



June 28, 2024

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

Approval of the Memorandum of Agreement between the Cambridge School Committee and Cambridge Education Association Unit E for a successor collective bargaining agreement for the period of September 1, 2024 through August 31, 2026

Recommendation: That the School Committee ratify and approve the Tentative Agreement between the Cambridge School Committee (the "Committee") and Cambridge Education Association Unit E for a successor collective bargaining agreement for the period of September 1, 2024 through August 31, 2026 as detailed in the attached document.

Description: The language of the September 1, 2021 through August 31, 2024 collective bargaining agreement shall continue in the successor collective bargaining agreement with the modifications detailed in the attached document including:

- Increased instructional time for students and increased professional development time for paraprofessionals
- Clarification of provision regarding when a paraprofessional is paid a substitution teaching rate
- Clarification of provision that a paraprofessional will be paid based on the Bachelor's Step 1 lane of the CEA Units A&B collective bargaining agreement when substituting for an absent teacher for twenty or more consecutive days and that the special education teacher (substantially separate class teacher) stipend or the pre-school special needs class teacher stipend in Appendix A of CEA Unit A&B collective bargaining agreement will apply if the paraprofessional is assigned to serve as an Extended Term Substitute in such classroom.
- Revision of language to allow increased flexibility on salary step placement at time of hire
- Creation of a Professional Development Joint Working Group
- Addition of paraprofessionals to be members of the Superintendent's Advisory Committee
- Revision of provisions related to evaluation and updating of evaluation form
- Inclusion of new provision regarding procedures for reporting absences
- Clarification of provisions regarding participation in professional development

- Clarification of provisions regarding orientation program for newly hired paraprofessionals
- Inclusion of new provision regarding induction program for all newly hired paraprofessionals
- Inclusion of a new provision regarding assignments for paraprofessionals enrolled in Massachusetts Department of Elementary and Secondary teacher certification programs
- Clarification of how paraprofessionals can access and view sick leave, personal and compensatory time accruals and time taken
- Incorporation of updated sick leave bank provision
- Incorporation of updated parental leave provision
- Revision of number of days for processing of grievances
- Clarification of language regarding leave to attend legal proceedings
- Clarification regarding number of days must actively work to advance to the next annual salary step
- Elimination of requirement that last day of personal leave of absence be deducted from sick leave
- Contract clean up
- Change before and after school stipend rate to be paid at hourly rate
- Increase summer school stipend rate
- Increase custodial care procedure stipend rate
- Increase special education stipend rate
- Add a verbal de-escalation and physical intervention stipend
- Add a crisis response team stipend
- Add a registered behavior technician stipend
- Add a multilingual language stipend
- Increase the T-pass reimbursement rate

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

Year 1: \$3,144,815

Year 2: \$762,096

Supporting Data: A copy of the Tentative Agreement between the Cambridge School Committee and Cambridge Education Association Unit E.

Respectfully submitted,



Victoria L. Greer, PhD
Superintendent of Schools

**Memorandum of Agreement between the Cambridge School Committee
and
Cambridge Education Association Unit E**

This memorandum of agreement is entered into between the Cambridge School Committee (hereinafter “Committee”) and the Cambridge Education Association Unit E (hereinafter “Association”) (hereinafter collectively referred to as “Parties”) as of June 12, 2024 for a collective bargaining agreement to be effective from September 1, 2024 to August 31, 2026, which shall be a successor collective bargaining agreement to the collective bargaining agreement between the Committee and Association for the period of September 1, 2021 to August 31, 2024. This memorandum of agreement is subject to ratification by both the Association and the Committee.

NOW THEREFORE, the Committee and Association agree as follows:

The language of the September 1, 2021 to August 31, 2024 collective bargaining agreement shall continue in the successor agreement except as modified below.¹

I. Substantive Proposals

Proposal 1. Increased instructional time and increased professional development time

Article 6 §A ¶3, page 9

All **seven (7) six and a half (6 ½)** hour elementary and upper school paraprofessionals will begin their workday fifteen (15) minutes prior to the starting time established for students and will end their workday fifteen (15) minutes after the time established for the dismissal of students. The workday for all high school paraprofessionals will **begin 15 minutes prior to the starting time established for students be the length of the student day at the high school and will end their workday fifteen (15) minutes after the established time for the dismissal of the students. plus five (5) minutes.** In Elementary and Upper Schools, on Wednesdays, the work day will end **forty-five (45) minutes after the time established for the dismissal of students. When teachers are collaborating on Wednesdays, paraprofessionals will be included in the collaboration or offered opportunities for their own collaboration.**

Article 6 §B ¶2,3, page 9

1. There will be a pool of **thirty-five (35) thirty-eight (38)** hours per year for school curricular/staff development, scheduled tutoring services or family conference services. This time will not be required during the following weeks: opening week, ~~Christmas week,~~ Thanksgiving week, **and the five school days prior to the beginning of the December vacation week, and the five school days prior to the last day of school the closing week.** This pool of **thirty-five (35) thirty-eight (38)** hours will be scheduled by each principal/dean subject to the following rules:
 2. (a) Each Principal/**Head of Upper School**/Dean will schedule the use of such time after consulting with the Faculty Advisory Committee in their school building or small learning community at CRLS.
 - (b) Principals/**Heads of Upper Schools**/Deans will make reasonable efforts to give one (1) month advance notice of any scheduled meeting/event.

¹ All changes to text are highlighted in yellow. Bold text indicates new language being inserted and strikethrough of text indicates language being deleted.

(c) Principals/deans also will make reasonable efforts to provide a tentative schedule of meetings/events contemplated for the upcoming school year by the end of the first week that school is in session. The parties acknowledge, recognize and agree that the provision of such a tentative schedule does not alter the notice requirements set forth in Article 6, Section B, 2 (b) and Article 6, Section B, 3 (c)(ii).

(ed) Principals/~~Heads of Upper Schools~~/Deans will accommodate staff who are already enrolled in outside courses or seminars.

(de) Principals/~~Heads of Upper Schools~~/Deans will not schedule more than three (3) hours of such time in a week, and no session will be more than two (2) hours in length.

(ef) Principals/~~Heads of Upper Schools~~/Deans will not schedule more than twelve (12) hours of such time in any given month.

(fg) The hours will be contiguous with the school day. Sessions where paraprofessionals are from the same building and virtual meetings will begin no more than 10 minutes from the end of their work day. Sessions where paraprofessionals are from multiple schools will begin no more than 30 minutes from the end of their work day.

(gh) The scheduling of such time will be exclusive of early release days (i.e., up to two (2) such hours may be scheduled following the end of paraprofessional working hours on early release days).

3. (a) ~~The Superintendent or designee Principals/Heads of Upper Schools/Deans~~ can require members of the bargaining unit who are affected by mergers, consolidations or program initiatives to be effective during the life of the contract to participate in up to thirty (30) hours of mandatory staff development and/or training, paid at the workshop participant rate, during the course of the school year during which the contract is in effect.

~~Either the Superintendent of Schools will notify the Superintendent's Advisory or the Chief of Academic and Schools will notify the Professional Learning Committee as determined by the Superintendent of Schools when it becomes known that there are mergers, consolidations or major program initiatives that will trigger affected bargaining unit members to participate in mandatory professional development.~~

(b) Principals/~~Heads of Upper Schools~~/Deans can require all other members of the bargaining unit to participate in up to 15 hours of mandatory staff development and/or training, paid at the participant workshop rate, during the course of the school year.

(c) The training described above in sections a and b of Article 6-B-3 will be scheduled at any time during the period from the week before the start of the school year to within five business days of the last day of the school year and no later than June 30th, subject to the following rules:

i. ~~The Superintendent or designee or Each~~ Principal/~~Head of Upper School~~/Dean shall will schedule the use of such time after consulting with ~~respectively, the Professional Development Working Group or the Faculty Advisory Committee in the school building or small learning community at CRLS.~~

ii. Principals/~~Heads of Upper Schools~~ and Deans will make reasonable efforts to give one (1) month advance notice to all staff of any scheduled sessions pursuant to Article 6-3(b). The Superintendent or designee will make reasonable efforts to give three (3) months advance notice to all staff of any scheduled sessions pursuant to Article 6

3(a).

