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AGREEMENT

between the

NORTHBOROUGH TEACHERS ASSOCIATION

and the

NORTHBOROUGH SCHOOL COMMITTEE

2026-2029

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ARTICLE 1 - RECOGNITION

The Committee recognizes the Association for purposes of collective bargaining as the exclusive representative of the Northborough School District, including all teachers, school psychologists, guidance counselors, librarians, Occupational Therapists, Physical Therapists, Speech Therapists, Instructional Technology Specialists, Team Chairs, Behavioral Therapists, Tutors, and Nurses, but excluding the Principals, the Director of Student Services, Assistant Superintendent of Finance, Assistant Superintendent of Operations, Director of Multilingual Learners, District Wellness Coordinator and Nurse Leader, Director of Information Technology, Executive Director of Human Resources, Superintendent, and the Assistant Superintendent of Teaching and Learning. The Committee reserves the right to continue to contract Occupational Therapists, Physical Therapists, and Speech Therapists based on the needs of students.

ARTICLE 2 - NEGOTIATION PROCEDURE

A. Either party may initiate a request to enter into negotiations over the terms of a successor agreement by the first Wednesday of November of the year preceding the year in which the agreement expires. Negotiations will commence no later than February unless an extension is agreed to by both parties.

B. Any agreement reached with the Committee will be reduced to writing, will be signed by the Committee and the Association, and will become an addendum to this Agreement.

ARTICLE 3 - GRIEVANCE PROCEDURE

A. A "grievance" is hereby defined to mean a dispute involving the meaning, interpretation, or application of this Agreement.

B. Failure at any step of this procedure to communicate the decision of a grievance within the specified time limits to the aggrieved Unit A member and to the President of the Association shall permit the aggrieved Unit A member or Unit A members to proceed to the next step.

C. Failure at any step of this procedure to appeal the grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

D. No reprisals of any kind shall be taken by any party of this Agreement against any party in interest, any witness, any member of the Personnel Committee of the Association, or any other participant in the grievance procedure by reason of such participation.

E. A grievance that affects a group or class of Unit A members from a different building or department, or is of a general nature, may be submitted in writing by the Association to the Superintendent directly, and the processing of such grievance shall be commenced at Level Two.

F. If any Unit A member covered by this Agreement shall present any grievance without representation by the Association, the disposition, if any, of the grievance shall be consistent

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with the provisions of this Agreement. The Association shall be permitted to be heard at each level of the procedure under which the grievance shall be considered.

G. When a grievance arises, the grievance must be filed within twenty (20) calendar days from the day of the event upon which the grievance is based or from the date when the Unit A member had or should have had knowledge of the event.

Level One

A Unit A member with a grievance shall present it to the building Principal within twenty (20) school days of the event on which the grievance is based. Any meeting with reference to the above shall be held during non-school hours.

Level Two

(a) In the event that the grievance shall not have been disposed of to the satisfaction of the aggrieved Unit A member at Level One, or in the event that no decision has been reached within ten (10) school days after presentation of the grievance to the Principal, the grievance shall be reduced to writing and referred to the Superintendent of Schools within five (5) school days of the disposition under Level One.

(b) The Superintendent shall represent the School Committee at this level of the grievance procedure. Within ten (10) school days after receipt of the written grievance by the Superintendent, the Superintendent or a designee shall meet with the aggrieved Unit A member and the said Principal in an effort to settle the grievance. The aggrieved Unit A member shall have the right to be represented by a member of the Association at this level.

(c) If the subject matter of the grievance involves any action of the Superintendent or building Principal pursuant to Chapter 71, Sections 38, 40, 41,42D, 43, 47A and 59B, and if the grievance has not been disposed of to the satisfaction of the aggrieved party, the Association within ten (10) school days after the Level Two meeting may initiate arbitration by giving written notice of its intention to the Superintendent.

Level Three

In the event that the grievance shall not have been disposed of at Level Two, or in the event that no decision has been rendered within ten (10) school days after the Level Two meeting, the grievance shall be referred in writing to the School Committee. At its next regular School Committee meeting, or at a special meeting called for the purpose of considering the grievance, the School Committee shall meet with the Association in an effort to settle the grievance.

Level Four

(a) In the event that the grievance shall not have been satisfactorily disposed of at Level Three, or in the event that no decision has been rendered within ten (10) school days after the Level

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Three meeting, the Association may refer in writing within ten (10) school days of the disposition under Level Three the unsettled grievance to arbitration. The arbitrator shall be selected by agreement between the parties. If the parties are unable to agree upon an arbitrator, the selection shall be made by the American Arbitration Association, in accordance with its rules and regulations.

(b) The arbitrator shall be without power or authority to modify or alter the terms of this Agreement.

(c) The decision of the arbitrator shall be in writing. This decision shall be final and binding on both parties.

(d) The costs for the services of the arbitrator shall be borne equally by the School Committee and the Association.

H. Only a single grievance, or two or more grievances involving the same issue, may be included in any demand for arbitration, unless expressly agreed to in writing by the parties.

ARTICLE 4 - SALARIES

A. The salaries of all persons covered by this Agreement are set forth in Appendix "A," which is attached hereto and made a part hereof.

B. All persons on the Salary Schedule shall have the following options for receiving their salary:

1. Twenty-six (26) equal installments with the option of lump payment on or about June 30 for the balance of salary due, or

2. Twenty-one (21) equal installments beginning with the second Friday in September when school is in session. A Unit A member choosing this option must continue with it for the entire school year.

C. The Association shall notify the Committee as to which plan its members shall choose. Notifications will be made before the close of school. In no case shall a member notify the Committee later than June 30. In the case of extenuating circumstances or hardship, the Superintendent may, at their discretion, waive this requirement, but the Unit A member may be subject to an additional tax penalty.

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ARTICLE 5 - OPERATIONAL GUIDELINES/FLEXIBLE PROFESSIONAL DEVELOPMENT

A. School Year

1. The Unit A members' contractual year shall be one hundred eighty-five (185) days, including, but not limited to, the day before the first day of pupil classes and actual session days. Actual session days are days when students are in session for at least half of the regular school day. Days on which school is not in session as a result of inclement weather or other causes are not a part of actual session days.

2. The day before Thanksgiving shall be a half day for students and Unit A members. The day before December vacation and the last day of classes may be half days for students. Unit A members will be engaged in professional activities after the students' departure to the extent required by state school-day regulations. The above half days shall be counted as "actual session days."

3. Unit A members shall not be required to work on Saturday except by mutual agreement between the Association and the Committee.

School Nurses and English Language Development (ELD) Unit A members shall be employed for two (2) days during the summer before school reopens for a total of one hundred eighty-seven (187) days at their daily rate of pay.

Of the four (4) days for professional development, one (1) of the days will be considered a flexible professional development day. If one (1) of the remaining three professional development days is canceled due to a school cancellation, that professional development day will then become a second (2) Flexible Professional Development day that year. Of the six (6) hours of Flexible Professional Development, three (3) hours may consist of community engagement for each Unit A member. The community engagement will be in the employee's own school community and will be agreed upon in advance with the Principal and the Unit A member.

B. School Day

It has been the policy of the Committee not to stipulate the time Unit A members should arrive at school or the time they should leave. It is agreed that Unit A members, as professionals, should be aware of their responsibility to be in their classrooms when their students arrive and of their responsibility to be available to students for make-up and special help, and for parent and SPED/IEP meetings when needed. The practice of handling this in a professional manner shall be continued.

