

**Letter of Agreement
Between Waterville School District and WTLC
2018-2019**

THE PURPOSE OF THIS LETTER OF AGREEMENT IS TO SET FORTH THE FOLLOWING AGREEMENTS BETWEEN PUBLIC SCHOOL EMPLOYEES OF THE WATERVILLE TEACHER LEADERSHIP COUNCIL AND THE WATERVILLE SCHOOL DISTRICT.

THIS LETTER OF AGREEMENT SPECIFICALLY ADDRESS ASPECTS OF A 4-DAY SCHOOL WEEK, WHILE THE SCHOOL DISTRICT OPERATES UNDER A 4 DAY SCHOOL WEEK WAIVER, THE DISTRICT AND THE COUNCIL AGREE TO ADD OR SUBSTITUTE THE FOLLOWING LANGUAGE UNDER THE APPROPRIATE SECTIONS OF THE COLLECTIVE BARGAINING AGREEMENT FOR 2018-2019 SCHOOL YEAR AND SUBSEQUENT 4-DAY YEARS. IN THE EVENT THE DISTRICT REVERTS TO A 5-DAY SCHOOL WEEK AT THE END OF THE 2018-219 SCHOOL YEAR, ORIGINAL CONTRACT LANGUAGE WILL BE RESTORED.

1. Article 1-ADMINISTRATION AND GENERAL

Add Page 6 Heading (**Four Day Work Week Philosophy**)

- a. Beginning with the 2018-2019 School Year, the District adopted a four-day student school week with the intention of increasing student and staff attendance, and improving conditions by providing extra time during a school year work week calendar for appointments, personal business, and vacations. While the District recognizes all personal business and appointments cannot be accomplished on non-work Fridays, the hope is that staff will make a concerted effort to do so as much as possible with the recognition that the contractual personal leave days are intended for those special events or personal needs that cannot be accomplished on non-work Fridays. Using a baseline from the 2017-2018 school year, aggregated staff attendance numbers (personal and sick leave) will be reported annually to the State Board of Education in support to the Districts Four Day School Week Application

2. Article VI-PREPARATION TIME

- b. **Line 1,2:** The district will strive to have all employees scheduled for no less that two hundred thirty six minutes (236) per 4 day work week excluding the half hour of duty free lunch, and time before and after school. Planning will occur in minimum of 25 minute blocks.

3.. Article VII-CERTIFIED LEAVES

- a. Add Under Section D Personal Leave: Employees will recognize the goal of the 4-day School waiver is to improve working condition by providing at least three business days per month of non-work time for personal business or vacation within the school year

calendar which, hopefully, minimizes, the need for additional personal time off. Increased staff attendance is one of the goals of the Districts 4-day School Week Waiver

3. Article VIII-WORK DAY Section B.

Length: The district shall assign appropriate starting and dismissal times, providing the total employee workday from 7:30-4:00 exclusive of a continuous thirty (30) minute duty free lunch. Professional Development Fridays will be a total professional development time of 8 hours with the start and end time determined by administration.

4. Article VIII-

EMPLOYEE WORK YEAR Section E.

- a. **Salary:** It is mutually agreed and understood that the adopted salary schedule shall apply to the 4-Day School Week Waiver based on 1350 teacher hours.
- b. **Section E Length:** While the Districts operates under the 3-year waiver 2018-2021_ for the 4-Day week, the employee work year will be 168 days including:
 - 150 student days @ 8 hrs.
 - 13 professional development days @8hrs. identified on the district calendar
 - 2 days @ 8. for compensation for hours worked during parent/teacher conferences.
 - 2 days @ 8 hrs. will be reserved to allow teachers time to set-up classrooms, unpack curriculum and materials, and prepare for the upcoming school year.
 - 1 day @ 6 hrs. flexible time/additional duties
 - 1 day @ 8 hrs. attendance at student and community events

5. Professional Development Days: . If compensation for district directed professional development is provided outside the 168-day base contract, the District and employee will agree to the compensation in advance of the professional development day. Time must be worked in order to receive payment. Paid leave will not be provided for this professional development

6. Per Diem Days: While the Districts operates under the 3-year waiver 2018-2021_ for the 4-Day week, the three (3) additional per diem days outside the standard 180-day base contract **will be suspended.**

7. Section I Calendar

- a. 4. While the Districts operates under the 3-year waiver 2018-2021_ for the 4-Day week, the language, *There shall be early release for employees on the day before the Thanksgiving and Christmas Holiday*, **will be suspended.**

8. Record Keeping: While the Districts operates under the 3-year waiver 2018-2021_ for the 4-Day week the following language **will be suspended**, *A non-student early-release will be scheduled at the end of the first, second, and third quarters to be used for record-keeping*

purposes. The last scheduled collaboration early release of the school year will be for the sole purpose of 4th quarter grading day

This Letter of Agreement shall become effective on August 31, 2018 and shall remain in effect until August 30, 2019

Waterville Teacher Leadership Council

Waterville School District

By: _____

By: _____

Date: _____

Date: _____