

# CANTON PUBLIC SCHOOLS

Dr. Jennifer Fischer-Mueller  
*Superintendent of Schools*



Patricia Kinsella  
*Assistant Superintendent*

Debra L. Bromfield  
*Director of Student Services*

960 Washington Street, Canton, MA 02021  
Telephone: 781-821-5060  
Fax: 781-575-6500  
[www.cantonma.org](http://www.cantonma.org)

Barry S. Nectow  
*School Business Administrator*

To develop students who are competent and creative thinkers, curious and confident learners, and compassionate citizens.

## Superintendent's Report School Committee Meeting of Thursday, July 11, 2019

Jennifer Fischer-Mueller, Ed.D.  
Superintendent of Schools

### Superintendent Activities Highlights

Kids Camp: Mr. Nectow and I enjoyed a tour of all the Kids Camp activities yesterday at the GMS campus. Every year I am astounded by the number of young campers enjoying all the activities designed by the high school student leaders. Kids Camp continues to grow and is now serving approximately 950 children ages 5 - 12. Congratulations to everyone involved in making this such a remarkable week-long event!



## **Updates**

**Upcoming German Visit:** Twenty students and two teachers will arrive in Canton on Saturday, October 5, 2019, and return home on October 24, 2019. The group will follow the usual program of school attendance and field trips, as well as the annual three-day trip to NYC.

I am happy to share that Ms. Elsa Nicholovias was invited to enjoy an all-expenses-paid trip to Washington DC as she was selected by the US State Department for their Citizen Diplomacy Award. The award ceremony was originally scheduled for January 2019 but had to be postponed to today, July 11, due to the government shutdown at that time. Congratulations to Elsa on this well deserved award. We look forward to hearing about this ceremony upon her return.

## **Indicators of Excellence**

**Showcasing Teaching and Learning:** Earlier this year, following an early release PD on math workshop, Debbie Rooney and Patricia Kinsella spent time with JFK teachers, Kim MacKay, and Julee Huffstutler to work on their Learning Environments. As a result, an idea was sparked to make stools out of 5 gallon buckets for flexible seating use in the classroom. After collaborating with Derek Folan and Katie Healey, the decision was made to have this project be a design challenge for the CHS engineering teams. The teams created prototypes of seat options which were presented to Mrs. MacKay and Mrs. Huffstutler for a vote. CHS students made the seats pictured below, which are now helping to support the implementation of math workshop in the classroom.

This is a very authentic student project and Mrs. Healey is hoping there may be other classrooms that would want bucket seats next year.



**Summer Professional Development:** We have a home-grown version of HGTV taking place this summer with classroom makeovers. Educators in the elementary schools and middle school have been working with Assistant Superintendent Kinsella in professional development focused on

how to create physical learning environments that promote student emotional health and increase student attention.

What this looks like in practice begins with a collaborative review of classroom images from multiple countries. Discussion then follows about the interaction of design with pedagogy and the student experience. Participants visit each other's classrooms to analyze the existing learning environment and to make suggestions for how it might be improved. Educators then get to work cleaning out bookshelves and closets, identifying outdated and excess materials, and reconsidering furniture arrangements in advance of the new school year. Our goal is to help educators create environments that feel calm, that engage students, and that provide students a sense of ownership over their learning.

The Massachusetts Foreign Language Association (MaFLA) Video Contest: Annually, the MaFLA hosts a video contest for K -12 students across the Commonwealth. This year the theme of the MaFLA contest was "Level Up Your Language."

I am proud to acknowledge Mr. Matthew Snipe and Mr. Michael Farkas for encouraging student participation in this contest. As a result of their participation, GMS eighth-grader, Riley Harn, and CHS sophomore, Maryann Darling, were the Overall Video Contest Winners. The winning videos will be on the MaFLA website and all honorable mentions will be played at MaFLA's Annual Fall Conference in Springfield, MA in October. Congratulations to both winners!

#### Important Dates and Events

August 15	School Committee Workshop, 4:00 pm, followed by Open Session Meeting @ 7:00 pm, Rodman Building, Room 28
August 23	Substitute Orientation, 8:00 am, CHS Library
August 26-27	New Teacher Orientation, 8:00 am, CHS Library
August 27	Freshman Orientation, CHS
August 28	Grade 6 Tour Night, 6:00-7:30 pm, GMS
Sept. 2	Labor Day
Sept. 3	All staff report to work, No students
Sept. 3	K-1 Open House, 6:00-7:30 pm, Hansen School
Sept. 4	Teachers report to work - No students
Sept. 4	K-1 Open House, 5:00-6:30 pm, Luce School
Sept. 5	First Day of School, Grades 1-12
Sept. 5	K-1 Open House, 6:00-7:30 pm, JFK

Sept. 9	First Day of School, PreK & K
Sept. 11	Grades 2-5 Open House, 6:00-7:30 pm, JFK
Sept. 12	Grades 2-5 Open House, 6:00-7:30 pm, Hansen
Sept. 12	School Committee Meeting, 7:00 pm, DLL
Sept. 18	Grades 2-5 Open House, 6:00-7:30 pm, Dean. S. Luce
Sept. 19	GMS Open House, 6:00-8:00 pm
Sept. 24	CHS Open House, 6:30-9:00 pm

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Facilities Master Plan - 5.A.1</b>										
2	<b>(As of July 1, 2019)</b>										
3											
4											
5	<b>Short-Term Master Plan Schedule and Projected Expenditures (FY19 - FY25)</b>										
6	<u><b>Option 5.A.1</b></u>	Decision/Vote Date	<u><b>2018</b></u>	<u><b>2019</b></u>	<u><b>2020</b></u>	<u><b>2021</b></u>	<u><b>2022</b></u>	<u><b>2023</b></u>	<u><b>2024</b></u>	<u><b>2025</b></u>	<u><b>TOTAL</b></u>
7											
8	<u><b>Modulars at Elementary Schools for Vision/Enrollment/Pre-K</b></u>										
9	Feasibility Study		\$35,000								\$35,000
10	Design										\$0
11	Construction										\$0
12	Relocation Expenses										\$0
13											\$35,000
14											
15	<u><b>New Galvin/Grade 5-8</b></u>										
16	SOI	To Be Submitted January 2019									
17	Feasibility/Schematic Design				\$2,500,000						\$2,500,000
18	Design						\$10,000,000				\$10,000,000
19	Construction						\$100,000,000				\$100,000,000
20											\$112,500,000
21											
22	<u><b>Rodman Building Expansion of Pre-K (Task 2, Option 3.b)</b></u>										
23	Feasibility Study		\$75,000								\$75,000
24	Design/Soft Costs				\$761,247						\$761,247
25	Construction						\$4,304,646				\$4,304,646
26	FFE						\$150,000				\$150,000
27	Contingency						\$430,465				\$430,465
28											\$5,721,358
29											
30	<u><b>Rodman Relocation to Temp Space</b></u>										
31	Feasibility Study		\$25,000								\$25,000
32	Design										\$0
33	Construction/FF&E										\$0
34	Relocation Expenses										\$0
35											\$25,000
36											
37											
38	<b>TOTAL</b>		\$135,000	\$0	\$3,261,247	\$0	\$114,885,111	\$0	\$0		\$118,281,358
39							MSBA Reimbursement (Galvin Only)			40.0%	\$45,000,000
40							Net Cost to Canton				\$73,281,358

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Timeline For Critical Project Dates and School Committee/Town Decisions (Votes)										Glossary of Terms			SOI - MSBA Statement of Interest				SD - Schematic Design	
2	Master Plan 5.A.1									D & W - Dore and Whittier			BOS - Board of Selectman				OPM - Owners Project Manager		
3	(Revised - July 1, 2019)		Key Dates							SC - School Committee			FS - Feasibility Study				SOI - MSBA Statement of Interest		
4																			
10																			
11	New Galvin (Grades 5-8)																		
14	SC Votes MSBA SOI			1/17/2019															
15	BOS Selectman Votes MSBA SOI			1/31/2019															
16	Submit SOI to MSBA				2/1/2019														
17	MSBA Invites Galvin Project Into Eligibility Period					12/1/2019													
18	SC Votes For Funding Article For TM Warrant						1/1/2020												
19	SC and Town Vote for Funding for FS and SD							5/15/2020											
20	SC Approves Contract for OPM								9/1/2020										
21	SC Approves Contract for Designer										1/1/2021								
22	SC Approves SD												1/1/2022						
23	Town Meeting Vote to Appropriate Design and Construction Funding													5/1/2022					
24	SC Votes Design															5/1/2023			
25	Bid and Award Contract for Construction																11/1/2023		
26	Occupancy																		9/1/2025
47																			
48	Rodman Building Renovation for PreK and Administration																		
52	SC Votes for Option Developed During Feasibility Study			1/17/2019															
53	SC Votes For Funding Article For TM Warrant						1/1/2020												
54	Town Meeting Vote to Appropriate Funds for Design							5/15/2020											
55	SC Approves Contract for OPM								8/1/2020										
56	SC Approves Contract with Designer									11/1/2020									
57	SC Approves Design											11/1/2021							
58	Town Meeting Vote to Appropriate Construction Funding													5/1/2022					
59	Bid and Award Contract for Construction														9/1/2022				
60	Occupancy																	9/1/2024	
61																			
62																			
63	School Committee, Board of Selectman and Town Meeting Funding Votes																		
64	New Galvin (Grades 5-8)																		
71	SC Votes For Funding Article For TM Warrant						1/1/2020												
72	SC and Town Vote for Funding for FS and SD							5/15/2020	\$2,500,000										
76	Town Meeting Vote to Appropriate Design and Construction Funding													5/1/2022	\$110,000,000				
79	Occupancy																		9/1/2025
80																			
101	Rodman Building Renovation for PreK and Administration																		
106	SC Votes For Funding Article For TM Warrant						1/1/2020												
107	Town Meeting Vote to Appropriate Funds for Design							5/15/2020	\$761,247										
111	Town Meeting Vote to Appropriate Construction Funding													5/1/2022	\$4,885,000				
113	Occupancy																	9/1/2024	



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**TO:** Jennifer Fischer-Mueller, Superintendent of Schools  
**FROM:** Barry S. Nectow, School Business Administrator   
**SUBJECT:** Request for Funds from the Special Education Reserve Fund  
**DATE:** July 8, 2019  
**CC:** Canton School Committee

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I am in the process of closing the fiscal year 2019 books and determining how to allocate expenses from the operating budget to non-operating budget funds, primarily the Circuit Breaker Revolving Account and the Special Education Reserve Fund.

The current projection requires allocating \$3,576,515 from the operating budget to non-operating budget accounts.

The attached is a preliminary estimate of the accounts used for expenses in excess of the operating budget. This is a preliminary estimate and will change when the books are closed for FY19, on approximately July 31, 2019.

The purpose of this memo and preliminary projection is to request a distribution from the Special Education Reserve Account, in the amount of \$811,146. This is the distribution amount we have projected since the end of the second quarter of fiscal 2019.

Withdrawing funds from the Special Education Stabilization Fund requires a vote from the School Committee and the Board of Selectman. The school department is on the Board of Selectmans meeting agenda for Tuesday, July 23, 2019.

