



June 28, 2024

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

Approval of the Memorandum of Agreement between the Cambridge School Committee and Cambridge Liaisons Invested in Families & Education, AFSCME-/AFL-CIO (LIFE/AFSCME) for a successor collective bargaining agreement for the period of September 1, 2024 through August 31, 2026

Recommendation: That the School Committee approve the attached agreement between the Cambridge School Committee (the "Committee") and Cambridge Liaisons Invested in Families & Education, AFSCME/AFL-CIO (LIFE/AFSCME) for a successor collective bargaining agreement for the period of September 1, 2024 through August 31, 2026, which was ratified by members of the bargaining unit.

Description: The attached agreement reached by the negotiating teams was ratified by the union membership. The agreement includes the following:

Two Year Agreement – 9/1/24-8/31/26

3% base wage increase effective September 1, 2024
3.5% base wage increase effective September 1, 2025

Clarification of professional development language

Revision of language to allow for greater flexibility on step placement at time of hire

Removal of language with respect to charging two personal days from sick leave.

Creation of an annual vehicle allowance payment of eight hundred fifty dollars to employees classified as bilingual liaisons and family liaisons who are required to regularly use their personal motor vehicle in performance of their duties

Removal of agency fee language

Entry into a side letter for a joint working group on family engagement

Addition of a union check off provision

Increase in the maximum amount for tuition reimbursement for job related educational courses in the tuition reimbursement pool to two thousand dollars

Effective September 1, 2025 increase the mileage reimbursement rate to sixty-seven cents per mile.

Increase the cost of the reimbursement about for T passes

Include a new provision regarding bike sharing membership

Add an additional ten hours to the pool of hours for additional work during peak periods

Contract clean up


Funding for this agreement is to be made form the School Department budget. The financial costs for the settlement are as follows:

Year 1 \$88,146

Year 2 \$57,983

Supporting Data: Tentative Agreement between the Cambridge School Committee and Cambridge Liaisons Invested in Families & Education, AFSCME-/AFL-CIO (LIFE/AFSCME).

Respectfully submitted,


Victoria L. Greer, PhD
Superintendent of Schools

Cambridge School Committee and Cambridge Liaisons Invested in Families & Education,
AFSCME-/AFL-CIO (LIFE/AFSCME)

This document sets forth the tentative agreement between the Cambridge School Committee and the Cambridge Liaisons Invested in Families and Education, AFSCME/AFL-CIO for a collective bargaining agreement to be effective from September 1, 2024 through August 31, 2026, which shall be a successor to the parties' September 1, 2021 through August 31, 2024 agreement. This tentative agreement is subject to ratification by both the Cambridge School Committee and the Cambridge Liaisons Invested in Families and Education, AFSCME/AFL-CIO.

The language of the 2021-2024 collective bargaining agreement shall continue in the successor agreement except as modified below.

I. Language Proposals

Article 5 Professional Development

Revise the provision of Article 5 as follows (changes in bold):

A. ~~This provision will only be extended by mutual agreement of the parties; and if agreement is not reached, then this provision shall become null and void on August 31, 2024, notwithstanding the status of negotiations for any successor agreement.~~

A. There will be a professional development pool ~~created by the Cambridge Liaisons Invested in Families & Education (AFSCME/AFL-CIO (LIFE/AFSCME)). Such professional development pool~~ which shall be administered ~~exclusively~~ by the Cambridge Liaisons Invested in Families & Education (AFSCME/AFL-CIO (LIFE/AFSCME)) in accordance with all applicable federal and state laws. The employer agrees to contribute \$100.00 (one hundred dollars) per member per year to this professional development pool.

The parties agree that the Cambridge Public Schools, through its Superintendent of Schools or designee and ~~Chief Equity Officer or designee and Chief Operating Officer or designee~~, will ~~be able to~~ provide input into ~~and approve~~ the training topics that the Cambridge Liaisons Invested in Families & Education (AFSCME/AFL-CIO (LIFE/AFSCME)) expend funds from the professional development pool to offer to its members ~~in order to ensure alignment with the School Department's District Improvement Plan, vision, mission, goals and priorities.~~

