

Agreement between the
Concord-Carlisle Regional
School Committee and the
Tutors Association

2025 - 2028

TABLE OF CONTENTS

Article		Page
1	RECOGNITION	3
2	RETAINED RIGHTS OF SCHOOL SYSTEM	3
3	NO STRIKES/NO LOCKOUTS	4
4	DUES DEDUCTION	4
5	GRIEVANCE AND ARBITRATION	5
6	WORK YEAR, WORK DAY, WORK LOAD	6
7	SICK LEAVE	7
8	BEREAVEMENT LEAVE	7
9	PERSONAL LEAVE & LEAVE FOR RELIGIOUS OBSERVANCE	7
10	PARENTAL AND CHILD REARING LEAVE	8
11	VOLUNTARY LEAVES OF ABSENCE	8
12	HOLIDAYS	9
13	PAYMENT IN LIEU OF VACATION	9
14	REDUCTION IN FORCE	10
15	SAVINGS CLAUSE	10
16	EVALUATION PROCEDURES	10
17	TUITION REIMBURSEMENT	10
18	APPLICABLE LAW	11
19	DURATION	11
20	STABILITY OF AGREEMENT	11
21	WAGES	12
22	LONGEVITY	13
23	MISCELLANEOUS	13
24	EMPLOYEE FILES	13
Appendix A	PAYROLL DEDUCTION DUES FORM	15
Appendix B	GRIEVANCE FORM	16
Appendix C	EVALUATION FORM	17
Appendix D	TUITION REIMBURSEMENT FORM	20
	SIGNATURE PAGE	21

ARTICLE 1

RECOGNITION

Pursuant to General Laws, Chapter 150E, the School Committee of the Concord-Carlisle Regional School District recognizes the Concord-Carlisle Tutors Association as the exclusive representative for purposes of collective bargaining with respect to wages, hours and working conditions of employment for all tutors employed by the Concord-Carlisle Regional School District.

- a. The first ninety (90) work days of continuous employment of any newly hired employee shall constitute the employees' probationary period. Probationary employees may be granted a maximum of one (1) personal leave day. No transfer, layoff, suspension, discipline and/or discharge made during the employee's said probationary period shall be construed as a violation of any of the provisions of this Agreement or shall be subject of a grievance proceeding hereunder.

ARTICLE 2

RETAINED RIGHTS OF THE SCHOOL SYSTEM

Except as specifically modified by this Agreement, the rights of the Employer shall include, but not be limited to, such rights as the right to select and hire all employees; to promote employees; to determine and modify job content and qualifications; to determine the necessity for filling a vacancy; to transfer employees from one position to another; to suspend, discipline, or discharge employees; to subcontract all or any part of the work of the bargaining unit; to assign, supervise or direct all working forces and to maintain discipline and efficiency among them; to lay off employees and to adjust employment when determined appropriate by the Employer because of lack of work, lack of funds, changes in the educational program or other reasons determined by the employer; to make rules and regulations which do not conflict with the provisions of this Agreement; and generally to control and supervise the Employer's operations and affairs without hindrance or interference by the Association. This Agreement shall in no way restrict the Employer in its sole judgment from employing temporary or substitute employees. Such temporary or substitute employees shall not be covered by this Agreement.

Except as limited by the express terms of this Agreement, the Employer will not be limited in any way in the exercise of the functions of management and retains and reserves the right to exercise, without bargaining with the Association, all the powers, authority, and prerogatives of management and all rights accorded the Employer by applicable law.

Except as expressly provided by a specific provision of this Agreement, the exercise of the sample of aforementioned rights, as well as any matter dealing with administration, shall be final and binding and shall not be subject to the grievance provisions of this Agreement.

ARTICLE 3
NO STRIKES/NO LOCKOUTS

No employee covered by this Agreement will engage in, induce, or encourage any strike, work stoppage, slowdown, sickout, picketing, sympathy strike, or withholding of services from the District, including so-called work-to-rule, refusal to perform in whole or part duties of employment, however established, whether mandatory or voluntary.