- iii. Principals/~~Heads of Upper Schools~~ and Deans will accommodate staff who are already enrolled in outside courses or seminars.
- iv. Such sessions will not be held on weekends.
- v. When such sessions are scheduled on school days, Principals/~~Heads of Upper Schools/Deans~~ **or the Superintendent or designee** will not schedule more than three (3) hours of such time in a week, and no session will exceed two (2) hours in length.
- vi. When such sessions are scheduled on school days, Principals/~~Heads of Upper Schools/Deans~~ **or the Superintendent or designee** will not schedule more than twelve (12) hours of such sessions in any given month.
- vii. When such sessions are scheduled on school days, the hours of such sessions will be contiguous with the school day.
- viii. The total number of hours that may be scheduled pursuant to Article 6-B-2 and Article 6-B-3 in any week when school is in session is five (5) hours.
- ix. **The maximum number of hours that can be required of a member of the bargaining unit pursuant to Article 6 B-2 and Article 6 B-3 during the course of any school year is thirty (30) hours.**

Article 6 §E, §F and §G, pages 11-12

E. The work year for paraprofessionals shall contain the same number of days as for teachers. All members of the unit shall participate in two (2) full professional development days which shall occur on the Tuesday and Wednesday of the week preceding **the start of school Labor Day**, and shall report to work at their respective schools for a full day on the Thursday of the week preceding **the start of school Labor Day** for preparation for school opening.

F. Effective as of September 1, 2025, Pparaprofessionals shall work and participate **in the one of the Professional Development Days in the fall or spring** included in the regular work year for teachers **designated by the Superintendent or designee**, and they shall also fully participate in the release day programs provided for teachers during the school year. **Notification of the date of the professional development day will be provided to unit members prior to the start of the school year.**

G. Professional development for paraprofessionals may, at the discretion of the district, be either district-wide or school-based. As part of the district's planning for professional development for paraprofessionals for each upcoming school year, the Association is encouraged to submit a list of suggested topics and/or resources for professional development for paraprofessionals by no later than April 1st of each preceding school year.

Appendix first three paragraphs, page 31

Salary Schedules shall apply to all paraprofessionals who work at least a **seven (7) six and a half (6 ½)-hour day. The salary for Any paraprofessional who works a seven and a half (7 ½) hour day salary shall be 7.69-7.15 percent more than the corresponding salary of the seven (7) six and a half (6 ½)-hour schedule.** Any paraprofessional who works an eight (8) hour day salary shall be **23.08-14.29 percent more than the corresponding salary of the seven (7) six and a half (6 ½)-hour schedule.**

ELT Schools

1. The contractual day for all six and a half hour Unit E members at the Extended Learning Time (“ELT”) Schools increases to seven hours beginning in school year 2024-2025. The contractual day for all seven hour Unit E members at the Expanded Learning Time (“ELT”) Schools increases to seven and a half hours beginning in school year 2024-2025. Unit E members who work the additional ELT hours at the ELT schools will be paid on the eight hour Unit E salary schedule.

NOTE: Any Unit E member at the ELT schools who work more than 40 hours a week will be paid time and a half for any hours worked over 40 hours.

2. The additional ELT hours at the ELT schools shall expire following the 2024-2025 school year unless the District affirmatively decides to maintain the existing hours for the 2025-2026 school year as a result of the community processes at each of the ELT schools. The paraprofessionals who worked the additional ELT hours at the ELT schools shall revert back to their respective seven hour or seven and a half hour positions, as applicable, for the 2025-2026 school year.

3. If, as a result of the community process in the spring and fall of 2024, the School Committee decides to keep one or both ELT schools but makes changes to the existing hours for the 2025-2026 school year, the School Committee and CEA will bargain any effects on the terms and conditions of employment of CEA Units E members working at the affected ELT school(s).

NOTE: All 6 and a half hour paraprofessionals will become 7 hour paraprofessionals effective as of the start of the 2024-2025 school year and all 7 hour paraprofessionals will become 7 and a half hour paraprofessionals effective as of the start of the 2024-2025 school year. All eight hour paraprofessionals will remain 8 hour paraprofessionals.

NOTE ON COMPENSATION: Effective September 1, 2024 paraprofessionals will be paid a 12.5% increase to base salary for the increase of thirty minutes in time per day and the additional 3 hours of professional development time per year. Effective September 1, 2025 paraprofessionals will be paid a 1% increase to base salary for the increase of one professional development day per year.

NOTE: The CEA reserves its legal, bargaining and contractual rights regarding previously accrued sick and compensatory leave.

Proposal 2. Article 4 §E sub§7, page 7

A paraprofessional substituting for a teacher which substitution has been approved by the principal, will ~~may~~ receive ~~a proration of the per diem~~ the substitute teaching rate for less than a full day of substitute work if

~~(i) the paraprofessional is substituting for a teacher for a full class period or more than 60 minutes, on-assignment for half-day (or more) training (e.g., literacy training) or other professional development;~~

~~(ii) the paraprofessional is substituting for high school teachers for a specific course for a full period; or~~

~~(iii) the paraprofessional is substituting for half-days (or more) for teachers involved in family conferences; or~~

~~(iv) the paraprofessional is substituting for a full forty-minute period or longer class period in the case when a teacher is absent from school or is on an approved staff-on-assignment, or~~

~~(v) (ii) the paraprofessional is regularly scheduled to cover a substantially separate classroom teacher's preparation period which has been pre-approved by the Office of Student~~

Services.

NOTE: This rate will be prorated for increments of less than 1 hour

Proposal 3. Article 4 §E ¶9, page 8

Paraprofessionals with at least a Bachelor's degree from an accredited college/university ~~requesting and being granted an approved leave of absence through the Office of Human Resources selected~~ to assume an Extended Term Substitute position of one year or less ~~or have substituted for an absent teacher for twenty (20) or more consecutive days or more~~, shall be paid ~~remain members of the CEA Unit E bargaining unit, and maintain dental/vision insurance coverage, holiday pay, sick leave accumulation and other fringe benefits as eligible under the CEA Unit E collective bargaining agreement as then in effect. The daily pay rate shall be the same as what is accorded to Extended Term Substitutes in CEA Unit D collective bargaining agreement as then in effect.~~ based on the Bachelor's Step 1 lane in the collective bargaining agreement between the Cambridge Education Association Units A&B and the Cambridge School Committee as then in effect. The special education teacher (substantially separate class teacher) stipend or the pre-school special needs class teacher stipend in Appendix A of CEA Unit A&B collective bargaining as then in effect will apply if the paraprofessional is assigned to serve as an Extended Term Substitute in such classroom.

If the paraprofessional who has been selected to assume an Extended Term Substitute position of one year or less or has substituted for an absent teacher for twenty (20) or more consecutive days ~~or more granted an approved leave of absence through the Office of Human Resources to assume an Extended Term Substitute position~~ is working in a school with Extended Learning Time ~~and has been selected to work as an Extended Term Substitute for a teacher that works during Extended Learning Time hours on a regular basis~~, then while serving as an Extended Term Substitute, the paraprofessional shall also be paid the ~~Extended Term Substitute Teacher~~ rate for the additional hours worked at the Extended Learning Time school as set forth in the Extended Learning Time Agreement between the Cambridge School Committee and the Cambridge Education Association as then in effect.

Proposal 4. Article 4 §G, Page 8

All new hires and transfers into the bargaining unit will be placed at ~~Step 1 of the appropriate step on the relevant salary schedule. Full credit on the salary schedule, not to exceed six (6) years will be given for prior experience as a paraprofessional or a teacher in a K-12 public or private school or as a building substitute or extended term substitute within the Cambridge Public Schools upon initial employment. Credit greater than six (6) years may be provided at the sole discretion of the Superintendent or designee.~~ A salary schedule adjustment for educational credits received prior to employment must be requested by the employee within the first 90 days of employment. Proper documentation of such educational credits must be submitted with the request, which is subject to the approval of the ~~Executive Director of Human Resources Chief Talent Officer~~ or ~~his/her~~ designee.

~~Effective within sixty (60) days of the ratification of the successor collective bargaining agreement by both parties, and upon a request of the employee within ninety (90) days of the ratification of the successor collective bargaining agreement between the parties, the Office of Human Resources will conduct a one-time only review for all bargaining unit members currently on Steps 2 through 6 to determine their prior experience as a paraprofessional or a teacher in a K-12 public or private school or as a building substitute or extended term substitute within the Cambridge Public Schools. Proper documentation of such educational credentials must be submitted with the request which is subject to the approval of the Chief Talent Officer or designee and which is not subject to the grievance process and is not arbitrable. This~~

provision will sunset as of August 31, 2026.

