

MEMORANDUM OF AGREEMENT
Middle and High School Schedule
November 22, 2022

This Memorandum of Agreement is entered into by and between the School Committee of the Town of Belmont, Massachusetts (hereinafter the "Committee") and the Belmont Education Association Unit A (hereinafter the "Association").

Whereas the Association and the Committee have bargained collectively pursuant to Massachusetts General Law, Chapter 150E, to reach agreement on the effects of certain changes in working conditions implemented by the Committee in regard to the Middle and High School Schedules; and

Whereas, the Committee and the Association (collectively, the "Parties") are parties to a collective bargaining agreements for the period of September 1, 2022 through August 31, 2025;

Now, therefore, in consideration of mutual covenants and promises, it is agreed to amend Article 15 and Article 19 of the Unit A Collective Bargaining Agreement as follows. All other provisions of the Collective Bargaining Agreement not specified in this document remain unchanged.

Unit A Contract Language

ARTICLE FIFTEEN - WORK DAY

15.1 The work day for educators shall not be more than seven (7) continuous hours, including lunch and other non-class time, and will begin fifteen (15) minutes before the established starting times for students and will end fifteen (15) minutes after the established dismissal time for students (except on Fridays or the day before any non-work day when the work day will end immediately after the afternoon dismissal time). However, at the Middle and High School each teacher shall schedule a thirty (30) minute student help period immediately before (i.e. from approximately 7:30 AM until 8:00 AM ~~7:00 AM until 7:30 AM~~ at the High School, and 7:25 AM until 7:55 AM at the Middle School) or after (i.e. from 2:25 PM to 2:55 PM or 2:20 PM to 2:50 PM ~~2:00 PM to 2:30 PM or 2:30 PM to 3:00 PM~~ at the High School and from 2:25 PM to 2:55 PM at the Middle School) that teacher's scheduled work day one day a week, excluding Fridays or the day before a non-work day.

15.2 In the event that a change in the currently established hours becomes necessary or desirable in the best interest of the students, the Committee agrees that any change will be undertaken only after prior consultation with representatives of the Association.

15.3 The Superintendent will provide a teacher-in-charge at each of the four elementary schools.

15.4 No Unit A member will be responsible in any one school year for both: (1) recess duty and (2) bus duty and before school duty. It is expected that classroom teachers will be in their classrooms, responsible for student supervision, for no more than five (5) minutes prior to the official start of the school day.

15.5 The parties shall form a working group to review the implementation of the pilot schedule and school culture on an ongoing basis. The group shall have equal parts representation from the BEA, BMHS Leadership, and District Leadership. The working group will be co-chaired by a member of the Association and of the School Administration. The co-chairs shall determine a meeting schedule to review the pilot program during the 2023-2024 school year.

At any time and no later than October of 2024 the working group shall make recommendations for adjustments to the pilot schedule to the School Committee and Belmont Education Association.

ARTICLE 19 - CLASS SIZE AND ASSIGNMENT

19.4 Middle and High School Schedule:

(a) On the basis of a seven-period day, High School teachers working in the major academic areas will be assigned no more than thirty (30) periods per week, of which not more than twenty-five (25) shall be teaching periods.

(b) On the basis of a 7 day rotation six-instructional period day, the Middle and High School Schedule academic year is as follows:

1. ~~Teachers~~ Educators at the High School will be available to be scheduled between the hours of ~~7:35 AM to 2:25~~ 8:00-2:25 PM.
 2. Educators at the Middle School will be available to be scheduled between the hours of 7:55-2:25PM.
 3. ~~Teachers are scheduled 45 modules of teaching per week. Teachers have 9 mods per class and five classes per week. Educators are scheduled 5 out of 7 blocks of teaching per seven day rotation.~~
- 2) ~~As determined by each department, every teacher will be scheduled for one mod (26 minutes) per week of structured learning oversight. Each department will determine the activities of teachers and an appropriate mix of those. The schedule will contain one "x block" per day for the High School and one "WIN block" per day for the Middle School (used as Community Block on Wednesday for the Middle School). Each High School educator will be scheduled for five "x blocks" per seven day rotation. "X block" shall be used for the purpose of meeting with students assigned to one of their courses for instructional support as determined according to the educator's discretion. Each educator shall meet with all their scheduled courses during "x block" once per seven day rotation. Each Middle School educator will be scheduled for seven "WIN blocks" per seven day rotation (one Community Block each Wednesday).~~
- 3) No duty time except for:
- a. Administrative Homeroom – ~~This~~ The High School schedule does not include a dedicated homeroom period. The principal can schedule administrative homeroom when necessary to conduct the business of the school (e.g. distribution of student course descriptions, sign-up, etc.).

b. Administrative Emergencies - When extraordinary events at the High School require teacher assistance in duties to effectively run the building, teachers will be assigned and assist in such duties.

c. Middle School duties shall be limited to lunch duty, extended learning, morning duty, PE Coverage and homeroom. In addition to homeroom, no Middle School educator shall be scheduled for more than 50 minutes of duties (or two days for extended learning) per seven-day schedule rotation.

