HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

SCHOOL COMMITTEE MEETING

Buker Elementary School Tuesday, July 2, 2019 7:00 PM
Multi-Purpose Room

1. **Call to Order** **7:00**

2. **Pledge of Allegiance**

3. **Citizens' Comments**

4. **Chair's Report**

5. **Superintendent's Report**

6. **Consent Agenda**
   a. Minutes
      - June 5, 2019 Exhibit A
      - May 15, 2019 Executive Session Exhibit B

   b. Warrants
      - June 21, 2019 Exhibit C

7. **New Business**
   a. Custodial Collective Bargaining Agreement Exhibit D

8. **Other**
   Topics for next meeting

9. **Vote to Adjourn into Executive Session for the Purpose of discussing strategy relative to the purchase of Number 1, 3 & 5 Longmeadow Way, Hamilton, MA. An Executive Session is necessary because the Chair has determined a discussion in open session may be detrimental to the School Committee's negotiating position. (Executive Session Purpose #6) and not return to open session** **9:30**

David Polito, Chairperson HWRSC

dmb

The District does not discriminate in its programs, activities or employment practices based on race, color, national origin, religion, gender, gender identity, sexual orientation, age or disability.

The Hamilton Wenham Regional School District
Retiree's Reception
Buker Elementary School Multi-Purpose Room
Wednesday, June 5, 2019 6:30 PM - 7:00 PM

Hamilton Wenham Regional School District celebrates the contributions of those retiring from Hamilton-Wenham school district this year. Friends, families, and colleagues join in celebration.

The Hamilton Wenham Regional School District
School Committee Meeting
Buker Elementary School Multi-Purpose Room
Wednesday, June 5, 2019 7:00 PM

Present:
Peter Wolczik
Michelle Horgan, Assistant Secretary
David Polito, Chairperson
Stacey Metternick, Secretary
Michelle Bailey

Also Present:
Dr. Michael Harvey, Superintendent
Mahala Lettvin, Recording Secretary

1. Call to Order
David Polito calls the meeting to order at 7:09pm.

2. Pledge of Allegiance
All in attendance rise for the Pledge of Allegiance.

A. Recognition of Retirees (moved ahead in order to accommodate retirees' schedules)
Ben Schersten, Buker Elementary School Principal, recognizes:
- **Kathleen Hughes**, Adjustment Counselor

Dr. Michael Harvey, Superintendent, recognizes:
- **Donna Bunk**, Assistant to the Superintendent (not present this evening)

Stacy Bucyk, Director of Student Services, recognizes:
- **Betty Minton**, Special Education Secretary

Jennifer Clifford, Cutler Elementary School Principal, recognizes:
- **Suzanne Clerkin**, Special Education
- **Heidi Hebert**, Integrated Media

Eric Tracy, Hamilton Wenham Regional High School Principal, recognizes:
- **Vincent Bucci**, Social Studies Teacher

Craig Hovey, Miles River Middle School Principal, recognizes:
- **Jennifer Drake**, MRMS/Winthrop Speech-Language Pathology Assistant
- **Eleanor Todd**, Mathematics Teacher
- **Tracy Bonnie McGarrell**, Special Education Teacher

Dr. Michael Harvey, Superintendent, recognizes retirees not attending:
- **Joe Bourgeois**, Buker Custodian (not present this evening)
- **Mary Lee**, Cutler Reading Specialist (not present this evening)

3. Citizens' Comments
Kim Valeri, 15 Junction Ln., Hamilton: Ms. Valeri is here tonight with her daughter, Gina-Louise (phonetic spelling) to talk about their support of the Spain exchange program in the hopes the School

Committee will continue the program. Ms. Valeri's son is an 8th grader at Miles River Middle School who recently participated in the Spain exchange program. Ms. Valeri feels strongly that this exchange program should continue, as it offers a number of benefits not otherwise obtainable. She is proud of him and his education.

Gina-Louise (phonetic spelling, address unknown): Gina is here this evening with her mother, Kim Valeri to voice her support for continuing the Spain exchange program. Gina shares her numerous successes since graduating from Hamilton-Wenham in 2009, noting that her education inspired her global citizenry. Her brother had the opportunity to participate in a cultural immersion program, and she wishes she would have had the same opportunity. She has noticed that he has developed a stronger sense of himself and a better understanding of culture and community involvement since his experience. She believes this immersion program is incredibly important, and urges the School Committee to approve the program continuing.

Kim Valeri adds that there are many resources to obtain information on the safety of such a program, stating that Spain is listed as a country that will implement fingerprinting.

Erica Mitchell, 30 Margerie Street, Hamilton: Her son is an 8th grader at Miles River Middle School and participated in the Spain exchange program. The cultural immersion allotted him different perspectives, and inspired her son to further his Spanish education. Her family hosted Miguel, a student from Spain, and this experience offered both an educational and enriching experience. Ms. Mitchell fully supports the continuation of the Spain exchange program, as she knows the benefits and knows how it aligns with the district's vision to ensure students develop into productive global citizens.

Bryan Menegoni, 1 Laurel Drive,Wenham: Bryan's daughter, an 8th grader in Miles River Middle School, participated in the Spain exchange program. He speaks very highly of the trip, as his daughter has grown a great deal from her experience, and as a result, his entire family benefitted. Mr. Menegoni states that the information he could offer has already been stated in previous comments, however, he would like to add that Kevan Sano provided assurance of his daughter's safety. Even though she was placed with a host family Bryan had never met, he was certain his daughter remained safe and in good hands throughout the experience.

