

WEA UNITS A/B

**Westford Education Association
AND
Westford School Committee
August 26, 2024**

This MEMORANDUM OF AGREEMENT is entered into by and between the Westford Education Association ("Association") and the Westford School Committee ("Committee").

WHEREAS, the Association and the Committee have entered into Collective Bargaining Agreements for Unit A and B for a three (3) year period through and including August 31, 2026; and

WHEREAS, the duly authorized representatives of the Committee and the duly authorized representatives of the Association have met, pursuant to Massachusetts General Laws, Chapter 150E, to negotiate a successor agreement; and

WHEREAS, said representative of the Committee and Association have, subject to ratification by the membership of the Committee and the Association, agreed to a successor agreement;

NOW, Therefore, in consideration of the mutual promises and covenants, the parties hereto agree all terms and conditions of the 2023-2026 Collective Bargaining Agreement shall continue in full force and effect except as modified below:

1. CATEGORIES OF STIPENDS

Strike current language under Co-Curricular stipend process (pages 43-44)

Strike current language under General Stipend process (page 45)

Strike current list of advisor/coordinator stipends and current list of clubs/organizations (pages 49-53)

Strike Attachment D (page 54)

Strike Attachment E (page 55)

Add Addendum language (pages 1-11)

ADDENDUM 8/26/24

Categories of Stipends

Stipends are paid to staff who are involved with activities or responsibilities that are above and beyond their typical work duties. Stipends are assigned to individuals who support student-led groups or assist in the overall organization of instructional supports, requiring additional time outside the typical school day. Stipend activities are classified into the following categories:

- Student clubs/activities
- Co-curricular (related to a course)
- Coaching
- General/miscellaneous

Student clubs/activity stipends:

Student clubs/activity stipends are paid to individuals who provide instruction and supervision to students during an approved after school club or activity. Both the Administration and WEA oversee the establishment of creating and promoting new clubs/activities as well as reviewing the efficacy of existing clubs/activities. Annual club stipends shall be paid in two equal payments, one by December 30 and one by June 30. Clubs which are not active at the beginning of the year will be paid out in one lump sum by June 30th, unless otherwise noted.

For any individual wishing to propose a new club/activity, a written proposal is submitted to the building principal by the last Friday in September, using the proposal form. Each principal reviews new proposals and according to the tiered level of engagement assigns a tier level. Following the principal's approval, a list of clubs and activities for the given year is submitted to the Superintendent, or designee, by the first Friday in October.

Following building level submission, the Superintendent, or designee discusses the list of approved stipends during the monthly scheduled WEA Consult, and brings the final list to the School Committee. When feasible, rolling approval for clubs and activities will be considered by the Principal and shared with the Superintendent, or designee. The addition of those clubs/activities will be contingent upon budget allocation and in some cases prorated until the end of the school year. Not all clubs will run each year. Because clubs and activities are primarily generated by an interest or expertise of a staff member, posting for such assignments is not necessary. However, in the event that a vacancy becomes available, the building principal will post internally by means of a school-wide email and allow a minimum of one (1) week for parties to express interest.

Annual reviews of clubs will be conducted by May 15 of each year. The purpose is to review student participation and engagement. An advisor from each approved club/activity will submit a progress report that includes: attendance records, number of meetings and highlights and accomplishments from the given year. Ideally this progress report will help inform the following

year's budget. Recommendations, including but not limited to changes in Tier Level, will be submitted to the Superintendent or designee and again shared during a WEA consult meeting.

In order for clubs to run there should be a minimum of 6-10 students signed up and in attendance. In most cases one advisor will be assigned to each club; however, it is recognized that some clubs may require additional advisors because of safety concerns and/or high number of participants. Building principals will have final discretion when determining the number of advisors involved with a club/activity. The "# of advisors" column represents the expected total full advisor stipends; with written approval from all involved, staff may split a stipend payment between multiple individuals (e.g. 4 members splitting a Tier III stipend would each receive \$245).

