluation. Signature does not indicate agreement with evaluation. Employee may attach additional comments.

Employee's Signature

Date

New Bedford Public Schools
Student Mentor Evaluation Report

Name: _____ Building(s): _____

Date: _____ Position: _____

Supervisor: _____ Review Date: _____

4. Exceeds Standard	3. Meets Standard	2. Needs Improvement	1. Does not meet standard
Knowledge and skill levels are substantially above those required for effective job performance. Employee keeps abreast of new developments and applies them on the job always seeking to improve performance effectiveness.	Employee uses expected levels of knowledge and skills for effective performance of all responsibilities. Keeps abreast of new developments.	Knowledge and skill used by the employee in performing the job do not consistently meet job requirements. Employee needs to improve skills and knowledge to continue in this job.	Employee does not possess or use knowledge and skills necessary to meet current job requirements.

****Ratings should be supported with comments.****

Job Initiative and Professionalism		4.	3.	2.	1.
1.	Takes initiative for assigned responsibilities and action for improvement under the direction of their immediate supervisor.				
2.	Responds confidently to the demands of work when confronted with change, adversity, or other challenges (adapts well to change in the work environment).				
3.	Safeguards confidential and privileged information (student files, written documents, etc.).				
4.	Demonstrates an interest in learning; keeps current in the field (i.e. participates in ongoing professional development).				
5.	Positively represents the District in the work place and public environment.				
6.	Arrives to work on time and is prudent in use of leave and adheres to leave policies.				
8.	Models the premise of "Care, Welfare, Safety & Security" in all activities throughout the work day.				

Comments:

Competencies, Technical and Intervention Skills		4.	3.	2.	1.	N/A
1.	Assists students with academic, social and emotional skill building.					
2.	Participates in student behavior meetings when directed. Provides appropriate documentation to supervisor.					
3.	Demonstrates depth of knowledge in performing the job.					
4.	Understands, applies, and adheres to District, school/departmental, procedures, and rules.					
5.	Serves as resource and provides assistance to educators as need/directed.					
6.	Understands and applies CPI (Crisis Prevention Institute) protocols effectively when necessary and appropriate. Including all required paperwork and family communication.					
7.	Responds to crisis timely and in a calm and supportive manner.					
8.	Performs essential functions of the job as outlined in the job description.					
9.	Maintains self-control in difficult situations.					
10.	Is present and provides support during student transitions and in classrooms and student support rooms.					
11.	Is able to multi-task and work under pressure to meet deadlines.					
12.	Is able to work independently after receiving directions.					

Interpersonal Skills and Communication Effectiveness		4.	3.	2.	1.
1.	Maintains appropriate relationship with student.				
2.	Demonstrates appropriate level of self-confidence.				
3.	Considers the student's cultural/linguistic needs.				
4.	Uses language appropriate for the student's age, developmental level, and education.				
5.	Is courteous and respectful at all times.				
6.	Expresses self clearly, both orally and in writing, including conveying and receiving messages clearly.				
7.	Applies appropriate style, spelling, grammar, and punctuation to written documents accurately.				
8.	Practices exceptional telephone and e-mail etiquette.				
9.	Demonstrates active listening skills.				
10.	Utilizes positive reinforcement, incentivization, limit setting and logical consequences.				

Comments:

Technology and Equipment Proficiency		4.	3.	2.	1.	N/A
1.	Exhibits adequate knowledge of applicable software systems and platforms. Seeks assistance when needed.					
2.	Applies technology to maximize job performance and perform job responsibilities.					
3.	Exhibits proficiency with function of necessary equipment and technology to meet the needs of the students.					

Comments:

Teamwork and Collaboration		4.	3.	2.	1.
1.	Treats all persons with respect and civility				
2.	Accepts assigned responsibilities and follows up with Supervisor to ensure success.				
3.	Values diversity and resolves conflict professionally.				
4.	Develops and maintains professional relationships.				
5.	Maintains high standards and quality of work sharing knowledge / experience freely with others.				
6.	Demonstrates problem solving and decision-making skills.				