B. All family liaisons are expected to attend up to twenty-five (25) hours of professional development programming offered by the Cambridge Public Schools ~~either prior to or~~ during the course of the ~~school year~~ work day/work year. ~~If this professional development occurs during the school year but outside of their regular hours, family liaisons will be paid overtime for attending this professional development programming. If professional development is offered during the summer, all family liaisons and~~ will be paid at their hourly rate for attending this professional development programming. ~~The school department will notify all family liaisons of any professional development programming scheduled for the summer by no later than June 15th.~~

Article 9 Hiring, Transfer and Termination
Section D

Revise Section C of Article 9 to read as follows (changes in bold):

~~All new hires within this bargaining unit shall be placed at step one (1) of the salary schedule.~~
Full credit on the salary schedule, up to five (5) years, will be given for prior experience as a family liaison or a comparable role with similar duties and responsibilities as determined in the sole discretion of the Chief Talent Officer upon initial employment. Credit greater than five (5) years may be provided at the sole discretion of the Superintendent or designee upon initial employment. For part-time employees, the salary schedule shall be calculated pro-rata based on the full-time salary schedule.

Article 16 Temporary Leaves of Absences
Section A Personal Leave

Revise the first paragraph of Section A of Article 16 to read as follows (changes in bold):

Three (3) days leave of absence for the purpose of transacting or attending to personal affairs and situations over which the applicant has no control. The last two (2) days of such leave are deducted from sick leave.

Effective as of September 1, 2024, three (3) days leave of absence for the purpose of transacting or attending to personal affairs and situations over which the applicant has no control.

Article 13 Supplies and Transportation
New Section D

Insert a new Section D which states:

The Committee agrees to pay an annual vehicle allowance payment of eight hundred fifty dollars (\$850.00) to employees classified as bilingual liaisons and family liaisons who are required to regularly use their personal motor vehicle in performance of their duties. The auto allowance of \$850.00 will be paid monthly on the second check of each month.

Article 21 Agency Fee

Delete Article 21 in its entirety which states as follows:

~~The Employer agrees to require payment of an Agency Fee. This will be a condition of employment pursuant to the Agency Service Fee provisions of M.G.L.c. chapter 150E, Section 12. The Union agrees to indemnify and save the School Committee harmless for any action it may take pursuant to this provision, including any claims made against it by any employee or group of employees.~~

Joint Working Group on Family Engagement

Enter into a side letter which provides the following:

There shall be a Joint Working Group on Family Engagement. This Joint Working Group shall consist of four (4) members of the Family Liaison union designated by the Family Liaisons and four (4) administrators designated by the Superintendent to provide input and review feedback on the direction, purpose, focus and alignment of family engagement within the Cambridge Public Schools at both the district and school-based level to help facilitate safe and welcoming schools and to remove barriers to

family engagement, develop shared understandings of the roles of family liaisons and the goals of family engagement and to evaluate the success of the family engagement work within the Cambridge Public Schools. Additionally, in light of the continued evolution of the role of Family Liaisons, this Joint Working Group will provide input and review feedback regarding the duties and responsibilities of family liaisons in connection with updating and revision of job descriptions for Family Liaisons and evaluation instruments for family liaisons. This Joint Working Group shall be co-chaired jointly by one individual designated by the Family Liaisons and by the Chief Talent Officer or a designee. This Joint Working Group shall be advisory to the Superintendent of Schools. Final determination on these matters remains the sole discretion of the Superintendent of Schools. The members of the Joint Working Group on Family Engagement will be identified and determined by no later than September 15, 2024 and the first meeting of the Joint Working Group will be held by October 15, 2024 with the goal being that the work of the Joint Working Group will be completed by no later than November 30, 2025.

The meeting frequency of this Joint Working Group shall be bi-monthly or at any other frequency mutually agreed to by the co-chairs. The work of this Joint Working Group on Job Descriptions shall expire at the end of the term of this collective bargaining agreement. In other words, this side letter shall become null and void as of the last date of the collective bargaining agreement (i.e., even if the parties are still negotiating a successor collective bargaining agreement this provision will be eliminated as of the last date of the successor collective bargaining agreement).

Union Check Off

During the life of this agreement and in accordance with the terms of the authorization of check-off or dues hereinafter set forth, the employer agreed to deduct union membership dues from the pay of each Employee who signs such authorization form and to remit the aggregate amount to the Treasurer of the Union along with a list of employees who have had said dues deducted. Deductions will be made in equal monthly installments during the school year. The Union will certify to the Committee in writing the current rate of its membership dues. The Union will give the Committee thirty (30) days written notice prior to the effective date of any change in the rate of its membership dues. Deductions will be made in equal monthly installments during the year. The Committee will not be required to honor for any month's deduction any authorization that is delivered to it later than one (1) week prior to the preparation of the payroll from which the deductions are to be made.

