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THE NORTHBOROUGH SCHOOL COMMITTEE
AND NORTHBOROUGH TEACHERS ASSOCIATION ESP - UNIT C
MEMORANDUM OF AGREEMENT

The Northborough School Committee (the Committee) and the Northborough Teachers Association - (the Association)/Unit C - Educational Support Professionals hereby agree to a three-year contract. This Agreement shall be effective as of **July 1, 2026** and will continue in effect through **June 30, 2029**.

Except as modified by this Memorandum of Agreement, the terms and conditions of the prior Collective Bargaining Agreement and Memoranda of Agreement will be carried forward into the successor agreements. In this Agreement, **bold** indicates new language and strikethrough indicates language to be deleted.

1. ARTICLE 7 - OPERATIONAL GUIDELINES

Bargained: Work year for food services added, Toileting definition added, clarity for duties, uniform reimbursement language and requirements.

B. 4. Food Services Team Members will work on days when school **meals need to be** ~~lunches are to be~~ served. All employees will also work, as needed, on the day preceding the opening of school and at least four (4) professional development days **(187 day workyear)**. Managers may be required to work up to two (2) additional days prior to the start of the school year and up to two (2) additional days at the conclusion of the school year **(188 day workyear)**.

C. 4. **Food Service Team members: Work** days may be scheduled for the purpose of performing advanced food preparation that cannot be accomplished during regular work time on days when ~~lunch is~~ **meals are** not prepared. A schedule of the work to be performed will be approved in advance by the Assistant Superintendent of Schools. These days will normally be scheduled on early release days.

C. 9. With respect to job responsibilities, **special education** aides ~~who are 1:1~~ will have the primary responsibility of compliance with the IEP, however, all aides may be asked to assist with supervision of children during the day, this may include having responsibilities for duties, **however they will not be included on a permanent duty roster.**

F. Toileting: Paraprofessionals who provide intensive toileting assistance and/or diapering for students shall receive an annual stipend paid quarterly for each school year. Employees who substitute for the paraprofessionals will receive a daily rate of ~~as follows~~: $6.00 ~~$4.00 in 2017-18, $5.00 in 2018-19 and $6.00 in 2019-20.~~ The quarterly stipend will be $250. ~~$150 in 2017-18, $200 in 2018-19 and $250 in 2019-20~~. The district will develop a policy to ensure the safety and dignity of both students and staff. ~~The union and the administration will agree on a list of members eligible for this benefit.~~ This benefit will be paid in quarterly installments. The decision of the parties is final and binding and not subject to arbitration.

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A toileting stipend shall be provided to employees who are regularly and specifically assigned by the administration to provide direct personal toileting care to a student due to a documented disability or medical need. Qualifying duties include direct physical assistance with toileting tasks, such as clothing management, hygiene assistance, diapering or changing, or assisting a student on or off the toilet. The stipend applies only when an employee is assigned to provide ongoing personal care related to toileting as part of their regular duties. It does not apply to routine restroom supervision, verbal reminders, or occasional accidents that occur in the normal course of school operations. Eligibility for the stipend and assignment of toileting duties shall be determined by the administration based on student needs and job responsibilities.

J. Uniform Allowance: All Food Services Team Members will be entitled to reimbursement of not more than one hundred fifty ($150.00) for money spent in the purchase of uniforms **(this reimbursement is limited to appropriate pants and/or slip resistant shoes)**. This money will be reimbursed within thirty (30) days after the presentation to the Superintendent of Schools of a receipt indicating the expense. No Food Services Team Member shall be entitled to more than one such uniform allowance in a given school year. All cafeteria uniforms shall be of a color and material approved by the Supervisor of Cafeterias.