Middle School: The Unit A member's schedule will be put out a week ahead, so students know when Unit A members are available (before, during, or after school). Unit A members will communicate to students and parent(s)/guardian(s) at the beginning of the school year about how

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to get help. If a Unit A member stays for after-school help and no students seek assistance after 10 minutes, the Unit A member may leave.

The length of the school day shall not be increased or decreased without the mutual consent of the Association and the School Committee unless otherwise required by the State Department of Education.

C. After-School Staff Meetings

Monthly Staff meetings will consist of the following: One principal-directed staff meeting with all staff, one team/curriculum/grade level meeting, and one Professional Learning Community (PLC). The duration of the meeting shall not generally exceed 1 hour. All staff meetings are regularly on Mondays except when there are two Monday holidays, and the meeting is scheduled with advanced notice. No staff meetings will be held during the week when evening parent-teacher conferences and/or curriculum/open houses are scheduled. Principals and Unit A members will collaboratively develop the norms for such meetings. Staff meetings are intended to address designated topics and objectives. When the agenda items have been completed and the meeting's goals have been achieved, the meeting may conclude prior to the scheduled end time.

(On weeks there is a PLC after school, there will be no PLCs during the school day. Faculty meetings will begin 5 minutes after the last bus departs. - Non-contractual agreement)

D. Lunch Periods

All Unit A members shall have a daily duty-free lunch period of thirty (30) minutes.

E. Preparation Periods

1. In addition to their lunch period, all elementary Unit A members shall have preparation periods during which they will not be assigned any other duties. There will be five (5) such periods per week, each of which shall be approximately forty (40) minutes in duration. A team planning period or a team meeting may be substituted for one of the five prep periods when deemed necessary by the principal. The Principal will endeavor in consultation with Unit A members, to schedule one prep per day.

2. In addition to their lunch period, all Middle School Unit A members will have one (1) modular classroom preparation period per day, equal to the average modular period, during which preparation period they will not be assigned to any other duties. The District recognizes the importance of preparation periods and will endeavor to provide a prep period during special events or field trips, MCAS, early release, or late start.

F. Parents'/Curriculum Nights

Unit A members will be responsible for the following parent/teacher events:

Fall:

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One evening for an Open House (no more than 90 minutes) with early release for Unit A members. Principals and Unit A members will work collaboratively to decide the Open House format.
Two afternoon and two evening conferences with early release. The two half days should be non-consecutive.

Spring:
One afternoon and one evening conference with early release.

G. Class Size

The Committee recommends following the class size policy insofar as it is feasible to do so.

H. Classroom Moves

The District will endeavor to provide support/time for anyone moving classrooms.

ARTICLE 6 - NON-TEACHING DUTIES

A. The Committee and the Association agree that a Unit A member's primary responsibility is the total education of the children in the Unit A member's care.

B. Assignment of Unit A members for non-teaching duties shall be on an equitable basis.

C. Although Unit A members may be required to collect and transmit money to be used for educational purposes, they will not be held responsible for the loss of any money collected unless such loss is the result of failure to follow school regulations.

D. Unit A members will not be required to drive pupils to activities that take place away from the school building.

E. Professional Development Days

1. Professional development days shall run from 8:30 a.m. to 2:30 p.m. for all schools and include a 30-minute lunch period. The agenda of the professional development days will be decided by the Professional Development Committee.

2. Building principals and Unit A members may provide input data to be sent to the Assistant Superintendent in order that they may set priorities and develop agendas for these professional development days.

F. Four (4) times per school year, Special Education Unit A members will be provided with a half (1/2) day of professional time for paperwork needs at a time mutually agreed upon with administration. The member is expected to remain in the building during this time in the event of an emergency, and their assistance is needed.

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In addition, up to one (1) full day of professional time will be provided for Special Education Unit A staff completing MCAS-Alts, at a time mutually agreed upon with administration. The member is expected to remain in the building during this time in the event of an emergency and their assistance is needed.

ARTICLE 7 - TEACHER EMPLOYMENT

A. Upon initial employment, step placement will be at the discretion of the Superintendent.

B. Any Unit A member with professional status who enters the military service shall receive credit not to exceed two (2) years for such service and for previously accumulated sick leave.

C. During their first three years of employment, new Unit A member are required to successfully complete a course, provided by the district and approved by the Superintendent, dealing with effective teaching strategies.

D. Part-time Unit A members

1. Compensation

Part-time Unit A members shall be compensated a pro-rata salary and benefits based upon the number of classroom periods taught. Eligibility for insurance shall be based upon state law.

2. Scheduling

Whenever possible, a part-time Unit A member at the Middle School will not be required to have more than one (1) average class period of time scheduled between their teaching classes on any given day. Part-time Unit A members shall be scheduled to have a class during the last period of one (1) day so that they may be available for extra help sessions after school; no extra duties shall be assigned to the Unit A member for that day.

E. Reduction In Force

1. In the event that a reduction in the number of Unit A members with professional teacher status (PTS) is deemed advisable by the Superintendent, the following rules shall apply in the determination of which Unit A members are to be laid off:

   a Unit A members with PTS shall not be laid off if there is a Unit A member without PTS whose position the Unit A member with PTS is qualified to fill.

   b. Reduction in force of a Unit A member with PTS within the targeted disciplines shall be based on a Unit A member's job performance and the best interest of the students, which is defined as the Unit A member's most recent summative overall evaluation ratings as compared to other Unit A members' most recent summative overall evaluation ratings (with ratings of Meets the Standards of the Northborough School

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District for evaluations prior to 2013-2014). Proficient and Exemplary will be considered equal.

c. If there is a tie using the above criteria, the tie shall be broken by seniority, with the least senior Unit A member in the discipline targeted laid off first. If there is still a tie, versatility and/or licensure will be the determining factor. A Unit A member's placement on the salary schedule shall not be a factor in the consideration of layoffs.

d Seniority shall be defined by the length of uninterrupted service in full-time equivalent years and days working under a valid license, from the most recent commencement of service. A seniority list by name shall be provided to the Association by November 15. Disputes over the list shall be submitted to the Superintendent within 30 calendar days of distribution. The Superintendent will respond in writing within 30 calendar days.

e. Unpaid leaves of absence shall not cause an interruption in seniority, but shall not be counted toward credit. Professional status Unit A members who face the prospect of employment termination, as a result of a reduction in force, shall be informed in writing by May 1 of the school year preceding the anticipated reduction, when feasible.

f. Unit A members with professional teacher status who have been reduced shall be eligible for continued participation in group insurance plans at their own expense to the extent provided by federal (COBRA) regulations.

2. Unit A member Recall Procedures

In the event of a layoff or a reduction in force, Unit A members who have been rated Proficient or Exemplary at the time of layoff are eligible for recall. No new employee shall be hired for a permanent position until such time as every eligible employee on the recall list has been given an opportunity to apply in writing to fill the vacancy.

a. The Superintendent shall maintain a complete list of all professional personnel formerly under the contract who are, by virtue of declining student enrollment and/or school closings, dismissed. It is the applicant's responsibility to furnish current information and an updated resume.

b. A Unit A member's name shall be maintained on the recall list until September 1st, two years after the date on which the layoff occurs. Personnel on this list are encouraged to provide notification if they no longer wish to be considered for recall.