The Association agrees that neither it nor any of its officers, agents or members, nor any employee covered by this Agreement, will call, institute, authorize, participate in or sanction any strike, work stoppage, slowdown, sickout, picketing, sympathy strike, or withholding of services from the District, including so-called work-to-rule, refusal to perform in whole or part duties of employment, however established, whether mandatory or voluntary.

The Association agrees further that should any employee or group of employees covered by this Agreement engage in any job action (including without limitation those described above), the Association will forthwith disavow such activity, refuse to recognize any picket line established in connection therewith, and take all reasonable means to induce such employee or group of employees to terminate such job action. Violation of this article, or refusal to cross any picket line in the performance of duty, will be a violation of this Agreement and will be cause for termination of any employee and such other action that the District may deem appropriate.

ARTICLE 4
DUES DEDUCTION

Subject to applicable law as set forth in the General Laws of Commonwealth of Massachusetts Chapter 180, Section 17A the School Districts shall deduct Association dues for each of its employees within the unit covered by this Agreement who, individually, in writing on the form set forth in Appendix A of this Article authorize such deductions. Dues shall be deducted two pay periods each month.

The School District shall remit such deductions to the Treasurer of the Association together with a report at the conclusion of each month.

The Association shall indemnify and save the School District harmless against any claim, demand, suit, or other form of liability that may arise out of, or by reason of, action taken by the School Districts for the purpose of complying with this Article or in reliance on any assignment furnished to the School District.

The School District will incur no liability for loss of dues money after said money has been deposited.

ARTICLE 5
GRIEVANCE AND ARBITRATION

A. For purposes of this Article, a "grievance" will be defined as an actual dispute arising as a result of the application or interpretation of one or more express terms of this Agreement; provided, however, that any matter arising under the purported exercise of management rights pursuant to that Article, or any matter reserved to the discretion of the District by the terms of this Agreement, will not be subject to this grievance procedure nor construed as being grievable.

B. The District and the Association understand that the grievance procedure is designed as a procedure for prompt resolution of disputes. Therefore, no grievance procedure may be commenced more than five (5) school days after the occurrence of the incident or event upon which the grievance is based.

C. All grievances will be handled in accordance with the grievance procedures set forth in this Article. No more than two representatives of the Association may accompany the employee in any meeting with a District representative concerning a grievance. All grievance meetings will be held during non-work hours unless in the written determination of the Superintendent it is necessary to hold such a meeting during work hours.

D. A grievance that affects or may affect more than one member of the bargaining unit will be submitted as one grievance, in writing commencing at Level Two.

LEVEL ONE

A bargaining unit member with a grievance shall present the grievance in writing on the form in Appendix B to the Special Education Administrator within five (5) school days from the day of the event upon which the grievance is based or the day either the grievant or the Association should first have reasonably known of the event upon which the grievance is based. The Special Education Administrator shall meet with the grievant within fourteen (14) school days of receiving the grievance in an attempt to resolve the grievance. The immediate supervisor will give his/her written answer within fourteen (14) school days of the conclusion of said meeting.

LEVEL TWO

If the grievance has not been resolved to the satisfaction of the grievant(s) within fourteen (14) school days of being presented to the Special Education Administrator, the grievance may be submitted to the High School Principal(s) who shall meet with the grievant(s) within fourteen (14) school days in an effort to settle the grievance. The Principal(s) will give their written answer within fourteen (14) school days of the conclusion of said meeting.

LEVEL THREE

If the grievance has not been resolved to the satisfaction of the grievant(s) within fourteen (14) school days of being presented at level two, the grievance may be submitted to the

Superintendent who shall meet with the grievant(s) within fourteen (14) school days in an effort to settle the grievance. The Superintendent will give their written answer within fourteen (14) school days of the conclusion of said meeting.