Proposal 5. Article 14 §A new second paragraph, page 23

The Committee and the CEA agree that there shall be a Professional Development Joint Working Group consisting of at least four (4) Unit E members (one from elementary level, one from the upper school level, one from the high school level and one from OSS, designated by the CEA President and up to three (3) administrators designated by the Superintendent. This Joint Working Group on Professional Development shall be co-chaired by one individual designated by the Superintendent and by one individual designated by the CEA. This Professional Development Working Group shall be advisory to the Superintendent. The work of the Joint Working Group will include consultation on plans for professional development days, reviewing feedback from professional development attended by paraprofessionals and other topics as determined by the co-chairs of the joint working group and members of the Joint Working Group. The meeting frequency of this Joint Working Group shall be monthly or at any other frequency as jointly agreed to by the co-chairs of the Joint Working Group. Up to 5 times per year, the meeting of this Joint Working Group may coincide with the Unit A/B Professional Learning Committee.

Proposal 6. Article 17 §K, new second paragraph, page 27

Three paraprofessionals designated by the CEA will be members of the Superintendent's Advisory Committee.

Proposal 7. Article 7 §A, B, F and G, pages 12-13

A. The work performance of each paraprofessional ~~may, at the discretion of the employer,~~ will be evaluated annually.

By October 1st or within one (1) month of the date of hire all paraprofessionals will receive the rubric and notification of who their Teacher Supervisor(s) and Evaluating Administrator are from their Evaluating Administrator.

All Paraprofessionals will have a conversation with their Teacher Supervisor by November 30 or within two (2) months of hire during which they review the rubric and identify strengths and areas of growth. Paraprofessionals or Teacher Supervisors can request that the Evaluating administrator be present during that meeting. Any such request will not be unreasonably denied. Paraprofessionals with fewer than three years of experience and paraprofessionals rated overall "Needs Improvement" or "Unsatisfactory" the previous year will receive written feedback by December 15. Written feedback will include specific areas needing improvement and support that will be in place.

Teacher Supervisor(s) will draft the summative evaluation and share it with the Evaluating Administrator for approval. Then the Teacher Supervisor(s) will meet with the paraprofessional to discuss the evaluation and make adjustments to the draft as necessary. Paraprofessionals or Teacher Supervisors can request that the Evaluating administrator be present during that meeting. Any such request will not be unreasonably denied. Paraprofessionals will receive their final evaluation by May 1. Paraprofessionals will have the right to respond in writing to the final summative evaluation within 5 school days of receipt.

B. A copy of each evaluation report shall be furnished to the paraprofessional evaluated, who shall have

~~the right to respond in writing to the report, discuss the same with the maker of the report.~~

~~B. C. In the event of a disagreement concerning any evaluation, the paraprofessional involved shall have the right to apply to the Superintendent for another evaluation to be conducted by a person designated by the Superintendent, provided said designee was not one of the original evaluators. Such approval shall not be unreasonably withheld. Said evaluation is to be filed in the paraprofessional's personnel file.~~

~~F. If a paraprofessional is evaluated by more than one supervisor, evaluations must be submitted separately.~~

~~G. Evaluations will be completed on or before June 1st of each school year.~~

Proposal 8. Article A Evaluation Form, pages 36-37

Replace the evaluation form with the form attached hereto as Attachment 1.

Proposal 9. Article 12 new first paragraph, page 20

~~Paraprofessionals will report absences through the school department's online absence reporting system and to the principal or designee via email at least two hours before the starting time of their school, barring unforeseen circumstances which make it impossible to do so then notice of such absence must be made at least one hour before the starting time of their school or as soon as practicable thereafter.~~

Proposal 10. Article 14 §A, page 23

~~The Cambridge Public Schools will ensure adequate professional development opportunities for paraprofessionals by regularly offering in-district professional development as determined by the Superintendent or designee. All required training will either be during regular work hours or they will be compensated at their prorated, daily rate for attendance. Logistics and agendas for all mandatory professional development sessions will be provided at least one month in advance and feedback will be collected and shared with the Professional Development Working Group.~~

Proposal 11. Article 6 §H, page 12 and Move to Article 14 New §D, page 23

~~Effective as of September 1, 2019, a All newly hired paraprofessionals shall be required to participate in a new paraprofessional ~~induction-orientation~~ program of not more than eight (8) hours duration during the two weeks in August prior to the date on which Unit E member report to work, and will be paid at their hourly rate of \$20.00 per hour. This ~~induction-orientation~~ program will be developed by the School Department and the Association. Paraprofessionals who are hired after the August ~~annual induction-orientation~~ program has occurred or were unable to attend the August orientation will be able to attend the ~~induction-orientation~~ program when next offered and will be paid at their hourly rate. the following year at their hourly rate of \$20.00 per hour. In August 2020, when the first induction program is held, all unit members will have the option to attend the induction program and be compensated at the rate of \$20.00 per hour. Additional orientation sessions may be offered during the course of the school year, scheduled at the discretion of the Chief Talent Officer or designee and CEA President.~~

Proposal 12. Article 14 new §E, page 23

~~Effective July 1, 2025, all newly hired bargaining unit members will be required to participate in a~~

new paraprofessional induction program developed by the School Department and the Association and the maximum time for this program will be not more than ten (10) hours. Such an induction

program will be scheduled during the week in August which is two weeks prior to the first day of school for students. Bargaining unit members who are required to participate in the induction program will be notified of the dates of the induction program.

Bargaining unit members who are hired after the induction program has been held will be required to attend the induction program in the following school year.

Proposal 13. Article 14 new §G, page 23

Paraprofessionals who are enrolled in a Massachusetts Department of Elementary and Secondary Education approved Teacher Certification Program will, if necessary and possible, be reassigned or transferred to a position in which they can complete their internship that is required as part of their Teacher Certification Program. If it is not possible to reassign or transfer the paraprofessional to position in which they can complete this internship, then they will be permitted to take an unpaid leave of absence from their position for the duration of the internship that is required as part of their Teacher Certification Program and they will be permitted to receive compensation from another organization during this internship.

Proposal 14. Article 11 §A page 17

~~Paraprofessionals will be entitled to fifteen (15) sick leave days each school year as of September 30th of said school year.~~ Paraprofessionals will be entitled to fifteen (15) sick leave days each school year as of September 1st of said school year. Sick leave days may be accumulated from year to year without limitation. All new employees should be granted one and one-half (1 1/2) days sick leave for each month of service up to a maximum of fifteen (15) days in any year.

~~Effective as of September 1, 2019, paraprofessionals will be entitled to fifteen (15) sick leave days each school year as of September 1st of said school year.~~

Proposal 15. Article 11, §B page 17

~~A record of accumulated sick leave shall be transmitted to paraprofessionals by December 1st.~~ Paraprofessionals, or their designated school clerk, can access their sick leave, personal or compensatory time through the Time and Attendance system, where they can view accruals and time taken.

Proposal 16. Article 11 §D pages 17-19

Delete the current Section D of Article 11 in its entirety and insert the following in its place:

1. The purpose of the Sick Leave Bank is to provide additional sick leave to those staff who are ill and whose personal sick leave, personal leave and vacation days (if any) have been exhausted. Sick Leave Bank days may be allocated for personal illness only.
 - a. There shall be a one-time allocation of two (2) days by the School Committee for each bargaining unit member of Cambridge Education Association Units A&B, C, E and for building substitutes who are bargaining unit members of Cambridge Education Association Unit D which shall occur on July 1, 2023 for Unit C members and September 1, 2023 for Units A&B, D and E members. Additionally, each existing bargaining unit member of Cambridge Education Association Units A&B, C, E and for building substitutes who are bargaining unit members of Cambridge Education Association Unit D shall make a one-time contribution of one (1) sick day to the Sick Leave Bank which shall occur on July 1, 2023 for Unit C members and September 1, 2023 for Units A&B, D and E members. Such contribution shall be deducted from each

member's accrued sick days.