    1. Names still listed at the end of the recall period will be dropped.

    2. Individuals who refuse a job offer (of equal FTE) will be dropped from the list except for verified medical reasons. Medical reasons do not extend the recall period.

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c. When a vacancy occurs, the personnel department will notify each qualified former employee on the recall list by mail that a vacancy exists. Those interested must express this interest in writing within a 14-day calendar period from the date of the notification's postmark.

Upon recall, employees shall advance one step on the salary schedule, provided that they are employed by the District (90) days in the year directly preceding their layoff, and have satisfied all other contractual requirements. PTS returning to service shall have their accrued sick days and seniority restored. Any Unit A member with professional teacher status electing to be placed on such recall list will be deemed to have waived their hearing rights under MGL, Chapter 71, Section 42. This section does not abrogate the Unit A member's right to the grievance procedure as described herein.

F. Early Retirement Clause

(A) The following Early Retirement Program shall be in effect until June 30, 2026.

Unit A members who will have accumulated twenty (20) years of service in the Northborough School System as of their date of retirement and who wish to retire or resign before the age of sixty-five (65) are eligible for entry into the Early Retirement Program.

(B) Effective on the first day of the 2026-2027 school year, the following Early Retirement Program shall be in effect:

1. The Committee shall establish a fund of thirty thousand dollars ($30,000) annually to fund the Program.

2. The Unit A members who will have accumulated twenty (20) years of service in the Northborough School System as of their date of retirement and who wish to retire **or resign** before the age of sixty-five (65) are eligible for entry into the Program.

3. The written notice of retirement must be received by the January 15th that occurs two years prior to the anticipated retirement date to enter the Program.

4. On or before June 30 of the year of retirement, employees in the Program shall receive a payment in the amount of the fund divided equally by the number of participants in the Program. In no event shall the payment be greater than five thousand dollars ($5,000).

*Unit A members who have provided notification of early retirement prior to January 15, 2026, will be in the existing Early Retirement provision, and this new provision will not apply.

ARTICLE 8 - TEACHER ASSIGNMENT

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A. Any Unit A member involved in a transfer from one school to another will have the right to discuss the reasons for this transfer with the Superintendent.

B. In order to assure that pupils are taught by Unit A members working within their areas of competence, Unit A members shall not be hired or assigned except in accordance with the regulations of the Department of Elementary and Secondary Education (DESE).

C. Any voluntary changes will be mutually agreed upon by the educator and the principal or Superintendent. It is the District's intent to provide grade-level stability. Involuntary changes will be at the discretion of the principal or Superintendent only after a conversation has been held with the impacted educators and the Association. Except in extraordinary circumstances, once an educator with 'professional status' has experienced an involuntary transfer, they shall generally remain in the same position for three (3) years. After a conversation with the Association, the final decision around staffing placement or extraordinary circumstances shall be decided by the principal or Superintendent.

D. Unit A member assignments will be made without regard to race, color, religion or religious creed, national or ethnic origin, age, disability or handicap, sex or gender, gender identity, sexual orientation, military or Veteran's status, genetic information, or any other characteristic protected under applicable Federal, State, or local law .

E. It is the School Committee's policy to pay Unit A members who are employed as substitutes during their preparation periods at the rate of twenty-seven fifty ($27.50) per period.

F. The Superintendent will make every effort to obtain substitutes.

ARTICLE 9 - JOB SHARING

A. Job sharing shall mean the sharing of the performance of the duties and responsibilities of a full-time teaching position by two part-time Unit A members.

B. A job-sharing situation will be considered only if two (2) professional status Unit A members jointly develop a plan for the job-share and approach the Superintendent with it together; individuals cannot request job-sharing.

C. In approving job-sharing requests, the Superintendent will consider the merits of the request and the impact the job-share will have on the school system.

D. In the event that one professional employee involved in job-sharing is unable to complete the school year, the other individual must resume the position full-time or propose a plan acceptable to the Superintendent that would allow the continuation of the job-sharing arrangement.

E. The application to job share must be submitted to the Superintendent by January 15th of the preceding school year.

F. A job-sharing request may not exceed one year. Unit A members may, however, reapply the following year.

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G. The following working conditions shall apply to Unit A members participating in job sharing:

1. Both Unit A members will be present and on duty for the entire workday during the first week of school.

2. Both Unit A members will be required to attend the district's four professional development days.

3. Both Unit A members will be present for parent conferences.

4. Both Unit A members will arrange meeting times to collaborate**,** evaluate students, and mark report cards.

5. If there is a temporary staffing interruption due to illness or other reasons, the Unit A member who is available for work will cover for the absent Unit A member, whenever possible, thereby eliminating the need for a substitute.-In instances where there is a long-term staffing interruption, the District has the option of posting for the position. In all instances, the Unit A member who is absent shall be credited as using the appropriate leave time, and this time will be deducted from their accredited time, i.e., personal, sick.

6. The number of job share positions shall be at the discretion of the Superintendent.

H. Effective 2017-2018 school year, individuals who apply for and are granted a job share will remain in a job share position until such time as a vacancy occurs for which the individuals are qualified.

ARTICLE 10 - VACANCIES AND PROMOTIONS

A. Whenever any vacancy of more than eight (8) weeks in a professional position occurs during the school year (September to June), including those outside the bargaining unit, it will be adequately publicized by the Superintendent via electronic formats at least ten (10) school days prior to the appointment. Postings will include the length of the anticipated vacancy and qualifications.

B. All Unit A members will be given adequate opportunity to make an application for such a position, and the Committee agrees to give consideration to the professional background and other attainments of all applicants. All extra paying positions will be filled whenever possible by members of this bargaining unit when an equally qualified staff member applies for said position (e.g., federal projects, specially funded projects, etc.). It is understood that the final decision shall be left to the discretion of the Superintendent.

ARTICLE 11 - TEACHER EVALUATION

A. Supervision of Unit A members will be conducted professionally, openly, and with full knowledge of the Unit A member. A non-professional status Unit A member shall be evaluated by a principal or assistant principal. Unit A members will be given a copy of any evaluation

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report prepared by the appropriate supervisor and will have the right to discuss such a report with their superiors. Evaluations will be done in accordance with the Evaluation Tool and Procedures. The evaluation instrument is hereby incorporated into this agreement by reference. They are available online on the District website under Staff Resources. Only substantive changes in the evaluation instrument must be ratified by the parties. Tutors will be evaluated based on the tutor's evaluation instrument.

B. Personnel File

1. Unit A members will have the right, upon written request, to review the contents of their personnel file. The employee's singular personnel file is maintained by the Superintendent's Office.

2. No material derogatory to a Unit A member's conduct, service, character, or personality will be placed in their personnel file unless the Unit A member has had an opportunity to review the material. The Unit A member will acknowledge that they have had the opportunity to review the material by affixing their signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The Unit A member will also have the right to submit a written answer to such material, and their answer shall be reviewed by the Superintendent and attached to the file copy.

C. Any serious complaints regarding a Unit A member made to any member of the Administration by any parent, student, or other person will be promptly called to the attention of the Unit A member. The name of the complainant shall be given to the Unit A member.

D. The Association recognizes the authority and responsibility of the Principal and Superintendent, or their designee, for disciplining or reprimanding a Unit A member for delinquency of professional performance. If a Unit A member is to be disciplined or reprimanded by a member of the Administration above the level of the Superintendent, however, they may request to have a representative of the Association present.