LEVEL FOUR

If the grievance has not been resolved to the satisfaction of the grievant(s) at level three, the Association may submit the matter to arbitration before the Department of Labor Relations, within fourteen (14) school days of the Superintendent's decision relative to any dispute concerning the interpretation or application of this written agreement. The District may also submit a grievance to arbitration.

E. The arbitrator shall have no power to add to, subtract from or modify this Agreement. Any decision of the arbitrator shall be final and binding on the parties, subject to review only to the extent permitted by applicable law.

F. Each party shall bear expenses incurred by it and expenses of arbitration incurred jointly shall be borne equally by the Association and the District.

G. The arbitrator shall not render a decision contrary to state or federal law H. Grievances may be settled without precedent at any stage of the process.

I. The arbitrator shall decide any disciplinary cases based upon the preponderance of the evidence standard of proof.

J. The time limits set forth in this Article are mandatory (and any grievance not advanced in a timely manner to the next Level of this process shall be deemed abandoned), but the time limits may be extended by mutual agreement, in writing, of the parties. Any grievance not resolved within the fourteen (14) day period at Levels One, Two or Three shall be deemed to have been denied, unless the parties have extended, in writing, the time for response.

K. The District may also process grievances under the grievance and arbitration procedure.

ARTICLE 6 **WORK YEAR, WORK DAY AND WORKLOAD**

6.1. Work Year: The regular work year for unit members will be one hundred eighty days (180). Additional days may be added at the discretion of the administration, and will be compensated at their regular hourly rate of pay.

6.1.1. An employee may work up to four (4) hours at their regular hourly rate of pay during the two professional development days preceding the start of the school year.

6.1.2. An employee who attends a mandatory training/workshop in accordance with an assignment by the Superintendent or his/her designee shall be considered in a duty status

for the number of hours, not to exceed seven (7) hours in a single work day, the employee is in attendance at such training/workshop and shall be paid for such hours at their regular hourly rate of pay.

6.2. Work Day: All full time tutors are scheduled to work six and one-half (6.5) hours per day unless otherwise assigned by the Principal and/or their designee.

6.2.1. All tutors working six and one-half (6.5) hours or more in a calendar day shall have an unpaid, duty free lunch period.

6.3. Workload: Tutors shall be provided the resources necessary to perform their job including but not limited to a school-loaned laptop and student information systems to support students.

ARTICLE 7 **SICK LEAVE**

Each unit member shall be granted ten (10) days of absence annually. Unused sick leave days shall accumulate to a maximum of one hundred eighty (180) days. In addition to personal illness, use of sick leave shall include absences up to a maximum of ten (10) days a year because of illness on the part of a spouse, child, father, mother, or member of the immediate household.

ARTICLE 8 **BEREAVEMENT LEAVE**

Bereavement Leave will be granted by the immediate supervisor and Principal not to exceed five (5) days. The leave is to be granted without salary deductions in the event of the loss of the following: husband, wife, child, father, mother, brother, sister, grandparent, or mother in-law, father in-law, or grandchild. Bereavement leave for purposes other than those in the prior category may be granted upon written request at the discretion of the Superintendent upon the recommendation of the Principal.

ARTICLE 9 **PERSONAL LEAVE & LEAVE FOR RELIGIOUS OBSERVANCE**

Each regular employee will be granted annually three (3) days' absence from school duties for personal business that is unusual and imperative and cannot be done at any other time with no loss of salary. The benefits of this Section shall not be utilized to extend a vacation period or a weekend. Unused personal days will be cumulative to five (5) days per tutor. To be eligible for leave without loss of salary, a unit member must receive approval from his/her immediate supervisor and Principal at least twenty-four (24) hours before taking such leave. In case of an

emergency the unit member shall contact the immediate supervisor as soon as reasonably possible. Personal business means a matter which cannot be attended to at a time other than when school is in session.

In addition to, or in lieu of, using personal days, employees can use up to two (2) accrued sick days to be absent on a religious holiday which would otherwise be unpaid. Employees shall not be required to use a personal day first, and can use the accrued sick day before using personal days.