Additional food services uniform requirements:

- **Footwear: Slip-resistant shoes or approved slip-resistant overshoes must be worn at all times for safety.**
- **Aprons: Black aprons are required. Aprons should be made of heavyweight cotton or cotton canvas material for safety and durability.***
- **Hair Restraints: Hair restraints must be worn at all times while working in food service areas. Acceptable hair restraints include hair nets or plain black hats.***
- **Pants: Black, loose-fitting, full-length pants are required. Tan pants are permitted for Kitchen Managers only.**
- **Prohibited Attire: Shorts, skirts, capri pants, leggings, yoga pants, and other tight-fitting pants are not permitted.**
- **Shirts: Employees must wear a T-shirt or shirt with a collar in an approved school color, as designated by the Kitchen Manager.***

***Aprons, Hair Restraint, and Shirts will be provided by the District.**

G. Class coverage: Should an aide be required to cover the class of a teacher who is absent from the class for a half-day or a day, the aide will be paid an additional hourly rate increase of $10 per hour over and above their regular pay for the day. If a substitute is hired for the class, the aide will not be expected to teach the class, but will perform their normal duties. Unless there is an emergency situation, without any other recourse, Administrative Assistants will not be assigned to cover a class or supervise students. COTAs will not be called upon to substitute unless there is a critical shortage.

For days 1-29 of coverage, the stipend shall be $15.00 per hour. For days 30 and above,

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the stipend shall be $20.00 per hour. If the coverage assignment is known by human resources to be longer than five days at the outset, the stipend will start immediately. If the coverage assignment is not known to be longer than five days at the outset, the coverage stipend will be consistent with Article 7.G ($10/hour). If the coverage becomes a long term assignment, the employee will be made whole at the stipend described in this section. If the employee requests and is granted a leave of absence to accept the long-term assignment, upon completion of the assignment, the employee shall return to the same or a similar position held prior to the leave of absence.

2. ARTICLE 8 - LEAVE OF ABSENCE WITH PAY **- TIME OFF**

Bargained - Remaining personal days at the end of the year will be converted to sick days (matches language in Unit A).

A. Sick Leave: All employees will receive 15 days annually and may accrue up to **185** ~~145~~ days. Sick days will be credited on the first day the employee reports to work. Up to 3 sick days per instance may be used for bedside care for immediate family members (parents, spouse, children and any other relative living in the same household). Employees who transfer to Northborough from Algonquin or Southborough public schools may carry over their unused sick leave.

c) Upon retirement, any bargaining unit member who has served in the Northborough Public Schools for a minimum of ten (10) years will receive compensation for unused accumulated sick leave in accordance with the following schedule: $20.00 per day for up to one hundred ten (110) days. **To be eligible for this incentive, the employee must provide notification in writing at least three weeks prior to the last day of work.**

B. Personal Leave: All employees are entitled to 3 days of personal leave annually. These days are not cumulative. Except for an emergency, personal day requests must be made in writing 48 hours in advance. When the three personal days have been exhausted, an employee may request permission from the Superintendent to use two of their sick days. **If a Unit C member has remaining personal days at the end of the school year, they will rollover to sick days.**

C. Bereavement: Up to **five (5)** ~~three (3)~~ school days will be granted at any one time in the event of the death of an employee's spouse, child, parent, grandparent, sibling, son-, daughter-, father-, mother-in-law, grandchild, significant other, or other members of the immediate household.

Employees will be granted **up to three (3)** ~~one (1)~~ day at any one time in the event of the death of a brother-in-law, sister-in-law, uncle, aunt, cousin, niece, or nephew. If additional days for bereavement are required, they may be granted at the discretion of the Superintendent.

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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.

I. On the conference/back-to-school half days for teachers, ESP's will be paid for 3 full days but only work the half day with students. If a need suddenly arises and with as much advance notice as possible, Administration may have the ESP's work an additional full day on one of the half days off. This would be contingent on the needs of the district or building. For the four half-days, the administrative assistant and the clerical aide from each building will work out a schedule ensuring that one of them will work the full day and one will work a half day. The third half day will be taken at another time during the year that is mutually agreeable to the Clerical Aide and their principal. A schedule of which of the four half days will be a full day should be communicated to staff before the first day of school.

3. ARTICLE 10 - PAYROLL DEDUCTIONS

Bargained: HRA's will be reimbursed up to the amount paid and FSA funds can not be applied.

The Town of Northborough will continue a Health Reimbursement Account (HRA). All in-patient and out-patient 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. The School District will reimburse all copays for CAT Scans, PET Scans and MRIs. At the request of either side, the parties agree to revisit the High Tech Copays at the end of the first year of this agreement. **Flexible Spending funds used to pay for these co-pays are not eligible for reimbursement.**

4. ARTICLE 11 - NEW EMPLOYEES

Bargained - Probationary period reflects 90 school days.