E. No Unit A member will be disciplined, reprimanded, reduced in rank or compensation, or deprived of any professional advantage without just cause, provided, however, that the right to discharge a Unit A member without professional status because of unsatisfactory work performance will be within the sole discretion of the Administration, as will the determination as to what constitutes unsatisfactory work performance. Unsatisfactory work performance, as used in this Article refers to those matters included in the Unit A member's personnel file.

F. In evaluating a Unit A member, if an evaluator determines that a Unit A member's performance in an area needs improvement, the evaluator will list specific instances to demonstrate the problem and will include specific suggestions on how to improve performance. The Unit A member shall be given a reasonable amount of time to improve performance. Any

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grievance surrounding this Section of this Agreement shall be filed within thirty (30) days of the final evaluation.

G. Within a reasonable period of time after either party may request a review of the evaluation procedure as outlined in the Education Evaluation Instrument.

ARTICLE 12 - USE OF SCHOOL FACILITIES

The Association shall have the right to use school buildings and grounds without cost (except for custodial fees where applicable under SC Policy #E-110) at reasonable times for meetings and recreational purposes, subject to a request for such use to the Principal of the school and subject to this approval as to the purpose of such use. The Superintendent shall have final authority to grant or withhold such permission.

ARTICLE 13 - SICK LEAVE

A. In case of personal illness, each Unit A member shall be entitled to a maximum of fifteen (15) school days of sick leave per year without loss of pay, which shall be cumulative up to one hundred eighty-five (185) days. All Unit A members will be credited with fifteen (15) days on the first day of school. Notice shall be given, either on contracts or in the first paycheck, of the number of sick days to which a Unit A member is entitled for the ensuing school year.

B. In the event that a Unit A member is unable to perform their duties as a Unit A member due to a prolonged illness, they will receive up to an additional fifty percent (50%) of their accumulated sick leave to which they were entitled at the start of the illness. Employees who have exhausted their own sick leave because of any injury covered by Worker's Compensation are not entitled to draw additional accumulated sick leave to supplement Worker's Compensation payments.

C. In the event of the absence of a Unit A member for illness in excess of five (5) consecutive days, the Committee may require the filing of a doctor's certificate or the Committee may, if it has reasonable cause to believe that there is an abuse of sick leave policy, require an examination by an independent physician; such examination shall be at the Committee's expense.

D. In addition to the above provisions, any Unit A member who has used up their accumulated sick leave shall be entitled to receive regular pay less an amount equal to substitute Unit A member’s pay but no more than the daily substitute rate, to be deducted for the duration of the illness but not to extend beyond the period of one (1) school year and subject to the following provisions:

1. A doctor's certificate of illness shall be filed with the Superintendent once each month for the duration of the absence.

2. This provision shall apply only to one (1) illness in a school year or recurring illness due to a chronic illness or condition.

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E. After twenty (20) years of employment in the district, an employee who terminates their employment shall receive a sick leave buyback according to the following schedule:

$20 per day to a maximum of one hundred (100) days

F. Family Medical Leave See Article 14, Section I.

ARTICLE 14 - TIME OFF WITH PAY:

Unit A members will be entitled to temporary leaves of absence with pay each school year as described below. No Unit A member will be required to arrange for their own substitute.

A. Personal Leave

1. A total of three (3) days of leave shall be granted for personal legal, personal business, household, or family matters which require absence during school hours. Application for personal leave will be made to the Principal at least forty-eight (48) hours before taking such leave (except in the case of emergencies), and the applicant for such leave will not be required to state the reason for taking such leave other than that they are taking it under this section. Personal days may not be taken immediately preceding or following a vacation or holiday. In special circumstances the superintendent may authorize the use of personal leave days immediately preceding or directly following holidays and vacations. Under no circumstances shall said days be used to extend a vacation or holiday. Provided there is sufficient coverage in the building, an employee who has used all three (3) of their personal days may use up to two (2) sick days with the Superintendent's permission and with one (1) week's notice. Emergency situations will be considered on a case-by-case basis with less than one (1) week notice. If the School Committee should change the school calendar to one where classes are held on days currently designated as religious holidays, either party may request to impact bargain over the change. If a Unit A member has remaining personal days at the end of the school year, they will rollover to sick days.

2. Unit A members covered by this Agreement shall be granted up to three (3) days of leave in any one (1) school year for time necessarily and actually lost for observance of a state-recognized major religious holiday of the religious faith to which such person belongs when such holiday falls on a day on which the person is required to work. Notification by the person of their intention to take such leave shall be made to the Superintendent of Schools ten (10) days prior to the date, but in no event less than forty-eight (48) hours in advance of such holiday. The Superintendent of Schools shall be the final arbiter of what is recognized as any "Bona Fide" or "sincerely held religious beliefs."

B. Educational Leave

Temporary leave for the purpose of visiting schools or attending meetings or conferences of an educational nature will be allowed, but limited to not more than ten per cent (10%) of the faculty

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and/or two (2) Unit A members per team or department on any given day. Application will be made to the Principal at least five (5) days in advance. This does not apply to NTA or MTA organizational business.

C. Association Leave

1. The designated number of Association representatives will be released as necessary to attend Massachusetts Teachers Association and/or National Education Association conferences and conventions.

2. The Association President will be released from teaching and non-teaching duties four (4) days per year. When an elementary school Unit A member is President, they will be relieved of all administrative duties and released from teaching duties one (1) day per month to attend to Association business. When a Middle School Unit A member is President, they will also be relieved of all administrative duties, which will result in one (1) duty-free period per day to attend to Association business. Scheduling of the President's released days shall be arranged between the President and their building administrator. Additional time may be provided at the discretion of the building administrator.

D. Bereavement

Unit A members shall be granted up to five (5) school days at any one time in the event of the death of a Unit A member's spouse, child, parent, sibling, grandfather, grandmother, grandchild, son-in-law, daughter-in-law, father-in-law, mother-in-law, significant other, or other member of the immediate household. Unit A members will be granted up to three (3) days at any one time in the event of the death of a Unit A member's brother-in-law, sister-in-law, uncle, aunt, cousin, niece, or nephew. Leaves taken pursuant to this section will be in addition to any sick leave to which the Unit A member is entitled. If additional days for bereavement are required, they may be granted and deducted from the sick leave allowance.

In the event of a relative or friend where the bond is so strong that attendance constitutes a moral obligation, one (1) personal or sick day may be used.

E. Family Sick Leave

Unit A members shall be granted up to ten (10) school days in a school year in the event of an illness requiring bedside or household attention by the Unit A member of a Unit A member's spouse, child, parent, father-in-law, mother-in-law, or other member of the Unit A member's immediate household. Leaves taken pursuant to this section will be deducted from sick leave to which the Unit A member is entitled.

Additional days may be granted at the discretion of the Superintendent on a case-by-case basis.

F. Jury Duty

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Any Unit A member who is called to jury duty shall, upon written evidence presented to the Superintendent, receive regular wages for the first three (3) days, or part thereof, of juror service. If said Unit A member is on jury duty for more than three (3) days, said Unit A member's pay will be equal to the difference between regular pay and the pay for jury duty.

G. Required Legal Proceedings

Unit A members shall be released to attend work-related legal proceedings that they are required to attend.

H. Parental Leave Unit A members will be granted up to ten (10) days in the event of a birth, adoption or foster care placement. Five (5) additional days may be granted at the discretion of the Superintendent of Schools.