ARTICLE 10

PARENTAL AND CHILD REARING LEAVE

10.1. Parental Leave: Parental leave to care for a newborn child or a child placed in an employee's home through adoption, foster care or court placement, as described in and as defined by M.G.L. c. 149, Section 105 D (the Massachusetts Parental Leave Act "MPLA"), may be granted to a bargaining unit member for a period up to eight (8) weeks if they have been employed for three (3) consecutive months and give two (2) weeks' notice prior to their departure date. Those employees who are also eligible for leave under the federal Family Medical Leave Act ("FMLA") may be granted a combined total of up to twelve (12) weeks leave.

An employee granted leave under the provisions of this Section 10.1. who is disabled from working because of pregnancy or recovery from childbirth may utilize accrued sick time in accordance with ARTICLE 7. SICK LEAVE for those days on which they are unable to work.

10.2. Child-Rearing Leave: Any employee may be granted a leave of absence without pay for up to one school year for the purpose of child-rearing immediately following the conclusion of Parental Leave granted under Section 10.1. Child-Rearing Leave is unpaid.

ARTICLE 11

VOLUNTARY LEAVES OF ABSENCE

11.1. A tutor who has been employed by the district for at least one (1) year may request long term leave of absence for any reason from the Superintendent. Such approval is at the discretion of the Superintendent, who may grant leave of up to one year without pay. If granted, the tutor shall notify the Superintendent in writing of their intent to return and the date of return at least 90 days prior to the termination of the leave of absence. During this leave there shall be no accrual of benefits. A person returning from leave under this Article shall be returned to the same or similar position to which the employee was assigned at the commencement of the leave with all

benefits (including sick leave, seniority, etc.) that they had accrued at the commencement of the leave.

11.2 A tutor's insurance plan will be continued during the period of any unpaid leave of absence (including a parental leave) provided the teacher pays the total monthly cost of such coverage.

ARTICLE 12 **HOLIDAYS**

Tutors that work twenty (20) hours or more shall be entitled to the following paid holidays provided the employee was scheduled to work on that day. All holidays shall be observed on the day established by Massachusetts law. When a paid holiday falls on a Sunday, it shall be observed on the following Monday. When a paid holiday falls on a Saturday and schools are in session and the tutor is scheduled to work the preceding Friday, tutors shall receive an extra one (1) day of pay at straight time.

Labor Day	Thanksgiving Day	Patriots Day
Columbus Day	Martin Luther King	Memorial Day
Veterans' Day	Presidents' Day	Christmas Day
New Year's Day	Juneteenth	

ARTICLE 13 **PAYMENT IN LIEU OF VACATION**

Tutors hired on or before June 30, 2011 who regularly work fifteen hours a week or more shall be entitled to the following payment in lieu of vacation time. The calculation of time is based on continuous employment. Payment in lieu of vacation time is accrued for each month of service based on the date of hire. Tutors are expected to be present while school is in session. Payment will be issued at the end of the school year in which it is accrued. Upon separation of employment, vacation time shall be pro- rated accordingly. This article does not apply to tutors hired on or after July 1, 2011.

<u>Completed Years of Service</u>	<u>Vacation Pay Accrual</u>
0 – 4 Years	.83 days per month
5 – 14 Years	1.25 days per month
15 – 19 Years	1.67 days per month
20 plus Years	2.08 days per month

ARTICLE 14
REDUCTION IN FORCE

The determination of whether and when employees shall be laid off shall be determined solely by the District. In the event of a lay-off, the order of reduction of tutors and recall from lay-off shall be in order of seniority until the number has been met. The determination of which positions and how many positions shall be subject to layoff or reduction shall be determined solely by the District. The decision to reduce staff shall not be subject to the grievance and arbitration procedures of this contract.

ARTICLE 15
SAVINGS CLAUSE

No provision of this Agreement shall be enforced if such enforcement is adjudged to be in violation of applicable law. If any Article or section of this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or section should be restrained by such tribunal, the remainder of this Agreement will not be affected and will remain in full force and effect.