A final reconciliation of fiscal year 2019 financial operations of the school department will be made at the school committee meeting on September 12, 2019.

Thank you

	A	B	C	D	E	F
1	<b>FY19 School Department Spending Reconciliation (PRELIMINARY)</b>					
2	<b>Monday, July 08, 2019</b>					
3						
4						
5	Operating Budget - Expended	\$42,860,704				
6	Operating Budget - Encumbered	\$4,224,002				
7	Additional Spending - Non Operating Budget (1)	\$1,681,153				
8	Total School Dept. Spending	\$48,765,859	(Line 5+6+7)			
9	Total Operating Budget (2)	\$45,189,344				
10	Offsets (See Below)	\$3,576,515	(Line 25 Below)			
11	School Spending - Offsets	\$45,189,344	(Line 8-10)			
12	Excess/Deficit Operating Budget	\$0	Line 9-11)			
13						
14						
15						
16	<b>Offsets</b>					
17	Circuit Breaker	\$1,049,199				
18	Circuit Breaker Extraordinary Relief	\$439,170				
19	Spec Ed Stabilization Fund	\$811,146				
20	Preschool Revolving (Prev. Scheduled)	\$100,000				
21	Athletic Revolving (Prev. Scheduled)	\$190,000				
22	Building Rental (Prev. Scheduled)	\$125,000				
23	Parking Revolving (Prev. Scheduled)	\$30,000				
24	Grant	\$832,000				
25	Sub-Total - Offsets	\$3,576,515				
26						
27						
28	1) Additional Spending includes tuition expensed through the 240 Grant (\$832,000), Circuit Breaker (\$600,000) and					
29	And Operating Budget prior to year end closing (\$249,153.03)					
30	2) The FY19 Operating Budget includes \$2,792,939 of encumbrances carried over from FY18. The FY19					
31	voted budget is \$42,396,405.					



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TO: Dr. Jennifer Fischer-Mueller, Superintendent of Schools

FROM:

SUBJECT: Disposition of Surplus Property

DATE:

I hereby declare the following item(s) as surplus and request disposition as per School Committee Policy DN:

Quantity	Item Description	Age	Condition	Reason for Surplus	Check Here if Valued for \$500 or More
3	Webster's New World Dictionary		good		
1	Webster's New Student Dictionary		OK		
1	Scholastic Children's Dictionary				
4	Student Thesaurus				
1	Beginning Dictionary or				
1	Dictionary of Cultural Literacy				

(Please attach extra sheets if needed)

Administrator

Do Not Write Below  
Disposition Action:

Transfer to other school or town department

Sold Price: Purchaser:

Disposal

Other

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Quantity	Item Description	Age	Condition	Reason for Surplus	Check Here if Valued for \$500 or More
1	Graba Go Journeys		good		
1	The Trait Crate		good		
1	Parts of Speech Task				
12	Everyday Mathematics		good		
8	World Scapes Readers		good		

(Please attach extra sheets if needed)

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Quantity	Item Description	Age	Condition	Reason for Surplus	Check Here if Valued for \$500 or More
1	Scholastic Children's Thesaurus				
29	map skulls		good		
3	Quick Reference Word Atlas				
1	Mythom Word Atlas				

(Please attach extra sheets if needed)

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DATE:

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Quantity	Item Description	Age	Condition	Reason for Surplus	Check Here if Valued for \$500 or More
5	Science Texts		POOR		
<del>14</del>	Roget's Thesaurus		good		
6	Scholastic Thesaurus		good		
7	Random House School Dictionary		OK		

(Please attach extra sheets if needed)

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TO: Dr. Jennifer Fischer-Mueller, Superintendent of Schools

FROM:

SUBJECT: Disposition of Surplus Property

DATE:

6/20/9

I hereby declare the following item(s) as surplus and request disposition as per School Committee Policy DN:

Quantity	Item Description	Age	Condition	Reason for Surplus	Check Here if Valued for \$500 or More
1	wings over Grand Canyon		good	don't use	
1	Harcourt Horizon audio collection US		good	not used	
1	Scott Foreman Quiz Show CD		good	not used	

(Please attach extra sheets if needed)

\_\_\_\_\_  
Administrator

Do Not Write Below  
Disposition Action:

\_\_\_\_\_ Transfer to other school or town department

\_\_\_\_\_ Sold Price: \_\_\_\_\_ Purchaser: \_\_\_\_\_

\_\_\_\_\_ Disposal

\_\_\_\_\_ Other \_\_\_\_\_

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1 Harcourt Geo skills Not used

1 Daily Activity Bank not used.

DVD Childhood of Famous Americans

1 Crispus attacks

1 Susan B Anthony

1 Ben Franklin

1 Abigail Adams

1 Tom Jefferson

1 Betsy Ross

1 Martha Washington

1 Molly Pitcher

1 Abraham Lincoln

1 George Washington

1 Paul Revere

1 Sacagawea

6 Journeys Ready Made Workstations

1 Journeys Propetables

2 Practice Books (Journeys)

1 Student Book Audiotext CD

2 Scott Foreman Audiobook 1 & 2

1 Carmen San Diego Bender

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TO: Dr. Jennifer Fischer-Mueller, Superintendent of Schools

FROM:

SUBJECT: Disposition of Surplus Property

DATE: 6.21.19

I hereby declare the following item(s) as surplus and request disposition as per School Committee Policy DN:

<u>Quantity</u>	<u>Item Description</u>	<u>Age</u>	<u>Condition</u>	<u>Reason for Surplus</u>	<u>Check Here if Valued for \$500 or More</u>
6	Journey Teachers' edition		good	no longer use program	

(Please attach extra sheets if needed)

\_\_\_\_\_  
Administrator

Do Not Write Below  
Disposition Action:

\_\_\_\_\_ Transfer to other school or town department

\_\_\_\_\_ Sold Price: \_\_\_\_\_ Purchaser: \_\_\_\_\_

\_\_\_\_\_ Disposal

\_\_\_\_\_ Other \_\_\_\_\_

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TO: Dr. Jennifer Fischer-Mueller, Superintendent of Schools

FROM:

Theresa Groya

SUBJECT: Disposition of Surplus Property

DATE:

6/25/19

I hereby declare the following item(s) as surplus and request disposition as per School Committee Policy DN:

Quantity	Item Description	Age	Condition	Reason for Surplus	Check Here if Valued for \$500 or More
1	Desk	30+	good	too big -	

(Please attach extra sheets if needed)

\_\_\_\_\_  
Administrator

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\_\_\_\_\_ Transfer to other school or town department

\_\_\_\_\_ Sold Price: \_\_\_\_\_ Purchaser: \_\_\_\_\_

\_\_\_\_\_ Disposal

\_\_\_\_\_ Other \_\_\_\_\_

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TO: Dr. Jennifer Fischer-Mueller, Superintendent of Schools

FROM:

Maura Hershman

SUBJECT: Disposition of Surplus Property

DATE:

6-20-19

I hereby declare the following item(s) as surplus and request disposition as per School Committee Policy DN:

Quantity	Item Description	Age	Condition	Reason for Surplus	Check Here if Valued for \$500 or More
1	Enviros Intervention Kit	5 yrs	Excellent	New bag opened	

(Please attach extra sheets if needed)

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TO: Dr. Jennifer Fischer-Mueller, Superintendent of Schools

FROM: Christine Jacobs

SUBJECT: Disposition of Surplus Property

DATE: 6/18/19

I hereby declare the following item(s) as surplus and request disposition as per School Committee Policy DN:

Quantity	Item Description	Age	Condition	Reason for Surplus	Check Here if Valued for \$500 or More
	See attached			(Not being utilized)	✓

(Please attach extra sheets if needed)

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Gr. 1

Qty

Journey Ready Made Work Stations 1 set  
weekly Focus Wall 2 sets  
Benchmark Tests  
Assessment CDs 9

Gr. 2

" Same "

Unit 6 Manual 1

Gr. 3

Benchmark/Unit Tests 25  
1 Set of Manuals 1  
1 Stop Planner CDs 3

Gr. 4

~~Vocab Cards~~ 2 sets  
~~Set of Student Anthologies~~ 20  
Teacher Manuals 1 set

National Geographic  
Bdg + Writing Workshop  
Grab + Go Weekly Lesson Res. 1  
Benchmark + Unit Tests

Gr. 5

Write Source Textbooks 5  
Grab + Go Weekly Lesson Res. 1  
Student Anthologies 23  
Teacher Manuals 1 set  
Practice Books  
Vocab Cards

# CANTON PUBLIC SCHOOLS

Dr. Jennifer Fischer-Mueller  
Superintendent of Schools



Debra L. Bromfield  
Director of Student Services

Jennifer A. Henderson  
Assistant Superintendent  
for Curriculum and Instruction

960 Washington Street, Canton, MA, 02021  
Telephone: 781-821-5060  
Fax: 781-575-6500  
www.cantonma.org

Barry S. Nectow  
School Business Administrator

To develop students who are competent and creative thinkers, curious and confident learners, and compassionate citizens.

TO: Dr. Jennifer Fischer-Mueller, Superintendent of Schools

FROM:

J. Joslyn

SUBJECT: Disposition of Surplus Property

DATE:

6/2019

I hereby declare the following item(s) as surplus and request disposition as per School Committee Policy DN:

<u>Quantity</u>	<u>Item Description</u>	<u>Age</u>	<u>Condition</u>	<u>Reason for Surplus</u>	<u>Check Here if Valued for \$500 or More</u>
7	Hands on Geog US	2004	Fair		
	Harcourt science		Good		

Teacher manuals

(Please attach extra sheets if needed)

Administrator

Do Not Write Below  
Disposition Action:

\_\_\_\_\_ Transfer to other school or town department

\_\_\_\_\_ Sold Price: \_\_\_\_\_ Purchaser: \_\_\_\_\_

\_\_\_\_\_ Disposal

\_\_\_\_\_ Other \_\_\_\_\_

Superintendent of Schools

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national origin, sex, gender identity, sexual orientation, age or disability.  
Equal Opportunity Employer (EOE)

25

- GeoboardS Good
- TheSauraus Good
- Second Step Fair
- Biz word Fair
- Student Judy  
Clocks Fair
- Harcourt Science Fair  
Transparency
- Reading phones Fair
- Journeys  
Transparency Good
- ASSt. books Fair
- Balance Good



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TO: Dr. Jennifer Fischer-Mueller, Superintendent of Schools  
FROM: *Maura Hershman*  
SUBJECT: Disposition of Surplus Property  
DATE: *6-18-19*

I hereby declare the following item(s) as surplus and request disposition as per School Committee Policy DN:

Quantity	Item Description	Age	Condition	Reason for Surplus	Check Here if Valued for \$500 or More
<i>3</i>	<i>Journeys Flip Charts</i>	<i>10 y/o</i>	<i>OK</i>	<i>no longer using</i>	

(Please attach extra sheets if needed)

\_\_\_\_\_  
Administrator

Do Not Write Below  
Disposition Action:

\_\_\_\_\_ Transfer to other school or town department

\_\_\_\_\_ Sold Price: \_\_\_\_\_ Purchaser: \_\_\_\_\_

\_\_\_\_\_ Disposal

\_\_\_\_\_ Other \_\_\_\_\_

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TO: Dr. Jennifer Fischer-Mueller, Superintendent of Schools  
FROM: Maurice Hershman JFK  
SUBJECT: Disposition of Surplus Property  
DATE: 6-19-19