I. Family Medical Leave Act (FMLA) Family and Medical Leave shall be granted in accordance with applicable state and federal laws, provided that such leaves shall be granted coincident with and not in addition to the leaves provided in this Agreement.

ARTICLE 15 - EXTENDED LEAVES OF ABSENCE

A. Military Leave

A maximum of twelve (12) days per school year is granted to persons called into temporary active duty of any unit of the U.S. Reserves or the State National Guard, provided such obligations cannot be fulfilled on days when school is not in session. Unit A members will be paid the difference between their regular pay and the pay that they receive from the state or federal government.

B. Parental Leave

1. The parties recognize that the law is in a state of change and that this Section is intended to permit compliance with federal and state laws governing paternal leave.

2. Pursuant to Massachusetts General Laws, Chapter 149, Section 105D, every full-time employee is entitled to at least eight (8) weeks of parental leave if the Unit A member has completed an initial probationary period of three (3) consecutive months and if the Unit A member gives at least two (2) weeks' notice of the expected departure and return dates.

3. The parties agree that to qualify for benefits under this Article, a Unit A member who becomes pregnant must notify the Superintendent in writing as soon as possible, but in no event less than four (4) weeks before the commencement of such leave, stating the anticipated dates of departure and return. Such notification shall provide the Administration with as much opportunity as possible to secure a replacement Unit A member and insure continuity of assignments.

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3 The Association accepts the recommendation that due consideration will be given to leaves commencing at the end of a marking term.

4. Upon completion of the eight-week period, or sooner upon request, the Unit A member shall be restored as soon as practicable to the position held when the parental leave commenced, if available, or to a substantially equivalent position.

C. Child Rearing Leave

1. Following the birth of a child, the parent of the child, if a Unit A member with professional status, may be granted a child-rearing leave of up to two (2) school years.

2. In the case where both parents are employed by the Committee, only one (1) parent shall be entitled to child-rearing leave pursuant to this Article.

3. Leave taken pursuant to this Section shall be without pay or increment and must be consecutive, and the return to employment shall constitute a termination of child rearing leave.

4. Return to service will be at the beginning of a school year unless the Superintendent consents to a Unit A member's return during the school year.

5. A leave of absence without pay will be granted upon request to any Unit A member with professional status who has accepted a child as part of adoption procedures. Such leave may commence two (2) weeks prior to the date of acceptance. Such leave shall terminate no later than the beginning of the second school year following the school year in which it began.

D. Public Service Leave

The Committee will grant a leave of absence without pay or increment to any Unit A member with professional status to campaign for, or serve in, a public office, provided this does not breach any contractual obligations. Such leave shall not exceed one (1) full term of office.

E. Health Leave

After five (5) years of continuous employment in the Northborough School System, a Unit A member with professional status may be granted a leave of absence, without pay, for up to two (2) years for health reasons. Requests for such leave will be supported by appropriate medical evidence.

Any Unit A member with professional status whose personal illness extends beyond the period compensated will be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness.

F. Personal Leave

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After five (5) years of continuous employment in the Northborough School System, a Unit A member with professional status may be granted a leave of absence, without pay, for one (1) school year for the following school year if approved by the Superintendent of Schools. Application for such leave must be made by January 15th. Appeals to this timeline may be made to the Superintendent on a case-by-case basis.

G. Other

Other leaves may be granted to Unit A members with professional status at the discretion of the Superintendent.

H. Rights and Responsibilities

1. Unit A members on such leaves must notify the Superintendent of their intent to return no later than January 15th of the school year preceding the school year of return. Failure to respond by January 15th will result in forfeiture of the Unit A member's position.

2. All requests for extensions or renewals of leaves will be applied for in writing to the Superintendent, and, if approved, such approval shall also be in writing.

3. All benefits to which a Unit A member with professional status was entitled at the time their leave of absence commenced, including unused accumulated sick leave, will be restored upon their return, and they will be assigned to the same position held at the time said leave commenced, if available, or, if not, to a substantially equivalent position. However, if the Unit A member had been laid off pursuant to Article 7, D (Reduction in Force) at the time of the leave, the Unit A member's rights will be governed by said Article.

ARTICLE 16 - PROFESSIONAL DEVELOPMENT INCENTIVE PROGRAM

A. Sabbatical Leaves

Sabbatical leaves will be granted for an organized program of professional advancement to members of the Association by the Superintendent. Such leaves are designed to improve the quality of education in the Northborough Public Schools, thus increasing the benefits accruing to the pupils. Sabbatical leaves will be subject to the following conditions:

1. The Unit A member shall have completed at least seven (7) full consecutive school years of employment.

2. No more than two (2) Unit A members in the system will be granted sabbatical leave per school year, and no more than one (1) Unit A member from a single school may be granted sabbatical leave at any particular time.

3. Requests or notification of intention for sabbatical leave must be received by the Superintendent in writing in such form as may be required by the Superintendent no later than

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December 11, and action must be taken on all such requests no later than April 1 of the school year preceding the school year for which the sabbatical leave is requested.

4. In the event the number of applications received exceeds two (2) Unit A members in the system or one (1) Unit A member in any school, the applications will be evaluated in accordance with the following factors:

a. the educational value of the proposed program to the Northborough Public Schools;

b. the quality of past performance by the Unit A member; and

c. the length of service by the Unit A member.

5. Upon return to employment, the Unit A member shall be placed on the appropriate step in the salary schedule as though the employee had not taken leave.

6. The Unit A member will agree in writing that upon termination of leave, the Unit A member will return to service in the Northborough Public Schools for a period equal to twice the length of such leave. In default of completing such service, they will refund to the Committee an amount equal to such proportion of the salary received by them while on leave as the amount of service not actually rendered as agreed bears to the whole amount of service agreed to be rendered.

7. Unit A members on sabbatical leave for one (1) year or one-half (1/2) year shall be paid one-half (1/2) of the salary that would regularly accrue during the period of the absence, provided that such payment, when added to grants received, does not exceed the present salary. If the present salary is exceeded, the Committee participation will be reduced by an amount that will maintain the present salary.

B. Course Reimbursement

Unit A members will be reimbursed for course(s) that they are specifically requested to take by the Superintendent.

C. Curriculum Workshops

Unit A members shall be compensated for participation in curriculum workshops at the rate of thirty-six dollars and eighty-seven cents ($36.87) per hour.

D. Professional Development Pool/Tuition Reimbursement

Professional Development Pool: The Committee agrees to establish a professional development incentive program in the amount of $24,000. This amount will increase to $29,000 in 2026-2027; $34,000 in 2027-2028; and $39,000 in 2028-2029. The funds in this program will be made available to Unit A members for professional development course reimbursement. A committee consisting of two (2) Association representatives and two (2) Committee representatives shall

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determine annual goals and distribution of said funds. The deadline for requesting reimbursement is June 1st.

When additional training is required to maintain state licensure for the positions of Speech & Language Pathologist (SLP), Physical Therapists (PT), Occupational Therapists (OT), Behavior Therapists, Nurses, and BCBAs, when graduate credits are not available Continuing Education Credits (CEUs) may be requested for pre-approval.

E. Incentive Pay Plan

Unit A members may submit to the Superintendent innovative projects or programs in resume form for extra salary compensation on a yearly basis. The Committee will approve or disapprove the program on the basis of educational priority and funds available, and establish that the program will be compensated on the basis of $500.00, $1,000.00, or $2,000.00 total. The amount of compensation will be established and put in writing prior to the commencement of the project. Said payment will be made upon completion of the project as originally proposed, as determined by the Superintendent and/or their designee within thirty (30) calendar days.