A. New employees will be hired under a ninety (90) **school** ~~calendar~~ day probationary period.

5. ARTICLE 13 - EVALUATION

Bargained:

D. Evaluations must be completed each year by **June 1** ~~May 1~~st.

6. ARTICLE 15 -

Bargained - Probationary period reflects 90 school days.

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D. An employee who has completed his/her probationary period shall not be reprimanded, suspended or terminated except for good cause. The probationary period is defined as the first **90 school days from the first day of work.** ~~worked three consecutive calendar months of employment.~~

7. ARTICLE 16 - PROFESSIONAL DEVELOPMENT

Bargained: Grade/passing requirement for tuition reimbursement and addition of flexible professional development language.

A. **For Unit C Members** ~~For Administrative Assistants and Aides~~

A2. Unit C Members ~~Administrative Assistants and Aides~~ will be reimbursed for college courses **or other pre-approved applicable training** taken to enhance their job skills and must be pre-approved by the Superintendent of Schools. **To be eligible for reimbursement, the employee shall earn a B or better in a college course or receive a passing grade in Pass/Fail courses.** A pool of four thousand dollars ($4,000) for course work will be divided at the end of each school year.

B. For Food Services Team Members:
1. The parties agree to establish at least four (4) professional development days.
2. Such days shall be scheduled during the school year by the Supervisor of Cafeterias on system-wide professional development days or other school days that lunches are not served.
3. Such day shall not be scheduled on days preceding holidays or vacation periods.
4. Programs established under this section ~~will be meaningful and~~ will be formulated with employee input and evaluation.
5. Professional development days canceled due to weather will be made up after the students' 180 day school year is completed.
6. Non-attendance at such professional days shall result only in non-payment for the day.

For the one (1) Flex PD Day each year, Education Support Professionals may choose how to use their six (6) hours. With prior approval from the principal, employees may:

- **Use all six (6) hours for professional development;**
- **Use all six (6) hours for community engagement activities (e.g., staff meetings, Open House, Curriculum Night, concerts, or similar school events); or**
- **Split the time between the two, using three (3) hours for professional development and three (3) hours for community engagement activities.**

All employees will still need to report Flexible Professional Development completion as instructed by the Teaching and Learning Department.

8. ARTICLE 19 - WORKERS COMPENSATION

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Bargained: Work-related injury from a dysregulated student

All employees will be covered by Workers' Compensation. An employee who is collecting Workers' Compensation may use accumulated sick leave to make up the difference, if any, between the employee's regular pay and Workers' Compensation payments allocated to lost time. **In the event that an employee sustains an injury caused by a dysregulated student, and the resulting Workers' Compensation claim is approved, the employee may request to be made whole for any work time missed due to the injury. The Superintendent will review the circumstances of the incident and determine whether the employee will be required to use accrued sick leave for the absence or whether the District will make the employee whole. If the District determines that the employee will be made whole, the District will restore any sick leave used for the absence to the employee's accrued sick leave balance. The District shall give such requests consideration and shall not be unreasonably denied.**

9. ARTICLE 21 - WAGES:

Bargained: Salary Schedule change and longevity changes.

A. Salary: Using current 2025-2026 salary schedule for a base, add the following percentages:

- **2026-27 – Drop Step 1; 4% on all steps with 5% on top step**
- **2027-28 – 4% on all steps**
- **2028-29 – 4% on all steps**

C. Longevity: All employees will receive longevity payments for their years of service in The Public Schools of Northborough and Southborough (Algonquin, Northborough or Southborough) paid in the last week of June* in accordance with the following schedule:

LONGEVITY	2026-2027	2027-2028	2028-2029
Years 6 through 10	**$440.00**	**$484.00**	**$532.40**
Years 11 through 15	**$1,128.60**	**$1,241.46**	**$1,365.61**
Years 16 through 20	**$1,188.00**	**$1,306.80**	**$1,437.48**
Years 21 through 25	**$1,305.70**	**$1,436.27**	**$1,579.90**
Years 26 through 30	**$1,424.50**	**$1,566.95**	**$1,723.65**
Years 31 and beyond	**$1,543.30**	**$1,697.63**	**$1,867.39**

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~~**LONGEVITY**~~		
~~years of service~~		
~~6-10~~		~~$400~~
~~11-15~~		~~$1,026~~
~~16-20~~		~~$1,080~~
~~21-25~~		~~$1,187~~
~~26-30~~		~~$1,295~~
~~31+~~		~~$1,403~~

*This does not indicate a recalculation of how current years of service were previously calculated using the anniversary date with the first year as year zero.