NON-CONTRACTUAL NOTE: The form of the check off card would be as follows:

I hereby join the Cambridge Community/Family Liaisons Union. By signing this card, I understand I will become a union member and authorize union dues deduction from my wages by payroll deduction.

Name: _____

School: _____

Position: _____

Cell Phone: _____

Personal E-mail: _____

Home Address: _____

Signature: _____

Date: _____

II. Economic Proposals

Article 10 Salary

Create new Salary Schedules to reflect salary increase of as of September 1, 2024, and another salary increase as of September 1, 2025:

Year One	September 1, 2024 – 3%
Year Two	September 1, 2025 – 3.5%

Should during the life of this contract any City or school department unit reach voluntary agreement with the City for a general across the board base wage increase greater in percentage than that provided to this Union, then the City/School Department and the Union agree to reopen the contract for the limited purpose of discussing base wages.

Also create new salary lanes for Bachelor's plus fifteen and Master's degree as detailed in the attached document. *See Attachment 1.*

Article 11 Educational Stipend Section E

Revise this section to read as follows (changes in bold):

Effective September 1, 2024, ~~Effective September 1, 2021~~ unit members will be eligible for tuition reimbursement for job related educational courses. The maximum amount of the reimbursement will be **\$2,000.00 (two thousand dollars) ~~\$1,000.00 (one thousand dollars)~~** per individual per contract year. To be eligible for reimbursement for the course, prior approval by the unit member's supervisor and the Superintendent's designee shall be required and a final course grade of at least a "B-" shall be required unless a course is only offered "Pass/Fail" in which case a "passing" grade shall be required. The total reimbursement pool amount shall not exceed \$8,000.00 (eight thousand dollars) per year.

Article 13 Supplies and Transportation Section B

Revise this section to read as follows (changes in bold):

Members of this unit whose normal work activity regularly requires travel between schools, or to sites other than their established work site, while using their own car, are eligible to be reimbursed for mileage at the rate of \$.32 per mile. **Effective September 1, 2025, members of this unit whose normal work activity regularly requires travel between schools, or to sites other than their established work site, while using their own car, are eligible to be reimbursed for mileage at the rate of \$.67 per mile.** Mileage does not apply to transportation between the employee's home and place of work.

Article 13 Supplies and Transportation Section C

Delete section C in its entirety and insert the following in its place:

The school department shall reimburse each member of the bargaining unit who purchases one, up to 65% of a cost of a "T" pass, up to a maximum of \$265.00 (two hundred sixty-five dollars) per month.

Effective three (3) months after ratification of contract, the school department shall reimburse each member of the bargaining unit who purchases one, up to 75% of the cost of a "T" pass, up to a maximum of \$300 per month.

Effective three (3) months after ratification of contract, in order to access this benefit, members will need to use the payroll deduction process.

Note: This benefit will include members who purchase a Commuter Rail "T" pass. All unit members will be allowed to suspend payroll deduction as needed.

Article 13 Supplies and Transportation Add New Section

Add a new Section to Article 13 which states the following:

Effective three months after ratification, the Employer shall offer bike sharing memberships to unit members on the same basis that the Employer and City of Cambridge offer their non-union employees. While retaining the right to change the terms of the program at any time, the Employer/City of Cambridge currently provides the employees with free annual members to Hub Way/Blue Bikes.

Article 8 Section D

Revise the text of Section D of Article 8 as follows (**changes in bold**):

~~Effective September 1, 2016, there~~ There shall be a pool of ~~forty-five (45)~~ **fifty-five (55)** hours each year that may be allowed by the principal/**supervisor** at their discretion for each family liaison to be required to perform additional duties as required during peak periods during the calendar year. The allocation of any such hours shall be at the discretion of the principal and the scheduling of any such allocation of hours shall be mutually agreed upon the principal/supervisor and the individual employee. ~~During the first year that this provision is in effect, the time period within which the pool of forty-five (45) hours may be allowed by the principal at their discretion shall be during the period of September 1, 2016 through June 30, 2017 and in each year thereafter, the~~ The time period within which the pool of ~~forty-five (45)~~ **fifty-five (55)** hours may be allocated by the principal at their discretion shall be during the period of August 15 and June 30 of each school year.