ARTICLE 16
EVALUATION PROCEDURES

The employee shall be evaluated using the attached evaluation instrument in Appendix C. Evaluations will be conducted at the close of the probationary period, and every two years thereafter. Evaluations shall be conducted by the Department Chair, Principal, Director of Student Services, Special Education Administrator, and/or the Superintendent.

The evaluation report shall be signed by the employee. The employee's signature indicates that he/she has read the evaluation. The employee's signature does not indicate agreement or disagreement with the contents of the evaluation.

ARTICLE 17
TUITION REIMBURSEMENT

17.1 The sum of \$3,000 shall be provided annually for tuition reimbursement for graduate course work and conference/workshop that are job related. Written requests using the form in Appendix D for reimbursement will be made to the tutor's Director and Principal of CCHS with final approval by the Human Resource Manager. Approval of requests will be consistent with established guidelines in Appendix D.

17.2 Reimbursement may not exceed \$400 per tutor for approved graduate course, workshop or conference. In order that opportunities are available for as many tutors as possible, only one request per employee per school year will be considered for approval. If funds remain, consideration will be given to request a second reimbursement.

17.3 Reimbursement will be made upon submission of evidence of payment in the form of a canceled check or credit card statement and evidence of completion of the graduate course, workshop or conference.

ARTICLE 18 **APPLICABLE LAW**

All tutors are covered by applicable Massachusetts law in place during the length of this contract.

ARTICLE 19 **DURATION**

19.1 This Agreement will become effective as of July 1, 2025 and shall remain in full force and effect until June 30, 2028.

19.2 Any party to this Agreement may initiate negotiations for a successor agreement to be effective on or after July 1, 2028 by notifying the other party in writing.

19.3 In the event any federal or state law, or any order of any State Executive or Administrative Office having the authority, or if the final determination of any Board or Court of competent jurisdiction affects any provision(s) of the Agreement, the provision(s) so affected shall conform thereto. Except as modified, the Agreement will continue in full force and effect.

19.4 Any desire to terminate, amend, or modify the Agreement must be made and executed in writing by all parties.

19.5 If the parties do not reach an agreement prior to the expiration of the above stated period, the Agreement will remain in full force and effect in its entirety until a successor Agreement is reached.

ARTICLE 20 **STABILITY OF AGREEMENT**

The failure of the District or the Association to insist upon performance of any of the terms or conditions of the Agreement in one or more situations will not be considered as a waiver or relinquishment of the right of the District or the Association to future performance of any such terms or conditions, and the obligations of the District and the Association to such future performance will continue in full force and effect.

ARTICLE 21

WAGES

HOURLY RATES

	<u>FY2026</u>	<u>FY2027</u>	<u>F2028</u>
	<u>3%</u>	<u>3%</u>	<u>3%</u>
Step 1	29.88	30.78	31.70
Step 2	31.48	32.42	33.39
Step 3	33.40	34.40	35.44
Step 4	35.34	36.40	37.49
Step 5	37.31	38.43	39.58
Step 6	38.40	39.55	40.74

6.5 HOURS PER DAY

	<u>FY2026</u>	<u>FY2027</u>	<u>F2028</u>
	<u>3%</u>	<u>3%</u>	<u>3%</u>
Step 1	36,902	38,009	39,150
Step 2	38,874	40,040	41,241
Step 3	41,253	42,490	43,765
Step 4	43,644	44,953	46,302
Step 5	46,074	47,456	48,880
Step 6	47,422	48,845	50,310

7 HOURS PER DAY

	<u>FY2026</u>	<u>FY2027</u>	<u>F2028</u>
	<u>3%</u>	<u>3%</u>	<u>3%</u>
Step 1	39,741	40,933	42,161
Step 2	41,864	43,120	44,414
Step 3	44,426	45,759	47,131
Step 4	47,001	48,411	49,864
Step 5	49,618	51,106	52,640
Step 6	51,070	52,602	54,180

