

SECRETARY NEGOTIATIONS

November 13, 2025

3. **COMPENSATION:** See attached
6. **STIPEND CLEAN UP: Counter:** Develop a joint committee to update listing of stipends
8. **SUBSTITUTE DIFFERENTIALS: Hold**
10. **LEAVE EQUITY:** The Committee will negotiate leave benefits unit by unit.
11. **PAID PARENTAL LEAVE: Hold**
12. **FAMILY SICK DAYS: Counter:** Reject the proposed language and Add the same language for family sick days as the teachers current contract "14 family sick days per school year taken from accrued time"... The leave shall be deducted from the annual allotment of sick days granted to the secretaries at the beginning of the school year. Family illness days may not be rolled over from year to year.
13. **BEREVEMENT: HOLD**
14. **SICK BANK USE: Reject**
15. **RELIGIOUS HOLIDAYS: Reject:** Secretaries currently have 13 to 16 (employee hired prior to July 1, 2013) holidays. In addition, the secretaries have 3, ½ Holidays (July 4, Labor Day and Thanksgiving)
16. **SINK BANK RETIREMENT: Reject**
17. **PAID FMLA FOR FAMILY CARE: Reject** This will be covered for up to 15 days if proposal 12 is accepted
18. **JUNETEENTH:** This is already a paid holiday for Secretaries in the current agreement
19. **HALF DAY EQUITY: Reject**
27. **TIME FOR PROFESSIONAL DEVELOPMENT:** The Committee will train the secretaries when there is a a change or upgrade of software or and policy that impacts on the secretaries' duties.
30. **RELEASE TIME:** Agree to same language of TA of Teachers
31. **UNION ORIENTATION:** Agree to same language of TA of Teachers
32. **UNION RIGHTS:** Agree to same language of TA of Teachers
35. **SAFETY PROTOCOLS: Hold**
36. **PD STATEMENT:** See response to proposal 27.

37. **BULLYING STATEMENT:** Agree to same language of TA of Teachers
38. **DISCIPLINE REFERRAL:** Reject this new proposed language as this does not pertain to Secretarial duties
39. **JOB DESCRIPTIONS:** Reject
41. **PRESCHOOL:** Reject
42. **SCHOOL COMMITTEE SEAT:** Reject. The Town Charter (Article 5 Section 2 A) specifies the number of seats allowed for the School Committee.
43. **ACADEMIC FREEDOM:** Reject Secretaries do not provide student instruction
44. **ACCESS TO PD: Counter:** See Counter proposal 27
45. **MEETING TIMES: Counter:** Secretaries will not be required to be present at any meetings or training courses prior to the start of their contractual day.
46. **TRANSFERS AND ASSIGNMENTS:** Hold conceptual proposal need more discussion.
48. **BILINGUAL STIPEND:** Secretaries who are bilingual (fluent in English and one or more of the identified languages) in Spanish, Portuguese, Arabic and/or Albanian and can demonstrate fluency..... Will receive an annual stipend of \$1,000 with agreement to utilize their bilingual skills within the scope of their secretarial responsibilities.
49. **BILINGUAL HIRING INCENTIVE:** Reject
50. **ALUMNI HIRING INCENTIVE:** Reject
51. **BILINGUAL JOB POSTINGS:** Agree to same language in the TA
53. **ALIGNMENTS OF CONTRACTS:** Hold
54. **ADMINISTRATIVE CHANGES:** Hold

SECRETARY PAY SCALE FY26	
STEP	3 % PLUS STEP
1	\$39,956
2	\$41,162
3	\$42,437
4	\$43,857
5	\$45,574
6	\$47,012
7	\$49,497
8	\$51,405
9	\$52,947

SECRETARY PAY SCALE FY27	
STEP	3%
1	\$41,154
2	\$42,397
3	\$43,710
4	\$45,173
5	\$46,942
6	\$48,423
7	\$50,982
8	\$52,947
9	\$54,535