Non-contractual Note: NOTE: Any Family Liaison who work more than 40 hours a week will be paid time and a half for any hours worked over 40 hours.

III. Contract Clean Up

Adjust dates in successor collective bargaining agreement to reflect term of new CBA

Article 1 Recognition

Delete Article 1 in its entirety and insert the following text in its place:

Membership in the unit shall consist of Family Liaisons, Community and Family Partnerships Liaisons and Bilingual Liaison Coordinators employed by the Cambridge Public Schools whether funded from general funds or grant funds working twenty (20) hours per week or more and excluding all other employees of the Cambridge Public Schools. The membership of the unit shall hereafter be referred to as "family liaisons".

Article 4 Employee Participation and The Labor-Management Relationship

Delete the fifth paragraph and associated heading which relates to the Joint Labor/Management Committee on Work, Hours and Changing Role of Family Liaisons in Relation to Family Engagement in its entirety.

Delete the sixth, seventh and eighth paragraphs and associated heading which relates to the Joint Labor/Management Working Group on Family Engagement in its entirety.

Article 8 Work Year/Work Day

Section A, subsection 1

Revise the first sentence in the first paragraph of subsection 1 of Section A to read as follows (**changes in bold**):

The school year of 180 ~~days plus~~ **days plus** days plus the Tuesday, Wednesday and Thursday of the week preceding the start of the school year and five (5) additional days to be worked between the day after the last day of school and the Monday of the week preceding the start of the school year by mutual agreement between the principal and the family liaison with such work under the direction of the principal.

Delete in its entirety the second paragraph of subsection 1 of Section A of Article which states:

~~An additional two (2) full days (or the equivalent of sixteen (16) hours) shall be worked at the school under the direction of the principal during the two weeks immediately prior to the opening of school. Any additional summer hours worked between August 1st and August 15th prior to the opening for school under the direction of the principal may be credited towards this sixteen (16) hour requirement.~~

Article 8 Work Year/Work Day

Section E

Delete this section in its entirety which states:

~~The Family Liaisons and the Cambridge School Committee agree that there shall be a one year pilot program during the 2021-2022 school year to study the effectiveness and impact of increasing the number of hours that family liaisons work from thirty hours per week to forty hours per week. The participation of liaisons in this pilot program is voluntary. The parties acknowledge and agree that if a family liaison agrees to participate in this pilot program during the 2021-2022 school year, they will be expected to work an additional ten hours per week in addition to all other hours of work set forth in the collective bargaining agreement between the~~

~~Family Liaisons and the Cambridge School Committee and also will be expected to provide information with respect to their experience to the Joint Labor Management Working Group on Family Engagement that will be studying the effectiveness and impact of increasing the number of hours that family liaisons work on family engagement within individual schools and across the school department. This pilot program shall expire as of June 30, 2022 and shall not continue unless mutually agreed to by the parties.~~

**Article 11 Educational Stipend
Section C**

Combine Article 5 Professional Development and Article 11 into a single Article.

Revise the first sentence in Section C of Article 11 to read as follows (changes in bold):

All courses must be work-related and must be pre-approved by the **Manager of Personnel Chief Talent Office or designee.**

**Article 13 Supplies and Transportation
Section A - Move to a Footnote on salary schedule**

Move this section in its entirety to a footnote on the salary schedule and re-letter subsequent sections of this Article:

~~Each family liaison may be reimbursed from the school budget for up to \$200 each school year for the cost of supplies and other expendable items directly related to family engagement activities. Effective September 1, 2012, the reimbursement amount of \$200 will be paid without receipts in the first year of the collective bargaining agreement by no later than June 15, 2013. In exchange for the elimination of this provision in its entirety in the second year of the collective bargaining agreement, \$300 will be added to the base salary effective September 1, 2013.~~

**Article 15 Sick Leave, Sick Leave Bank, Sick Leave Buy-Back
Section A**

Delete Section A of Article 15 in its entirety and insert the following text in its place:

- A. Sick Leave. Effective as of September 1, 2023, each member of the bargaining unit shall be entitled to fifteen (15) sick days per year.