**Annualized salaries are based upon 180 school days and 10 paid holidays (190 days total). If school is in session during Juneteenth, an extra day's pay needs to be calculated accordingly.*

ARTICLE 22
LONGEVITY

In recognition of service in the Concord-Carlisle School District, including authorized leaves of absence, effective July 1, 2025 tutors shall receive yearly increments as follows:

After 5 Years	\$250
After 10 Years	\$500
After 15 Years	\$750
After 20 Years	\$1,000

ARTICLE 23
MISCELLANEOUS

23.1: The Special Education Administrator shall meet at least every quarter of the school year with the President of the CCTUA or their representative. Other members of the Administration or the Association may be present upon mutual agreement. Dates for these meetings will be mutually agreed upon.

23.2: Tutors providing after-school academic services will be compensated at their hourly rate of pay with prior approval.

ARTICLE 24
EMPLOYEE FILES

24.1 No material which the Superintendent or supervisor deems derogatory to an employee's conduct, service, character, or personality will be placed in such employee's personnel file unless the employee has had an opportunity to review the material. A copy of the material will either be hand delivered to the employee or sent by certified mail, return receipt requested. The employee will acknowledge having had the opportunity to review such material by signing the copy to be filed within fourteen (14) calendar days of its receipt. Such signature, however, shall not be deemed to indicate agreement with the contents thereof. Such material, either hand delivered to an employee or sent to the employee by certified mail return receipt requested with a signed receipt returned, will be accepted by both parties as proof that the requirements of the school system as described here have been fulfilled in the event that the employee does not sign the material within fourteen (14) days of its receipt.

24.2 The employee has the right to submit a written answer to such material within thirty (30) calendar days of its receipt and their answer shall be reviewed by the Superintendent and the supervisor and attached to the file copy.

24.3 The employee shall have the right upon request at reasonable times to examine her/his personnel file at a location designated by the employer and to have a copy of any material in it. An employee shall have information removed from his file by use of the grievance procedure, on the grounds that information in his file is improper, incorrect, or irrelevant to the employment relationship.

APPENDIX A
CONCORD-CARLISLE TUTORS ASSOCIATION (CCTUA)
Payroll Deduction Dues Form

NAME (FIRST):_____ (MI):_____ (LAST):_____

ADDRESS:_____ CITY/STATE:_____ ZIP:_____

PHONE:_____

EMAIL ADDRESS: _____

I hereby authorize the Concord-Carlisle Regional School District to withhold from my wages the amount of money sufficient to pay current membership dues as certified by the CCTUA. This amount of _____ shall be deducted in equal installments over the school year. I have the right to revoke the authorization at any time.

Signature:_____ Date signed: _____

MAIL COMPLETED FORM TO: CCTUA

APPENDIX B

Grievance Form

Concord-Carlisle Tutors Association

Level (Circle One): One / Two / Three

Grievant's Name:

Supervisor at Level 1:

Statement of the Grievance:

Contract Article(s) Violated:

Remedy sought at this Level:

Signature of Grievant

Date

APPENDIX C
Special Education Tutor/Assistant Evaluation Instrument

Name: Evaluator:
Job Title: Date:
School:

All education support professionals will be observed at least once during their initial ninety (90) day probationary period and at least one other time during that first school year. Thereafter, each education support professional will be observed and will receive written feedback every two years.

The evaluation will be completed by June 1st.

Ratings:

Exemplary Proficient Needs Improvement Unsatisfactory Not Applicable

Ratings of Needs Improvement and Unsatisfactory require a written comment of explanation.