Establishment of Compensation:

The stipend compensation is based on several measures: meeting length, frequency of meetings, number of students and required prep time. It is important to note that stipends paid for by co-curricular/student clubs are separate and apart from any class offered. The items below are guidelines for compensation establishment.

| Tier | Student Face Time | Advisor Role | Stipend |
|-------------|---|--|----------------|
| I | Meets more than weekly; over 35 hours of club meetings and activities yearly; well attended or requiring high levels of student involvement | Staff advisor puts in significant time to structure student-focused activities, potentially with high visibility events or specific deliverables | \$1,300. |
| II | Meets weekly; 25-35 hours of club meetings and activities yearly; moderate level of attendance and student involvement | Staff advisor puts in moderate amount of time to structure and lead activities with few high-pressure milestones | \$980. |
| III | Meets biweekly; 20 hours of club meetings yearly; lower level of attendance or student engagement. (All pilots will be funded at this level.) | Staff advisor puts in a moderate amount of time to structure and lead activities for student enrichment | \$735. |

| Elementary | | |
|----------------------|-------------|----------------------|
| Club/activity | Tier | # of advisors |
| Book Club | III | 2 |
| Environment Club | III | 1 |
| Math Club | III | 1 |
| Ski Club | III | 2 |

| | | |
|-------------------------------|-----|---|
| Newspaper club | III | 1 |
| Fitness club | III | 1 |
| Fun with Literacy | III | 1 |
| Garden club | III | 2 |
| Student Council | III | 2 |
| Yoga | III | 1 |
| Ghosts & Goblins | III | 1 |
| Language Club | III | 1 |
| Cracking Code | III | 1 |
| Game Club | III | 2 |
| Chess Club | III | 2 |
| Before/After School Chorus | II | 1 |
| Before/After School Band | II | 1 |
| Before/After School Orchestra | II | 1 |

| Middle School | | |
|-------------------------|-----|---|
| Anime | III | 1 |
| Book club | III | 1 |
| Anti-racism book club | III | 2 |
| Art & crafts club | III | 2 |
| Chess club | III | 1 |
| Computer club | I | 2 |
| Cubing club | III | 1 |
| Dance | III | 1 |
| Destination/Imagination | III | 1 |
| Environmental club | III | 2 |
| Game club | II | 1 |

| Middle School | | |
|-------------------------|-----|---|
| Dungeons & Dragons | III | 1 |
| Fitness Club | III | 1 |
| French/Italian | III | 1 |
| German | III | 1 |
| Ghosts & Goblins | III | 1 |
| Girls on the Run | II | 2 |
| Hiking / Outing club | III | 2 |
| History club | II | 1 |
| Homework club | III | 1 |
| HOSA - Middle School | III | 1 |
| Latin club | III | 1 |
| Math Team (BMS) | I | 3 |
| Math Team (IMLEM) (SB) | 1 | 3 |
| Mock Trial | I | 2 |
| Newspaper | I | 2 |
| Peer advisor for ADL | I | 2 |
| Pride Club | II | 1 |
| Ping pong Club | III | 1 |
| Roller hockey | II | 2 |
| Science club | III | 1 |
| Spanish | III | 1 |
| Speech & Debate | III | 1 |
| Student Council | I | 2 |
| Woodworking | III | 1 |
| Writer's club | III | 1 |
| Yearbook- Middle School | I | 2 |

| Middle School | | |
|-----------------------------------|-----|---|
| Yearbook Assistant- Middle School | III | 2 |
| Yoga | III | 1 |

| High School | | |
|---|-----|---|
| HOSA (includes coordination of Red Cross) | I | 2 |
| WA Pride | II | 1 |
| ADL, A World of Difference | I | 2 |
| Art Club | II | 2 |
| Book Club | III | 1 |
| Chess Club | III | 1 |
| Dance Club | III | 2 |
| Entrepreneurship Club | II | 1 |
| Environmental Club | III | 1 |
| Equestrian Club | II | 1 |
| Film Club | II | 1 |
| French Club | I | 1 |
| Future Educators Club | III | 1 |
| Game Club | III | 1 |
| German Club | I | 1 |
| GSA Club | II | 1 |
| Hands to Haiti | III | 1 |
| Hope Relay for Life | III | 1 |
| Human Rights Club | III | 1 |
| International Club | I | 1 |
| Investment Club | III | 1 |