Comments:

Professional Appraisal Summary	4. Exceeds Standard	3. Meets Standard	2. Needs Improvement	1. Does not meet standard
Job Initiative and Professionalism				
Technical and Intervention Skills				
Interpersonal Skills and Communication Effectiveness				
Technology and Equipment Proficiency				
Teamwork and Collaboration				

1. Employee's Strengths

2. Areas for growth:

3. Overall Job Evaluation – Check appropriate rating and provide comments:

Does Not Meet **Needs Improvement** **Meets** **Exceeds**

Supervisor's Signature

Date

Employee signature indicates receipt of evaluation. Signature does not indicate agreement with evaluation. Employee may attach additional comments.

Employee's Signature

Date

New Bedford Public Schools
Behavior Assistant Evaluation Report

Name: _____ Building(s): _____

Date: _____ Position: _____

Supervisor: _____ Review Date: _____

4. Exceeds Standard	3. Meets Standard	2. Needs Improvement	1. Does not meet standard
Knowledge and skill levels are substantially above those required for effective job performance. Employee keeps abreast of new developments and applies them on the job always seeking to improve performance effectiveness.	Employee uses expected levels of knowledge and skills for effective performance of all responsibilities. Keeps abreast of new developments.	Knowledge and skill used by the employee in performing the job do not consistently meet job requirements. Employee needs to improve skills and knowledge to continue in this job.	Employee does not possess or use knowledge and skills necessary to meet current job requirements.

****Ratings should be supported with comments.****

Job Initiative and Professionalism		4.	3.	2.	1.
1.	Takes initiative for assigned responsibilities and action for improvement under the direction of their immediate supervisor.				
2.	Responds confidently to the demands of work when confronted with change, adversity, or other challenges (adapts well to change in the work environment).				
3.	Safeguards confidential and privileged information (student files, written documents, etc.).				
4.	Demonstrates an interest in learning; keeps current in the field (i.e. participates in ongoing professional development).				
5.	Positively represents the District in the work place and public environment.				
6.	Arrives to work on time and is prudent in use of leave and adheres to leave policies.				
7.	Follows all Special Education guidelines and accommodations as outlined in student IEP's and/or behavior plans with fidelity.				
8.	Models the premise of "Care, Welfare, Safety & Security" in all activities throughout the work day.				

Comments:

Competencies, Technical and Intervention Skills		4.	3.	2.	1.	N/A
1.	Collects and prepares data on Behavioral Plan and/or IEP goals to track progress.					
2.	Provides appropriate documentation to supervisor.					
3.	Demonstrates depth of knowledge in performing the job.					
4.	Understands, applies, and adheres to District, school/departmental, procedures, and rules.					
5.	Understands and applies all appropriate least restrictive behavioral interventions/modification techniques.					
6.	Understands and applies CPI (Crisis Prevention Institute) protocols effectively when necessary and appropriate. Including all required paperwork and family communication.					
7.	Responds to crisis timely and in a calm and supportive manner.					
8.	Performs essential functions of the job as outlined in the job description.					
9.	Maintains self-control in difficult situations.					
10.	Is able to multi-task and work under pressure to meet deadlines.					
11.	Is able to work independently after receiving directions.					

Interpersonal Skills and Communication Effectiveness		4.	3.	2.	1.
1.	Maintains appropriate relationship with student.				
2.	Demonstrates appropriate level of self-confidence.				
3.	Considers the student's cultural/linguistic needs.				
4.	Uses language appropriate for the student's age, developmental level, and education.				
5.	Is courteous and respectful at all times.				
6.	Expresses self clearly, both orally and in writing, including conveying and receiving messages clearly.				
7.	Applies appropriate style, spelling, grammar, and punctuation to written documents accurately.				
8.	Practices exceptional telephone and e-mail etiquette.				
9.	Demonstrates active listening skills.				
10.	Utilizes positive reinforcement, incentivization, limit setting and logical consequences.				

Comments:

Technology and Equipment Proficiency		4.	3.	2.	1.	N/A
1.	Exhibits adequate knowledge of applicable software systems.					
2.	Applies technology to maximize job performance and perform job responsibilities.					
3.	Exhibits proficiency with function of necessary equipment and technology to meet the needs of the students					
4.	Is able to trouble shoot equipment and seek assistance when necessary to perform job duties.					

Comments:

Teamwork and Collaboration		4.	3.	2.	1.
1.	Treats all persons with respect and civility				
2.	Accepts assigned responsibilities and follows up with Supervisor to ensure success.				
3.	Values diversity and resolves conflict professionally.				
4.	Develops and maintains professional relationships.				
5.	Maintains high standards and quality of work sharing knowledge / experience freely with others.				
6.	Demonstrates problem solving and decision-making skills.				