**Article 16 Temporary Leaves of Absences
Section C**

Insert the following after the current first paragraph of Section C of Article 16:

The School Committee agrees to abide by State Law and Massachusetts Commission Against Discrimination ("MCAD") guidelines with reference to parental leave. All members of the bargaining unit who have worked for at least three (3) consecutive months in a regularly appointed position of twenty (20) hours per week or more will be eligible for up to eight (8) weeks of paid parental leave ("PPL") in connection with the birth of a child or the adoption or foster placement of a child under the age of eighteen (18), or under the age of twenty-three (23) if the child is disabled ("Qualifying Event"). The PPL needs to be taken close in time to the birth,

adoption or foster placement of the child, and eight (8) weeks of PPL may be taken all at once, or may be spread out over the year but PPL must be used within twelve (12) calendar months following the Qualifying Event. If PPL is used incrementally, it must be used in increments of one (1) work day. No more than eight (8) weeks of PPL will be granted in any twelve (12) month period, regardless of the number of children born, adopted or placed. The PPL runs concurrently with FMLA leave. All members of the bargaining unit may use their accrued time for parental leave in addition to the eight (8) weeks of PPL but sick leave bank time cannot be allocated for parental leave. Bargaining unit members will return to work for a minimum period equal to twice the length of their leave and remain in service unless there are extenuating circumstances, supported by documentation that is acceptable to the school department, which is provided to the Superintendent and Chief Talent Officer.

Article 12 Longevity

Move to this section its entirety to a footnote on the Salary Schedule

Delete Article 12 in its entirety and re-number subsequent Articles in the successor collective bargaining agreement.

Article 9 Section A

Delete the first paragraph in Section A in its entirety which states:

Incumbents in the employee category of family liaisons shall, as of July 29, 1992, be grandfathered to their respective positions until voluntarily vacated or funding is discontinued.

Article 8 Section C

In twelfth line of the paragraph delete "I" and insert "in" in its place.

Cambridge School Committee

Cambridge Liaisons Invested in Families
and Education, AFSCME/AFL-CIO

Katherine Christo
Interim Executive Secretary to the School Committee

By: Kris Rondeau
Kris Rondeau

Date: _____

Date: _____

Order Number _____

CITY OF CAMBRIDGE

Yi-An Huang
City Manager

Approved as to Form:

Megan B. Bayer, Esq.
Acting City Solicitor

By: Lissa Galluccio
Lissa Galluccio

Date: 6/13/2024

By: Dicline Dorvil
Dicline Bazile-Dorvil

Date: 6/13/2024

By: Kristen Emack
Kristen Emack

Date: 6/14/2024

By: Marguerite Hicks-Gyewu
Marguerite Hicks-Gyewu

Date: 6/14/2024

By: Tabithalee Howard
Tabithalee Howard

Date: 6/14/2024

By: Kunjal Shah
Kunjal Shah

Date: 06/13/2024

ATTACHMENT 1

Family Liaison Salary Schedule - Eight (8) hours/day, 10 Months

September 1, 2024 - 3% increase

	High School	Associate's	Bachelor's	Bachelor's +15	Master's
Step 1	\$ 58,169.59	\$ 58,989.43	\$ 59,809.27	\$ 60,809.27	\$ 61,809.27
Step 2	\$ 60,775.03	\$ 61,594.87	\$ 62,414.71	\$ 63,414.71	\$ 64,414.71
Step 3	\$ 63,592.18	\$ 64,412.02	\$ 65,231.86	\$ 66,231.86	\$ 67,231.86
Step 4	\$ 66,414.59	\$ 67,234.43	\$ 68,054.28	\$ 69,054.28	\$ 70,054.28
Step 5	\$ 69,798.67	\$ 70,618.51	\$ 71,438.35	\$ 72,438.35	\$ 73,438.35

September 1, 2025 - 3.5% increase

	High School	Associate's	Bachelor's	Bachelor's +15	Master's
Step 1	\$ 60,205.52	\$ 61,054.06	\$ 61,902.60	\$ 62,937.60	\$ 63,972.60
Step 2	\$ 62,902.15	\$ 63,750.69	\$ 64,599.23	\$ 65,634.23	\$ 66,669.23
Step 3	\$ 65,817.90	\$ 66,666.44	\$ 67,514.98	\$ 68,549.98	\$ 69,584.98
Step 4	\$ 68,739.10	\$ 69,587.64	\$ 70,436.17	\$ 71,471.17	\$ 72,506.17
Step 5	\$ 72,241.62	\$ 73,090.16	\$ 73,938.70	\$ 74,973.70	\$ 76,008.70