I hereby declare the following item(s) as surplus and request disposition as per School Committee Policy DN:

Quantity	Item Description	Age	Condition	Reason for Surplus	Check Here if Valued for \$500 or More
1	6 Teacher Edition Journeys books	10 yrs	Good	Haven't looked at 10 years!	
1	Journeys Instructional Card Kits	10 yrs	Excellent	Never used	

(Please attach extra sheets if needed)

\_\_\_\_\_  
Administrator

Do Not Write Below  
Disposition Action:

\_\_\_\_\_ Transfer to other school or town department

\_\_\_\_\_ Sold Price: \_\_\_\_\_ Purchaser: \_\_\_\_\_

\_\_\_\_\_ Disposal

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
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TO: Dr. Jennifer Fischer-Mueller, Superintendent of Schools

FROM: Sue Dunlap

SUBJECT: Disposition of Surplus Property

DATE: 6/12/19

I hereby declare the following item(s) as surplus and request disposition as per School Committee Policy DN:

Quantity	Item Description	Age	Condition	Reason for Surplus	Check Here if Valued for \$500 or More
142	books - anthology	8-10 yrs	good	No longer using	
7	manuals	"	"	Journeys	✓
720	leveled readers	"	"	"	✓

(Please attach extra sheets if needed)

\_\_\_\_\_  
Administrator

Do Not Write Below  
Disposition Action:

\_\_\_\_\_ Transfer to other school or town department

\_\_\_\_\_ Sold Price: \_\_\_\_\_ Purchaser: \_\_\_\_\_

\_\_\_\_\_ Disposal

\_\_\_\_\_ Other \_\_\_\_\_

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<u>quantity</u>	<u>Description</u>	<u>age</u>	<u>condition</u>	<u>reason</u>
? set	listening center	12 yrs	good	out-dated
1	Foss New Plant Binder	?	good	do not use

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TO: Dr. Jennifer Fischer-Mueller, Superintendent of Schools  
FROM: Samantha Myerson  
SUBJECT: Disposition of Surplus Property  
DATE: 6/11/19

I hereby declare the following item(s) as surplus and request disposition as per School Committee Policy DN:

Quantity	Item Description	Age	Condition	Reason for Surplus	Check Here if Valued for \$500 or More
50	various readers	30 yrs	fair/poor	outdated	
1	2nd Step kit	?		don't use	
				outdated	VHS

(Please attach extra sheets if needed)

Administrator

Do Not Write Below  
Disposition Action:

Transfer to other school or town department

Sold Price: Purchaser:

Disposal

Other

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TO: Dr. Jennifer Fischer-Mueller, Superintendent of Schools

FROM:

Theresa Groja

SUBJECT: Disposition of Surplus Property

DATE:

6/25/19

I hereby declare the following item(s) as surplus and request disposition as per School Committee Policy DN:

Quantity	Item Description	Age	Condition	Reason for Surplus	Check Here if Valued for \$500 or More
1	Desk	30+	good	too big	

(Please attach extra sheets if needed)

Administrator

Do Not Write Below  
Disposition Action:

Transfer to other school or town department

Sold Price: Purchaser:

Disposal

Other

Superintendent of Schools

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TO: Dr. Jennifer Fischer-Mueller, Superintendent of Schools  
FROM: *Theresa Grogan*  
SUBJECT: Disposition of Surplus Property  
DATE: *6.17.19*

I hereby declare the following item(s) as surplus and request disposition as per School Committee Policy DN:

Quantity	Item Description	Age	Condition	Reason for Surplus	Check Here if Valued for \$500 or More
<i>1</i>	<i>desk (teacher)</i>		<i>good</i>	<i>too big!</i>	

*(Rm 22)*

(Please attach extra sheets if needed)

\_\_\_\_\_  
Administrator

Do Not Write Below  
Disposition Action:

\_\_\_\_\_ Transfer to other school or town department

\_\_\_\_\_ Sold Price: \_\_\_\_\_ Purchaser: \_\_\_\_\_

\_\_\_\_\_ Disposal

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Superintendent of Schools

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CANTON PUBLIC SCHOOLS  
Canton, Massachusetts  
02021

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SUBJECT:  
FY 20 Increase in Building Rental Rates

DATE: 7/1/2019

DEPT: Business Administrator

REASON:  
Rising Cost of Labor Rates

PREVIOUS ITEM: \_\_\_\_\_

ENCLOSURES: 1

---

BACKGROUND:

All outside details worked by custodians must be paid at an overtime rate.  
Currently, the Collective Bargaining Agreement has set a flat rate at the mutual agreement  
of the Union and the School Committee.  
In order to set an hourly rate, we must establish the rate to accommodate all users.

Regular Custodial Rate - Maximum Overtime Rate (Excluding Sundays and Holidays) including Fair Labor Standards Act Differential Add-on	\$48.34
Sundays & Holidays - Double Time Rate	\$65.09

RECOMMENDATION:

A proposal to increase rental rates is recommended to the School Committee each year, so the rental  
rates keep up with the labor rates in the collective bargaining unit.  
For FY 20, to establish the outside detail rate for organizations using our buildings at \$48.34  
(prior year \$47.39) per hour for regular hours; and \$65.09 (prior year \$63.81) for Sundays and Holidays;  
reflects COLA per contract.

ACTION NEEDED BY THE SCHOOL COMMITTEE:

Vote the above recommendation.

**CANTON PUBLIC SCHOOLS**  
**SCHEDULE OF RENTAL RATES FOR SCHOOL FACILITIES**  
**9/1/2019**

FACILITY	HIGH SCHOOL BUILDING "A"		HIGH SCHOOL BUILDING "B"		GALVIN MIDDLE SCHOOL		ELEMENTARY SCHOOLS	
	<u>CAPACITY</u>	<u>FEE</u>	<u>CAPACITY</u>	<u>FEE</u>	<u>CAPACITY</u>	<u>FEE</u>	<u>CAPACITY</u>	<u>FEE</u>
Auditorium & Elementary All Purpose Room (includes one (1) rehearsal)			1,000	\$1,200			300	\$140
Gymnasium	300	\$95	650	\$275	240	\$125		
Cafeteria			400	\$275				
Cafeteria with Morse Auditorium				\$165				
Kitchen				\$185		\$155		\$140
Class/Music Room		\$65		\$100		\$70		\$70
Library				\$150		\$100		\$100

**PERSONNEL AND OTHER FEES**

Custodial (except Sundays & Holidays)	\$48.34
Sundays & Holidays	\$65.09
Administrative	10% of total cost of custodial fee
Maintenance	15% of total cost of custodial fee
Electricity Surcharge	\$10 per hour
Heating Surcharge	\$100 per four hours
Sound/lighting for Canton High School Auditorium	\$35 per hour

Cafeteria Supervision, Equipment Operator,  
Tables/Chairs set up/breakdown                      Same as Custodial

Approved by School Committee on:

**FY20 Custodial Salary Tables**

<u>Building Custodian</u>		<u>09</u>			
	FY20	2.00%			
Step/Level	Percent	Hourly Rate	Daily Rate	Period Rate	Annual Salary
00		\$0.000		\$0.00	\$0.00
01		\$20.03		\$1,602.47	\$41,664.22
02		\$21.253		\$1,700.27	\$44,207.02
03		\$22.520		\$1,801.64	\$46,842.64
04		\$23.856		\$1,908.51	\$49,621.26
05		\$25.282		\$2,022.54	\$52,586.04
06		\$26.810		\$2,144.81	\$55,765.06

<u>Building Custodian</u>		<u>09A</u>			
	FY20	2.00%			
Step/Level	Percent	Hourly Rate	Daily Rate	Period Rate	Annual Salary
00		\$0.000		\$0.00	\$0.00
01		\$20.019		\$1,601.55	\$41,640.30
02		\$20.812		\$1,664.97	\$43,289.22
03		\$21.660		\$1,732.81	\$45,053.06
04		\$22.520		\$1,801.64	\$46,842.64
05		\$23.426		\$1,874.05	\$48,725.30
06		\$24.354		\$1,948.30	\$50,655.80

<u>Building Maintenance</u>		<u>10</u>			
	FY20	2.00%			
Step/Level	Percent	Hourly Rate	Daily Rate	Period Rate	Annual Salary
00		\$0.000		\$0.00	\$0.00
01		\$21.253		\$1,700.27	\$44,207.02
02		\$22.520		\$1,801.64	\$46,842.64
03		\$23.856		\$1,908.51	\$49,621.26
04		\$25.282		\$2,022.54	\$52,586.04
05		\$26.810		\$2,144.81	\$55,765.06
06		\$28.405		\$2,272.40	\$59,082.40



# **FY20 Custodial Salary Tables**

## **Head Building Custodian**

**11**

	FY20	2.00%			
Step/Level	Percent	Hourly Rate	Daily Rate	Period Rate	Annual Salary
00		\$0.000		\$0.00	\$0.00
01		\$22.520		\$1,801.64	\$46,842.64
02		\$23.856		\$1,908.51	\$49,621.26
03		\$25.282		\$2,022.54	\$52,586.04
04		\$26.810		\$2,144.81	\$55,765.06
05		\$28.405		\$2,272.40	\$59,082.40
06		\$30.092		\$2,407.32	\$62,590.32

## **Lead Maintenance**

**11A**

	FY20	2.00%			
Step/Level	Percent	Hourly Rate	Daily Rate	Period Rate	Annual Salary
00		\$0.000		\$0.00	\$0.00
01		\$22.520		\$1,801.64	\$46,842.64
02		\$23.856		\$1,908.51	\$49,621.26
03		\$25.282		\$2,022.54	\$52,586.04
04		\$26.810		\$2,144.81	\$55,765.06
05		\$28.405		\$2,272.40	\$59,082.40
06		\$30.092		\$2,407.32	\$62,590.32

## **Electric & Plumber**

**15**

	FY20	2.00%			
Step/Level	Percent	Hourly Rate	Daily Rate	Period Rate	Annual Salary
00		\$0.000		\$0.00	\$0.00
01		\$28.382		\$2,270.57	\$59,034.82
02		\$30.092		\$2,407.32	\$62,590.32
03		\$31.880		\$2,550.39	\$66,310.14
04		\$33.804		\$2,704.29	\$70,311.54
05		\$35.818		\$2,865.42	\$74,500.92
06		\$37.979		\$3,038.30	\$78,995.80

## **Custodial Longevity AFTER XX Years**

## **Space Differential**

## **Space Differential**

5	\$650	Hansen	\$650	\$1,090.00
10	\$775	Kennedy	\$450	(\$.52 per hour)
15	\$925	Luce	\$650	
20	\$1,050	Galvin	\$950	
25	\$1,200	CHS	\$2,700	