Josh Holbrook, 163 Main St., Wenham: His children have not yet participated in the Spain exchange program, but are absolutely interested and excited to do so in the coming years. His children's safety is of the utmost importance to him. He has faith and trust in Kevan Sano, as well as the larger Hamilton Wenham Regional School District staff overseeing the program. Mr. Hollbrook says he would be disappointed should his children not be able to participate in this program. He encourages the School Committee to continue the program.

David Polito thanks everyone for attending the meeting and voicing their concerns tonight. Citizen input is incredibly valuable to the School Committee.

Linda Rich, 1 Ramona Way, Wenham: Ms. Rich's daughter is a 7th grader at Miles River Middle School, who is very excited about the possibility of travelling to Spain next year. Ms. Rich and her family were also looking forward to hosting a student from Spain. Although she is a protective parent, Ms. Rich knows that the Spain exchange program is a professionally structured program, and as such encourages the School Committee to approve the program.

B. 8th Grade Field Trip to Spain Exhibit C

Kevan Sano thanks everyone who came out tonight in support of the program. When Ms. Sano began in the district, an exchange program with France was being offered, however, that program ended upon elimination of French courses. Ms. Sano has always believed in the importance of immersion experiences for students. Students participated in the first Spain exchange last year, and the benefits

have been remarkable. Ms. Sano would be terribly disappointed should the program not be approved next year. She hopes the School Committee will approve the program, and offers to answer any questions and clarify any aspects of the program that may be causing uncertainty/confusion.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPROVE THE 8TH GRADE FIELD TRIP TO SPAIN IN APRIL 2020, AS DETAILED IN EXHIBIT C.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.

Discussion: Michelle Bailey states that local parents must be fingerprinted to chaperone on a local field trip, but the district is sending Hamilton-Wenham students to another country without a clear idea of the vetting process involved for the host families. Michelle Bailey asks for clarification on the vetting process.

Kevan Sano explains that this program was developed alongside a partner who personally knows each of these families, and maintains a close relationship with the privately run school. As far as the vetting process for host families, there are numerous home visits, an extensive application process very similar to the process on our side, families are carefully chosen, and teams regularly visit each and every home. The process does not, however, include the fingerprinting process.

The program was built on foundations of good faith and trust, and Ms. Sano reiterates that safety precautions are always a priority. Ms. Sano says that in her experience travelling to Spain last year, she did not ever feel her safety was at risk. She further notes that 8th grade students implement a wide variety of communication methods including Skype, text messages, Whatsapp, etc., and have engaged with their host families usually on a daily basis before travelling to live with them. Any time any question arises, parents are immediately involved. Whatsapp has all parents and kids in constant communication. This relationship has been built over 15 years, and provides the program with a foundation of trust.

Michelle Bailey says she has been asking if the law applies to this program. Dr. Harvey explains the law requiring the fingerprinting component of the vetting process is a Massachusetts state law, and therefore does not govern Spain.

Approved by 4 members, with 1 member abstaining. MOTION PASSES.

4. Chair's Report
None.

5. Superintendent's Report
None.

6. Consent Agenda

a. Minutes
- May 10, 2019 — Exhibit A

b. Warrants
- May 24, 2019 — Exhibit B

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE CONSENT AGENDA INCLUDING MINUTES FROM 05/10/2019 (EXHIBIT A) AND WARRANTS FROM 05/24/2019 (EXHIBIT B); THERE CAN BE NO FURTHER CHANGES TO THESE DOCUMENTS.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.
Unanimously approved by 5 members present.

7. New Business

Recognition of retirees, originally item A, took place earlier in the evening
8th Grade Field Trip to Spain, originally item B, took place earlier in the evening

C. Treasurer's Report Exhibit D

Don Gallant, District Treasurer, presents the 06/05/2019 semi-annual District Treasurer's Report as of 04/30/2019, School Committee Presentation, as detailed in Exhibit D, pages 43 - 53 of the School Committee Packet.

- Don Gallant explains a new district policy verifying amounts of checks, and corresponding with banks, as a result of increasing risk of discrepancies and fraudulent transactions;
- District Treasurer: Primary Roles & Responsibilities;
- General Fund update as of 04/30/2019;
- Student Activities Update as of 04/30/2019;
    - Michelle Bailey clarifies the rollover process in student activity accounts.
- Student Activities Update: HS Subsidiary Accounts as of 04/30/2019;
    - Similar to last year's process, next fall, Mr. Gallant and the School Committee will review accounts, and vote to close accounts when necessary
    - Michelle Bailey notes that a few accounts have remained completely inactive, with Mr. Gallant clarifying that money is set aside for the purpose of covering purchases should they be necessary
- Scholarships Update as of 04/30/2019;
- General Receipts Summary as of 04/30/2019;
    - Michelle Bailey asks about the charter school reimbursement. Don Gallant explains that the state gives money, and then takes that money away. Dr. Harvey adds details to this explanation.
- Grants Receipts Summary as of 04/30/2019;
- Debt Service Update as of 04/30/2019;
- Assistant Treasurer Training
    - July: review of new Eastern Bank policy and review of work completed to date.