See attached Salary Schedules.

10. ARTICLE 23 - DURATION

BARGAINED: Three year contract. See contract language below:

This Agreement shall be effective as of July 1, 2026 ~~as of the first day of the 2023-24 school year~~ and will continue in effect through June 30, 2029. ~~the 2025-26 school year, to and including the day prior to the start of the 2026-27 school year.~~ It will thereafter automatically renew itself for successive terms of one (1) year unless by November 15, 202**8** ~~2026~~ either the Committee or the Association shall have given written notice of its desire to modify or terminate this Agreement.

Bargained: Agreements of understanding around language clean up and miscellaneous.

NONCONTRACTUAL AGREEMENT

The district and the Association will explore having an ESP team leader position/stipend for each school.

Although work hours are not listed in the collective bargaining agreement, for any ESP currently working 5.75 hours, the goal is to increase hours by 15 minutes to be phased in at different schools throughout this agreement.

HOUSEKEEPING

a. Change Roman Numerals
b. Ensure pronouns are gender neutral
c. Other as-needed non-substantive changes

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This MOA is subject to vote and ratification by the Northborough School Committee and the Northborough Teachers Association - Unit C.

IN WITNESS WHEREOF, the parties have set their hand and seal by their duly authorized representatives.

For the Committee

Signed by:
Kristen Willems Tietjen
28779C3D4C78405...

Chairperson

8/28/2026

Date

For the Association

Signed by:
Clare Kelsey
13D25A41440D4F5...

President

8/28/2026

Date

APPENDIX B

SALARY SCHEDULES - ADMINISTRATIVE ASSISTANTS

ADMINISTRATIVE ASSISTANT - SCHOOL YEAR				
OLD STEP	NEW STEP	FY2027	FY2028	FY2029
~~Step 1~~		~~$25.00~~	~~$26.00~~	~~$27.04~~
Step 2	Step 1	$25.76	$26.79	$27.86
Step 3	Step 2	$26.57	$27.63	$28.74
Step 4	Step 3	$27.34	$28.44	$29.57
Step 5	Step 4	$28.20	$29.33	$30.51
Step 6	Step 5	$29.06	$30.22	$31.43
Step 7	Step 6	$30.05	$31.25	$32.50
Step 8	Step 7	$30.74	$31.97	$33.25
Step 9	Step 8	$31.97	$33.25	$34.58
Step 10	Step 9	$32.64	$33.94	$35.30
Step 11	Step 10	$33.95	$35.30	$36.72

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ADMINISTRATIVE ASSISTANT - 12 MONTH				
OLD STEP	NEW STEP	FY2027	FY2028	FY2029
~~Step 1~~		~~$30.05~~	~~$31.25~~	~~$32.50~~
Step 2	Step 1	$30.65	$31.87	$33.15
Step 3	Step 2	$31.46	$32.72	$34.03
Step 4	Step 3	$31.78	$33.05	$34.38
Step 5	Step 4	$32.46	$33.76	$35.11
Step 6	Step 5	$33.85	$35.21	$36.61
Step 7	Step 6	$34.85	$36.24	$37.69
Step 8	Step 7	$35.56	$36.98	$38.46
Step 9	Step 8	$36.62	$38.08	$39.61
Step 10	Step 9	$37.72	$39.23	$40.80
Step 11	Step 10	$39.23	$40.80	$42.43

SALARY SCHEDULES - ESP - AIDES

INSTR/SPED ESP/LIBRARY ESP*				
OLD STEP	NEW STEP	FY2027	FY2028	FY2029
~~Step 1~~		~~$27.07~~	~~$28.15~~	~~$29.28~~
Step 2	Step 1	$27.53	$28.63	$29.78
Step 3	Step 2	$28.07	$29.19	$30.36
Step 4	Step 3	$28.93	$30.09	$31.29
Step 5	Step 4	$29.75	$30.94	$32.18
Step 6	Step 5	$30.65	$31.87	$33.15
Step 7	Step 6	$31.58	$32.85	$34.16