**CANTON PUBLIC SCHOOLS**  
Overnight and Travel Out of State Field Trips  
Superintendent/School Committee Request Form

CHS ☒

GMS ☐

HANSEN ☐

JFK ☐

LUCE ☐

GRADE: 9-12

TEACHER(S) IN CHARGE: Rebecca Stiles, Sharyn Hallal

1. Submit to Nursing and Administration at least ONE MONTH prior to trip departure date.

2. Complete all of the following information.

**Program Information:**

Destination of Field Trip, Activity: See Attached  
Venue City State

Dates of Travel: \_\_\_\_\_

Location of nearest medical facility for emergency care: \_\_\_\_\_

**Relevancy to Teaching Unit:**

What is your current lesson plan? See Attached

Educational Value of Trip: See Attached

What do you have for follow-up plans? See Attached

**Program Specifics:**

Time of Departure: \_\_\_\_\_ Time Scheduled to Return: \_\_\_\_\_

Number of Students Attending: \_\_\_\_\_ Cost per Student: \$ \_\_\_\_\_

Number of CPS Chaperones: \_\_\_\_\_ Number of Additional Chaperones: \_\_\_\_\_

Total Number Substitute Staff needed: \_\_\_\_\_

Transportation: \_\_\_\_\_

☒ Initial Principal Approval: [Signature] Date: 7/1/19

**Superintendent and School Committee approval are required.**

**Allow a minimum of one month for planning**

☐ Approved by Superintendent \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approved by School Committee \_\_\_\_\_ Date: \_\_\_\_\_

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**From: Rebecca Stiles, French Teacher, Canton High School**

**To: Members of the School Committee for Canton Public Schools**

I am proposing a trip to Quebec, Canada for high school students currently enrolled in French. We will be traveling with the company ACIS. Canton High School students traveled with ACIS to Quebec in 2018 and their itineraries continue to offer the greatest variety of educational and cultural experiences for students. The itinerary can be seen here:

[http://www.acis.com/webimages/prod/2020/87041/MAILCENTER/1887786\\_glossy.pdf](http://www.acis.com/webimages/prod/2020/87041/MAILCENTER/1887786_glossy.pdf)

ACIS is in the process of finalizing the costs of the trip. But they did give me some preliminary pricing. I don't expect the costs to differ greatly from what they quoted.

**The dates:** We will be traveling March 5-7, 2020. Students will miss a Thursday and Friday of school and will return on Saturday. This is similar in impact to other overnight trips offered by other departments at the high school. Students will be told that they are responsible for making up any missed work.

**The costs:** \$595 - \$785 depending on how many students travel. We need a minimum of 20 students to travel. In 2018 we had 22 students travel, so the cost was at the high end of the range. I'm hoping that by planning early we can encourage more kids to sign up which will bring the cost down for everyone.

**The chaperones:** Rebecca Stiles, French Teacher, CHS  
Sharyn Hallal, French Teacher, CHS  
The other chaperones have yet to be determined.

**Safety precautions:** ACIS provides an extensive safety manual to their chaperones and is another reason that I chose to travel with them. They cover everything from how to safely cross the street to accommodating students with food allergies. There are emergency protocols in place in the event that a student is lost. ACIS will be providing overnight security at the hotel as well. Prior to our departure we will hold a meeting to ensure that all students understand the rules of the trip and that they are prepared to safely travel with us. All chaperones will be epi-pen certified to ensure the safety of students with allergy concerns.

**Accommodations:** Students will be accommodated in quadruple occupancy rooms, with two beds. This arrangement is standard for a school trip for students. Students who wish to may pay a supplement for a double or single occupancy room. I am happy to accommodate roommate requests as much as possible. Boys and girls will be in separate rooms. We will be staying at the hotel Clarendon.

**Educational value of the trip:**

I can think of no better opportunity for students of a world language than to travel to a country where that language is spoken. My students of French are lucky to have a French speaking country within driving distance. I am eager to show them that French is indeed spoken in the world, not just in our classroom; and that the French they are learning in the classroom can be used to communicate with lots of people beyond their French teacher.

The Massachusetts Curriculum Framework for Foreign Languages focuses on the strands of Communication, Cultures, Comparisons, Connections, and Communities.

This trip addresses each of those strands to enrich the work I'm doing with the students in the classroom.

**Communication:** Students will be communicating in French as they tour the city, even something as small as buying a postcard can be accomplished in French.

**Cultures:** One of the highlights of the trip will be a 5 kilometer dog sledding excursion in the French countryside. Students will get to experience this unique cultural event first hand as they guide their sled team through the Canadian countryside. During the trip they will also experience typical Quebecois food, and spend an evening learning about the history of Quebec with an interactive history lesson at Maison de la Découverte.

**Comparisons:** Students will notice that many signs and public notices in Canada are in both French and English. They will be comparing the two languages from the moment we cross the border.

**Connections:** This strand addresses how students will make connections with other disciplines through the use of French. Students on this trip will practice math skills as they convert American and Canadian dollars. They will see distances written in kilometers. They will practice their sports skills with ice skating, tubing, and dog sledding. They will certainly be making geography connections as it is always easier to locate a place on a map once you have traveled there. They will make connections with their history classes as well.

**Communities:** This strand requires students to use languages other than English within the classroom and beyond the school setting. Students will be reading, hearing, and speaking French while visiting Quebec.

Thank you in advance for your consideration of this trip.



## MEMORANDUM OF AGREEMENT

The Canton School Committee (the Committee) and the Canton Teachers' Association (Unit A) (the Association) hereby agree to a new three-year contract to be in effect from September 1, 2019 through August 31, 2022. Except as modified by this Memorandum, the terms and provisions of the September 1, 2018 through August 31, 2019 contract will be carried forward into the new contract.

### **ARTICLE V GRIEVANCE AND ARBITRATION PROCEDURE** (page 4, 6). Sections C and E.5.

**Section C.** The parties agree to the attached "formal grievance instrument" referenced in this section.

**Section E.5.** Revise to read as follows

5. Nothing in this Agreement shall affect the right of the School Committee to renew or not renew a contract of employment for ~~non-tenured~~ teachers without professional teacher status.

### **ARTICLE VI LONGEVITY** (page 7). Update by deleting Section C:

~~C. Teachers with fifteen (15) years of service in the Canton Public Schools may elect an additional longevity payment of one half of their available sick leave buy-back (to a maximum of \$2000) per year for two (2) consecutive years. The longevity payments specified above in this Article will cease for that teacher after he/she has exercised the two year option set forth herein. Teachers who wish to exercise this option must notify the Superintendent in writing by December 31 of the school year preceding the school year in which the longevity under this option is to be paid. This language applies only to any teacher who began receiving this benefit prior to September 1, 2007.~~

### **ARTICLE VII TEACHING HOURS AND TEACHING LOAD** (pages 7-11), Sections C, D, F, H, I, K, M, and new section on music teacher schedule.

**Section C** (page 7-8). Revise to increase payment as follows:

C. Classroom teachers at the William H. Galvin Middle School and at Canton High School, including special education teachers and speech and language pathologists, will have a daily preparation period consisting of one regular period. During that time they will not be assigned to any other duties. Teachers who volunteer to cover a class for an absent teacher during a preparation period will be paid ~~\$20~~ \$30 per period for such voluntary coverage. When scheduling team meetings and parent conferences during the school day, all efforts will be made to avoid scheduling such meetings/conferences during the preparation periods or lunch periods of teachers whose attendance is required.

**Section D** (page 8). Revise title, add sentence to Section D.1, and amend Section D.2 as follows:

**D. High School, and Middle School, and District-Wide Coordinators:**

Add sentence to D.1: For those district coordinators who oversee staff and programming in multiple buildings and who currently have a teaching load that exceeds 20% FTE, such load will be reduced by one class per school year, until it reaches the 20% mark. [Note: goal of 20% will be reached for all no later than the 2021 -2022 school year—this corrects timeframe by one year compared to SC package 5/23/19]

D.2. All high school, ~~and middle school~~, and district-wide coordinators shall be evaluated in writing annually by the Principal(s) with input from the Director of Curriculum (or other appropriate Central Office role) and in accordance with the negotiated Evaluation Procedure, using Standards and Indicators of Effective Administrative Leadership (or other appropriate rubrics negotiated to address both skills instruction and administrative leadership.)

**Section F** (page 8). Revise to read as follows:

Elementary teachers will be guaranteed ~~five (5) preparation periods per week. The Committee will strive toward a goal of one (1) preparation period per day, to include forty-five minute periods on four (4) days and a thirty-minute period on the fifth day.~~ Teachers who volunteer to cover a class for an absent teacher during a preparation period will be paid ~~\$20~~ \$30 per period for such voluntary coverage. Elementary teachers will be provided with four (4) common planning periods of no less than one hour, scheduled one (1) per quarter. When scheduling team meetings and parent conferences during the school day, all efforts will be made to avoid scheduling such meetings/conferences during the preparation periods or lunch periods of teachers whose attendance is required

**Section H. School Day and Year** (page 8). Revise as follows:

1. All teachers shall report to their schools at least 15 minutes prior to the commencement of homeroom. During this 15 minute period, teachers at the Galvin Middle School may not be required to perform supervisory duties in excess of 10 minutes. During this 15-minute period, teachers at the High School would not be required to perform supervisory duties in excess of what they presently perform before school. After school, all teachers shall remain in their schools for at least 20 minutes after the end of the scheduled school day. During this time they will be available for student assistance and to perform supervisory duties to the extent that such duties have been performed in the past. Notwithstanding the above, in the event of a ten-minute increase to the student day at Galvin Middle School and a five-minute increase to the student day at the High School (each anticipated for the 2020-2021 school year), the after-school period for teachers at the Galvin Middle School and High School shall be reduced to 15 minutes.

It is recognized by the Association and the School Committee that teachers will have to devote many more hours in addition to the above to successfully satisfy their professional responsibilities. Therefore, in addition to the above, teachers shall be required to attend core evaluations, team meetings, parent conferences, faculty and department meetings (such faculty/department meetings at the elementary, middle school, and high school levels not to exceed two per month), to confer with and help students, to supervise teacher detention, and to carry out such other professional responsibilities as they have performed in the past.

~~Teachers at the Galvin Middle School will not be assigned to more than one (1) period of lunch supervision per week. Teachers at Canton High School will not be assigned to more than three (3) periods of lunch supervision per week. The high school administration will seek volunteers before assigning lunch supervision. The performance of lunchroom supervisory duties over and above the limitations herein stated shall be on a voluntary basis.~~

Notwithstanding the above, preschool teachers shall be at their schools for 6 hours and 50 minutes per day, which may vary from the times set forth above due to variations in the pre-school student day.

- ~~2. Teachers at Canton High School will teach 30 periods and have at least 7 preparation periods in a 7-day cycle. Teachers will also have up to 5 supervisory periods in a 7-day cycle. Directed studies will count as two (2) supervisory periods. Teachers will not be assigned more than two (2) directed studies in a 7-day cycle.~~
- ~~3. Of the 42 periods in the 6-day cycle at Galvin Middle School, there will be a total of 30 classes, at least 7 preparation periods, 1 directed study, 1 supervisory lunch period, 1 non-lunch supervisory period, and 1 team planning period.~~
42. The school year for teachers, other than new personnel who may be required to attend additional orientation sessions, will begin no earlier than September 1 (unless there is mutual agreement to begin earlier) and terminate no later than June 30, but will in no event be longer than three (3) days more than the number of days that pupils are required to be in attendance by the approved Committee calendar for each school year. The three (3) additional days will be used as professional development days.
53. Study Halls: Recognizing that study halls are to be directed study and not limited to supervision of students, administration shall make a sincere effort not to use study halls as a substitute for finding coverage for absent teachers. However, should administration be unable to find substitutes,

and should classes be moved into a study hall, the teacher in charge of the study hall shall receive the additional compensation of twenty dollars ~~(\$20)~~ \$30 for each such class so moved into the study hall.