D. Food Service Presentation Exhibit E

Catherine A. Donovan, Med, SNS, Director of Nutrition Services presents 06/05/2019 Department of Nutrition Services Report to the School Committee, as detailed in Exhibit E, pages 54-61 of the School Committee Packet.

- Department Overview: Who We Are;
    - Staffing obstacles including death, illness, injury. Ms. Donovan suggests alternative outreach and recruiting efforts to secure more stable staffing in the department
- Department Overview: What We Do;
- Training.Professional Standards *HHFKA;*
- Menus/Food;
- The School Nutrition Association;
- Year in Review: Highlights and Special Accomplishments
    - Discussion: budget limitations this year, food waste, popular meals, etc.
    - Discussion: internships and the introduction of other new programs to support the department. These programs did not show a great deal of success this year, but will continuously re-analyze.

Thank you!

E. Approve Sub-Committee Charges

Stacey Metternick suggests tabling Sub-Committee charges until the interim superintendent is on board. Including the interim would encourage discussion about district goals. Michelle Bailey agrees that it would be useful to include interim superintendent in these discussions. David Polito does not understand why the new interim would need to be involved in this regard, but he does not oppose tabling Approve Sub-Committee Charges until a later date.
TABLED: Approve Sub-Committee Charges to take place on a future date TBD

F. Policy: First Reading of Wellness Policy Exhibit F

Dr. Harvey explains this policy follows a script in order to comply with laws.

Review 06/15/2006 Wellness Policy, Policy E5001, as detailed in Exhibit F, pages 62 - 64 of the School Committee Packet.

Michelle Bailey provides context for the policy and details the process necessary to implement each of aspect addressed in the policy. Michelle Bailey notes language to be removed was not removed, and Dr. Harvey agrees to remove language.

Second reading of Wellness Policy to take place at the next School Committee meeting, 06/19/2019. The School Committee will then vote on whether to approve the policy.

Michelle Bailey adds that the policy is very well researched and details are provided in order to meet Massachusetts General Law.

G. Transition Planning Exhibit G

Jeff Sands sends his regrets, but is attending his daughter's graduation in Tewksbury this evening. Jeff Sands sent an email on 05/28/2019, shown in Exhibit G, page 65 of the School Committee Packet which states that contracts with Recruiting/ Executive Search Firms are not exempt from MGL 30b Procurement Laws. He further advises the School Committee that soliciting contracts is based on the amount of the contract, and is therefore governed by the limitations provided. A written contract between the School Committee and the chosen Firm is required.

Discussion regarding forming a subcommittee strictly for this purpose. School Committee members agree that it was decided that the subcommittee would take charge and lead this process.

Dr. Harvey suggests that the School Committee develop a written purchase agreement to disseminate to firms being considered.

Michelle Bailey says that during the next School Committee meeting, a written purchase agreement would need to be approved and sent to these firms. Such communication would outline School Committee requirements, timeline, etc. Michelle Bailey is happy to draft the document, unless someone else would like to do so. She will make every effort to get this letter uploaded by Friday, 06/07/2019, however, should she not succeed, she will email members the document.

David Polito states that negotiations with Dr. Julie Kukenberger are still in process.

Discussion regarding scheduling a School Committee meeting next week. Michelle Bailey will send out a doodle poll to determine availability, as 4 members will need to be present in order to approve the document.

Discussion regarding Assistant Superintendent contract and possible appointment from another district. Michelle Horgan asks where this information is coming from, with Michelle Bailey explaining that the information was contained in Masco's School Committee agenda 2 weeks ago.

Michelle Horgan, noting the possibility of negative reactions, suggests School Committee members reach out to their respective schools to help ease any discomfort.

H. School Committee 2019-2020 Meeting Schedule Exhibit H

Next meeting: 06/19/2019

Stacey Metternick suggests scheduling a School Committee meeting in the beginning of July in order to accommodate the interim superintendent's transitional period. This meeting would allow communication to ensure all district goals and strategies are mutually agreeable. David Polito suggests possible 07/10/2019 meeting.

July	2 workshop
	31 end of year close
August	28 end of year meeting
September	4
	18
October	2
	16
November	6
	20
December	4
	18
January	8 (SC adopts tentative budget)
	22
February	5
	12 (SC adopts a budget)
March	4
	18
April	1
	4 (Annual Town Meeting - tentative)
	9 (Annual Town Election - tentative)
	15 Reorganization meeting
May	6
	20
June	3
	17

Michelle Bailey inquires as to the status of Longmeadow negotiations, with David Polito agreeing to follow up.

I. Donations Exhibit I

Mass Cultural Council $1,000

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM MASS CULTURAL COUNCIL IN THE AMOUNT OF $1,000.00 TO HELP DEFRAY THE COST OF THE ELEMENTARY SCHOOL STUDENT FIELD TRIP TO THE BOSTON SYMPHONY ORCHESTRA YOUTH CONCERT.

MOTION by Stacey Metternick; SECONDED by Michelle Bailey.
Unanimously approved by 5 members present.
Thank you, Mass Cultural Council for this generous donation!

Friends of Cutler $400 Exhibit I1

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM THE FRIENDS OF CUTLER ELEMENTARY SCHOOL IN THE

AMOUNT OF $400.00 TO PURCHASE MINI GRANT FINE MOTOR TUB MATERIALS FOR KINDERGARTEN CLASSROOMS.

MOTION by Stacey Metternick; SECONDED by Michelle Bailey.
Unanimously approved by 5 members present.
Thank you to the Friends of Cutler for their ongoing donations and support of students!

