

## MEMORANDUM OF AGREEMENT CHELSEA HIGH SCHOOL SCHEDULE

School Years: 2023-2024 and 2024-2025

Having bargained regarding the High School Schedule, the Chelsea Public Schools ("Employer") and the Chelsea Teachers' Union (teacher unit) ("Union") agree as set forth below.

### 1. High School Schedule

a. Daily Class Structure. There will be six (6) class periods each day. Class periods shall be fifty-six (56) to fifty-eight (58) minutes in length. All classroom instructors will teach four (4) out of the six (6) class periods each day. See Attachment A for the bell schedule reflecting the six class periods.

b. Course Length. CHS will implement a semester block schedule. All members of the bargaining unit serving as classroom instructors will teach year-long courses, semester-long courses or quarter-long classes, all of which meet every day. Foundation courses key to skill building and/or directly related to MCAS (included but not limited to ELA 9, ELA 10, Algebra 1, Geometry, Biology, 2 history courses as determined by the administration in consultation with department lead), AP classes, and selected additional courses will be year - long courses. Others will be semester or quarter-long courses.

c. Preparation and Administrative Periods. The length of the daily preparation period for all bargaining unit members who are entitled to such periods under Article V, Section G of the Collective Bargaining Agreement shall be equal to the length of a class period (i.e., 56 - 58 minutes). All classroom instructors will have an Administrative period equal to the length of a class period (i.e., 56 - 58 minutes) to be used for activities assigned by the Principal or designee, including participation in Professional Learning Communities/Teams; meetings with colleagues, coaches, evaluators; and duties. Duties are limited to the tasks set forth in Appendix B, unless the CTU building representatives for the HS and the Principal otherwise agree. The Principal/designee will seek to assign duties in an equitable manner, so long as District/student needs can be met. Administrative periods will include one PLC per week, and four periods for the tasks set forth in Appendix B.

d. Length of Student Day and Work Day. Classes will run from 8:00 a.m. to 2:30 p.m. All members of the bargaining unit will be required to arrive onsite fifteen (15) minutes before the start of the first class. All members of the bargaining unit may leave at 2:35 p.m. when there are no scheduled after - school meetings that are provided for by the Collective Bargaining Agreement. All after-school faculty meetings, mentor meetings, and school-based department meetings will begin at 2:35 pm and end at 3:35 pm (or 4:35 pm in the case of a faculty vote for a 2-hour meeting). Members will be dismissed at 2:20 on early release days.

## **2. General Scheduling Considerations**

- a. The Principal will prioritize the scheduling of Ensemble classes in order to limit conflicts for potential students.
- b. All members of the bargaining unit who are assigned to teach classes during first, second, third, and fourth periods, will be scheduled for the first lunch.
- c. Administration will make reasonable efforts to avoid scheduling more than two different preps per teacher per day, with the exception of the Visual and Performing Arts departments. Further, the administrator will schedule teachers to four different preps per day only with the agreement of the teacher. For the purposes of this paragraph, courses at the same grade level and content area but simply Honors vs Inclusion vs College Prep will not count as two different preps. The Principal will assign more than one newly created elective course per semester to each teacher only with the agreement of the teacher. This may include multiple sections of the same elective course.
- d. The Principal will maintain best efforts to schedule co-teachers at least one preparation period each week. The Principal will endeavor to limit the number of different co-teachers to two per subject area.
- e. All classroom instructors of special education classes will be assigned two Administrative periods per week for use in writing Individual Education Plans and performing other tasks associated with providing special education services.
- f. Teachers appointed as Leads will teach 3 out of six periods per day, rather than the 4 applicable to all other teachers.

**3. Termination of Agreement.** The parties acknowledge that the terms and conditions of employment that are addressed in this Memorandum supersede any prior agreements regarding such terms and conditions. This Memorandum will sunset on June 30, 2025, and unless the parties specifically agree in writing to continuation, the terms and conditions of employment addressed herein will end on that date.

Notwithstanding the parties' intent to maintain these terms (and the related High School schedule) for the 2023-2024 and 2024-2025 school years, at the request of either party,

the parties will meet to address any unanticipated circumstances relating to the schedule that may arise during this two-year period.

4. This Agreement is subject to the grievance and arbitration procedure outlined in the Collective Bargaining Agreement between the parties.

IN WITNESS of this Memorandum of Agreement having been accepted by the parties, their authorized representatives do hereby affix their signatures.