**Section I (page 10). Revise as follows:**

- I. Teachers will have a duty-free lunch period as determined by the respective principals of at least the following lengths:

1.	Elementary School	25 minutes
2.	William H. Galvin Middle School	20 minutes*
3.	Senior High School	23 minutes

In the event of a ten-minute increase to the student day at Galvin Middle School (as anticipated for the 2020-2021 school year), the lunch period shall be increased to 23 minutes.

**Section K (page 10). Revise as follows:**

- K. Academic subject area William H. Galvin Middle School ~~and Senior High School~~ teachers will not be assigned more than seven (7) periods per day, consisting of at least one (1) preparation period, ~~and not more than six (6) student supervision periods of which not more than five (5) may be teaching periods, and one (1) administrative period to be used for student supervision, collaboration among staff, and other professional work to be assigned by the principal or designee.~~ Department heads will be provided with adequate time to perform their supervisory duties within said seven (7) period limitation and without being deprived of their guaranteed daily preparation time.

Academic subject area Canton High School teachers will not be assigned more than six (6) periods per day, consisting of one (1) preparation period; not more than five teaching periods; and on days when assigned fewer than five teaching periods, one (1) administrative period to be used for student supervision, collaboration among staff, and other professional work to be assigned by the principal or designee.

Department heads will not be assigned supervisory duties.

**Section M (page 10). Revise as follows:**

- M. ~~SPED-Special Education~~ teachers shall be provided with the same common planning time as classroom teachers, one (1) period of no less than one (1) hour every three (3) weeks. *[as housekeeping, change "SPED" throughout]*



**New Section.** Add new section to read as follows:

With the agreement of a particular teacher, the Superintendent or designee may assign a music teacher to a class that takes place before or after the typical school day, with the understanding that the teacher's arrival and departure times will be adjusted to provide for the same amount of onsite time required of teachers at the same level (i.e., elementary, middle school, high school) whose classes take place solely within the typical school day.

**ARTICLE IX NON-TEACHING DUTIES** (page 11-12). Revise Sections A, D, and G as follows:

- A. Assignment of teachers for non-teaching duties shall be on a reasonable and equitable basis. While assigning student supervisory duties to each teacher in a particular year requires consideration of a number factors, the principal will include the number of minutes involved among these factors.
- D. Teachers issuing classroom detentions are required to supervise that detention period. ~~Teachers are also required to serve regular assigned office detention periods.~~
- G. Elementary teachers may be assigned up to 60 minutes per week. Such duties shall not be assigned unless the Principal deems it necessary. ~~When a daily substitute is assigned to cover for an elementary teacher at a particular grade level, the substitute will be responsible for covering both that teacher's duty and, in addition, one lunch duty or one recess duty at that grade level on a given day, regardless of which teacher in that grade level is scheduled for that lunch/recess duty.~~

**ARTICLE X TEACHER ASSIGNMENT, Section A** (page 12). Revise as follows:

- A. Teachers will be notified in writing of tentative programs for the coming school year, including the schools to which they will be assigned, the grades and/or subjects that they will teach, and any special or unusual classes including co-teaching assignments that they will have, as soon as practicable and under normal circumstances not later than August 1. When teacher assignments are changed as to grade or subject, first consideration for available teacher position will be given to teachers with seniority.

**ARTICLE XII TEACHER EVALUATION** (page 13). Include educator evaluation process and a list of evaluators as an Appendix. *[Prepare rubrics for various positions, but these will not be printed in the Appendix. Among those to be developed will be specific rubrics designed for Coordinators, to address both skills in instruction and administrative leadership—see Art. VII D.2]*

**ARTICLE XIV SICK LEAVE POLICY** (page 15)

**Section J.** Add the following sentence at the end:

If a member still has days leftover, after buying back sick days in excess of eighty (80) days, those days will be donated to the Sick Leave Bank.

**Section N. Parental Leave.** Increase paid days for adoption/maternity/paternity leave without giving birth from 5 to 15 for those with PTS only. (Non PTS remains at 5 days)

**ARTICLE XVII PROFESSIONAL IMPROVEMENTS, Section A** (page 22). Revise as follows:

- A. The Committee will pay the reasonable expenses incurred by teachers who attend workshops, seminars, and conferences, at the request ~~and/or with the advance approval~~ of the Superintendent of Schools or designee.

**ARTICLE XIX GROUP INSURANCE** (page 22). (Update as needed to reflect current PEC agreement.)

**ARTICLE XX GENERAL** (page 23). Add new Section G to read as follows:

The following shall be prorated for part-time employees: (1) amount, but not years of service, for longevity under Article VI; (2) amount for course reimbursement under Article XXVI; and (3) all paid leave provisions, including sick leave, bereavement, personal days, sick leave bank, and parental leave under Article XIV and military leave under Article XV.

**ARTICLE XXII SALARIES AND OTHER COMPENSATION** (page 24).

**Appendix A:**

**September 1, 2019:**

1. Increase all steps by 2.0%
2. Add one new step (Step 16) at 1.0% above Step 15.

**September 1, 2020:**

1. Increase all steps by 3.0%

**September 1, 2021:**

1. Increase all steps by 2.0%
2. Eliminate **Section 1.G.** ~~Employees eligible for both a step and a lane change on September 1 of a particular year will receive only a lane change.~~

**Appendices B, C, and D:** Increase as follows:

September 1, 2019: 2.0%.  
September 1, 2020: 3.0%.  
September 1, 2021: 2.0%.

**ARTICLE XXIV AGENCY SERVICE FEE.** Eliminate in recognition of Janus decision.  
(*Voluntary deductions are addressed in ARTICLE XXII.*)

**ARTICLE XXV REDUCTION IN FORCE** (page 26). Revise Section C to align with M.G.L. c. 71, §42, to read as follows:

C. Layoffs shall be conducted within disciplines based on a teacher's job performance and the best interest of the students, ~~which is defined as follows:~~ Indicators of job performance shall be based on comprehensive evaluations conducted consistent with M.G.L. ch. 71, sec. 38, using the teacher's past summative overall evaluation ratings as compared to other teachers' past summative overall evaluation ratings in the discipline targeted to be reduced, with ratings of Meets the Standards of the Canton Public Schools (for evaluations prior to 2013-2014), Proficient and Exemplary being considered equal. The number of summative evaluations compared will include all those evaluations written for teachers during the time equal to the most recently hired professional status teacher in the targeted discipline. If there is a tie using the above criteria, the tie shall be broken by seniority, with the least senior teacher in the discipline targeted laid off first. For the purposes of this article, disciplines shall be: [no change to list of disciplines]

**ARTICLE XXVIA INDIVIDUAL SUPPORT TEAMS** (page 31). Revise Section H to read as follows:

H. IST Compensation: Members of the IST shall be compensated, at their option, with either three (3) credits or a stipend of five hundred dollars (\$500). No more than a total of six (6) credits earned based upon service as a member of the IST may be used for horizontal movement on the salary schedule.

**ARTICLE XXVI – B DATA DRIVEN INSTRUCTIONAL SUPPORT TEAMS** (page 32). Revise Section H to read as follows:

H. DDIST Compensation: The Chair will be paid a stipend in accordance with Appendix B1. Members of the DDIST shall be compensated, at their option, with either three (3) credits or a stipend of five hundred dollars (\$500). No more than a total of six (6) credits earned based upon service as a member of the DDIST may be used for horizontal movement on the salary schedule.

**ARTICLE XXVII EDUCATIONAL ENHANCEMENT FUND** (page 33). Revise as follows:

The Committee will ~~reimburse provide \$1,250 up to \$2500~~ per year for each teacher (prorated for part time teachers) to an aggregate cap for the entire bargaining unit of \$125,000 per year ~~from the Professional Enhancement Fund~~ to be used for courses, conferences, workshops, or seminars that are aligned to the role of the educator and have been approved in advance by the Superintendent or Central Office designee. In order to seek approval, the teacher must submit an application form to the Central Office designee at least twenty-one (21) calendar days prior to the start of the course, conference, workshop or seminar. A committee consisting of two (2) members appointed by the Association and two (2) members appointed by the Superintendent shall meet prior to September 30, 2019 to discuss criteria for approving or denying reimbursement for courses, conferences, workshops, or seminars.

In order to obtain reimbursement, the teacher must provide the following to the Superintendent or Central Office designee:

Approved credit bearing course: (1) proof of payment and (2) an official transcript from an accredited institution showing the grade of B or better earned in the course, provided that an unofficial transcript may be submitted to initiate processing, with the understanding that the teacher will provide a copy of the official transcript upon receipt.

Approved noncredit bearing course, conference, workshop, or seminar: (1) proof of payment and (2) certification of completion.

Payment will be processed within 30 days following the receipt of the required paperwork by the Central Office designee.

~~The Committee will provide \$1,250 per year for each teacher (prorated for part time teachers) to an aggregate cap for the entire bargaining unit of \$125,000 per year from the Professional Enhancement Fund to be used for courses, conferences, workshops, or seminars that have been approved by the Director of Curriculum and Instruction. During the 2007-2008 school year, the Superintendent and the CTA president or their designees will develop a process in order to allow teachers to apply for a second grant if there is money available in this Fund. Any request denied by the Director of Curriculum and Instruction will be reviewed by the Professional Enhancement Committee (PEC). A final decision will be made by a vote of the PEC. The PEC shall consist of four (4) members appointed by the Committee and four (4) members elected by the Association. The Director of C&I and the PEC shall meet before September 30<sup>th</sup> to discuss the parameters for granting or denying this money. The money in the Professional Enhancement Fund shall only be made available to members of the teacher's bargaining unit.~~

~~An annual budget sufficient to fund this Article will be allocated for educationally enriching programs and services. Subject to the restrictions in this Article, the Committee retains the exclusive right to determine the programs and services to be implemented, the amounts to be paid and the process by which the employees are selected to effectuate them. These programs and services will have as their objective the overall enhancement and improvement of the~~



~~educational programs of the Canton School System and the professional development of the staff. They will include areas such as sabbatical leaves, demonstration teaching, teacher mentoring, curriculum development, Horace Mann type projects and any other projects and services deemed by the Committee to be in the interests of the school system and which would be performed by teachers in addition to their regular professional duties. The decisions of the Committee will be non-grievable. Participation in these services and programs will be voluntary.~~

**ARTICLE XXIX ASSOCIATION BUSINESS DAYS** Revise to read as follows:

The president of the Association shall be granted, with the approval of the Superintendent, a total of five Association business days per school year to be used by the President or members of the executive board.

**ARTICLE XXXIII MENTORING** (page 36). Revise H to read as follows:

Compensation for each Mentor will be the choice of three (3) in-district credits or a stipend (as listed in Appendix B) per protégé. No mentor shall be assigned more than two (2) protégés per year. No more than a total of six (6) credits earned based upon service as a Mentor may be used for horizontal movement on the salary schedule.