- b. The School Committee will deposit two (2) days into the Sick Leave Bank for each newly hired bargaining unit member of Cambridge Education Association Units A&B, C, E and for each newly hired building substitutes who are bargaining unit members of Cambridge Education Association Unit D. Additionally, each newly hired bargaining unit member of Cambridge Education Association Units A&B, C, E and each newly hired building substitutes who are bargaining unit members of Cambridge Education Association Unit D will contribute one (1) sick leave day. Such contribution shall be deducted from each member's initial allocation of sick days.
- c. Any sick leave days that remain unused in the Sick Leave Bank as of June 30th will roll over into the next year.
- d. In the event that the Sick Leave Bank drops below one hundred (100) days, then it is acknowledged and agreed by the Committee and the Association that each existing bargaining unit member of Cambridge Education Association Units A&B, C, E and building substitutes who are bargaining unit members of Cambridge Education Association Unit D will each contribute one (1) sick leave day to the Sick Leave Bank. Such contribution shall be deducted from each member's accrued sick days on the date when those days are next allocated. In the interim, if the Sick Leave Bank drops below zero (0) days, then the Committee will loan the Sick Leave Bank any days needed and the Sick Leave Bank will return all of those days as soon as those days are next deposited into the Sick Leave Bank.
- e. The Sick Leave Bank Committee will be composed of:
 - i. Three members of the Cambridge Education Association Units A, B, C and E and/or building substitutes who are members of Unit D
 - ii. Three members from the Central Administration of the Cambridge School Department ("School Department" or "Cambridge Public Schools") designated by the Cambridge Superintendent of Schools ("Superintendent").
- f. The Sick Leave Bank Committee will decide, on a majority vote, on an allocation of days from the Sick Leave Bank, using guidelines set forth below:
 - i. All bargaining unit members of Units A&B, C and E and building substitutes who are bargaining unit members of Unit D are eligible to apply for days from the Sick Leave Bank
 - ii. Applicants must have exhausted personal sick leave days, personal days and vacation days (if any) before the effective date of any grant of sick days from the Sick Leave Bank.
 - iii. An official application form must be completed.
 - iv. Applicants must be on an approved medical leave for personal illness. The Superintendent has the right to require an examination by the City of Cambridge's ("City") chief medical officer or representative whose opinion as to the nature or extent of the illness or injury will prevail.
- g. Applicants can be denied by the Sick Leave Committee if, in its opinion, any of the following apply:
 - i. Previous abuse of personal sick leave; and
 - ii. Applicant received Sick Leave Bank days in each of the prior two (2) fiscal years.

- h. A maximum of forty-five (45) days per applicant may be allotted to any one person in any one fiscal year for their own individual illness after their own personal sick leave days, personal days and vacation days (if any) have been exhausted.
 - i. In the unusual circumstance that a member is experiencing a personal catastrophic illness (e.g., a severe illness requiring a prolonged hospitalization or recovery, or sudden illness or accident that incapacitates the employee for an extended period of time), which is supported by a letter from an attending physician, and they have exhausted their initial allotment of forty-five (45) days from the Sick Leave Bank, the member may apply to the Sick Leave Bank Committee for one (1) final additional extension of twenty (20) days from the Sick Leave Bank.
 - j. The Committee and the Association acknowledge and agree that there will be no petitions, requests or other actions for the creation of independent or voluntary Sick Leave Bank contributions for any union member and that the maximum number of sick days that may be awarded to any member of the CEA Units A&B, C, E and building substitutes who are members of Unit D is capped by the terms and provisions of this Sick Leave Bank Agreement.
 - k. Decisions of the Sick Leave Bank Committee are final with respect to eligibility and entitlement and are not subject to appeal.
 - l. When a member has borrowed from the Sick Leave Bank, they will be required to return to the Sick Leave Bank thirty-three percent (33%) of their annual accrual, rounded to the nearest hour, each fiscal year until the sick days borrowed are repaid in full. Such returns shall be deducted from the member's annual allocation of sick days starting in the fiscal year after their return from medical leave.
2. The parties acknowledge and agree that the annual allocation of sick days for active bargaining unit members of CEA Units A&B, E and building substitutes who are active bargaining unit members of Unit D occurs on September 1 and that the annual allocation of sick days for members of Unit C occurs on July 1. Active bargaining unit members are bargaining unit members who are not on a personal, unpaid leave.

Proposal 17. Article 13 new §B page 21

Relabel ensuing section letters

The School Committee agrees to abide by State Law and Massachusetts Commission Against Discrimination ("MCAD") guidelines with reference to parental leave. All Unit E members 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 Unit E members 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. Unit E 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.

~~In accordance with the provisions of MPLA and for leaves under the MPLA, if both the unit member and their spouse work for the school district, then they are only entitled to eight weeks of leave in the aggregate for the birth or adoption of the same child.~~

Proposal 18. Article 3 Step Descriptions, page 3

STEP 1. The Association's President with the aggrieved employee shall take up the grievance or dispute in writing with the immediate supervisor within ~~fifteen (15) business~~ **twenty (20) school** days or ~~forty (40) calendar~~ days of the date of the grievance or their knowledge of its occurrence. The immediate supervisor shall attempt to adjust the matter and shall respond to the President within ~~twenty-five (25) business~~ **twenty (20) school** days of the date of the grievance or their knowledge of its occurrence.

STEP 2. If the grievance has not been settled, it shall be presented in writing to the Superintendent of Schools within ~~twenty-five (25) business~~ **twenty (20) school** days after the immediate supervisor's response is due. ~~The Superintendent shall schedule and hold the hearing of the grievance within twenty (20) school days.~~ The Superintendent ~~or designee~~ shall respond to the President in writing within ~~twenty-five (25) business~~ **twenty (20) school** days ~~of the hearing~~. Failure by the Employer or its representatives to respond within the time period stipulated for response in Steps 1 and 2 shall be construed as a denial of the grievance.

STEP 3. If the grievance still remains unsolved, it shall be presented to the School Committee in writing within ~~twenty-five (25) business~~ **twenty (20) school** days after the response of the Superintendent is due. ~~The School Committee shall meet with the member and a representative of the Association within twenty (20) school days in an effort to settle the grievance.~~ The School Committee shall respond in writing within ~~twenty-five (25) twenty (20) business days~~ **of the meeting with the School Committee.** ~~after its second regularly scheduled meeting following the presentation of the grievance to the School Committee.~~ Failure by the School Committee to respond within this period shall be construed as a denial of the grievance.

The rest of the article remains unchanged

Proposal 19. Article 12 §F

~~Members of Unit E who are the victims of domestic violence may be granted up to two (2) days of paid leave to attend legal proceedings to seek assistance with such domestic abuse behavior in accordance with the provisions of the Cambridge Public Schools Domestic Violence Leave Policy as then in effect. Such paid leave shall not be available unless all other available leave is exhausted (i.e., vacation, personal, sick, family and medical leave). Time necessary for appearance for any legal proceedings to which the paraprofessional is required to attend.~~

Proposal 20. Article 4 Section C page 5

~~To be eligible to advance to the next annual salary step, paraprofessionals must actively work at least 110 school days in the previous school year as a regularly appointed paraprofessional in the Cambridge Public School Department. Approved FMLA or medical leave (whether paid or unpaid) counts towards the 110 days but personal leave do not count.~~

~~Employees hired prior to November 15th shall advance to the next year in the salary schedule the following September and/or employees must be on the payroll for a minimum of 90 days in order to advance to the next step of the salary schedule, unless the absence from work was due to a school related accident or injury as specified in Article 9.~~

Proposal 21. Article 12 Section A page 5

Three (3) days personal leave of absence may be granted subject to the approval of the Superintendent, whose approval will not be unreasonably withheld. Application for personal leave will be made at least twenty-four (24) hours before taking such leave (except in cases of emergencies). ~~The last day of said leave shall be deducted from sick leave allowed under Article 11.~~ Subject to exceptions by the Superintendent, no personal leave shall be requested or granted for the day immediately preceding or immediately following a holiday or a vacation period. Personal leave shall be granted for the purpose of transacting or attending to personal affairs and situations over which the applicant has no control.

II. Economic Proposals

Proposal 22. Article 4 §A, page 4

The salaries of each paraprofessional shall be determined pursuant to the salary schedule attached hereto in the Appendix. The salaries in the Appendix shall be revised as follows:

Effective Date	Increase
9/1/2024	3%
9/1/2025	3.5%

With no increase on any other economic items in the collective bargaining agreement.

Appendix, Salary Charts pages 32-24

In addition to COLA, a 12.5% increase to base salary on 9/1/2024 in exchange for the increase of an additional thirty minutes per day and an additional three hours of professional development time per year as detailed above in Proposal 1 and an additional 1% increase on base salary on 9/1/2025 in exchange for one additional professional development day as detailed above in Proposal 1. Add a Bachelor's Plus 15 column by adding 2% to the Bachelor Column Masters column is 2% more than Bachelor's Plus +15 The updated salary charts are attached hereto as Attachment 2.

