

MEMORANDUM OF UNDERSTANDING

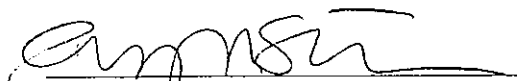
THIS AGREEMENT is made by and between the Hollis Brookline Cooperative School Board and the Hollis Education Association (hereinafter collectively "the parties").

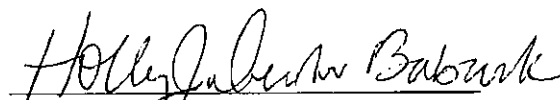
WHEREAS, this MOU is intended to supplement the parties' collective bargaining agreement and shall be interpreted consistent with its terms unless specifically stated otherwise:


NOW, THEREFORE, the parties agree as follows:

1. The parties shall implement Advisories at the Hollis Brookline High School, functioning similarly to ROCK at the Hollis Brookline Middle School, and in accordance with this MOU for the three-year period July 1, 2024 - June 30, 2027. For the balance of this MOU, "Advisory" will refer to both High School Advisory and Middle School ROCK. If at the end of this MOU, it is mutually decided that the High School Advisory will not continue, Middle School ROCK will continue given its existence as an integral component of the Middle School.
2. The purpose of Advisory is to cultivate ongoing relationships to ensure all students are supported and engaged in their school and community while fostering the cultural expectations of safety, respect, and responsibility.
3. An Advisory Leadership Team (ALT) will be established at the Middle School to include 3 Staff Members and at the High School to include 4-5 Staff Members. Each ALT will also include the respective building principal or their designee. The ALTs will exist for each year of the three-year period July 1, 2024 - June 30, 2027 and will be responsible for program implementation, which includes designing activities, leading professional development opportunities, and assessing the efficacy of the program through the evaluative tool described in #14. Each member of the ALT will be compensated through an annual stipend.
4. The period of time reserved for Advisory shall not be used as an instructional period; therefore, class planning, class preparation, assessment, grading and delivery of core curriculum will not take place during this time. Activities to take place during Advisory will be planned and prepared by the ALT. It is the responsibility of the Advisory teacher to carry out the plans and/or options supplied by the ALT.
5. Any school day that deviates from the standard daily schedule may or may not have an Advisory period as determined by building-level administration. Examples include holding special assemblies for community meetings, guest speakers, and whole school assemblies, as well as delayed openings or early release days (PD or weather-related). Other exceptions to this clause may be affected by mutual consent of the building-level administration and the ALT.
6. While the goal is equity in assignment of Advisory duties, it is recognized that some Staff Members, given the nature of their schedules, may not always be available for the assignment of an Advisory. In this case, the individuals should be partnered with a colleague as Co-Advisors of one group of students or not assigned to an Advisory.
7. Where appropriate and to the extent possible, Staff Members will be paired as Co-Advisors of one group of students.

8. Administrators will manage the number of students in each Advisory and the location of each Advisory and will strive to make the sizes of Advisory groups as equitable as possible.
9. Advisors will not be expected to create or maintain a Google Classroom for their Advisory.
10. Staff Members will not be evaluated in the context of Article 5 of the CBA during the Advisory period.
11. No Advisor will be called to serve as an Advisory representative at an IEP/504 or any student service meeting. Classroom teachers who also serve as the Advisory teacher may be the representative at an IEP/504 meeting to serve in the capacity of the classroom teacher only.
12. No Advisor will attend a IEP/504 meeting or any student service meeting during the scheduled Advisory block of time. Exceptions can only be made if the timing is necessary and critical to the team meeting.
13. During the 2024 - 2027 school years, monthly staff meetings will have time dedicated for the ALT to work with staff. Professional development time will be dedicated to Advisory Level PLC (Staff Members who work with the same grade level for Advisories) during early releases (45 minutes to 1 hour) when and as appropriate.
14. An evaluative tool will be implemented annually, no later than May 31, to monitor the Advisory program. This tool will be developed through the ALT in each building. The evaluation tool may be different in each building. The HEA-Coop president or a designee shall be included in the development of this tool and survey results will be shared with them. The ALT will share survey results with the middle school and high school staff before the end of each academic year for the three-year period July 1, 2024 - June 30, 2027.
15. If the High School and/or Middle School Principals are Advisors, all grievances related to Advisory will begin at Level B resolution step of Article IV, Section 4.5 in the HEA collective bargaining agreement.
16. This Memorandum of Understanding shall be appended to the parties' Collective Bargaining Agreement.
17. Implementation of this MOU is dependent on and subject to mutual ratification and final approval by the legislative body of the tentative collective bargaining agreement negotiated by the parties and covering the period July 1, 2024 to July 1, 2027. If the parties' tentative collective bargaining agreement is not mutually ratified and approved by the legislative body, this MOU will be null and void.


HEA Co-President


Hollis Brookline COOP Board Chair


HEA Co-President