Add New **ARTICLE XXXVII PROTECTION**

A. Employees will immediately report all cases of assault suffered by them in connection with their employment to the principal and Superintendent or his/her designee, in writing.

B. The Superintendent will comply with any reasonable request from the teacher for records relating to the incident or the persons involved, subject to the provisions of applicable law, including but not limited to the Family Education Rights Privacy Act (FERPA) and the Individuals with Disabilities in Education Act (IDEA).

C. The Committee agrees to provide indemnification for employees covered by this Agreement as required by Chapter 258 of the General Laws of the Commonwealth of Massachusetts.

**ARTICLE XXXV DURATION**

- A. This Agreement shall become effective on September 1, 2019 and continue in effect to and including August 31, 2022.

**HOUSEKEEPING/UPDATES**

Remove reference to Athletic Trainer, as position is currently included in the Unit E contract.

Add Encore as an approved employment opportunity for teachers, with specification that inclusion does not signify bargaining of wages or application of other rights associated with Contract.

Compile and review new contract. Ensure all applicable stipends are included.

## OTHER

In addition to agreement on the contract modifications above, the parties acknowledge the following:

Effective July 1, 2019, the regular pay day will move from Thursday to Friday. (In the event of a Friday holiday, pay will be issued on Thursday.)

Implementation of the attached student/staff daily schedule is anticipated effective with the 2020-21 school year.

A full day rotating schedule will be implemented at the High School during the 2019-2020 school year.

The parties agree to reopen the contract mid-term if necessary to address potential changes to the Middle School or High School schedule.

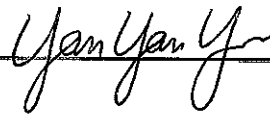
This Memorandum of Agreement, having been ratified by the parties, is hereby signed and sealed by their duly authorized representatives. The parties recognize and agree that all proposals/counterproposals regarding changes to the Collective Bargaining Agreement not embodied in this Memorandum have been withdrawn.

**FOR THE COMMITTEE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**FOR THE ASSOCIATION**

  
\_\_\_\_\_  
\_\_\_\_\_

Date: 6/21/19

canton/teacher-neg-2019/19-06-17-MOA-fin to CTA

**SUBJECT:**  
FY 20 Increase in Building Rental Rates

DEPT: Business Administrator

PREVIOUS ITEM:

ENCLOSURES: 1

All outside details worked by custodians must be paid at an overtime rate. Currently, the Collective Bargaining Agreement has set a flat rate at the mutual agreement of the Union and the School Committee. In order to set an hourly rate, we must establish the rate to accommodate all users.

Regular Custodial Rate - Maximum Overtime Rate (Excluding Sundays and Holidays) including Fair Labor Standards Act Differential Add-on	\$48.34
Sundays & Holidays - Double Time Rate	\$65.09

A proposal to increase rental rates is recommended to the School Committee each year, so the rental rates keep up with the labor rates in the collective bargaining unit.

For FY 20, to establish the outside detail rate for organizations using our buildings at \$48.34 (prior year \$47.39) per hour for regular hours; and \$65.09 (prior year \$63.81) for Sundays and Holidays; reflects COLA per contract.

Vote the above recommendation.

**CANTON PUBLIC SCHOOLS**  
**SCHEDULE OF RENTAL RATES FOR SCHOOL FACILITIES**  
**9/1/2019**

FACILITY	HIGH SCHOOL BUILDING "A"		HIGH SCHOOL BUILDING "B"		GALVIN MIDDLE SCHOOL		ELEMENTARY SCHOOLS	
	<u>CAPACITY</u>	<u>FEE</u>	<u>CAPACITY</u>	<u>FEE</u>	<u>CAPACITY</u>	<u>FEE</u>	<u>CAPACITY</u>	<u>FEE</u>
Auditorium & Elementary All Purpose Room (includes one (1) rehearsal			1,000	\$1,200			300	\$140
Gymnasium	300	\$95	650	\$275	240	\$125		
Cafeteria			400	\$275				
Cafeteria with Morse Auditorium				\$165				
Kitchen				\$185		\$155		\$140
Class/Music Room		\$65		\$100		\$70		\$70
Library				\$150		\$100		\$100

**PERSONNEL AND OTHER FEES**

Custodial (except Sundays & Holidays)	\$48.34
Sundays & Holidays	\$65.09
Administrative	10% of total cost of custodial fee
Maintenance	15% of total cost of custodial fee
Electricity Surcharge	\$10 per hour
Heating Surcharge	\$100 per four hours
Sound/lighting for Canton High School Auditorium	\$35 per hour

Cafeteria Supervision, Equipment Operator,  
Tables/Chairs set up/breakdown                      Same as Custodial

Approved by School Committee on:



**FY20 Custodial Salary Tables**

<u>Building Custodian</u>		<u>09</u>			
	FY20	2.00%			
Step/Level	Percent	Hourly Rate	Daily Rate	Period Rate	Annual Salary
00		\$0.000		\$0.00	\$0.00
01		\$20.03		\$1,602.47	\$41,664.22
02		\$21.253		\$1,700.27	\$44,207.02
03		\$22.520		\$1,801.64	\$46,842.64
04		\$23.856		\$1,908.51	\$49,621.26
05		\$25.282		\$2,022.54	\$52,586.04
06		\$26.810		\$2,144.81	\$55,765.06

<u>Building Custodian</u>		<u>09A</u>			
	FY20	2.00%			
Step/Level	Percent	Hourly Rate	Daily Rate	Period Rate	Annual Salary
00		\$0.000		\$0.00	\$0.00
01		\$20.019		\$1,601.55	\$41,640.30
02		\$20.812		\$1,664.97	\$43,289.22
03		\$21.660		\$1,732.81	\$45,053.06
04		\$22.520		\$1,801.64	\$46,842.64
05		\$23.426		\$1,874.05	\$48,725.30
06		\$24.354		\$1,948.30	\$50,655.80

<u>Building Maintenance</u>		<u>10</u>			
	FY20	2.00%			
Step/Level	Percent	Hourly Rate	Daily Rate	Period Rate	Annual Salary
00		\$0.000		\$0.00	\$0.00
01		\$21.253		\$1,700.27	\$44,207.02
02		\$22.520		\$1,801.64	\$46,842.64
03		\$23.856		\$1,908.51	\$49,621.26
04		\$25.282		\$2,022.54	\$52,586.04
05		\$26.810		\$2,144.81	\$55,765.06
06		\$28.405		\$2,272.40	\$59,082.40

# **FY20 Custodial Salary Tables**

## **Head Building Custodian**

**11**

	FY20	2.00%			
Step/Level	Percent	Hourly Rate	Daily Rate	Period Rate	Annual Salary
00		\$0.000		\$0.00	\$0.00
01		\$22.520		\$1,801.64	\$46,842.64
02		\$23.856		\$1,908.51	\$49,621.26
03		\$25.282		\$2,022.54	\$52,586.04
04		\$26.810		\$2,144.81	\$55,765.06
05		\$28.405		\$2,272.40	\$59,082.40
06		\$30.092		\$2,407.32	\$62,590.32

## **Lead Maintenance**

**11A**

	FY20	2.00%			
Step/Level	Percent	Hourly Rate	Daily Rate	Period Rate	Annual Salary
00		\$0.000		\$0.00	\$0.00
01		\$22.520		\$1,801.64	\$46,842.64
02		\$23.856		\$1,908.51	\$49,621.26
03		\$25.282		\$2,022.54	\$52,586.04
04		\$26.810		\$2,144.81	\$55,765.06
05		\$28.405		\$2,272.40	\$59,082.40
06		\$30.092		\$2,407.32	\$62,590.32

## **Electric & Plumber**

**15**

	FY20	2.00%			
Step/Level	Percent	Hourly Rate	Daily Rate	Period Rate	Annual Salary
00		\$0.000		\$0.00	\$0.00
01		\$28.382		\$2,270.57	\$59,034.82
02		\$30.092		\$2,407.32	\$62,590.32
03		\$31.880		\$2,550.39	\$66,310.14
04		\$33.804		\$2,704.29	\$70,311.54
05		\$35.818		\$2,865.42	\$74,500.92
06		\$37.979		\$3,038.30	\$78,995.80

## **Custodial Longevity AFTER XX Years**

## **Space Differential**

## **Space Differential**

5	\$650	Hansen	\$650	\$1,090.00
10	\$775	Kennedy	\$450	(\$.52 per hour)
15	\$925	Luce	\$650	
20	\$1,050	Galvin	\$950	
25	\$1,200	CHS	\$2,700	

**CANTON PUBLIC SCHOOLS**  
Overnight and Travel Out of State Field Trips  
Superintendent/School Committee Request Form

CHS ☒

GMS ☐

HANSEN ☐

JFK ☐

LUCE ☐

GRADE: 9-12

TEACHER(S) IN CHARGE: Rebecca Stiles, Sharyn Hallal

1. Submit to Nursing and Administration at least ONE MONTH prior to trip departure date.

2. Complete all of the following information.

**Program Information:**

Destination of Field Trip, Activity: See Attached  
Venue City State

Dates of Travel: \_\_\_\_\_

Location of nearest medical facility for emergency care: \_\_\_\_\_

**Relevancy to Teaching Unit:**

What is your current lesson plan? See Attached

Educational Value of Trip: See Attached

What do you have for follow-up plans? See Attached

**Program Specifics:**

Time of Departure: \_\_\_\_\_ Time Scheduled to Return: \_\_\_\_\_

Number of Students Attending: \_\_\_\_\_ Cost per Student: \$ \_\_\_\_\_

Number of CPS Chaperones: \_\_\_\_\_ Number of Additional Chaperones: \_\_\_\_\_

Total Number Substitute Staff needed: \_\_\_\_\_

Transportation: \_\_\_\_\_

☒ Initial Principal Approval: [Signature] Date: 7/1/19

**Superintendent and School Committee approval are required.**

**Allow a minimum of one month for planning**

☐ Approved by Superintendent \_\_\_\_\_ Date: \_\_\_\_\_

☐ Approved by School Committee \_\_\_\_\_ Date: \_\_\_\_\_

Canton Public Schools do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

**From: Rebecca Stiles, French Teacher, Canton High School**

**To: Members of the School Committee for Canton Public Schools**

I am proposing a trip to Quebec, Canada for high school students currently enrolled in French. We will be traveling with the company ACIS. Canton High School students traveled with ACIS to Quebec in 2018 and their itineraries continue to offer the greatest variety of educational and cultural experiences for students. The itinerary can be seen here:

[http://www.acis.com/webimages/prod/2020/87041/MAILCENTER/1887786\\_glossy.pdf](http://www.acis.com/webimages/prod/2020/87041/MAILCENTER/1887786_glossy.pdf)

ACIS is in the process of finalizing the costs of the trip. But they did give me some preliminary pricing. I don't expect the costs to differ greatly from what they quoted.

**The dates:** We will be traveling March 5-7, 2020. Students will miss a Thursday and Friday of school and will return on Saturday. This is similar in impact to other overnight trips offered by other departments at the high school. Students will be told that they are responsible for making up any missed work.