| High School | | |
|---------------------------------|-----|---|
| Junior State of America (JSA) | II | 1 |
| Knitting Club | III | 1 |
| Mandarin Club | II | 1 |
| Latin Club | I | 1 |
| Literary Magazine, Beyond Words | II | 1 |
| Math Team | I | 1 |
| Model UN | II | 1 |
| Museum Club | III | 1 |
| No one Walks Alone (NOWA) | III | 1 |
| Peer Counselors | II | 2 |
| Photography Club | III | 1 |
| PingPong Club | III | 1 |
| Herron Project Club | III | 2 |
| CSL Programming Club | I | 1 |
| Robotics Club | II | 1 |
| SADD | III | 2 |
| Shakespeare Club | II | 1 |
| SMASH | II | 1 |
| South Asian Student Association | II | 1 |
| Spanish Club | I | 1 |
| Speech and Debate Lead | I | 1 |
| Speech and Debate Assistant | III | 1 |
| Student Council | I | 2 |
| 3 on 3 basketball | III | 1 |
| Best Buddies | I | 2 |
| WA History Journal | II | 1 |

| High School | | |
|--------------------|-----|---|
| Women and STEM | II | 1 |
| Outing Club | I | 1 |
| 3D design | II | 1 |
| Giving Gardens | III | 1 |

Co-curricular Stipends:

Co-curricular Stipends are for advisor roles linked to coursework for students, linked to the annual educational goals and events as set forth by staff and administration. This includes but is not limited to events which are relied upon by Westford's school community for enrichment, engagement, and excellence - e.g. choral concerts, band performances, theater events, and state- or nation- wide student competitions. The compensation for these stipends reflects the significant additional time and executive oversight required by these roles.

| Level A Co-Curriculars | | |
|-----------------------------------|--|-------------|
| Title | Expectation | Rate |
| WA Theater Arts Director | | \$9000 |
| Blanchard Theater Arts Director | | \$7000 |
| Stony Brook Theater Arts Director | | \$7000 |
| Marching Band Director | Support of students through band camp and regular band performances at events. | \$7000 |
| Yearbook | High School Yearbook, including creation, editing, photography, distribution, and capital management (in consultation with administration). *Stipend will be paid if the course remains a one semester course. Stipend will not be applicable if the course is taught in both semesters of a school year. | \$5500 |
| DECA | Participation in the DECA competition. Stipend will be shared by at least 2 advisors | \$7000 |

| Level B Co-Curriculars | | |
|--|--|-------------|
| Title | Expectation | Rate |
| Chorus (WA) | At least two performances per year and other community events | \$3000 |
| Chorus (Blanchard) | At least two performances per year; stipend includes all grade levels of chorus and may be shared | \$3000 |
| Chorus (Stony Brook) | At least two performances per year; stipend includes all grade levels of chorus and may be shared | \$3000 |
| Concert Band (WA) | | \$3000 |
| Jazz Band (WA) | | \$3000 |
| Orchestra (Blanchard) | At least two performances per year; stipend includes all grade levels of Orchestra and may be shared | \$3000 |
| Orchestra (Stony Brook) | At least two performances per year; stipend includes all grade levels of Orchestra and may be shared | \$3000 |
| Band (Blanchard) | At least two performances per year; stipend includes all grade levels of band and may be shared | \$3000 |
| Band (Stony Brook) | At least two performances per year; stipend includes all grade levels of band and may be shared | \$3000 |
| Marching Band Assistants | Three positions | \$3000 |
| CIRRUS (up to 4 positions) | WA: number of positions is contingent on student enrollment) | \$3000 |
| Ghostwriter Newspaper Lead Advisor | | \$3000 |
| Theatre Arts Musical Director(Blanchard) | Supporting mainstage productions | \$3000 |
| Theatre Arts Musical Director(Stony Brook) | Supporting mainstage productions | \$3000 |

| | | |
|-------------|--|--------|
| Troubadours | | \$3000 |
| Colorguard | | \$3000 |