Proposal 23. Appendix, fourth and fifth paragraphs, page 31

~~Effective September 1, 2016, the hourly~~ before school and after school stipend rate ~~for work outside of the unit member's regular hours~~ and the hourly participant workshop rate will be ~~at the Unit member's hourly rate \$30.00 \$22.00 per hour.~~

Note: Any Unit E member who works more than 40 hours a week will be paid time and a half for any hours worked over 40 hours.

~~Effective July 1, 2016, the~~ hourly summer school stipend rate will be ~~\$35.00 (thirty-five dollars) \$25.00~~ per hour for a Unit E member hired in a paraprofessional role. Unit E members hired in a teacher role in summer school will be paid the summer school teacher rate set forth in the collective bargaining agreement between the Cambridge School Committee and the Cambridge Education Association Units A&B, as then in effect.

Proposal 24. Article 17 §L, page 27, move to Appendix and re-letter Article 17

~~Effective September 1, 2024, paraprofessionals who are primarily assigned to a kindergarten classroom will receive a stipend of \$500.00 (five hundred dollars). Effective September 1, 2024, paraprofessionals who are primarily assigned to a kindergarten pre-kindergarten junior kindergarten or pre-school class or who are primarily assigned to a classroom that requires them to primarily and regularly deal with custodial care procedures (such as diapering and/or toileting) for students on a regular basis will receive a stipend of \$2,000.00 (two thousand dollars).~~

~~All paraprofessionals receiving this stipend will be provided with training during their regular work hours~~

on such procedures. All paraprofessionals may be required to attend training during their regular work hours on such procedures in order to respond to an emergency situation and all paraprofessionals will be expected to respond to an emergency situation.

Proposal 25. Appendix sixth paragraph and insert additional paragraphs, page 31

Special Education Stipend: Paraprofessionals assigned to substantially separate special education classes shall be paid an additional stipend of **\$1,500.00 (one thousand five hundred dollars) \$600**. Such stipend shall be determined annually and shall be added to the base annual salary. **Effective as of September 1, 2023, the annual special education stipend shall be \$750.00.**

Verbal De-escalation and Physical Intervention Stipend: Paraprofessionals are assigned to a substantially separate special education class and have certification in verbal de-escalation and physical intervention shall be paid an additional stipend of **\$500.00 (five hundred dollars)**.

Effective September 1, 2025, Paraprofessionals are assigned to a substantially separate special education class and have certification in verbal de-escalation and physical intervention shall be paid an additional stipend of \$750.00 (seven hundred fifty dollars).

Crisis Response Team Stipend: Effective September 1, 2025, paraprofessionals who are assigned to their school's crisis response team and who have an active Cambridge Public Schools verbal de-escalation and physical restraint training and certification shall be paid an additional **\$1,000.00 (one thousand dollars)**.

Registered Behavior Technician Stipend: Effective September 1, 2025, Paraprofessionals who are a registered behavior technician and who regularly and are actively providing such services to students during the school year shall receive a stipend of **\$2,500.00 (two thousand five hundred dollars)**. Such stipend shall be determined annually and shall be added to the base annual salary.

Multilingual Language Stipend: Paraprofessionals who have been assigned to a Sheltered English Immersion Classroom and who have passed a school department designated assessment and have been determined to be fluent/proficient in one (1) of the six (6) most commonly used languages in the Cambridge Public Schools other than English in the Cambridge Public Schools shall be paid an additional stipend of **\$2,500.00 (two thousand five hundred dollars)**. Paraprofessionals who have been assigned to a Dual Language Immersion Classroom and who have passed a school department designated assessment and have been determined to be fluent/proficient in the target language in the Cambridge Public Schools shall be paid an additional stipend of **\$2,500.00 (two thousand five hundred dollars)**.

Proposal 26. Article 4 §E ¶2, page 6

Effective September 1, 2016, increase to The substitute teaching rate will be **\$12.25 (twelve dollars and twenty-five cents) per hour in addition to their regular salary to \$66.00**. The substitute teaching rate will be prorated if the paraprofessional is substituting for a teacher in a program or school that is regularly scheduled as **an seven or** eight hour day. **Effective September 1, 2019 increase the substitute teaching rate to \$72.00.**

Proposal 27. Article 17 §N and §O, page 21

N. **Effective three months after the ratification,** The City shall offer bike sharing memberships to unit members on the same terms as non-union employees.

O. **Effective three (3) months after ratification of this agreement by both parties the School Department shall reimburse each member of the bargaining unit who purchases a T-pass, up to a maximum of sixty-five percent (65%) up to a maximum of one hundred twenty dollars (\$120.00) per month. Paraprofessionals who purchase T-passes through payroll deduction process and who are**

receiving paychecks during the summer months shall be eligible for T-pass reimbursement during these months. Effective September 1, 2022, the School Department shall reimburse each member of the bargaining unit who purchases a T-pass up to a maximum of two hundred sixty-five dollars (\$265.00) 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 and members will be allowed to suspend payroll deduction as needed.

III. Contract Cleanup

Proposal 28. Various places in the contract

Update dates

Proposal 29. Article 2 §2 page 2

Neither the Committee nor the Association will discriminate against any paraprofessional covered by this Agreement or applicant for employment because of race, color, creed, sex, marital status, age, disability, gender, sexual orientation, national origin, ethnicity, ancestry, religion, genetic information, veteran status, gender identity, pregnancy or pregnancy-related status.

Proposal 30. Article 4 §E sub§1 page 6

A Principal/~~Head of Upper School~~ may request the paraprofessional to substitute in those classes which they deem educationally appropriate.

Proposal 31. Article 6 §H page 12

Effective as of September 1, 2019, all newly hired paraprofessionals shall be required to participate in a new paraprofessional induction program of not more than eight (8) hours duration during the two weeks in August prior to the date on which Unit E member report to work, at the rate of \$20.00 per hour. This induction program will be developed by the School Department and the Association. Paraprofessionals who are hired after the annual induction program has occurred will be able to attend the induction program the following year at the rate of \$20.00 per hour. ~~In August 2020, when the first induction program is held, all unit members will have the option to attend the induction program and be compensated at the rate of \$20.00 per hour.~~

Proposal 32. Article 8 §D page 14

Notwithstanding any of the provisions of the foregoing sections of this Article, any member of the bargaining unit who is released from a position in a Title I school because they have not met the requirements of the ~~No Child Left Behind Act of 2001-Every Student Succeeds Act~~, including without limitation the requirements of education and status as "highly qualified," shall not have bumping rights to any positions in other schools and will not be treated as either a voluntary or involuntary transfer to another school and shall not be entitled to

Proposal 33. Article 14 §C page 6

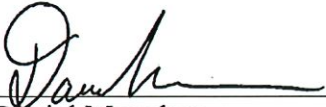
Paraprofessionals will be eligible for tuition reimbursement for job-related educational courses. The maximum amount of reimbursement will be \$1,000 (one thousand dollars) per individual per contract year. To be eligible for reimbursement, prior principal approval for the course to be taken shall be required, and a final course grade of at least "B-" shall be required unless the course is only offered Pass/Fail, in which case a "passing" grade will suffice. ~~Effective September 1, 2012, the total tuition reimbursement amount shall not exceed fifteen thousand dollars (\$15,000.00) per year.~~ Effective September 1, 2020, the total tuition reimbursement amount shall not exceed thirty thousand dollars (\$30,000.00).

Proposal 34. Article 17 §P page 30

~~Effective September 1, 2019, there shall be a \$200.00 (two hundred dollar) professional educator stipend for the purpose of affording unit members with the opportunity for independent professional growth.~~ Effective September 1, 2020, there shall be a \$300.00 (three hundred dollar) professional educator stipend for the purpose of affording unit members with the opportunity for independent professional growth.