HWRHS/MRMS Friends $300
I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ACCEPT THE DONATION FROM FRIENDS OF HWRHS/MRMS IN THE AMOUNT OF $300.00 FOR SUPPORTING THE 8TH GRADE FIELD TRIP TO DC.

MOTION by Stacey Metternick; SECONDED by Michelle Bailey.
Unanimously approved by 5 members present.
Thank you to the Friends of HWRHS/MRMS for this donation and ongoing support of students!

8. Other
Topics for next meeting
- End of year financial forecast;
- Approve written purchase description for search firm for position of superintendent;
- Appoint Treasurer;
- Appoint Assistant Treasurer;
- 2nd Reading of Wellness Policy;
- 1st Reading of Policy Manual Section A;
- 1st Reading of Policy Manual Section B;
- Sub-Committee Charges (TBD - 06/19/2019 or 07/02/2019 Michelle Bailey will reach out to Dorothy Presser, MASC regarding interim superintendent's presence during discussion of sub-committee charges).

9. Vote to Adjourn 9:30
I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 8:51 PM.

MOTION by Stacey Metternick; SECONDED by Michelle Horgan.
Unanimously approved by 5 members present.

Respectfully submitted June 13, 2019 by Mahala Lettvin, Recording Secretary.

The Hamilton Wenham Regional School District
School Committee Executive Session Meeting
Buker Elementary School Multi-Purpose Room
Tuesday, May 15, 2019 10:00 PM

Present:
Gene Lee
Michelle Horgan, Assistant Secretary
David Polito, Chairperson
Michelle Bailey
Peter Wolczik

Also Present:
Glen Koocher, MASC Representative
Mahala Lettvin, Recording Secretary

Mr. Koocher states that MASC can come back to direct some procedures in the future, if needed. School Committee members discuss procedure, next steps, communication with community, etc.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE APPOINT THE NEGOTIATIONS SUBCOMMITTEE TO NEGOTIATE A CONTRACT WITH DR. JULIE KUKENBERGER FOR A SALARY NOT TO EXCEED THAT WHICH IS BUDGETED FOR FY2020.

MOTION by Michelle Bailey; SECONDED by Gene Lee.
Unanimously approved by 5 members present via roll call vote.
Gene Lee: Yes;
Peter Wolczik: Yes;
Michelle Bailey: Yes;
David Polito: Yes;
Michelle Horgan: Yes.

I MOVE THAT THE HAMILTON WENHAM REGIONAL SCHOOL COMMITTEE ADJOURN AT 10:20 PM.

MOTION by Gene Lee; SECONDED by Michelle Horgan.
Unanimously approved by 5 members present via roll call vote.
Gene Lee: Yes;
Peter Wolczik: Yes;
Michelle Bailey: Yes;
David Polito: Yes;
Michelle Horgan: Yes.

Respectfully submitted June 13, 2019 by Mahala Lettvin, Recording Secretary.

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2738 **Voucher Date:** 06/21/2019 Prepared By: Donald Gallant

Printed: 06/19/2019 12:24:40 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $97,358.96 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant — District Treasurer

Kevin Mahoney — Assistant District Treasurer

Designee — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$69,347.65
202	REVOLVING FUNDS	$1,383.91
205	ATHLETIC/EXTRA CURR REVOLVING	$20,516.80
402	STATE GRANTS FY EVEN YEARS	$427.90
452	CAPITAL PROJECT FY19/FY20	$4,870.00
502	PRIVATE GRANTS & GIFTS	$760.00
701	CAFETERIA FUNDS	$52.70
		$97,358.96

Created By: capozzid **Posted By:** v.leone **Date:** 06/19/2019 12:00:24 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2737 **Voucher Date:** 06/21/2019 Prepared By: Donald Gallant

Printed: 06/19/2019 12:16:13 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $352,985.30 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant — District Treasurer

Kevin Mahoney — Assistant District Treasurer

Designee — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$340,055.72
202	REVOLVING FUNDS	$194.76
301	TITLE I	$1,785.00
303	TITLE IIA	$6,247.50
402	STATE GRANTS FY EVEN YEARS	$721.95
502	PRIVATE GRANTS & GIFTS	$3,980.37
		$352,985.30

Created By: capozzid **Posted By:** v.leone **Date:** 06/19/2019 11:59:43 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 26 **Voucher Date:** 06/21/2019 Prepared By: Donald Gallant

Printed: 06/19/2019 01:46:40 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $7,898.99 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant — District Treasurer

Kevin Mahoney — Assistant District Treasurer

Designee — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$4,917.86
202	REVOLVING FUNDS	$0.00
205	ATHLETIC/EXTRA CURR REVOLVING	$2,055.70
301	TITLE I	$661.56
302	94-142 IDEA 240	$0.00
304	EARLY CHILDHOOD	$0.00
402	STATE GRANTS FY EVEN YEARS	$0.00
701	CAFETERIA FUNDS	$263.87
		$7,898.99

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1051 **Voucher Date:** 06/21/2019 Prepared By: Donald Gallant

Printed: 06/19/2019 01:42:13 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $73,721.50 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant — District Treasurer

Kevin Mahoney — Assistant District Treasurer

Designee — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$73,721.50
		$73,721.50