Kathryn Anderson  
Kathryn Anderson (Apr 12, 2023 15:36 EDT)

President, Chelsea Teachers' Union

Almudena S. Abeyaratne

Superintendent, Chelsea Public Schools

Apr 12, 2023

Date

4-12-23

Date

Appendix A Bell Schedule

<b>Period</b>	<b>Start</b>	<b>End</b>
<b>1st Period</b>	<b>8:00 AM</b>	<b>8:58 AM</b>
<b>2nd Period</b>	<b>9:01 AM</b>	<b>9:59 AM</b>
<b>3rd Period</b>	<b>10:02 AM</b>	<b>11:00 AM</b>
<b>4th Period</b>	<b>11:03 AM</b>	<b>12:28 PM</b>
<i>1st Lunch Lunch</i>	<i>11:03 AM</i>	<i>11:28 AM</i>
<i>1<sup>st</sup> Lunch Class</i>	<i>11:31 AM</i>	<i>12:28 PM</i>
<i>2nd Lunch Class</i>	<i>11:03 AM</i>	<i>11:28 AM</i>
<i>2<sup>nd</sup> Lunch Lunch</i>	<i>11:30 AM</i>	<i>11:55 AM</i>
<i>2<sup>nd</sup> Lunch Class</i>	<i>11:57 AM</i>	<i>12:28 PM</i>
<i>3<sup>rd</sup> Lunch Class</i>	<i>11:03 AM</i>	<i>12:00 PM</i>
<i>3<sup>rd</sup> Lunch Lunch</i>	<i>12:03 PM</i>	<i>12:28 PM</i>
<b>5th Period</b>	<b>12:31 PM</b>	<b>1:29 PM</b>
<b>6th Period</b>	<b>1:32 PM</b>	<b>2:30 PM</b>

Early Release			Late Start		
Period	Start	End	Period	Start	End
1st Period	8:00 AM	8:32 AM	Period A	11:00 AM	12:20 PM
2nd Period	8:35 AM	9:07 AM	1 <sup>st</sup> Lunch Lunch	11:00 AM	11:25 AM
3rd Period	9:10 AM	9:42 AM	1 <sup>st</sup> Lunch Class	11:28 AM	12:20 PM
4th Period	9:45 AM	10:20 AM	2 <sup>nd</sup> Lunch Class	11:00 AM	11:28 AM
5th Period	10:23 AM	10:55 AM	2 <sup>nd</sup> Lunch Lunch	11:30 AM	11:55 AM
6th Period	10:58 AM	11:30 AM	2 <sup>nd</sup> Lunch Class	11:57 AM	12:20 PM
			3 <sup>rd</sup> Lunch Class	11:00 AM	11:52 AM
			3 <sup>rd</sup> Lunch Lunch	11:55 AM	12:20 PM
			Period B	12:23 PM	1:03 PM
			Period C	1:06 PM	1:46 PM
			6 <sup>th</sup> Period	1:49 PM	2:30 PM

## Appendix B Defining Admin Duties

Tardy Desk	Teachers greet students who arrive late and ensure that each student signs in. (This sign-in generates an automated text to the families of tardy students)
Class coverages	<p>Keeps students in a learning environment and able to focus on assigned sub work. Less disruption in the halls as students won't be moving from room to room. Less confusing for newcomers. Interact with students we don't usually talk to. Collegial support.</p> <p>Teachers assigned on a rotating basis to absent teachers' classrooms. Teachers' sub work in GC. Take attendance. Monitor student work. Coverage will be limited to two classrooms and/or 40 students at a time.</p>
Hall monitor stationed	<p>Keeps students in class and learning, cuts down on disruptions, staff interact with students they don't usually interact with, can step in and support a colleague, notice trends and work to support a student.</p> <p>Teacher would be assigned a spot and given a desk. checking passes, checking bathrooms (quick opening of the door to make sure it's not overcrowded), greet students, help students find where they're going, offer help. Walk around as needed.</p>
Hall monitor circulating	<p>Keeps students in class and learning, cuts down on disruptions, staff interact with students they don't usually interact with, can step in and support a colleague, notice trends and work to support a student.</p> <p>Teacher would be assigned a zone (either a floor like 3rd floor blue or a combo 3rd and 4th green). Walk around the zone, check passes, check bathrooms (quick opening of the door to make sure it's not overcrowded), greet students, help students find where they're going, offer help.</p>
Bathroom coverage	<p>Maintain safety, so not too many students, etc.</p> <p>Pop open the door, tell kids to move along as needed, reach out to security or deans if needed. (not stationed inside BR)</p>

Lunch duty	<p>Connect with students in a less formal setting, build relationships. One administrator will be on hand in the cafeteria to support staff for all lunch periods, except as necessary to address emergencies in other areas.</p> <p>Teachers would be assigned to lunch blocks, with a maximum of 2 lunch blocks in a day. Circulate, check in with students, encourage kids to clean up, encourage appropriate interactions, encourage students to stay in designated areas. (not pick up trash). This may include coverage in the library.</p>
Supports	<p>ESL Support – Support the department with compliance, review of data, support DESE audits and coordinated review.</p> <p>Special Education Support– Support the special education department with compliance.</p>
Other	<p>Other tasks may be added by written agreement between the CTU Building Reps for the HS and the Principal.</p>