CAMBRIDGE EDUCATION ASSOCIATION

CAMBRIDGE SCHOOL COMMITTEE



Daniel Monahan
President

Date June 26, 2024

Katherine Christo
Interim Executive Secretary

Date _____

Order Number _____

CITY OF CAMBRIDGE

Yi-An Huang
City Manager

Approved as to Form:

Megan B. Bayer, Esq.
Acting City Solicitor

ATTACHMENT 1

Cambridge Public Schools Paraprofessional Evaluation

Name:	School:	School Year:
Supervising Teacher(s):		Evaluating Administrator:

1. Supporting Instruction: Evaluate how well the paraprofessional supports the instructional goals of the classroom. This includes implementing teacher-led lessons, facilitating small group activities, and providing one-on-one assistance to students as needed

<i>Exemplary</i>	<i>Proficient</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
<ul style="list-style-type: none"> • Consistently supports instructional goals • Proficiently implements teacher-led lessons • Effectively facilitates small group activities • Proactively provides one-on-one assistance to students, anticipating needs 	<ul style="list-style-type: none"> • Regularly supports instructional goals • Effectively implements teacher-led lessons • Actively facilitates small group activities • Consistently provides one-on-one assistance to students as needed 	<ul style="list-style-type: none"> • Occasionally supports instructional goals • Inconsistently implements teacher-led lessons • Participates in some small group activities • Provides occasional one-on-one assistance to students when prompted 	<ul style="list-style-type: none"> • Rarely supports instructional goals • Frequently off-task during teacher-led lessons • Minimal participation in small group activities • Inconsistent or insufficient one-on-one assistance to students

Formative Comments (include strengths, areas of growth and supports in place):

Summative Comments:

Summative Rating: *Exemplary* *Proficient* *Needs Improvement* *Unsatisfactory*

2. Collaboration with Staff: Evaluate the paraprofessional's collaboration with classroom teachers and other staff members. This includes communicating effectively verbally and in writing, following directives, providing updates on student progress and being an engaged team member.

<i>Exemplary</i>	<i>Proficient</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
<ul style="list-style-type: none"> • Consistently communicates with staff effectively • Consistently follows directives • Provides timely updates on student progress • Highly engaged and contributes significantly as a team member. 	<ul style="list-style-type: none"> • Regularly communicates with staff effectively • Follows directives most of the time • Provides regular updates on student progress • Actively contributes as a team member. 	<ul style="list-style-type: none"> • Occasionally communicates with staff • Inconsistently follows directives • Provides sporadic updates on student progress • Inconsistently contributes as a team member. 	<ul style="list-style-type: none"> • Rarely communicates with staff • Frequently disregards directives • Provides minimal or no updates on student progress • Not considered an engaged team member.

Formative Comments (include strengths, areas of growth and supports in place):

Summative Comments:

Summative Rating: *Exemplary* *Proficient* *Needs Improvement* *Unsatisfactory*

3. Student Engagement and Behavior Management: Evaluate the paraprofessional's ability to effectively engage students in learning activities and support positive behavior management strategies. This includes creating a supportive and inclusive classroom environment where all scholars feel valued and respected, building positive relationships with students based on trust, respect and empathy, and conveying information in a manner that is accessible to diverse learners.

<i>Exemplary</i>	<i>Proficient</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
<ul style="list-style-type: none"> • Consistently creates a supportive classroom environment • Builds strong positive relationships with all students • Effectively conveys information to all diverse learners. 	<ul style="list-style-type: none"> • Regularly creates a supportive classroom environment • Builds positive relationships with most students • Effectively conveys information to diverse learners. 	<ul style="list-style-type: none"> • Inconsistently creates a supportive classroom environment • Inconsistently builds positive relationships with students • Occasionally struggles to convey information effectively to diverse learners. 	<ul style="list-style-type: none"> • Creates a negative classroom environment • Fails to build positive relationships with students • Struggles to convey information effectively to diverse learners.

Formative Comments (include strengths, areas of growth and supports in place):

Summative Comments:

Summative Rating: *Exemplary* *Proficient* *Needs Improvement* *Unsatisfactory*

4. Flexibility and Adaptability: Evaluate the paraprofessional's ability to adapt to changing circumstances. This includes responding effectively to unexpected challenges and includes taking on tasks or responsibilities willingly as needed.

<i>Exemplary</i>	<i>Proficient</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
<ul style="list-style-type: none"> • Consistently adapts to change • Eagerly takes on tasks or responsibilities as needed. 	<ul style="list-style-type: none"> • Regularly adapts to change • Willingly takes on tasks or responsibilities as needed. 	<ul style="list-style-type: none"> • Occasionally adapts to change • Sometimes willing to take on tasks or responsibilities when necessary. 	<ul style="list-style-type: none"> • Resists change, struggles to adapt to new circumstances • Unwilling to take on tasks or responsibilities.

Formative Comments (include strengths, areas of growth and supports in place):

Summative Comments:

Summative Rating: *Exemplary* *Proficient* *Needs Improvement* *Unsatisfactory*

5. Dependability: This includes being punctual, attending regularly and using leave appropriately, communicating absences in a timely manner, and completing tasks efficiently and reliably.

<i>Exemplary</i>	<i>Proficient</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
<ul style="list-style-type: none"> • Consistently punctual and present. • Communicates absences and tardiness promptly. • Reliably completes tasks 	<ul style="list-style-type: none"> • Regularly punctual and present. • Communicates and tardiness absences in a timely manner. • Generally completes tasks 	<ul style="list-style-type: none"> • Occasionally late or absent without valid reason. • Inconsistently communicates absences and tardiness. 	<ul style="list-style-type: none"> • Frequently late or absent without valid reason. • Fails to communicate absences and tardiness in a timely manner.

efficiently.	efficiently and reliably.	• Sometimes incomplete or unreliable in task completion.	• Often incomplete or unreliable in task completion.
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Formative Comments (include strengths, areas of growth and supports in place):

Summative Comments:

Summative Rating: *Exemplary* *Proficient* *Needs Improvement* *Unsatisfactory*

6. Professionalism: Evaluate the paraprofessional's professionalism. This includes staying informed about job related issues, maintaining confidentiality when dealing with sensitive student information and remaining calm and composed in high-pressure situations.

<i>Exemplary</i>	<i>Proficient</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
<ul style="list-style-type: none"> • Consistently informed about job-related issues. • Maintains confidentiality rigorously. • Remains calm and composed in high-pressure situations. 	<ul style="list-style-type: none"> • Regularly informed about job-related issues. • Maintains confidentiality. • Remains calm and composed in most high-pressure situations. 	<ul style="list-style-type: none"> • Occasionally informed about job-related issues. • Usually maintains confidentiality. • Sometimes struggles to remain calm and composed in high-pressure situations. 	<ul style="list-style-type: none"> • Often uninformed about job-related issues. • Inconsistently maintains confidentiality. • Struggles to remain calm and composed in high-pressure situations.

Formative Comments (include strengths, areas of growth and supports in place):

Summative Comments:

Summative Rating: *Exemplary* *Proficient* *Needs Improvement* *Unsatisfactory*

7. Professional Learning and Growth: Evaluate the paraprofessional's engagement in ongoing professional learning opportunities.

<i>Exemplary</i>	<i>Proficient</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
<ul style="list-style-type: none"> • Consistently actively engaged in professional learning opportunities. • Demonstrates a strong commitment to continuous learning and growth. 	<ul style="list-style-type: none"> • Often actively engaged in professional learning opportunities. • Demonstrates commitment to continuous learning and growth. 	<ul style="list-style-type: none"> • Occasionally engaged in professional learning opportunities. • Demonstrates some interest in learning and growth. 	<ul style="list-style-type: none"> • Rarely engaged in professional learning opportunities. • Demonstrates little interest in learning and growth.

Formative Comments (include strengths, areas of growth and supports in place):

Summative Comments:

Summative Rating: *Exemplary* *Proficient* *Needs Improvement* *Unsatisfactory*

8. Problem-Solving Skills: Evaluate the paraprofessional's ability to identify challenges or obstacles to student learning and proactively seek solutions. This includes finding creative, alternative approaches to support student success and seeking assistance or guidance when needed.

<i>Exemplary</i>	<i>Proficient</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>
<ul style="list-style-type: none">• Consistently identifies challenges or obstacles to student learning.• Proactively seeks solutions.• Consistently finds creative and effective alternative approaches.	<ul style="list-style-type: none">• Regularly identifies challenges or obstacles to student learning.• Generally seeks solutions effectively.• Often finds alternative approaches.	<ul style="list-style-type: none">• Occasionally identifies challenges or obstacles to student learning.• Inconsistently seeks solutions.• Sometimes finds alternative approaches.	<ul style="list-style-type: none">• Frequently fails to identify challenges or obstacles to student learning.• Rarely seeks solutions.• Struggles to find alternative approaches.

Formative Comments (include strengths, areas of growth and supports in place):

Summative Comments:

Summative Rating: *Exemplary* *Proficient* *Needs Improvement* *Unsatisfactory*

Educator Response:

Overall Rating: Exemplary Proficient Needs Improvement Unsatisfactory

If this document is completed as an evaluation by an evaluator the paraprofessional will sign to indicate they have read the completed evaluation. The signature does not indicate agreement with the evaluation.