SECRETARY PAY SCALE FY28	
STEP	3%
1	\$42,389
2	\$43,669
3	\$45,021
4	\$46,528
5	\$48,350
6	\$49,875
7	\$52,511
8	\$54,535
9	\$56,171

SECRETARY UNION WAGE PROPOSAL TO SCHOOL COMMITTEE
OCTOBER 2025

2025-2026		2025-2026		YEAR 1		YEAR 2	
STEPS	Salary	26-26 UNION REQUEST	INCREASE REQUEST	STAFF	TOTAL SALARY	STAFF	TOTAL SALARY
1	\$38,792.00	\$42,207.33	\$3,415.33		\$0.00		\$0.00
2	\$39,963.00	\$43,988.76	\$4,025.76	1	\$43,988.76		\$0.00
3	\$41,201.00	\$45,814.86	\$4,613.86		\$0.00		\$0.00
4	\$42,580.00	\$47,734.95	\$5,154.95		\$0.00		\$0.00
5	\$44,247.00	\$49,847.05	\$5,600.05		\$0.00		\$0.00
6	\$45,643.00	\$51,778.48	\$6,135.48		\$0.00		\$0.00
7	\$48,055.00	\$54,387.24	\$6,332.24		\$0.00		\$0.00
8	\$49,908.00	\$56,623.33	\$6,715.33	10	\$566,233.33		\$610,222.10

2025-2026		2025-2026		YEAR 1		YEAR 2	
STEPS	25-26 UNION REQUEST	26-27 UNION REQUEST	INCREASE REQUEST	STAFF	TOTAL SALARY	STAFF	TOTAL SALARY
1	\$42,207.33	\$45,622.67	\$3,415.33		\$0.00		\$0.00
2	\$43,988.76	\$48,014.52	\$4,025.76		\$0.00		\$0.00
3	\$45,814.86	\$50,428.71	\$4,613.86	1	\$50,428.71		\$0.00
4	\$47,734.95	\$52,889.90	\$5,154.95		\$0.00		\$0.00
5	\$49,847.05	\$55,447.10	\$5,600.05		\$0.00		\$0.00
6	\$51,778.48	\$57,913.95	\$6,135.48		\$0.00		\$0.00
7	\$54,387.24	\$60,719.48	\$6,332.24		\$0.00		\$0.00
8	\$56,623.33	\$63,338.67	\$6,715.33	10	\$633,386.67		\$683,815.38

2025-2026		2025-2026		YEAR 1		YEAR 2	
STEPS	26-27 UNION REQUEST	27-28 UNION REQUEST	INCREASE REQUEST	STAFF	TOTAL SALARY	STAFF	TOTAL SALARY
1	\$45,622.67	\$49,038.00	\$3,415.33		\$0.00		\$0.00
2	\$48,014.52	\$52,040.29	\$4,025.76		\$0.00		\$0.00
3	\$50,428.71	\$55,042.57	\$4,613.86		\$0.00		\$0.00
4	\$52,889.90	\$58,044.86	\$5,154.95	1	\$58,044.86		\$0.00
5	\$55,447.10	\$61,047.14	\$5,600.05		\$0.00		\$0.00
6	\$57,913.95	\$64,049.43	\$6,135.48		\$0.00		\$0.00
7	\$60,719.48	\$67,051.71	\$6,332.24		\$0.00		\$0.00
8	\$63,338.67	\$70,054.00	\$6,715.33	10	\$700,540.00		\$758,584.86

2025-2026		2025-2026	
YEAR 1 UNION REQUEST	CURRENT COST	PERCENT INCREASE	
YEAR 1 UNION REQUEST	\$610,222.00	13.21%	
YEAR 2 UNION REQUEST	\$683,815.00	12.06%	
YEAR 3 UNION REQUEST	\$758,585.00	10.93%	
3 YEAR TOTAL		36.20%	

COST PER YEAR OF REQUEST COST	
FY25-FY26	\$ 71,179.00
FY26-FY27	\$ 73,593.00
FY27-FY28	\$ 74,770.00
TOTAL 3 YEARS	\$ 219,542.00