| Level C Co-Curriculars | | |
|--|--|--------|
| Title | Expectation | Rate |
| Salsa Band (WA) | | \$1300 |
| Pep Band (WA) | | \$1300 |
| Jazz Band (Blanchard) | | \$1300 |
| Jazz Band (Stony Brook) | | \$1300 |
| Elementary Theater and/or Musical Director | | \$1300 |
| Mock Trial Team (WA) | | \$1300 |
| Compost Team | | \$1300 |
| Harmonics Choir | | \$1300 |
| Ghostwriter Newspaper Assistant | | \$1300 |
| Theatre Arts Backstage Coordinator (Blanchard) | Includes program, ticket sales and student supervision | \$1300 |
| Theatre Arts Backstage Coordinator (Stony Brook) | Includes program, ticket sales and student supervision | \$1300 |
| Musical Assistant (WA) | | \$1300 |
| Technical Assistant (WA) | | \$1300 |

Athletic Stipend Process:

(no changes)

General/miscellaneous stipends:

The need for a general/miscellaneous stipend is determined by the building principal on an annual basis. In such cases, the principal determines that in order to offer excellence to the Westford School Community, additional coordination and commitment is required beyond the school day. These stipends include but are not limited to: class advisors, holiday bazaar c

coordinator, auditorium director, literacy lead, safety care coordinator and extended school year coordinator. For a complete list of possible stipends falling into this category, please see below. Additionally the district will publish a full list of stipends by November 15 of each year.

Unlike student clubs and activities stipends, project coordinator/miscellaneous stipends are posted annually. Professional and support staff are welcome to apply for annual stipends if they meet the criteria listed within the posting. Postings will include an explanation of the role, approximate time commitment, compensation amount. Postings are considered open for a minimum of one (1) week. The principal is responsible for assigning the position.

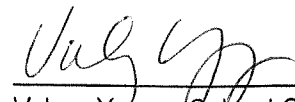
| General/miscellaneous | | |
|---|---------------|--|
| | School | Rate |
| Class advisor (4 year appointment) | WA | \$1950 per year for 9th and 10th; \$2050 for 11th; \$2450 for 12th |
| Holiday bazaar coordinator | WA | \$980 |
| Auditorium Director | WA | \$6000 |
| Literacy Lead (3) | K-2 | \$3000 |
| Safety Care Coordinator | District-wide | \$2000 |
| Extended School Year Coordinator | District-wide | \$7000 |
| ADC Director | WA | \$980 |
| International coordinator | WA | \$2450 |
| Broadcast communication WABC | WA | \$1300 |
| National Honor Society (NHS) Lead / Assistant | WA | \$1300 / \$980 |
| Elementary yearbook | | \$1300 |
| Ski Club Coordinator | Blan/SB | \$1050 |
| Ski club assistant (2 positions/each) | Blan/SB | \$735 |
| Ski club assistant (2 positions/each) | WA | \$735 |
| Capstone (2 positions/each) | WA | \$3000 |

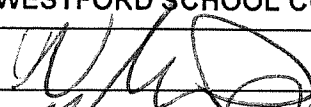


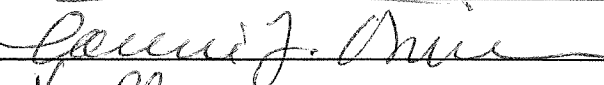

| General/miscellaneous | | |
|------------------------------|---------------|-------------|
| | School | Rate |
| Lead Teacher - Science | WA | \$3000 |
| Science - Safety Coordinator | WA | \$1300 |
| Lead Teacher - Math | WA | \$3000 |
| | | |

This Addendum is in effect on September 1, 2024 and shall remain in full force and effect through the including June 30, 2026 and from year to year thereafter unless either party notifies the other of its desire to terminate or modify this agreement. Such notifications shall be made in writing by the requesting party.

In Witness Whereof, the Committee has caused this instrument to be duly executed by its authorized designees, and the Association, acting on behalf of the employees, has caused this instrument to be signed by its proper officers hereto duly authorized this 26th day of August, 2024.


Kristine Jussaume, WEA President


Valery Young, School Committee Chair

| WESTFORD SCHOOL COMMITTEE |
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