Created By: gallantd **Posted By:** v.leone **Date:** 06/19/2019 13:39:13 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 1050 **Voucher Date:** 06/21/2019 Prepared By: Donald Gallant

Printed: 06/19/2019 01:34:57 PM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $1,146,875.12 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant — District Treasurer

Kevin Mahoney — Assistant District Treasurer

Designee — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
001	GENERAL FUND	$1,146,875.12
		$1,146,875.12

Created By: gallantd **Posted By:** v.leone **Date:** 06/19/2019 13:32:14 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2729 **Voucher Date:** 06/05/2019 Prepared By: D. Capozzi

Printed: 06/06/2019 08:41:31 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $24,272.81 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant — District Treasurer

Kevin Mahoney — Assistant District Treasurer

Designee — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$24,272.81
		$24,272.81

Created By: capozzid **Posted By:** capozzid **Date:** 06/06/2019 08:41:23 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2730 **Voucher Date:** 06/05/2019 Prepared By: D. Capozzi

Printed: 06/06/2019 08:42:30 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $247.25 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant — District Treasurer

Kevin Mahoney — Assistant District Treasurer

Designee — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$247.25
		$247.25

Created By: capozzid **Posted By:** capozzid **Date:** 06/06/2019 08:42:22 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2731 **Voucher Date:** 06/10/2019 Prepared By:

Printed: 06/10/2019 09:19:21 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $1,640.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant — District Treasurer

Kevin Mahoney — Assistant District Treasurer

Designee — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$1,640.00
		$1,640.00

Created By: capozzid **Posted By:** capozzid **Date:** 06/10/2019 09:19:12 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2732 **Voucher Date:** 06/11/2019 Prepared By: W. Capozzi

Printed: 06/11/2019 08:38:40 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $450.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant — District Treasurer

Kevin Mahoney — Assistant District Treasurer

Designee — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$450.00
		$450.00

Created By: capozzid **Posted By:** capozzid **Date:** 06/11/2019 08:38:31 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2733 **Voucher Date:** 06/12/2019 Prepared By:

Printed: 06/12/2019 11:18:47 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $293.25 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant — District Treasurer

Kevin Mahoney — Assistant District Treasurer

Designee — School Committee Member

Jeffrey Sapes — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$293.25
		$293.25

Created By: capozzid **Posted By:** capozzid **Date:** 06/12/2019 11:18:27 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2734 **Voucher Date:** 06/13/2019 Prepared By: D. Capozzi

Printed: 06/13/2019 11:21:33 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $1,163.75 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant — District Treasurer

Kevin Mahoney — Assistant District Treasurer

Designee — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$1,163.75
		$1,163.75

Created By: capozzid **Posted By:** capozzid **Date:** 06/13/2019 11:21:24 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2735 **Voucher Date:** 06/17/2019 Prepared By: M. Capozzi

Printed: 06/17/2019 08:47:06 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $1,200.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant — District Treasurer

Kevin Mahoney — Assistant District Treasurer

Designee — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$1,200.00
		$1,200.00

Created By: capozzid **Posted By:** capozzid **Date:** 06/17/2019 08:46:51 **Page:** 1

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT VOUCHER

Voucher No: 2736 **Voucher Date:** 06/17/2019 Prepared By: L. Capozzi

Printed: 06/17/2019 08:48:18 AM

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT is hereby authorized to draw warrants against HAMILTON WENHAM REGIONAL SCHOOL DISTRICT funds for the sum of $355.00 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

Donald Gallant — District Treasurer

Kevin Mahoney — Assistant District Treasurer

Designee — School Committee Member

Jeffrey Sands — Assistant Superintendent for Admin. and Finance

HAMILTON WENHAM REGIONAL SCHOOL DISTRICT

Fund		Amount
202	REVOLVING FUNDS	$355.00
		$355.00

Created By: capozzid **Posted By:** capozzid **Date:** 06/17/2019 08:47:43 Page: 1

TENTATIVE AGREEMENT BETWEEN
HAMILTON WENHAM REGIONAL SCHOOL DISTRICT COMMITTEE
AND
AFSCME COUNCIL 93 LOCAL 2905
JUNE 24, 2019

Except as indicated herein, the agreement between the parties effective July 1, 2015 through June 30, 2018 will continue in full force and effect:

1. **Article II UNION DUES**

Section 2.1 Union Dues Replace with the following:

The Committee agrees to deduct Union dues from the salaries of members who authorize said deductions. It is the express intent of the parties that the provisions of this Article are subject to the following conditions:

a. The sum which represents such yearly dues shall annually be certified to the Superintendent no later than the first workday of the fiscal year in which the dues are to be deducted. No change may be made in the amount of the annual dues to be deducted subsequent to this date.

b. The member's authorization shall be in writing to the Superintendent and shall be valid until withdrawn. New authorizations must be submitted to the Superintendent by the second Friday of the fiscal year in order to be effective for that fiscal year; for new members hired during the year new authorizations must be submitted to the Superintendent by the second Friday following the first day of employment. Withdrawal of authorization may be made by a member upon at least sixty (60) days' notice in writing of such withdrawal of authorization to the Superintendent (with a copy of said notice to the Union) except that a notice of withdrawal of authorization filed before the second Friday of the fiscal year shall cause no payroll deductions to be made from the member's salary during said fiscal year.

c. All members with valid authorization on the second Friday of the fiscal year are obligated for the entire amount of the annual Union dues. If a member leaves the system or withdraws this authorization before the entire amount of the annual dues has been deducted, the balance due will be deducted from the last paycheck prior to the effective day of the member leaving the system.

d. The union agrees that it will indemnify and hold the Committee harmless from any and all liability, claim, responsibility, damage, or suit which may arise out of any action taken in connection with the terms of this Article.

e. The provisions of this Article shall be subject to the requirements of Section 17C of Chapter 180 of the General Laws including the requirement that the District Treasurer shall be satisfied by such evidence as he/she may require that the Treasurer of the Union has given to the Union a bond, in a form approved by the Commissioner of Corporation of Taxation, for the faithful performance of his/her duties, in a sum and with such surety or sureties as are satisfactory to the District Treasurer.