ARTICLE 17 – UNIT A MEMBER PROTECTION

A. Unit A members will immediately report all cases of assault* suffered by them in connection with their employment to the Superintendent in writing. This report will be forwarded to the Committee, which will comply with any responsible request from the Unit A member for information in its possession relating to the incident or the persons involved, and will act in appropriate ways as liaison between the Unit A members, the police, and the courts.

B. If criminal or civil proceedings are brought against a Unit A member alleging that they committed an assault* in connection with their employment, the Committee will furnish legal counsel and all fees necessary to defend them in such proceedings if they request such assistance, provided that such Unit A member is not in violation of school policy. If an appeal from a guilty finding is taken by the employee, the expenses of such appeal shall not be paid by the Committee unless approved by a vote of the Committee.

*Assault is an intentional act that causes another person to have a reasonable fear of imminent harmful or offensive contact.

ARTICLE 18 - PAYROLL DEDUCTIONS

A. Association Dues

The Committee agrees to deduct in twenty-one (21) equal deductions from the salaries of its Unit A members, dues for the Northborough Teachers Association, Massachusetts Teachers Association, and National Education Association, or any one of such associations as said Unit A members individually and voluntarily authorize the Committee to deduct, and to transmit monies promptly to the treasurer of the Northborough Teachers Association.

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1. The Association will certify to the Committee in writing the current rate of its membership dues. The Association will give thirty (30) calendar days' notice to the Committee of any change in the rate of dues.

2. No later than September 20 of each year, the Committee will provide the Association with a list of those employees who have voluntarily authorized the Committee to deduct dues for any of the Associations named in Section A above. The Committee will notify the Association monthly of any changes in said list. Any Unit A member desiring to have the Committee discontinue deductions previously authorized must notify the Committee and the Association concerned in writing by September 15 of each year for the school year's dues.

3. The Committee will not be required to honor any dues deduction authorizations that are delivered to it later than one (1) week prior to the preparation of the payroll from which the deductions are to be made.

B. Political Contributions

Pursuant to Chapter 180, Section 171 of the General Laws, employees may authorize the Committee to deduct from their salary a contribution to Voice of Teachers for Education (VOTE) of an amount which the employee shall specify in writing. The Committee will certify on the payroll the amount to be deducted by the Treasurer. Such amounts shall be transmitted to the Massachusetts Teachers Association within thirty (30) days.

C. Health Insurance

The Town of Northborough will provide and make payroll deductions for all Unit A members who have not indicated in writing that they elect not to be covered. Any such request may be made by a Unit A member in writing and shall be filed with the Superintendent.

The Town of Northborough will pay seventy-five (75%) percent of the cost of Health Insurance.

The plan design of the co-payment structure for Health Insurance will be as follows:

Inpatient hospital treatment $1,000

Outpatient Hospital treatment $500

Physician Office Visits $20

ER $150

Prescriptions

Generic $10

Preferred $20

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Non Preferred $35

The Town of Northborough will continue a Health Reimbursement Account (HRA). All inpatient and outpatient co-pays will be fully reimbursed up to the amount paid. Reimbursements will be paid in a timely manner as soon as possible after the occurrence. HRA reimbursements are not eligible for expenses paid with Flexible Spending Account (FSA) funds. To receive reimbursement, the HRA claim form (available online) must be submitted by June 30 of the fiscal year in which the procedure occurred in order for the funds to be encumbered. Supporting documentation — including the invoice for the procedure, proof of payment, and evidence that payment was made from a non-FSA account — may be submitted within six months after the June 30 deadline. These reimbursements will remain eligible as long as the claim form was submitted and the funds were encumbered by the June 30 deadline*.

*In the event that Town HRA funds are exhausted, the District will engage in discussions with the Association and may reopen this (inpatient/outpatient) provision only.

Full inpatient and outpatient reimbursement up to the amount paid will remain in place as long as this plan design is in effect.

The town will continue to offer a Flexible Spending Account (FSA).

Any changes will be subject to negotiation.

ARTICLE 19 - TEXTBOOKS

The Committee agrees that all Unit A members shall be permitted to participate in the selection of all textbooks that they are to use. It is Committee policy to provide a plentiful supply of the best textbooks and materials available in every field.

ARTICLE 20 - GENERAL

A. There will be no reprisals of any kind taken against any Unit A member by reason of their membership in the Association or participation in its activities.

B. The Association will be provided with copies of the agenda of each Committee meeting prior to said meeting, and a copy of the official minutes shall be forwarded to the Association.

C. Completed copies of this Agreement will be printed, if necessary, and the expense will be borne equally by the Committee and the Association.

D. If any provision of this Agreement or any application of the Agreement to any Unit A member or group of Unit A members shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

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E. This Agreement constitutes Committee policy for the term of said Agreement, and the Committee will carry out the commitments contained herein and give them full force and effect as Committee policy. The Committee will amend its Administrative Regulations and take such other action as may be necessary in order to give full force and effect to the provisions of this Agreement.

ARTICLE 21 - TUTORS

The Northborough Teachers Association and the Northborough School Committee agree to the inclusion of tutors in the recognition clause of Unit A.

The following articles apply:

Article 1 Recognition
Article 2 Negotiation Procedure
Article 3 Grievance Procedure
Article 5 Operational Guidelines (Sections A,B,D)
Article 6 Non-Teaching Duties
Article 7 Teacher Employment (Section B)
Article 10 Vacancies and Promotions
Article 11 Teacher Evaluation
Article 12 Use of School Facilities
Article 13 Sick Leave (Sections A,C,E,F)
Article 14 Temporary Leaves of Absence (Sections A,D,E,F,G,I)
Article 15 Extended Leaves of Absence
Article 16 Professional Development Incentive Program (Sections B,C,D)
Article 17 Teacher Protection
Article 18 Payroll Deductions
Article 20 General
Article 22 Rights and Obligations of the School Committee
Article 23 Duration
Appendix A Northborough Salary Schedule (Sections H7-8, I 1-4)

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Tutors' Salary Schedule

NORTHBOROUGH TUTOR SALARY SCHEDULE

2.95% **2026-2027**

STEP	1	2	3	4	5	6	7	8
	$ 33.31	$ 34.61	$ 36.02	$ 37.41	$ 38.96	$ 40.49	$ 40.89	$ 42.43

2.95% **2027-2028**

STEP	1	2	3	4	5	6	7	8
	$ 34.30	$ 35.63	$ 37.08	$ 38.52	$ 40.11	$ 41.68	$ 42.10	$ 43.68

2.95% **2028-2029**

STEP	1	2	3	4	5	6	7	8
	$ 35.31	$ 36.68	$ 38.18	$ 39.65	$ 41.29	$ 42.91	$ 43.34	$ 44.97

ARTICLE 22 - RIGHTS AND OBLIGATIONS OF THE SCHOOL COMMITTEE

A. The Committee is recognized as a public body established under and possessing all those functions and powers granted to it by the Statutes of the Commonwealth of Massachusetts and the rules and regulations of agencies of the Commonwealth.

B. Nothing in this Agreement shall be deemed to derogate from or impair any power, right, or responsibility heretofore possessed by the School Committee except where such power, right, duty, or responsibility heretofore possessed by the School Committee is specifically limited by this Agreement.