**The costs:** \$595 - \$785 depending on how many students travel. We need a minimum of 20 students to travel. In 2018 we had 22 students travel, so the cost was at the high end of the range. I'm hoping that by planning early we can encourage more kids to sign up which will bring the cost down for everyone.

**The chaperones:** Rebecca Stiles, French Teacher, CHS  
Sharyn Hallal, French Teacher, CHS  
The other chaperones have yet to be determined.

**Safety precautions:** ACIS provides an extensive safety manual to their chaperones and is another reason that I chose to travel with them. They cover everything from how to safely cross the street to accommodating students with food allergies. There are emergency protocols in place in the event that a student is lost. ACIS will be providing overnight security at the hotel as well. Prior to our departure we will hold a meeting to ensure that all students understand the rules of the trip and that they are prepared to safely travel with us. All chaperones will be epi-pen certified to ensure the safety of students with allergy concerns.

**Accommodations:** Students will be accommodated in quadruple occupancy rooms, with two beds. This arrangement is standard for a school trip for students. Students who wish to may pay a supplement for a double or single occupancy room. I am happy to accommodate roommate requests as much as possible. Boys and girls will be in separate rooms. We will be staying at the hotel Clarendon.

**Educational value of the trip:**

I can think of no better opportunity for students of a world language than to travel to a country where that language is spoken. My students of French are lucky to have a French speaking country within driving distance. I am eager to show them that French is indeed spoken in the world, not just in our classroom; and that the French they are learning in the classroom can be used to communicate with lots of people beyond their French teacher.

The Massachusetts Curriculum Framework for Foreign Languages focuses on the strands of Communication, Cultures, Comparisons, Connections, and Communities.



This trip addresses each of those strands to enrich the work I'm doing with the students in the classroom.

**Communication:** Students will be communicating in French as they tour the city, even something as small as buying a postcard can be accomplished in French.

**Cultures:** One of the highlights of the trip will be a 5 kilometer dog sledding excursion in the French countryside. Students will get to experience this unique cultural event first hand as they guide their sled team through the Canadian countryside. During the trip they will also experience typical Quebecois food, and spend an evening learning about the history of Quebec with an interactive history lesson at Maison de la Découverte.

**Comparisons:** Students will notice that many signs and public notices in Canada are in both French and English. They will be comparing the two languages from the moment we cross the border.

**Connections:** This strand addresses how students will make connections with other disciplines through the use of French. Students on this trip will practice math skills as they convert American and Canadian dollars. They will see distances written in kilometers. They will practice their sports skills with ice skating, tubing, and dog sledding. They will certainly be making geography connections as it is always easier to locate a place on a map once you have traveled there. They will make connections with their history classes as well.

**Communities:** This strand requires students to use languages other than English within the classroom and beyond the school setting. Students will be reading, hearing, and speaking French while visiting Quebec.

Thank you in advance for your consideration of this trip.

## MEMORANDUM OF AGREEMENT

The Canton School Committee (the Committee) and the Canton Teachers' Association (Unit A) (the Association) hereby agree to a new three-year contract to be in effect from September 1, 2019 through August 31, 2022. Except as modified by this Memorandum, the terms and provisions of the September 1, 2018 through August 31, 2019 contract will be carried forward into the new contract.

### **ARTICLE V GRIEVANCE AND ARBITRATION PROCEDURE** (page 4, 6). Sections C and E.5.

**Section C.** The parties agree to the attached "formal grievance instrument" referenced in this section.

**Section E.5.** Revise to read as follows

5. Nothing in this Agreement shall affect the right of the School Committee to renew or not renew a contract of employment for ~~non-tenured~~ teachers without professional teacher status.

### **ARTICLE VI LONGEVITY** (page 7). Update by deleting Section C:

~~C. Teachers with fifteen (15) years of service in the Canton Public Schools may elect an additional longevity payment of one half of their available sick leave buy-back (to a maximum of \$2000) per year for two (2) consecutive years. The longevity payments specified above in this Article will cease for that teacher after he/she has exercised the two year option set forth herein. Teachers who wish to exercise this option must notify the Superintendent in writing by December 31 of the school year preceding the school year in which the longevity under this option is to be paid. This language applies only to any teacher who began receiving this benefit prior to September 1, 2007.~~

### **ARTICLE VII TEACHING HOURS AND TEACHING LOAD** (pages 7-11), Sections C, D, F, H, I, K, M, and new section on music teacher schedule.

**Section C** (page 7-8). Revise to increase payment as follows:

C. Classroom teachers at the William H. Galvin Middle School and at Canton High School, including special education teachers and speech and language pathologists, will have a daily preparation period consisting of one regular period. During that time they will not be assigned to any other duties. Teachers who volunteer to cover a class for an absent teacher during a preparation period will be paid ~~\$20~~ \$30 per period for such voluntary coverage. When scheduling team meetings and parent conferences during the school day, all efforts will be made to avoid scheduling such meetings/conferences during the preparation periods or lunch periods of teachers whose attendance is required.

**Section D** (page 8). Revise title, add sentence to Section D.1, and amend Section D.2 as follows:

**D. High School, and Middle School, and District-Wide Coordinators:**

Add sentence to D.1: For those district coordinators who oversee staff and programming in multiple buildings and who currently have a teaching load that exceeds 20% FTE, such load will be reduced by one class per school year, until it reaches the 20% mark. [Note: goal of 20% will be reached for all no later than the 2021 -2022 school year—this corrects timeframe by one year compared to SC package 5/23/19]

D.2. All high school, ~~and middle school~~, and district-wide coordinators shall be evaluated in writing annually by the Principal(s) with input from the Director of Curriculum (or other appropriate Central Office role) and in accordance with the negotiated Evaluation Procedure, using Standards and Indicators of Effective Administrative Leadership (or other appropriate rubrics negotiated to address both skills instruction and administrative leadership.)

**Section F** (page 8). Revise to read as follows:

Elementary teachers will be guaranteed ~~five (5) preparation periods per week. The Committee will strive toward a goal of one (1) preparation period per day, to include forty-five minute periods on four (4) days and a thirty-minute period on the fifth day.~~ Teachers who volunteer to cover a class for an absent teacher during a preparation period will be paid ~~\$20~~ \$30 per period for such voluntary coverage. Elementary teachers will be provided with four (4) common planning periods of no less than one hour, scheduled one (1) per quarter. When scheduling team meetings and parent conferences during the school day, all efforts will be made to avoid scheduling such meetings/conferences during the preparation periods or lunch periods of teachers whose attendance is required

**Section H. School Day and Year** (page 8). Revise as follows:

1. All teachers shall report to their schools at least 15 minutes prior to the commencement of homeroom. During this 15 minute period, teachers at the Galvin Middle School may not be required to perform supervisory duties in excess of 10 minutes. During this 15-minute period, teachers at the High School would not be required to perform supervisory duties in excess of what they presently perform before school. After school, all teachers shall remain in their schools for at least 20 minutes after the end of the scheduled school day. During this time they will be available for student assistance and to perform supervisory duties to the extent that such duties have been performed in the past. Notwithstanding the above, in the event of a ten-minute increase to the student day at Galvin Middle School and a five-minute increase to the student day at the High School (each anticipated for the 2020-2021 school year), the after-school period for teachers at the Galvin Middle School and High School shall be reduced to 15 minutes.

It is recognized by the Association and the School Committee that teachers will have to devote many more hours in addition to the above to successfully satisfy their professional responsibilities. Therefore, in addition to the above, teachers shall be required to attend core evaluations, team meetings, parent conferences, faculty and department meetings (such faculty/department meetings at the elementary, middle school, and high school levels not to exceed two per month), to confer with and help students, to supervise teacher detention, and to carry out such other professional responsibilities as they have performed in the past.

~~Teachers at the Galvin Middle School will not be assigned to more than one (1) period of lunch supervision per week. Teachers at Canton High School will not be assigned to more than three (3) periods of lunch supervision per week. The high school administration will seek volunteers before assigning lunch supervision. The performance of lunchroom supervisory duties over and above the limitations herein stated shall be on a voluntary basis.~~

Notwithstanding the above, preschool teachers shall be at their schools for 6 hours and 50 minutes per day, which may vary from the times set forth above due to variations in the pre-school student day.

- ~~2. Teachers at Canton High School will teach 30 periods and have at least 7 preparation periods in a 7-day cycle. Teachers will also have up to 5 supervisory periods in a 7-day cycle. Directed studies will count as two (2) supervisory periods. Teachers will not be assigned more than two (2) directed studies in a 7-day cycle.~~
- ~~3. Of the 42 periods in the 6-day cycle at Galvin Middle School, there will be a total of 30 classes, at least 7 preparation periods, 1 directed study, 1 supervisory lunch period, 1 non-lunch supervisory period, and 1 team planning period.~~
42. The school year for teachers, other than new personnel who may be required to attend additional orientation sessions, will begin no earlier than September 1 (unless there is mutual agreement to begin earlier) and terminate no later than June 30, but will in no event be longer than three (3) days more than the number of days that pupils are required to be in attendance by the approved Committee calendar for each school year. The three (3) additional days will be used as professional development days.
53. Study Halls: Recognizing that study halls are to be directed study and not limited to supervision of students, administration shall make a sincere effort not to use study halls as a substitute for finding coverage for absent teachers. However, should administration be unable to find substitutes,

and should classes be moved into a study hall, the teacher in charge of the study hall shall receive the additional compensation of twenty dollars ~~(\$20)~~ \$30 for each such class so moved into the study hall.

**Section I (page 10). Revise as follows:**

- I. Teachers will have a duty-free lunch period as determined by the respective principals of at least the following lengths:

1. Elementary School	25 minutes
2. William H. Galvin Middle School	20 minutes*
3. Senior High School	23 minutes

In the event of a ten-minute increase to the student day at Galvin Middle School (as anticipated for the 2020-2021 school year), the lunch period shall be increased to 23 minutes.

**Section K (page 10). Revise as follows:**

- K. Academic subject area William H. Galvin Middle School ~~and Senior High School~~ teachers will not be assigned more than seven (7) periods per day, consisting of at least one (1) preparation period, ~~and not more than six (6) student supervision periods of which not more than five (5) may be teaching periods, and one (1) administrative period to be used for student supervision, collaboration among staff, and other professional work to be assigned by the principal or designee.~~ Department heads will be provided with adequate time to perform their supervisory duties within said seven (7) period limitation and without being deprived of their guaranteed daily preparation time.

Academic subject area Canton High School teachers will not be assigned more than six (6) periods per day, consisting of one (1) preparation period; not more than five teaching periods; and on days when assigned fewer than five teaching periods, one (1) administrative period to be used for student supervision, collaboration among staff, and other professional work to be assigned by the principal or designee.

Department heads will not be assigned supervisory duties.

**Section M (page 10). Revise as follows:**

- M. ~~SPED-Special Education~~ teachers shall be provided with the same common planning time as classroom teachers, one (1) period of no less than one (1) hour every three (3) weeks. *[as housekeeping, change "SPED" throughout]*



**New Section.** Add new section to read as follows:

With the agreement of a particular teacher, the Superintendent or designee may assign a music teacher to a class that takes place before or after the typical school day, with the understanding that the teacher's arrival and departure times will be adjusted to provide for the same amount of onsite time required of teachers at the same level (i.e., elementary, middle school, high school) whose classes take place solely within the typical school day.