2. **Article VI** **Wages, Hours of Work and Overtime**

Section 6.7e. Rewrite the last sentence as follows:

If the custodian(s) working at the school in question is unable or unwilling to accept the overtime detail, then the assignment will be offered to other bargaining unit members.

3. **Article XI Sick Leave**:

Replace Section 11.4 with the following:

Section 11.4: Sick Leave Bank

a. All Members are eligible to participate in the Sick leave Bank (Bank).
b. The Bank will be managed on a Contract Year basis (July 1st – June 30th).
c. Each Member will contribute two (2) sick days per Contract Year to the Bank during the term of this Agreement beginning Year 1.
d. A passive enrollment will occur at the beginning of each Contract Year; each Member will be automatically enrolled in the Bank unless he/she opts out as follows:
    1. In Year 1, a Member can opt out of the Bank by sending written notification to the Superintendent (or Designee) within two (2) weeks of the execution of this Agreement.
    2. In Years 2 and 3, a Member can opt out of the Bank by sending written notification to the Superintendent (or Designee) by July 15th.
    3. In all years, a new hire Member can opt out of the Bank by sending written notification to the Superintendent (or Designee) within two (2) weeks of their first day of employment.
    4. Members will not be reimbursed for prior year contributions to the Bank if they choose to opt out of the Bank in subsequent years.
e. Any balance in the Bank that exists at the end of a Contract Year shall be automatically carried over to the next Contract Year.
f. The Bank will be administered by the Assistant Superintendent (or Designee) and will be maintained within

the District's Accounting System which is currently BudgetSense.

g. If the Bank becomes exhausted during any Contract Year, it shall be renewed through a passive contribution of one (1) additional sick day from all active Bank Members.

h. Members are limited to draw a maximum of sixty (60) sick days from the Bank during their employment with the District.

i. Members must be active participants in the Bank in order to be eligible to draw from the Bank.

j. A Member must have exhausted all accrued sick and personal time in order to be eligible to draw from the Bank.

k. A Member cannot access Bank benefits concurrently with Long Term Disability or other similar benefits.

l. A Member can only access the Bank as a result of his or her own serious health condition (e.g. illness or Accident). The Bank cannot be accessed for the following reasons: birth of a child, maternity, adoption, or to care for an immediate family member (spouse, son, daughter, or parent).

m. An Application for Sick Leave Bank Benefits must be made, in advance, and in writing to the Superintendent (or Designee) and must be accompanied by a Certification (Letter) from the Members Primary Health Care Provider. The Certification must be deemed satisfactory by the Superintendent (or Designee). If it is not satisfactory, the Superintendent (or Designee) can request that additional medical information be provided before an Application can be approved.

n. The decision of the Superintendent (or Designee) with respect to any Application for Sick Leave Bank Benefits shall be final.

4. **Article XIV Clothing Allowance**

Replace with the following language and rename the Article **Clothing Allowance and Appropriate Attire**

ARTICLE XIV
CLOTHING ALLOWANCE AND APPROPRIATE ATTIRE

14.1 **Section 14.1 Clothing Allowance**

An annual clothing allowance of $325 will be provided to all members. Members hired after January 1st in any given year will receive a prorated allowance of $162.50 in their first year of employment. Payments will be made upon submission of original sales receipts in connection with the purchase of work clothing including pants, shoes, outerwear, etc. All requests for reimbursement must be submitted to the Business Office by June 15th of each year. Unused balances cannot be carried over from year to year.

14.2 **New Section: Appropriate Attire**

The District will provide each member with five (5) tee shirts, five (5) collared shirts, and two (2) sweatshirts annually, When necessary the District will provide additional tee shirts The District will also provide each member with one (1) winter coat, one (1) pair of winter gloves, and one (1) knit hat every three (3) years. All shirts and sweatshirts will be embossed with a HWRSD logo. Color schemes of District provided clothing as well as District logos will be determined by District Administration. Members will be required to wear District provided clothing when in the employment of the District; no exceptions. Work pants must be clean and appropriate for a public school setting (e.g. jeans, Dickies, Carhartt) and must be in good condition with no obvious rips or stains. Footwear must be clean and appropriate for the role and setting and must be in good condition. In the event there is disagreement between a Member and a Principal and/or Director of Facilities regarding the appropriateness of attire or footwear, the Assistant Superintendent shall decide. Shorts will only be permitted May through September.

5. **Article XV <u>Professional Development and Safety Training</u>**

Add the following Section 15.1

<u>New Section: Safety and Training 15.1</u>

All members will participate in and successfully complete the training programs planned by the District in the areas of health & safety, cleaning, maintenance, equipment usage, and building management. The cost of all training programs will be borne by the District. The Director of Facilities and Maintenance shall propose all training programs which shall be approved in advance and in writing by the Assistant Superintendent.