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ARTICLE 23 - DURATION

This Agreement will be effective as of the first day of the 2026-2027 school year and will continue in effect to and including the day prior to the start of the 2029-2030 school year, and will thereafter automatically renew itself for successive terms of one (1) year each unless

(1) by the first Wednesday in November next prior to expiration of the contract year involved, either the Committee or the Association shall have given the other written notice of its desire to amend this Agreement, or

(2) by the April 1 next prior to expiration of the contract year involved, either the Committee or the Association shall have given the other written notice terminating this Agreement upon expiration of the said contract year.

IN WITNESS WHEREOF, the parties hereunto set their hand and seals this 28 day of August, two thousand twenty-six.

NORTHBOROUGH SCHOOL COMMITTEE

Signed by:
By: Kristen Willems Tietjen
28779C3D4C78405...

Date: 8/28/2026

NORTHBOROUGH TEACHERS ASSOCIATION

Signed by:
By: Clare Kelsey
13D25A41440D4E5...

Date: 8/28/2026

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APPENDIX A

NORTHBOROUGH TEACHERS SALARY SCHEDULE

Salary Schedule COLA

2026-2027 School Year 2.95%
2027-2028 School Year 2.95%
2028-2029 School Year 2.95%

Steps 0 and 1 will be dropped from the salary schedule for a new schedule.

FY27							
2.95%	BACHELORS	B+15	MASTERS	M+18	ADV STUDY: MM/CAGS/ M+36	M+60	DOCTORATE
STEP 1	$ 66,039	$ 68,244	$ 72,404	$ 74,811	$ 77,324	$ 80,564	$ 86,203
STEP 2	$ 69,547	$ 71,756	$ 76,657	$ 79,072	$ 81,773	$ 85,205	$ 91,168
STEP 3	$ 73,055	$ 75,267	$ 80,911	$ 83,335	$ 86,222	$ 89,844	$ 96,134
STEP 4	$ 76,564	$ 78,779	$ 85,163	$ 87,596	$ 90,669	$ 94,484	$ 101,098
STEP 5	$ 80,071	$ 82,291	$ 89,418	$ 91,858	$ 95,119	$ 99,124	$ 106,063
STEP 6	$ 83,580	$ 85,803	$ 93,672	$ 96,119	$ 99,567	$ 103,764	$ 111,028
STEP 7	$ 87,086	$ 89,315	$ 97,926	$ 100,379	$ 104,015	$ 108,405	$ 115,994
STEP 8	$ 90,595	$ 92,827	$ 102,181	$ 104,641	$ 108,463	$ 113,045	$ 120,958
STEP 9	$ 94,104	$ 96,339	$ 106,434	$ 108,903	$ 112,911	$ 117,685	$ 125,923
STEP 10	$ 97,611	$ 99,850	$ 110,689	$ 113,165	$ 117,360	$ 122,325	$ 130,889
FY28							
2.95%	BACHELORS	B+15	MASTERS	M+18	ADV STUDY: MM/CAGS/ M+36	M+60	DOCTORATE

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STEP 1	$ 67,988	$ 70,257	$ 74,540	$ 77,018	$ 79,605	$ 82,940	$ 88,746
STEP 2	$ 71,598	$ 73,873	$ 78,918	$ 81,404	$ 84,185	$ 87,718	$ 93,858
STEP 3	$ 75,211	$ 77,487	$ 83,298	$ 85,793	$ 88,765	$ 92,495	$ 98,970
STEP 4	$ 78,823	$ 81,103	$ 87,676	$ 90,180	$ 93,344	$ 97,272	$ 104,080
STEP 5	$ 82,434	$ 84,719	$ 92,056	$ 94,568	$ 97,925	$ 102,049	$ 109,192
STEP 6	$ 86,046	$ 88,334	$ 96,435	$ 98,955	$ 102,504	$ 106,825	$ 114,304
STEP 7	$ 89,655	$ 91,950	$ 100,815	$ 103,341	$ 107,083	$ 111,603	$ 119,416
STEP 8	$ 93,268	$ 95,565	$ 105,195	$ 107,728	$ 111,663	$ 116,380	$ 124,526
STEP 9	$ 96,880	$ 99,181	$ 109,574	$ 112,115	$ 116,242	$ 121,157	$ 129,638
STEP 10	$ 100,491	$ 102,796	$ 113,954	$ 116,503	$ 120,822	$ 125,934	$ 134,750
FY29							
2.95%	**BACHELORS**	**B+15**	**MASTERS**	**M+18**	**ADV STUDY: MM/CAGS/ M+36**	**M+60**	**DOCTORATE**
STEP 1	$ 69,993	$ 72,329	$ 76,739	$ 79,290	$ 81,953	$ 85,387	$ 91,364
STEP 2	$ 73,711	$ 76,052	$ 81,246	$ 83,806	$ 86,669	$ 90,306	$ 96,627
STEP 3	$ 77,429	$ 79,773	$ 85,756	$ 88,324	$ 91,384	$ 95,223	$ 101,889
STEP 4	$ 81,148	$ 83,496	$ 90,262	$ 92,840	$ 96,097	$ 100,141	$ 107,151
STEP 5	$ 84,865	$ 87,218	$ 94,772	$ 97,358	$ 100,813	$ 105,059	$ 112,413
STEP 6	$ 88,584	$ 90,940	$ 99,280	$ 101,874	$ 105,528	$ 109,977	$ 117,676
STEP 7	$ 92,300	$ 94,663	$ 103,789	$ 106,389	$ 110,242	$ 114,896	$ 122,938
STEP 8	$ 96,019	$ 98,385	$ 108,299	$ 110,906	$ 114,957	$ 119,813	$ 128,200
STEP 9	$ 99,738	$ 102,106	$ 112,806	$ 115,423	$ 119,671	$ 124,731	$ 133,462

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STEP 10	$ 103,455	$ 105,828	$ 117,316	$ 119,940	$ 124,386	$ 129,649	$ 138,725

1. All Unit A members are required to receive prior approval for any courses taken that may apply to advancement on the salary schedule lanes.
2. A "Request for Approval Form" and appropriate documentation, which includes course descriptions, must be completed and submitted to Human Resources and approved by the Superintendent of Schools prior to the start of the coursework.
3. Unit A members must submit an official transcript when applying for a salary advancement in lanes. No advancement of lanes on the salary schedule will be made without a copy of the official transcript.
4. Credit will be granted for no more than 12 credits per school year (Sept. – May) for approved online coursework. Additional credits may be granted by the Superintendent. No course will be counted more than once towards the completion of a degree or salary schedule advancement. Only one lane change is permitted each fiscal year unless there is approval from the Superintendent or designee.
5. All grades must meet the particular school's requirement for graduate credit.
6. All credits must be awarded by an accredited institution.
7. In order for courses to be relevant, their content must be in alignment with the district Professional Development Plan, individual School Improvement Plans, or Department of Education regulations.
8. The Superintendent is authorized to accept certain professional activities other than formal coursework in satisfaction of this requirement. Credit may be given for participation in curriculum revision, SEI Endorsement, travel participation in certain professional conferences, or other educationally significant activities. Innovative programs may also satisfy the three (3) credit requirement and are welcomed by the Superintendent.