Special Education Tutor/Teaching Assistant Annual Performance Evaluation

Meets Professional Responsibilities:

- Is punctual, reliable and professional
- Maintains confidentiality of students, parents and staff
- Demonstrates flexibility in adjusting to change in assignment
- Demonstrates flexibility in providing support within the building
- Uses work time efficiently
- Collaborates effectively with team members as per working conditions
- Displays evidence of professional growth and development as required for the position
- Adheres to school and district policies and protocols

☐ Exemplary ☐ Proficient ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable

Comments:

Demonstrates Appropriate Communication:

- Maintains consistent open communication with Team (teacher, case manager, therapists, administration, etc.)
- Refers parents' questions and concerns to the teacher and the case manager
- Speaks in a professional manner to students and staff
- Uses active listening strategies
- Reads and responds promptly to email and written communication

☐ Exemplary ☐ Proficient ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable

Comments:

Engages in Effective Teaming/Collaboration:

- Supports classroom duties/routines
- Participates in conferences and consultations at the request of the case manager
- Brings questions and/or concerns to case manager and/or classroom teacher
- Uses technology within the classroom to support students
- Maintains a collegial relationship with the teacher and the case manager
- Is familiar with students' IEP profile, goals and accommodations

☐ Exemplary ☐ Proficient ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable

Comments:

Provides Quality Instructional Support:

- Addresses students' learning needs
- Addresses objectives on IEP
- Supports a multisensory teaching approach
- Supports continuity, structure and follow up within the classroom
- Supports large and small group instruction
- Provides review and reinforcement of curriculum

☐ Exemplary ☐ Proficient ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable

Comments:

Builds Positive Relationships With Students:

- Shows respect to individual student needs
- Demonstrates an understanding of students' developmental/academic/social/emotional needs
- Establishes and maintains professional rapport with students
- Communicates expectations in a positive manner
- Encourages students to communicate in many ways

☐ Exemplary ☐ Proficient ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable

Comments:

Incorporates Modifications/Alternative Lessons:

- Is aware of and supports classroom routines
- Demonstrates initiative and resourcefulness
- Implements classroom modifications with the teacher and case manager direction
- Consults with special education teacher regarding modification of assignments and assessments
- Uses adaptive equipment as needed

☐ Exemplary ☐ Proficient ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable

Comments:

Understands Behavior Management Techniques:

- Participates in the development of behavior programs
- Collects and records data regarding students' behavior as directed
- Uses Safety Care training appropriately for de-escalation and crisis intervention

☐ Exemplary ☐ Proficient ☐ Needs Improvement ☐ Unsatisfactory ☐ Not Applicable

Comments:

Evaluator's Summary Comment:

Evaluator Signature:

- No signature ☐

Evaluatee's Comments:

Evaluatee's Signature:

- No signature ☐

APPENDIX D

CONCORD-CARLISLE TUTORS ASSOCIATION - TUITION REIMBURSEMENT FORM

The sum of \$3,000 shall be provided annually for tuition reimbursement for graduate course work and conference/workshop that are job related. Written requests using this form for reimbursement will be made to the tutor's Director and Principal of CCHS with final approval by the Human Resource Manager.

Reimbursement may not exceed \$400 per tutor for approved graduate course, workshop or conference. In order that opportunities are available for as many tutors as possible, only one request per employee per school year will be considered for approval. If funds remain, consideration will be given to request a second reimbursement.

Reimbursement will be made upon submission of evidence of payment in the form of a canceled check or credit card statement and evidence of completion of the graduate course, workshop or conference.

Name: _____ Dept.: _____

Course: _____

Institution: _____

Description:

Course Begins: _____ Course Ends: _____

Approved by: _____ Date: _____
Director/Dept. Chair

Approved by: _____ Date: _____
Principal

Central Office Use

Approved for \$100.00 in tuition reimbursement:

_____ Date: _____
Director of Human Resources

_____ Date: _____
Assistant Superintendent of Finance and Operations

SIGNATURE PAGE

The July 1 2025 - June 30, 2028 Collective Bargaining Agreement between the Concord-Carlisle Regional District School Committee and the Tutors' Association (CCTUA) is hereby duly executed by the respective representatives of the parties to the Agreement.

IN WITNESS WHEREOF the execution hereof as of the day and year as noted below.

For the Concord-Carlisle Tutors Association:

Betsy J. Lendogues
Signature

Date 8/14/25

For the Concord-Carlisle School Committee:

Mary A. Mann
Signature

Date 8/13/25