Evaluator's Signature:

Date:

Paraprofessional's Signature:

Date:

ATTACHMENT 2

SEVEN HOUR PARAPROFESSIONAL: September 1, 2024 - August 31, 2026

NOTE: The following salary schedule is effective September 1, 2024 and reflects a 3.0% increase and a 12.5% increase for an additional .5 hours per day and 3 hours per year.

Step	High School	15	30	45	60	75	90	BAC	BAC+15	MAS
1	\$ 30,277.75	\$ 33,031.61	\$ 36,639.61	\$ 38,185.90	\$ 39,481.83	\$ 40,792.49	\$ 42,058.97	\$ 43,649.44	\$ 44,522.43	\$ 45,412.88
2	\$ 30,822.63	\$ 34,106.65	\$ 37,906.09	\$ 39,452.38	\$ 40,925.03	\$ 42,338.78	\$ 43,723.07	\$ 45,313.54	\$ 46,219.81	\$ 47,144.20
3	\$ 31,396.96	\$ 34,975.51	\$ 38,716.05	\$ 40,262.34	\$ 41,705.54	\$ 42,942.57	\$ 44,223.77	\$ 45,814.24	\$ 46,730.52	\$ 47,665.13
4	\$ 32,280.56	\$ 36,021.09	\$ 39,923.63	\$ 41,528.82	\$ 42,810.03	\$ 44,061.78	\$ 45,298.81	\$ 46,889.28	\$ 47,827.06	\$ 48,783.60
5	\$ 33,061.06	\$ 36,860.51	\$ 40,733.58	\$ 42,309.32	\$ 43,561.08	\$ 44,857.01	\$ 46,138.22	\$ 47,728.69	\$ 48,683.26	\$ 49,656.93
6	\$ 33,591.22	\$ 37,405.39	\$ 41,234.29	\$ 42,780.57	\$ 44,061.78	\$ 45,416.62	\$ 46,800.92	\$ 48,391.38	\$ 49,359.21	\$ 50,346.39
7	\$ 34,091.92	\$ 37,935.54	\$ 41,779.17	\$ 43,310.73	\$ 44,636.12	\$ 45,961.50	\$ 47,301.62	\$ 48,892.08	\$ 49,869.92	\$ 50,867.32
8	\$ 34,666.25	\$ 38,509.88	\$ 42,368.23	\$ 43,811.43	\$ 45,195.72	\$ 46,491.66	\$ 47,772.87	\$ 49,363.33	\$ 50,350.60	\$ 51,357.61
9	\$ 35,166.96	\$ 39,040.03	\$ 42,868.93	\$ 44,385.77	\$ 45,770.06	\$ 47,021.81	\$ 48,258.84	\$ 49,864.03	\$ 50,861.31	\$ 51,878.54
10	\$ 37,066.68	\$ 40,792.49	\$ 44,650.84	\$ 46,226.58	\$ 47,493.06	\$ 48,833.18	\$ 50,129.11	\$ 51,719.58	\$ 52,753.97	\$ 53,809.05

NOTE: The following salary schedule is effective September 1, 2025 and reflects a 3.5% increase and a 1.0% increase for an additional work day.

Step	High School	15	30	45	60	75	90	BAC	BAC+15	MAS
1	\$ 31,640.25	\$ 34,518.03	\$ 38,288.39	\$ 39,904.26	\$ 41,258.51	\$ 42,628.15	\$ 43,951.63	\$ 45,613.66	\$ 46,525.94	\$ 47,456.45
2	\$ 32,209.65	\$ 35,641.45	\$ 39,611.87	\$ 41,227.73	\$ 42,766.66	\$ 44,244.02	\$ 45,690.61	\$ 47,352.65	\$ 48,299.70	\$ 49,265.69
3	\$ 32,809.83	\$ 36,549.41	\$ 40,458.27	\$ 42,074.14	\$ 43,582.29	\$ 44,874.98	\$ 46,213.84	\$ 47,875.88	\$ 48,833.40	\$ 49,810.06
4	\$ 33,733.18	\$ 37,642.04	\$ 41,720.19	\$ 43,397.61	\$ 44,736.48	\$ 46,044.56	\$ 47,337.26	\$ 48,999.29	\$ 49,979.28	\$ 50,978.86
5	\$ 34,548.81	\$ 38,519.23	\$ 42,566.60	\$ 44,213.24	\$ 45,521.33	\$ 46,875.58	\$ 48,214.44	\$ 49,876.48	\$ 50,874.01	\$ 51,891.49
6	\$ 35,102.82	\$ 39,088.63	\$ 43,089.83	\$ 44,705.70	\$ 46,044.56	\$ 47,460.37	\$ 48,906.96	\$ 50,568.99	\$ 51,580.37	\$ 52,611.98
7	\$ 35,626.06	\$ 39,642.64	\$ 43,659.23	\$ 45,259.71	\$ 46,644.74	\$ 48,029.77	\$ 49,430.19	\$ 51,092.23	\$ 52,114.07	\$ 53,156.35
8	\$ 36,226.24	\$ 40,242.82	\$ 44,274.80	\$ 45,782.94	\$ 47,229.53	\$ 48,583.78	\$ 49,922.65	\$ 51,584.68	\$ 52,616.38	\$ 53,668.70
9	\$ 36,749.47	\$ 40,796.84	\$ 44,798.03	\$ 46,383.12	\$ 47,829.71	\$ 49,137.80	\$ 50,430.49	\$ 52,107.92	\$ 53,150.07	\$ 54,213.08
10	\$ 38,734.68	\$ 42,628.15	\$ 46,660.13	\$ 48,306.78	\$ 49,630.25	\$ 51,030.67	\$ 52,384.92	\$ 54,046.96	\$ 55,127.90	\$ 56,230.46

SEVEN AND A HALF HOUR PARAPROFESSIONAL: September 1, 2024 - August 31, 2026

NOTE: The following salary schedule is effective September 1, 2024 and reflects a 3.0% increase and a 12.5% increase for an additional .5 hours per day and 3 hours per year.

Step	High School	15	30	45	60	75	90	BAC	BAC+15	MAS
1	\$ 32,440.44	\$ 35,391.01	\$ 39,256.72	\$ 40,913.46	\$ 42,301.96	\$ 43,706.24	\$ 45,063.19	\$ 46,767.25	\$ 47,702.60	\$ 48,656.65
2	\$ 33,024.25	\$ 36,542.84	\$ 40,613.67	\$ 42,270.40	\$ 43,848.25	\$ 45,362.98	\$ 46,846.15	\$ 48,550.22	\$ 49,521.22	\$ 50,511.65
3	\$ 33,639.60	\$ 37,473.76	\$ 41,481.48	\$ 43,138.22	\$ 44,684.50	\$ 46,009.89	\$ 47,382.61	\$ 49,086.68	\$ 50,068.42	\$ 51,069.79
4	\$ 34,586.31	\$ 38,594.03	\$ 42,775.31	\$ 44,495.16	\$ 45,867.89	\$ 47,209.05	\$ 48,534.44	\$ 50,238.51	\$ 51,243.28	\$ 52,268.14
5	\$ 35,422.57	\$ 39,493.40	\$ 43,643.13	\$ 45,331.42	\$ 46,672.58	\$ 48,061.09	\$ 49,433.81	\$ 51,137.88	\$ 52,160.64	\$ 53,203.85
6	\$ 35,990.59	\$ 40,077.20	\$ 44,179.59	\$ 45,836.33	\$ 47,209.05	\$ 48,660.67	\$ 50,143.84	\$ 51,847.91	\$ 52,884.87	\$ 53,942.56
7	\$ 36,527.06	\$ 40,645.23	\$ 44,763.40	\$ 46,404.35	\$ 47,824.41	\$ 49,244.47	\$ 50,680.31	\$ 52,384.37	\$ 53,432.06	\$ 54,500.70
8	\$ 37,142.42	\$ 41,260.58	\$ 45,394.53	\$ 46,940.82	\$ 48,423.99	\$ 49,812.49	\$ 51,185.22	\$ 52,889.28	\$ 53,947.07	\$ 55,026.01
9	\$ 37,678.88	\$ 41,828.61	\$ 45,931.00	\$ 47,556.18	\$ 49,039.35	\$ 50,380.51	\$ 51,705.90	\$ 53,425.75	\$ 54,494.27	\$ 55,584.15
10	\$ 39,714.30	\$ 43,706.24	\$ 47,840.19	\$ 49,528.48	\$ 50,885.42	\$ 52,321.26	\$ 53,709.76	\$ 55,413.83	\$ 56,522.11	\$ 57,652.55

NOTE: The following salary schedule is effective September 1, 2025 and reflects a 3.5% increase and a 1.0% increase for an additional work day.