6. **Article XVI. <u>Holidays</u>**

Add the following section to Section 16.1 and revise the last sentence in Section 16.1 as follows:

Members will be provided half-day holidays on the Wednesday before Thanksgiving, Christmas Eve and New Year’s Eve. If additional holidays are added to the school calendar by the School Committee and/or the Superintendent, they will be observed as paid holidays by the bargaining unit members.

6.

7. **Article XVII <u>Vacations</u>**

Revise Section 17.1 (g) as follows:

In the summer or school vacation periods, at the middle and high schools no more than two custodians can be on vacation at the same time.

8. **Article 20 <u>Health Insurance</u>**

<u>Section 20.1 Insurance</u> Replace with the following:

The parties agree to continue bargaining health insurance benefits and plan design pursuant to MGL c32B, Section 19.

The Committee will reimburse members on HMO Plans for the first 50% of their deductible: $500 for members with individual coverage and $1,000 with family coverage. The HPHC Health Reimbursement Account (HRA) claims process will automatically provide payment to the provider within two business days of receiving the claim. An electric file will be sent to the HRA vendor weekly. Members will not be required to submit paperwork. In addition, members currently enrolled in the Lo Option plan will be compensated with $100. Members enrolled in the Point of Service and Preferred Provider Option plans will not be eligible for the Health Reimbursement Account (HRA) referenced above.

8. Add the following **Article XXII** and renumber subsequent articles

Article XXII <u>Performance Evaluations</u>

22.1 The Union and the Committee will negotiate job descriptions which will be agreed to no later than December 31 2019.

22.2. New employees are considered to be "employees at will" during the first year of employment herein referred to Probationary Period (see Section 9.2). The Committee may discharge an employee during this Probationary Period with or without cause. Any such action shall not be the basis of a grievance.

After the Probationary Period, members are considered full employees of the District and will be evaluated according to the system described herein. Members will be evaluated by their supervisor/principal/director, who shall be employed outside of the Union. Generally, building-based custodians will be evaluated by the building principal in collaboration with the Director of Facilities and Grounds and maintenance personnel by the Director of Facilities and Grounds. The evaluation will be ongoing and will be based on observations of the employee's performance relative to the specific requirements of the employee's position. By June 1 of each year, each member will receive at least one formal written evaluation that includes a recommendation on his or her employment status for the following year. The document (instrument) used for the evaluation will be mutually agreed upon by the Union and the School Committee.

2. If a member has received an overall rating of "Needs Improvement," the member will be put on an Improvement Plan. Said Improvement Plan will have specific guidelines regarding the performance improvements required and the timelines to demonstrate these improvements. The Improvement Plan will be in place for 6 months. If, at the midway point of the improvement plan, the employee demonstrates a level of acceptable proficiency as defined by the evaluator, the improvement plan may be terminated at the discretion of the evaluator. If, after 6 months, the member has not demonstrated improvement, the member may be Subject to discipline / up to and including termination of employment.

Improvement Plan Details:

An Improvement Plan is for those Employees that have received an overall rating of “Needs Improvement” on their Annual Performance Review.

An employee on an Improvement Plan shall work with their Evaluator. The Evaluator is responsible for providing the employee with guidance and assistance in accessing the resources and professional development outlined in the Improvement Plan.

The Improvement Plan shall define the problem(s) of practice identified through the observations and evaluation and detail the improvement goals to be met, the activities the employee must complete to demonstrate improvement and the assistance to be provided by to the employee by the District.

The Improvement Plan process shall include:

- Within ten (10) school days of notification to the Employee that the Employee is being placed on an Improvement Plan, the Evaluator shall schedule a meeting with the Employee to discuss the Improvement Plan. The Evaluator will develop the Improvement Plan, which will include the provision of specific assistance to the Employee.
- The Employee may request that a representative of the Union attend the meeting(s).
- The Union President will be informed that an Employee has been placed on an Improvement Plan and will be provided with the name of the Employee and the time of all meetings.

The Improvement Plan shall:

- Define the improvement goals directly related to the performance standard(s), that must be improved;
- Describe the activities and work products the Employee must complete as a means of improving performance;
- Describe the assistance/resources, be it financial or otherwise, that the District will make available to the Employee;
- Articulate the measurable outcomes that will be accepted as evidence of improvement;
- Detail the timeline for completion of each component of the Plan, including at a minimum a mid-cycle formative assessment report of the relevant standard(s);
- Identify the individuals assigned to assist the Employee which must include minimally the Supervising Evaluator; and
- Include the signatures of the Employee and Evaluator.

A copy of the signed Plan shall be provided to the Employee. The Employee’s signature indicates that the Employee received the Improvement Plan in a timely fashion. The signature does not indicate agreement or disagreement with its contents.

Decision on the Employee’s status at the conclusion of the Improvement Plan.

One of two decisions must be made at the conclusion of the Improvement Plan.

- If the Evaluator determines that the Employee has not made substantial progress toward proficiency and that the Employee's practice remains at the level of unsatisfactory, the Evaluator shall recommend to the Superintendent that the Employee be disciplined, up to and including termination from employment.

  If the employee disagrees with the recommendation to be dismissed, he/she has the right to follow the grievance procedure.