Comments:

Professional Appraisal Summary	4. Exceeds Standard	3. Meets Standard	2. Needs Improvement	1. Does not meet standard
Job Initiative and Professionalism				
Technical and Intervention Skills				
Interpersonal Skills and Communication Effectiveness				
Technology and Equipment Proficiency				
Teamwork and Collaboration				

1. Employee's Strengths

2. Areas for growth:

3. Overall Job Evaluation – Check appropriate rating and provide comments:

Does Not Meet **Needs Improvement** **Meets** **Exceeds**

Supervisor's Signature

Date

Employee signature indicates receipt of evaluation. Signature does not indicate agreement with evaluation. Employee may attach additional comments.

Employee's Signature

Date

MEMORANDUM OF AGREEMENT
BETWEEN
THE NEW BEDFORD SCHOOL COMMITTEE
AND
THE NEW BEDFORD EDUCATORS ASSOCIATION – UNIT A

April 28, 2021

1. The Collective Bargaining Agreement between the Committee and the Association shall be modified only as specifically provided herein and such modification shall apply to employees and positions at Gomes School. Current contract language prevails unless otherwise amended in this MOA.
2. Work Year and Work Day for Professional Employees in Gomes School
 - A. Teacher Work Day: Effective with the start of the 2021-2022 work year, the work day for full-time professional employees at Gomes School shall be 7 hours and 35 minutes except as otherwise provided. Professional employees will arrive at least 5 minutes prior to the start of the student day.
 - B. Student Instructional Day: Effective with the start of the 2021-2022 school year, the instructional (student) day at Gomes School shall be seven (7) hours and thirty (30) minutes.
 - C. Teacher Work Year: Professional employees shall start five (5) days prior to the start of the New Bedford Public School District school year. The work year shall consist of one hundred and ninety (190) days, one hundred and eighty-five (185) of which are instructional days. Gomes will follow the Districts calendar for school vacations.

The calendar for the teacher work year for the 2021-2022 work year will be available on or within 48 hours of mutual agreement.

The calendar for the teacher work year for subsequent work years will be available on or about May 15th prior to the start of the work year.

- D. Planning/Preparation Time: Professional employees shall be given five (5) forty-five (45) minutes for individual preparation time five (5) times per five-day week. Professional employees will receive an additional forty-five (45) minutes of collaborative common planning time at least four (4) days per week. Collaborative Common planning time will consist of professional employees and Administration working collaboratively on topics related to ELA, Math, Family Engagement and/or the analysis of data. Up to two (2) of the four (4) collaborative common planning meetings per week will be administrative directed.

E. Professional Development: Professional employees at Gomes shall be required to participate in four (4) full-day professional development activities as well as the Orientation/Convocation Day. Additionally, professional employees shall participate in Professional Development/Parent Conference sessions throughout the year that will occur one time each month, which shall be an early release day for students. "Up to the first thirty (30) minutes of these Professional Development/ Parent Conference sessions will consist of the monthly building/operational meeting with the remaining time dedicated to Professional Development/ Parent Conference sessions."

F. Staff will be exempt from after school meetings as outlined in Article 12.E.2 "building meetings" and 12.E.3 "Administrative Meetings".

3. Compensation: Professional employees shall be paid a stipend of five thousand (\$5,000.00) dollars for the additional time.
4. Opt Out Clause: Employees will have the ability to Opt out of their position at Gomes Elementary School. Those electing to opt out will be eligible to bid on any Unit A vacancy within 3 business days of ratification.
5. Duration: Unless the parties agree otherwise, when the grant under the Massachusetts 21st Century Community Learning Centers-Supporting Additional Learning Time expires this MOA shall sunset. If a partial grant is approved the parties will agree to negotiate the impact over the new parameters.
6. This Memorandum of Agreement is subject to ratification by the Association membership at Gomes School (Unit A) and the approval of the New Bedford School Committee.

For the District:

For the NBEA – Unit A

Frederick J. Pearson
Alex Z. Magoni
Kristen Hemphill
Cheryl Shalun

Carol
Linda-Lynn
Heidi
Carol
Mónica
Me
A