4) High School duties shall be limited to hallway duty or 9th grade study hall and distributed equitably. No High School educator shall be scheduled for more than 25 minutes of hallway or 50 minutes of 9th grade study hall per seven day rotation.

~~4) If any teacher is scheduled for both A and O periods on a given day, that teacher will not be required to arrive at school 15 minutes before the start of school nor leave 15 minutes after the end of school that day.~~

~~5) Teaching modules will be 26 minutes long. Short blocks run 52 minutes. Long blocks run 78 minutes. Longer blocks for teachers will occur 1 per class one per week for 5 sections. Teaching blocks on Monday, Tuesday, Thursday, Friday will run 50 minutes long. On Wednesday teaching blocks will run 37 minutes long.~~

19.5 Classroom Use: Teachers will have first preference in using their classrooms after school hours. In the event that there is a request for the use of classrooms by after school groups, principals will confer with the teacher(s) before assigning rooms. In any event, classroom use will be alternated so that no one teacher is unfairly affected, and no group will be able to use any classroom for fifteen (15) minutes after the dismissal time for students.

19.6 Up to two (2) days weekly of substitute coverage will be provided at each of the elementary schools and at the middle school primarily to alleviate incursions by meetings into the preparation time of teachers.

19.7 Middle School Community Block/School Schedule: A Community Block shall be added to the schedule on each full day Wednesday. The CMS joint labor management committee shall mutually agree on the length of the community block annually.

1. The teaching blocks shall be reduced on these Wednesdays.
2. Upon mutual agreement among the CMS joint labor management parties, the Wednesday Community Block schedule may be modified.

MIDDLE SCHOOL: MONDAY, TUESDAY, THURSDAY, FRIDAY

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
7:55-8:00	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM
PERIOD 1 8:00- 8:50 (50 mins)	G	A	A	A	A	A	A
PERIOD 2 8:54- 9:44 (50 mins)	B	G	B	B	B	B	B
PERIOD 3 9:48-10:38 (50 mins)	C	C	G	C	C	C	C
10:42-11:12 (30 mins)	WIN	WIN	WIN	WIN	WIN	WIN	WIN
PERIOD 4 11:16-12:06 (50 mins)	D	D	D	G	D	D	D
PERIOD 5 12:10-1:31 (79 mins)	E / LUNCH <i>L1 12:10-12:37 L2 1:04-1:31</i>	E / LUNCH <i>L1 12:10-12:37 L2 1:04-1:31</i>	E / LUNCH <i>L1 12:10-12:37 L2 1:04-1:31</i>	E / LUNCH <i>L1 12:10-12:37 L2 1:04-1:31</i>	G / LUNCH <i>L1 12:10-12:37 L2 1:04-1:31</i>	E / LUNCH <i>L1 12:10-12:37 L2 1:04-1:31</i>	E / LUNCH <i>L1 12:10-12:37 L2 1:04-1:31</i>
PERIOD 6 1:35-2:25 (50 mins)	F	F	F	F	F	G	F

MS Workday - 7:40-2:40 (7 hours)

MIDDLE SCHOOL: WEDNESDAY

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
7:55-8:00	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM
PERIOD 1 8:00-8:37 (37 mins)	G	A	A	A	A	A	A
PERIOD 2 8:41-9:18 (37 mins)	B	G	B	B	B	B	B
PERIOD 3 9:22-9:59 (37 mins)	C	C	G	C	C	C	C
10:03-10:43 (40 mins)	COMMUNITY	COMMUNITY	COMMUNITY	COMMUNITY	COMMUNITY	COMMUNITY	COMMUNITY
PERIOD 4 10:47-11:24 (37 mins)	D	D	D	G	D	D	D
PERIOD 5 11:28-12:34 (66 mins)	E / LUNCH <i>L1 11:28-11:53</i> <i>L2 12:09-12:34</i>	E / LUNCH <i>L1 11:28-11:53</i> <i>L2 12:09-12:34</i>	E / LUNCH <i>L1 11:28-11:53</i> <i>L2 12:09-12:34</i>	E / LUNCH <i>L1 11:28-11:53</i> <i>L2 12:09-12:34</i>	G / LUNCH <i>L1 11:28-11:53</i> <i>L2 12:09-12:34</i>	E / LUNCH <i>L1 11:28-11:53</i> <i>L2 12:09-12:34</i>	E / LUNCH <i>L1 11:28-11:53</i> <i>L2 12:09-12:34</i>
PERIOD 6 12:38-1:15 (37 mins)	F	F	F	F	F	G	F