9. Revised number **Article XXIII <u>The Contract</u>**

Revise as follows:

This Agreement shall become effective as of the first day of July 2018 and remain in full force and effect until June 30, 2021, and thereafter from year to year unless terminated by notice in writing given to either party to the other on or before February 1 prior to the expiration of the above stated period or any subsequent year of the existence of the Agreement.

Agreed to this _____ day of June 2019 by the Hamilton-Wenham Regional School District Committee by its chairperson and by the American Federation of State County and Municipal Employees (AFSCME) LOCAL 2905 BY ITS REPRESENTATIVE.

David Polito Hamilton-Wenham Regional School Committee	Frank G. Crinna III Representative AFSCME Local 2905
	Sean Cronin Chapter Chairperson Council 93

10. **<u>APPENNDIX A SALARY SCHEDULES</u>**

Increase all salary schedules as follows:

1. Effective July 1, 2018 2.5%. This COLA increase in addition to any retroactive pay for the 2018-2019 school year will be included in each member's paycheck within two (2) pay periods of the execution of the new Contract.
2. Effective July 1, 2019 2.5% increase
3. Effective July 1, 2020 2.25% increase

Add the following;

If a bargaining unit member holds a Massachusetts License for Electrician, Plumber, Refrigeration, or Unrestricted Sheet Metal, he shall receive an annual stipend of $1000.

Appendix A

Schedule for Custodial Salaries: 2018-2019

Year 1 - July 1, 2018 - June 30, 2019 (Reflects 2.5%)

Custodian

	Regular	Overtime	Double
Year 0-1	$ 18.73	$ 28.10	$ 37.46
Year 1+	$ 21.50	$ 32.25	$ 43.00

Head Custodian/Maintenance Technician/Maintenance Working Forman*

	Regular	Overtime	Double
Year 0-1	$ 22.16	$ 33.24	$ 44.32
Year 1+	$ 25.22	$ 37.83	$ 50.44

* - The Maintenance Working Forman shall receive an annual stipend equal to $10,000 paid in equal installments over the course of the Fiscal Year

If a bargaining unit member holds a Massachusetts License for Electrician, Plumber, Refrigeration, or Unrestricted Sheet Metal, he shall receive an annual stipend of $1000.

*-If a Bargaining Unit Member holds a Mass License for Electricity, Plumbing, Refrigeration or Unrestricted Sheet Metal, the Bargaining Unit Member shall receive an annual stipend of $1,000 paid in equal installments over the course of the Fiscal Year

Appendix B

Schedule for 2nd & 3rd Shift Differential

Year 1 - July 1, 2018 - June 30, 2019 (Reflects 2.5%)

An additional $1.40 per hour will be added to the appropriate wage for each hour worked for that custodian who has one-half or more of his/her regular duty performed before 8:00 a.m. or after 3:00 p.m.

Appendix C

Schedule for Custodial Salaries: 2019-2020

Year 2 - July 1, 2019 - June 30, 2020 (Reflects 2.5%)

Custodian

	Regular	Overtime	Double
Year 0-1	$ 19.20	$ 28.80	$ 38.40
Year 1+	$ 22.04	$ 33.06	$ 44.08

Head Custodian/Maintenance Technician/Maintenance Working Forman*

	Regular	Overtime	Double
Year 0-1	$ 22.71	$ 34.07	$ 45.42
Year 1+	$ 25.85	$ 38.78	$ 51.70

* - The Maintenance Working Forman shall receive an annual stipend equal to $10,000 paid in equal installments over the course of the Fiscal Year

*-If a Bargaining Unit Member holds a Mass License for Electricity, Plumbing, Refrigeration or Unrestricted Sheet Metal, the Bargaining Unit Member shall receive an annual stipend of $1,000 paid in equal installments over the course of the Fiscal Year

Appendix D

Schedule for 2nd & 3rd Shift Differential

Year 2 - July 1, 2019 - June 30, 2020 (Reflects 2.5%)

An additional $1.44 per hour will be added to the appropriate wage for each hour worked for that custodian who has one-half or more of his/her regular duty performed before 8:00 a.m. or after 3:00 p.m.

Appendix E

Schedule for Custodial Salaries: 2020-2021

Year 3 - July 1, 2020 - June 30, 2021 (Reflects 2.25%)

Custodian

	Regular	Overtime	Double
Year 0-1	$ 19.63	$ 29.45	$ 39.26
Year 1+	$ 22.54	$ 33.81	$ 45.08

Head Custodian/Maintenance Technician/Maintenance Working Forman*

	Regular	Overtime	Double
Year 0-1	$ 23.22	$ 34.83	$ 46.44
Year 1+	$ 26.43	$ 39.65	$ 52.86

* - The Maintenance Working Forman shall receive an annual stipend equal to $10,000 paid in equal installments over the course of the Fiscal Year

*-If a Bargaining Unit Member holds a Mass License for Electricity, Plumbing, Refrigeration or Unrestricted Sheet Metal, the Bargaining Unit Member shall receive an annual stipend of $1,000 paid in equal installments over the course of the Fiscal Year

Appendix F

Schedule for 2nd & 3rd Shift Differential

Year 3 - July 1, 2020 - June 30, 2021 (Reflects 2.25%)

An additional $1.47 per hour will be added to the appropriate wage for each hour worked for that custodian who has one-half or more of his/her regular duty performed before 8:00 a.m. or after 3:00 p.m.