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Step 8	Step 7	$32.51	$33.81	$35.16
Step 9	Step 8	$33.48	$34.82	$36.21
Step 10	Step 9	$34.52	$35.90	$37.33
Step 11	Step 10	$35.87	$37.30	$38.79
*COTAs, SLPAs, and PTAs will receive the following salary differential $9.00 per hour				
NON-INSTRUCTIONAL AIDE				
OLD STEP	NEW STEP	FY2027	FY2028	FY2029
~~Step 1~~		~~$24.44~~	~~$25.42~~	~~$26.43~~
Step 2	Step 1	$25.18	$26.19	$27.23
Step 3	Step 2	$25.94	$26.98	$28.05
Step 4	Step 3	$26.59	$27.66	$28.76
Step 5	Step 4	$27.51	$28.61	$29.75
Step 6	Step 5	$28.36	$29.50	$30.68
Step 7	Step 6	$29.18	$30.35	$31.56
Step 8	Step 7	$30.07	$31.27	$32.52
Step 9	Step 8	$30.97	$32.21	$33.50
Step 10	Step 9	$31.91	$33.18	$34.51
Step 11	Step 10	$33.19	$34.52	$35.90

SALARY SCHEDULES - FOOD SERVICES

FOOD SERVICE TEAM MEMBER				
OLD STEP	NEW STEP	FY2027	FY2028	FY2029
~~Step 1~~		~~$20.45~~	~~$21.26~~	~~$22.11~~
Step 2	Step 1	$21.05	$21.89	$22.77
Step 3	Step 2	$21.66	$22.53	$23.43

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Step 4	Step 3	$22.35	$23.24	$24.17
Step 5	Step 4	$23.02	$23.94	$24.89
Step 6	Step 5	$23.66	$24.61	$25.59
Step 7	Step 6	$24.79	$25.78	$26.81
COOK/BAKER ASSISTANT FOOD SERVICE TEAM MEMBER				
OLD STEP	NEW STEP	FY2027	FY2028	FY2029
~~Step 1~~		~~$21.09~~	~~$21.93~~	~~$22.81~~
Step 2	Step 1	$21.70	$22.57	$23.48
Step 3	Step 2	$22.40	$23.30	$24.23
Step 4	Step 3	$23.07	$23.99	$24.95
Step 5	Step 4	$23.76	$24.71	$25.70
Step 6	Step 5	$24.49	$25.47	$26.49
Step 7	Step 6	$25.63	$26.66	$27.72
COOK/BAKER FOOD SERVICE TEAM MEMBER				
OLD STEP	NEW STEP	FY2027	FY2028	FY2029
~~Step 1~~		~~$22.65~~	~~$23.56~~	~~$24.50~~
Step 2	Step 1	$23.38	$24.31	$25.29
Step 3	Step 2	$24.08	$25.04	$26.04
Step 4	Step 3	$24.80	$25.80	$26.83
Step 5	Step 4	$25.51	$26.53	$27.59
Step 6	Step 5	$26.27	$27.32	$28.41
Step 7	Step 6	$27.49	$28.59	$29.73
FOOD SERVICES MANAGER (ELEMENTARY)				
OLD STEP	NEW STEP	FY2027	FY2028	FY2029
~~Step 1~~		~~$24.99~~	~~$25.99~~	~~$27.03~~
Step 2	Step 1	$25.72	$26.75	$27.82
Step 3	Step 2	$26.50	$27.56	$28.66

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Step 4	Step 3	$27.26	$28.35	$29.48
Step 5	Step 4	$28.10	$29.22	$30.39
Step 6	Step 5	$28.92	$30.08	$31.28
Step 7	Step 6	$30.33	$31.55	$32.81
FOOD SERVICES MANAGER (SECONDARY)				
OLD STEP	NEW STEP	FY2027	FY2028	FY2029
~~Step 1~~		~~$27.83~~	~~$28.94~~	~~$30.10~~
Step 2	Step 1	$28.75	$29.90	$31.09
Step 3	Step 2	$29.55	$30.73	$31.96
Step 4	Step 3	$30.47	$31.69	$32.96
Step 5	Step 4	$31.37	$32.62	$33.93
Step 6	Step 5	$32.27	$33.56	$34.90
Step 7	Step 6	$33.81	$35.16	$36.57