MS Workday - 7:40-2:35 (6:55 hours) (Meetings - 1:30-2:35)

HIGH SCHOOL: MONDAY, TUESDAY, THURSDAY, FRIDAY

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
PERIOD 1 8:00-8:50 (50 mins)	G	A	A	A	A	A	A
PERIOD 2 8:54-9:44 (50 mins)	B	G	B	B	B	B	B
PERIOD 3 9:48-10:38 (50 mins)	C	C	G	C	C	C	C
10:42-12:06 (84 mins)	D / LUNCH <i>L1 10:42-11:07</i> <i>L2 11:11-11:36</i> <i>L3 11:41-12:06</i>	D / LUNCH <i>L1 10:42-11:07</i> <i>L2 11:11-11:36</i> <i>L3 11:41-12:06</i>	D / LUNCH <i>L1 10:42-11:07</i> <i>L2 11:11-11:36</i> <i>L3 11:41-12:06</i>	G / LUNCH <i>L1 10:42-11:07</i> <i>L2 11:11-11:36</i> <i>L3 11:41-12:06</i>	D / LUNCH <i>L1 10:42-11:07</i> <i>L2 11:11-11:36</i> <i>L3 11:41-12:06</i>	D / LUNCH <i>L1 10:42-11:07</i> <i>L2 11:11-11:36</i> <i>L3 11:41-12:06</i>	D / LUNCH <i>L1 10:42-11:07</i> <i>L2 11:11-11:36</i> <i>L3 11:41-12:06</i>
PERIOD 4 12:10-1:00 (50 mins)	E	E	E	E	G	E	E
PERIOD 5 1:04-1:31 (27 mins)	X BLOCK	X BLOCK	X BLOCK	X BLOCK	X BLOCK	X BLOCK	X BLOCK
PERIOD 6 1:35-2:25 (50 mins)	F	F	F	F	F	G	F

HS Workday - 7:45-2:40 (6:55 hours)


HIGH SCHOOL: WEDNESDAY

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
PERIOD 1 8:00-8:37 (37 mins)	G	A	A	A	A	A	A
PERIOD 2 8:41-9:18 (37 mins)	B	G	B	B	B	B	B
PERIOD 3 9:22-9:59 (37 mins)	C	C	G	C	C	C	C
10:03-11:24 (81 mins)	D / LUNCH <i>L1 10:03-10:41</i> <i>L2 10:45-11:23</i>	D / LUNCH <i>L1 10:03-10:41</i> <i>L2 10:45-11:23</i>	D / LUNCH <i>L1 10:03-10:41</i> <i>L2 10:45-11:23</i>	G / LUNCH <i>L1 10:03-10:41</i> <i>L2 10:45-11:23</i>	D / LUNCH <i>L1 10:03-10:41</i> <i>L2 10:45-11:23</i>	D / LUNCH <i>L1 10:03-10:41</i> <i>L2 10:45-11:23</i>	D / LUNCH <i>L1 10:03-10:41</i> <i>L2 10:45-11:23</i>
PERIOD 4 11:28-12:05 (37 mins)	E	E	E	E	G	E	E
PERIOD 5 12:09-12:34 (35 mins)	X BLOCK	X BLOCK	X BLOCK	X BLOCK	X BLOCK	X BLOCK	X BLOCK
PERIOD 6 12:38-1:15 (37 mins)	F	F	F	F	F	G	F

HS Workday - 7:45-2:45 (7:00 hours) (Meetings - 1:30-2:35)


The Committee and Association hereto duly execute this Memorandum of Agreement on by the respective signatures of their authorized representatives, subject to ratification by the Unit A bargaining unit and approval by the Belmont School Committee.

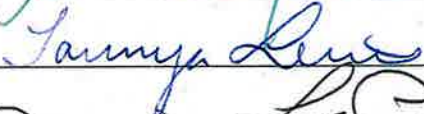
For and on behalf of the
BELMONT SCHOOL COMMITTEE:

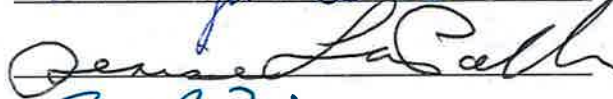



Dated: 12/20/22


For and on behalf of
BELMONT EDUCATION ASSOCIATION:











Dated: 12/8/22