Step	High School	15	30	45	60	75	90	BAC	BAC+15	MAS
1	\$ 33,900.26	\$ 36,983.61	\$ 41,023.28	\$ 42,754.56	\$ 44,205.55	\$ 45,673.02	\$ 47,091.03	\$ 48,871.78	\$ 49,849.22	\$ 50,846.20
2	\$ 34,510.34	\$ 38,187.26	\$ 42,441.29	\$ 44,172.57	\$ 45,821.42	\$ 47,404.31	\$ 48,954.22	\$ 50,734.98	\$ 51,749.68	\$ 52,784.67
3	\$ 35,153.39	\$ 39,160.08	\$ 43,348.15	\$ 45,079.44	\$ 46,695.31	\$ 48,080.34	\$ 49,514.83	\$ 51,295.58	\$ 52,321.50	\$ 53,367.93
4	\$ 36,142.70	\$ 40,330.76	\$ 44,700.20	\$ 46,497.44	\$ 47,931.94	\$ 49,333.46	\$ 50,718.49	\$ 52,499.24	\$ 53,549.23	\$ 54,620.21
5	\$ 37,016.58	\$ 41,270.60	\$ 45,607.07	\$ 47,371.33	\$ 48,772.85	\$ 50,223.83	\$ 51,658.33	\$ 53,439.08	\$ 54,507.87	\$ 55,598.02
6	\$ 37,610.17	\$ 41,880.68	\$ 46,167.68	\$ 47,898.96	\$ 49,333.46	\$ 50,850.40	\$ 52,400.31	\$ 54,181.07	\$ 55,264.69	\$ 56,369.98
7	\$ 38,170.77	\$ 42,474.26	\$ 46,777.75	\$ 48,492.55	\$ 49,976.51	\$ 51,460.47	\$ 52,960.92	\$ 54,741.67	\$ 55,836.51	\$ 56,953.23
8	\$ 38,813.82	\$ 43,117.31	\$ 47,437.29	\$ 49,053.15	\$ 50,603.07	\$ 52,054.05	\$ 53,488.55	\$ 55,269.30	\$ 56,374.69	\$ 57,502.18
9	\$ 39,374.43	\$ 43,710.90	\$ 47,997.89	\$ 49,696.20	\$ 51,246.12	\$ 52,647.64	\$ 54,032.67	\$ 55,829.91	\$ 56,946.51	\$ 58,085.44
10	\$ 41,501.44	\$ 45,673.02	\$ 49,993.00	\$ 51,757.26	\$ 53,175.27	\$ 54,675.72	\$ 56,126.70	\$ 57,907.46	\$ 59,065.60	\$ 60,246.92

EIGHT HOUR PARAPROFESSIONAL: September 1, 2024 - August 31, 2026

NOTE: The following salary schedule is effective September 1, 2024 and reflects a 3.0% increase and a 12.5% increase for an additional .5 hours per day and 3 hours per year.

Step	High School	15	30	45	60	75	90	BAC	BAC +15	MAS
1	\$ 34,603.14	\$ 37,750.41	\$ 41,873.84	\$ 43,641.02	\$ 45,122.09	\$ 46,619.99	\$ 48,067.40	\$ 49,885.07	\$ 50,882.77	\$ 51,900.43
2	\$ 35,225.86	\$ 38,979.02	\$ 43,321.25	\$ 45,088.43	\$ 46,771.46	\$ 48,387.17	\$ 49,969.22	\$ 51,786.90	\$ 52,822.64	\$ 53,879.09
3	\$ 35,882.25	\$ 39,972.01	\$ 44,246.91	\$ 46,014.10	\$ 47,663.47	\$ 49,077.22	\$ 50,541.45	\$ 52,359.13	\$ 53,406.31	\$ 54,474.44
4	\$ 36,892.06	\$ 41,166.97	\$ 45,627.00	\$ 47,461.51	\$ 48,925.74	\$ 50,356.32	\$ 51,770.07	\$ 53,587.74	\$ 54,659.50	\$ 55,752.69
5	\$ 37,784.07	\$ 42,126.29	\$ 46,552.67	\$ 48,353.51	\$ 49,784.09	\$ 51,265.16	\$ 52,729.40	\$ 54,547.07	\$ 55,638.01	\$ 56,750.77
6	\$ 38,389.96	\$ 42,749.02	\$ 47,124.90	\$ 48,892.08	\$ 50,356.32	\$ 51,904.71	\$ 53,486.76	\$ 55,304.44	\$ 56,410.52	\$ 57,538.74
7	\$ 38,962.19	\$ 43,354.91	\$ 47,747.62	\$ 49,497.98	\$ 51,012.70	\$ 52,527.43	\$ 54,058.99	\$ 55,876.67	\$ 56,994.20	\$ 58,134.08
8	\$ 39,618.58	\$ 44,011.29	\$ 48,420.83	\$ 50,070.21	\$ 51,652.26	\$ 53,133.32	\$ 54,597.56	\$ 56,415.24	\$ 57,543.54	\$ 58,694.41
9	\$ 40,190.81	\$ 44,617.18	\$ 48,993.07	\$ 50,726.59	\$ 52,308.64	\$ 53,739.22	\$ 55,152.96	\$ 56,987.47	\$ 58,127.22	\$ 59,289.76
10	\$ 42,361.92	\$ 46,619.99	\$ 51,029.53	\$ 52,830.38	\$ 54,277.79	\$ 55,809.35	\$ 57,290.41	\$ 59,108.09	\$ 60,290.25	\$ 61,496.06

NOTE: The following salary schedule is effective September 1, 2025 and reflects a 3.5% increase and a 1.0% increase for an additional work day.

Step	High School	15	30	45	60	75	90	BAC	BAC +15	MAS
1	\$ 36,160.28	\$ 39,449.18	\$ 43,758.16	\$ 45,604.87	\$ 47,152.59	\$ 48,717.89	\$ 50,230.43	\$ 52,129.90	\$ 53,172.50	\$ 54,235.95
2	\$ 36,811.03	\$ 40,733.08	\$ 45,270.70	\$ 47,117.41	\$ 48,876.18	\$ 50,564.60	\$ 52,217.84	\$ 54,117.31	\$ 55,199.66	\$ 56,303.65
3	\$ 37,496.95	\$ 41,770.75	\$ 46,238.03	\$ 48,084.73	\$ 49,808.33	\$ 51,285.69	\$ 52,815.82	\$ 54,715.29	\$ 55,809.60	\$ 56,925.79
4	\$ 38,552.21	\$ 43,019.48	\$ 47,680.22	\$ 49,597.27	\$ 51,127.40	\$ 52,622.36	\$ 54,099.72	\$ 55,999.19	\$ 57,119.18	\$ 58,261.56
5	\$ 39,484.35	\$ 44,021.98	\$ 48,647.54	\$ 50,529.42	\$ 52,024.37	\$ 53,572.09	\$ 55,102.22	\$ 57,001.69	\$ 58,141.72	\$ 59,304.56
6	\$ 40,117.51	\$ 44,672.72	\$ 49,245.52	\$ 51,092.23	\$ 52,622.36	\$ 54,240.42	\$ 55,893.67	\$ 57,793.14	\$ 58,949.00	\$ 60,127.98
7	\$ 40,715.49	\$ 45,305.88	\$ 49,896.26	\$ 51,725.38	\$ 53,308.28	\$ 54,891.17	\$ 56,491.65	\$ 58,391.12	\$ 59,558.94	\$ 60,750.12
8	\$ 41,401.41	\$ 45,991.80	\$ 50,599.77	\$ 52,323.36	\$ 53,976.61	\$ 55,524.32	\$ 57,054.45	\$ 58,953.92	\$ 60,133.00	\$ 61,335.66
9	\$ 41,999.39	\$ 46,624.95	\$ 51,197.75	\$ 53,009.29	\$ 54,662.53	\$ 56,157.48	\$ 57,634.85	\$ 59,551.90	\$ 60,742.94	\$ 61,957.80
10	\$ 44,268.21	\$ 48,717.89	\$ 53,325.86	\$ 55,207.75	\$ 56,720.29	\$ 58,320.77	\$ 59,868.48	\$ 61,767.95	\$ 63,003.31	\$ 64,263.38