A. Bachelor's +15 Track

1. Unit A members who have accumulated fifteen (15) semester hours in a graduate program and submitted proof that they are in a program leading to a Master's Degree at an accredited institution will be eligible for this track.

2. Only those credits taken since January 1, 1970, may be included on a retroactive basis in this program.

B. Master's Track

Unit A members who have earned a Master's Degree - a graduate degree beyond the Bachelor's Degree awarded by an accredited college or university - will be placed on the Master's track of the salary schedule.

C. Advanced Study Track

1. Certificate of Advanced Graduate Study

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An applicant having attained an additional (18) hours of graduate credit beyond the M+18 scale will be placed on the CAGSM+36 salary schedule.

2. Only those credits taken since 1993 may be included on a retroactive basis in this program.

3. A second approved Master's Degree is considered to fully qualify a person for this salary level.

4. Unit A members with a Master's Degree may also achieve placement on the "Advanced Study" column of the salary schedule by the following procedure:

a. Preparing a program of study that includes thirty-six (36) credit hours in a discipline that the Unit A member feels would advance their professional career and would be of value to the school system. Unit A members may include in their proposals for the Superintendent's approval, courses that they have completed since June 1993.

b. Submitting this program to the Superintendent for approval, the Superintendent will respond to the program submitted within two weeks.

c. Negotiating any revisions suggested by the Superintendent.

d. Signing a contract with the Committee. This contract is to be a statement of intent by the Unit A member to pursue the program of study approved by the Superintendent, and a promise by the Committee to place the Unit A member on Advanced Study pay status upon completion of the program. Proposals for amendments to the contract, due to changes in course offerings, may be submitted to the Superintendent for approval at any time.

D. Doctorate Track

The salary for a Unit A member with a doctorate shall be 1.07 times the salary at the corresponding step of the Master's +60 column.

E. Master's +60 Track

Unit A members with a CAGS or Equivalent may advance to the M+60 level by the following procedure:

1. Twenty-four (24) credits needed for placement on this schedule must be in an area of concentration and aligned with the District’s strategic Plan and/or school improvement plans.

2. Only courses taken since 1998 are eligible for consideration.

3. Courses may be earned at an accredited graduate school or may be internal offerings approved by the Superintendent of Schools.

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F. Salary Adjustments

Salary adjustments will take effect September 1 and March 1, with a fifty percent (50%) crossover for those achieving a given track status as of March 1.

G. Courses Acceptable at Appointment

For Unit A members being considered for appointment, only those courses taken in years prior to appointment are acceptable.

H. Stipends

All positions will be posted annually by April 15th. Upon recommendation of the building principal and approved by the Superintendent, positions for supervision of extracurricular sports and/or activities will be posted annually and compensated according to the schedule below. All positions are dependent upon available funding in each fiscal year. Job descriptions are available for items 1, 2, 3, 4, and 5.

The stipends for music and clubs will receive a 10% increase in 2026-2027, 10% in 2027-2028, and 10% in 2028-2029.

Instructional stipends will receive the COLA adjustment.

Athletic stipends will receive a 30% increase in 2026-2027 and will receive the COLA adjustment in 2027-2028 and the COLA adjustment in 2028-2029.

As reflected in the tables below:

Administrative & Instruction Assistance	**2026-2027**	**2027-2028**	**2028-2029**
District Kindergarten Coordinator	$ 721	$ 742	$ 764
Elementary - A Curriculum Leaders	$ 1,853	$ 1,908	$ 1,964
Elementary - B Curriculum Leaders	$ 927	$ 954	$ 982
Elementary - C Curriculum Leaders	$ 463	$ 477	$ 491
Head Teacher	$ 2,411	$ 2,482	$ 2,555
K-8 Coordinator of Music	$ 1,544	$ 1,590	$ 1,637
Middle School Curriculum Leaders	$ 2,411	$ 2,482	$ 2,555

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Middle School Team Leader	$ 2,411	$ 2,482	$ 2,555
Athletics	**2026-2027**	**2027-2028**	**2028-2029**
1 Coach - Level 1	$1,625	$1,673	$1,722
1 Coach - Level 2	$1,950	$2,008	$2,067
1 Coach - Level 3	$2,275	$2,342	$2,411
2 Coach - Level 1	$1,300	$1,338	$1,378
2 Coach - Level 2	$1,625	$1,673	$1,722
2 Coach - Level 3	$1,950	$2,008	$2,067
Extracurricular Stipends - Music	**2026-2027**	**2027-2028**	**2028-2029**
Grade 6 Stage Band	$1,100	$1,210	$1,331
Select Chorus Director	$825	$908	$998
Chamber Ensemble Director	$660	$726	$799
Jazz 1 Ensemble Director	$2,200	$2,420	$2,662
Girls' Chorus Director	$825	$908	$998
Chamber Ensemble Director	$660	$726	$799
Boys' Chorus Director	$825	$908	$998
Extracurricular Stipends - School Musical/Drama	**2026-2027**	**2027-2028**	**2028-2029**
Music Director	$1,100	$1,210	$1,331
Costumer	$550	$605	$666
Assistant Directors (2)	$825	$908	$998
Set Building/Set Painter (2)	$550	$605	$666

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Backdrop Scenery	$550	$605	$666
Instrumentalists	$550	$605	$666
Choreographer	$550	$605	$666
Instrumental Director	$550	$605	$666
After School Clubs	**2026-2027**	**2027-2028**	**2028-2029**
Category A (6 meetings)	$165	$182	$200
Category B (12 meetings)	$330	$363	$399
Category C (18 meetings)	$495	$545	$599
Category D (24 meetings)	$660	$726	$799
Category E (30 meetings)	$825	$908	$998
Category F (36 meetings)	$990	$1,089	$1,198
Yearbook	$1,100	$1,210	$1,331

I. Longevity Pay

1. Unit A members having extended continuous service in the Northborough School System shall be compensated above their current position in accordance with the longevity salary schedule below:

Longevity	**2026-2027**	**2027-2028**	**2028-2029**
Years 13, 14, 15	$1,575	$1,575	$1,654
Years 16, 17, 18	$1,733	$1,733	$1,820
Years 19, 20	$1,785	$1,785	$1,874
Years 21, 22, 23	$1,838	$1,838	$1,930
Years 24, 25	$1,890	$1,890	$1,985

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Years 26, 27, 28	$1,943	$1,943	$2,040
Years 29, 30	$2,048	$2,048	$2,150
Years 31+	$2,310	$2,310	$2,426

1. The longevity salary schedule amount awarded becomes part of the individual's base salary and is to be considered in all subsequent pay raises.

J. Travel Allowance (Mileage Allowance)

Bargaining unit members who are required to use their personal vehicles in fulfilling their daily and/or weekly assignments shall be compensated for travel-related expenses in accordance with the following mileage payment schedule:

Frequency of Travel Annual Payment

1 day $200.00

2 days $250.00

3 days $300.00

4 days $350.00

5 days $400.00

NON-CONTRACTUAL AGREEMENTS:

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- The School Committee will have a discussion around the Regional Policy that allows children of employees to attend the High School, and if this is a possibility for Northborough. This will be discussed during the school choice discussion.

- We will establish a working group with the three districts to discuss what changes there may be if an employee moves from one district to another (ex, benefits, seniority, retirement incentive, and changes due to the move).

- If a Special Education Unit A member is out and the position remains unfilled, the NTA may reach out to the Superintendent to discuss the additional workload, and compensation may be provided.