**ARTICLE IX NON-TEACHING DUTIES** (page 11-12). Revise Sections A, D, and G as follows:

- A. Assignment of teachers for non-teaching duties shall be on a reasonable and equitable basis. While assigning student supervisory duties to each teacher in a particular year requires consideration of a number factors, the principal will include the number of minutes involved among these factors.
- D. Teachers issuing classroom detentions are required to supervise that detention period. ~~Teachers are also required to serve regular assigned office detention periods.~~
- G. Elementary teachers may be assigned up to 60 minutes per week. Such duties shall not be assigned unless the Principal deems it necessary. ~~When a daily substitute is assigned to cover for an elementary teacher at a particular grade level, the substitute will be responsible for covering both that teacher's duty and, in addition, one lunch duty or one recess duty at that grade level on a given day, regardless of which teacher in that grade level is scheduled for that lunch/recess duty.~~

**ARTICLE X TEACHER ASSIGNMENT, Section A** (page 12). Revise as follows:

- A. Teachers will be notified in writing of tentative programs for the coming school year, including the schools to which they will be assigned, the grades and/or subjects that they will teach, and any special or unusual classes including co-teaching assignments that they will have, as soon as practicable and under normal circumstances not later than August 1. When teacher assignments are changed as to grade or subject, first consideration for available teacher position will be given to teachers with seniority.

**ARTICLE XII TEACHER EVALUATION** (page 13). Include educator evaluation process and a list of evaluators as an Appendix. *[Prepare rubrics for various positions, but these will not be printed in the Appendix. Among those to be developed will be specific rubrics designed for Coordinators, to address both skills in instruction and administrative leadership—see Art. VII D.2]*

**ARTICLE XIV SICK LEAVE POLICY** (page 15)

**Section J.** Add the following sentence at the end:

If a member still has days leftover, after buying back sick days in excess of eighty (80) days, those days will be donated to the Sick Leave Bank.

**Section N. Parental Leave.** Increase paid days for adoption/maternity/paternity leave without giving birth from 5 to 15 for those with PTS only. (Non PTS remains at 5 days)

**ARTICLE XVII PROFESSIONAL IMPROVEMENTS, Section A** (page 22). Revise as follows:

- A. The Committee will pay the reasonable expenses incurred by teachers who attend workshops, seminars, and conferences, at the request ~~and/or with the advance approval~~ of the Superintendent of Schools or designee.

**ARTICLE XIX GROUP INSURANCE** (page 22). (Update as needed to reflect current PEC agreement.)

**ARTICLE XX GENERAL** (page 23). Add new Section G to read as follows:

The following shall be prorated for part-time employees: (1) amount, but not years of service, for longevity under Article VI; (2) amount for course reimbursement under Article XXVI; and (3) all paid leave provisions, including sick leave, bereavement, personal days, sick leave bank, and parental leave under Article XIV and military leave under Article XV.

**ARTICLE XXII SALARIES AND OTHER COMPENSATION** (page 24).

**Appendix A:**

**September 1, 2019:**

1. Increase all steps by 2.0%
2. Add one new step (Step 16) at 1.0% above Step 15.

**September 1, 2020:**

1. Increase all steps by 3.0%

**September 1, 2021:**

1. Increase all steps by 2.0%
2. Eliminate **Section 1.G.** ~~Employees eligible for both a step and a lane change on September 1 of a particular year will receive only a lane change.~~

**Appendices B, C, and D:** Increase as follows:

September 1, 2019: 2.0%.  
September 1, 2020: 3.0%.  
September 1, 2021: 2.0%.

**ARTICLE XXIV AGENCY SERVICE FEE.** Eliminate in recognition of Janus decision.  
(*Voluntary deductions are addressed in ARTICLE XXII.*)

**ARTICLE XXV REDUCTION IN FORCE** (page 26). Revise Section C to align with M.G.L. c. 71, §42, to read as follows:

C. Layoffs shall be conducted within disciplines based on a teacher's job performance and the best interest of the students, ~~which is defined as follows:~~ Indicators of job performance shall be based on comprehensive evaluations conducted consistent with M.G.L. ch. 71, sec. 38, using the teacher's past summative overall evaluation ratings as compared to other teachers' past summative overall evaluation ratings in the discipline targeted to be reduced, with ratings of Meets the Standards of the Canton Public Schools (for evaluations prior to 2013-2014), Proficient and Exemplary being considered equal. The number of summative evaluations compared will include all those evaluations written for teachers during the time equal to the most recently hired professional status teacher in the targeted discipline. If there is a tie using the above criteria, the tie shall be broken by seniority, with the least senior teacher in the discipline targeted laid off first. For the purposes of this article, disciplines shall be: [no change to list of disciplines]

**ARTICLE XXVIA INDIVIDUAL SUPPORT TEAMS** (page 31). Revise Section H to read as follows:

H. IST Compensation: Members of the IST shall be compensated, at their option, with either three (3) credits or a stipend of five hundred dollars (\$500). No more than a total of six (6) credits earned based upon service as a member of the IST may be used for horizontal movement on the salary schedule.

**ARTICLE XXVI – B DATA DRIVEN INSTRUCTIONAL SUPPORT TEAMS** (page 32). Revise Section H to read as follows:

H. DDIST Compensation: The Chair will be paid a stipend in accordance with Appendix B1. Members of the DDIST shall be compensated, at their option, with either three (3) credits or a stipend of five hundred dollars (\$500). No more than a total of six (6) credits earned based upon service as a member of the DDIST may be used for horizontal movement on the salary schedule.

**ARTICLE XXVII EDUCATIONAL ENHANCEMENT FUND** (page 33). Revise as follows:

The Committee will ~~reimburse provide \$1,250 up to \$2500~~ per year for each teacher (prorated for part time teachers) to an aggregate cap for the entire bargaining unit of \$125,000 per year ~~from the Professional Enhancement Fund~~ to be used for courses, conferences, workshops, or seminars that are aligned to the role of the educator and have been approved in advance by the Superintendent or Central Office designee. In order to seek approval, the teacher must submit an application form to the Central Office designee at least twenty-one (21) calendar days prior to the start of the course, conference, workshop or seminar. A committee consisting of two (2) members appointed by the Association and two (2) members appointed by the Superintendent shall meet prior to September 30, 2019 to discuss criteria for approving or denying reimbursement for courses, conferences, workshops, or seminars.

In order to obtain reimbursement, the teacher must provide the following to the Superintendent or Central Office designee:

Approved credit bearing course: (1) proof of payment and (2) an official transcript from an accredited institution showing the grade of B or better earned in the course, provided that an unofficial transcript may be submitted to initiate processing, with the understanding that the teacher will provide a copy of the official transcript upon receipt.

Approved noncredit bearing course, conference, workshop, or seminar: (1) proof of payment and (2) certification of completion.

Payment will be processed within 30 days following the receipt of the required paperwork by the Central Office designee.

~~The Committee will provide \$1,250 per year for each teacher (prorated for part time teachers) to an aggregate cap for the entire bargaining unit of \$125,000 per year from the Professional Enhancement Fund to be used for courses, conferences, workshops, or seminars that have been approved by the Director of Curriculum and Instruction. During the 2007-2008 school year, the Superintendent and the CTA president or their designees will develop a process in order to allow teachers to apply for a second grant if there is money available in this Fund. Any request denied by the Director of Curriculum and Instruction will be reviewed by the Professional Enhancement Committee (PEC). A final decision will be made by a vote of the PEC. The PEC shall consist of four (4) members appointed by the Committee and four (4) members elected by the Association. The Director of C&I and the PEC shall meet before September 30<sup>th</sup> to discuss the parameters for granting or denying this money. The money in the Professional Enhancement Fund shall only be made available to members of the teacher's bargaining unit.~~

~~An annual budget sufficient to fund this Article will be allocated for educationally enriching programs and services. Subject to the restrictions in this Article, the Committee retains the exclusive right to determine the programs and services to be implemented, the amounts to be paid and the process by which the employees are selected to effectuate them. These programs and services will have as their objective the overall enhancement and improvement of the~~

~~educational programs of the Canton School System and the professional development of the staff. They will include areas such as sabbatical leaves, demonstration teaching, teacher mentoring, curriculum development, Horace Mann type projects and any other projects and services deemed by the Committee to be in the interests of the school system and which would be performed by teachers in addition to their regular professional duties. The decisions of the Committee will be non-grievable. Participation in these services and programs will be voluntary.~~

**ARTICLE XXIX ASSOCIATION BUSINESS DAYS** Revise to read as follows:

The president of the Association shall be granted, with the approval of the Superintendent, a total of five Association business days per school year to be used by the President or members of the executive board.

**ARTICLE XXXIII MENTORING** (page 36). Revise H to read as follows:

Compensation for each Mentor will be the choice of three (3) in-district credits or a stipend (as listed in Appendix B) per protégé. No mentor shall be assigned more than two (2) protégés per year. No more than a total of six (6) credits earned based upon service as a Mentor may be used for horizontal movement on the salary schedule.

Add New **ARTICLE XXXVII PROTECTION**

A. Employees will immediately report all cases of assault suffered by them in connection with their employment to the principal and Superintendent or his/her designee, in writing.

B. The Superintendent will comply with any reasonable request from the teacher for records relating to the incident or the persons involved, subject to the provisions of applicable law, including but not limited to the Family Education Rights Privacy Act (FERPA) and the Individuals with Disabilities in Education Act (IDEA).

C. The Committee agrees to provide indemnification for employees covered by this Agreement as required by Chapter 258 of the General Laws of the Commonwealth of Massachusetts.

**ARTICLE XXXV DURATION**

- A. This Agreement shall become effective on September 1, 2019 and continue in effect to and including August 31, 2022.

**HOUSEKEEPING/UPDATES**

Remove reference to Athletic Trainer, as position is currently included in the Unit E contract.

Add Encore as an approved employment opportunity for teachers, with specification that inclusion does not signify bargaining of wages or application of other rights associated with Contract.

Compile and review new contract. Ensure all applicable stipends are included.



## OTHER

In addition to agreement on the contract modifications above, the parties acknowledge the following:

Effective July 1, 2019, the regular pay day will move from Thursday to Friday. (In the event of a Friday holiday, pay will be issued on Thursday.)

Implementation of the attached student/staff daily schedule is anticipated effective with the 2020-21 school year.

A full day rotating schedule will be implemented at the High School during the 2019-2020 school year.

The parties agree to reopen the contract mid-term if necessary to address potential changes to the Middle School or High School schedule.

This Memorandum of Agreement, having been ratified by the parties, is hereby signed and sealed by their duly authorized representatives. The parties recognize and agree that all proposals/counterproposals regarding changes to the Collective Bargaining Agreement not embodied in this Memorandum have been withdrawn.

**FOR THE COMMITTEE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**FOR THE ASSOCIATION**

\_\_\_\_\_  
*Yan Yan Yu*  
\_\_\_\_\_  
\_\_\_\_\_

Date: 6/21/19

canton/teacher-neg-2019/19-06-17-MOA-fin to CTA