

MEMORANDUM OF AGREEMENT CHELSEA HIGH SCHOOL SCHEDULE

School Years: 2026-2027 and 2027-2028

Having bargained regarding the High School Schedule to become effective with the 2026-2027 school year, the Chelsea Public Schools ("Employer") and the Chelsea Teachers' Union (educator unit) ("Union") agree as set forth below.

1. High School Schedule

- a. Daily Bell Schedule. The daily bell schedule will have six periods per day that will be fixed each day (e.g., period 1 will always run from 8:00-9:02, period 6 will always run from 1:41-2:30). Periods 1-4 shall be 62 minutes (63 for 1st and 3rd lunch) in length, whereas periods 5 and 6 will be 49 minutes in length.
- b. Student Enrollment. Each student will be enrolled in seven classes or "blocks," with Blocks A-E rotating each day during periods 1-4 and one block not meeting each day. (This is sometimes referred to herein as the "waterfall portion." As an example, a student has Algebra II as a Block A class, which will meet during period 1 on Mondays, will not meet on Tuesdays, and will meet period 4 on Wednesdays, period 3 on Thursdays, and period 2 on Fridays.) Blocks F and G will remain fixed and ALWAYS meet during periods 5 and 6, respectively, five days per week. See Attachment A for the bell schedule reflecting the six class periods and the blocks in the waterfall portion and fixed portion.
- c. Staff Teaching Assignments. All classroom instructors, sometimes referred to here as "teachers," will teach five blocks out of the seven and have two open blocks for preparation periods, administrative duties and PLCs. Within the six-period bell schedule, each teacher will teach four periods on four days per week and five periods on one day per week.
- d. Preparation 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 period (i.e., 62/63 minutes during the waterfall portion or 49 minutes if falling during the stationary blocks in periods 5 and 6). Those members with a 49-minute preparation period will be provided with one extra preparation period per month, in lieu of one Administrative period as set forth in Section e below. Individual schedules will be arranged to prevent classroom instructors from having both open blocks during periods 5 and 6.

- e. Administrative Periods. Periods that are not filled with instruction or preparation periods as set forth in Sections c and d above will be “Administrative” periods, 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 High School 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 at least one PLC per week.

In addition, the following will apply:

- (i) 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.
 - (ii) As in the past, the Principal or designee has the authority to release an educator from an assigned duty during an Administrative period to allow the educator to perform a specific responsibility relating to the educator’s role. Requests made to the Principal/designee for such release shall not be unreasonably denied.
- f. Advisory. There will be a 30-minute advisory that will be imbedded into the existing period schedule every other week, on alternating days, to be facilitated by the classroom instructor in lieu of the regular subject matter during that particular block. Advisory will rotate during the waterfall schedule. Advisory curriculum/information will be provided for use by the classroom instructor.
 - g. Length of Student Day and Workday 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 p.m. and end at 3:35 p.m. (or 4:35 p.m. in the case of a faculty vote for a two-hour meeting). Members will be dismissed at 2:20 on early release days.

2. General Scheduling Considerations

- a. The Administration will set aside a total of eight departmental meetings to be used by classroom instructors in adjusting long-term course plans as well as individual lesson plans to accommodate the change in pacing associated with the new High School Schedule, as outlined herein. Instructors who are assigned to

the same or similar courses are expected to do this work in collaboration with colleagues, whereas those teaching singular courses will work independently. Assuming execution of this Memorandum no later than January 30, 2026, four of the meetings will take place during the spring of 2026 and the other four during the fall of 2026.

- b. All classroom instructors 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 course preps for each teacher per day, with the exception of the Visual and Performing Arts departments. Further, the administrator will schedule teachers to more than three different course 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. During each school year, teachers appointed as Leads will teach four (4) out of seven (7) blocks during one semester and three (3) out of seven (7) blocks during the other semester, provided that the parties shall meet at the request of either party during November 2026 to revisit this reduced teaching load in light of potential concerns relating to student schedules, class sizes, and reductions in staff.
- f. The District, with the assistance of educators, will conduct surveys of or otherwise seek feedback from students to assist in determining student interests and the electives to be offered.

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, 2028, 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 2026-2027 and 2027-2028 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

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President, Chelsea Teachers' Union

02/05/2026

Date

Almudena G. Abeyta

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Superintendent, Chelsea Public Schools

02/04/2026

Date

t-25-10 HS schedule/26-01-07-CHS schedule MOA-sig

Attachment A: Seven classes total, Six periods per day, waterfall schedule for classes A-E, fixed classed F & G

Period	Monday (Drop E)	Tuesday (Drop A)	Wednesday (Drop B)	Thursday (Drop C)	Friday (Drop D)
1 (8:00-9:02)	A	B	C	D	E
2 (9:05-10:07)	B	C	D	E	A
3 (10:10-11:12)	C	D	E	A	B
4 (Lunch) (11:15-12:46)	D	E	A	B	C
5 (12:49-1:38)	F	F	F	F	F
6 (1:41-2:30)	G	G	G	G	G

Bell Schedule

Period 1	8:00-9:02 (62 minutes)
Period 2	9:05-10:07 (62 minutes)
Period 3	10:10-11:12 (62 minutes)
Period 4 (Lunch)	1st Lunch Lunch 11:15-11:40 Class 11:43-12:46 (63)
	2nd Lunch Class 11:15-11:46 (31) Lunch 11:48-12:13 Class 12:15-12:46 (31)
	3rd Lunch Class 11:15-12:18 (63) Lunch 12:21-12:46 (63)
Period 5	12:49-1:38 (49 minutes)
Period 6	1:41-2:30 (49 minutes)

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Early Release Dates

September 24, 2025	December 10, 2025	February 11, 2026	March 18, 2026
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Early Release

(Follows the schedule for that day of the week - Monday starts with A, Tuesday starts with B, Wednesday starts with C, Thursday starts with D, and Friday starts with E - Periods 5 and 6 remain fixed)

Period	Start	End
1st Period	8:00 AM	8:32 AM
2nd Period	8:35 AM	9:07 AM
3rd Period	9:10 AM	9:42 AM
4th Period	9:45 AM	10:20 AM
5th Period	10:23 AM	10:55 AM
6th Period	10:58 AM	11:30 AM

Late Start Dates				
October 29, 2025 – PSATs	March 24, 2026 - ELA MCAS	March 25, 2026 - ELA MCAS	May 19, 2026 - Math MCAS	May 20, 2026 - Math MCAS
June 2, 2026 - Bio MCAS	June 3, 2026 - Bio MCAS	January 29, 2026 - ACCESS		

Late Start (Lunch Block would match the block/class based on the waterfall schedule - Monday lunch is D, Tuesday lunch is E, Wednesday lunch is A, Thursday lunch is B, and Friday is C)		
Period	Start	End
Lunch Block - 4th Period	11:15 AM	12:46 PM
1st Lunch Lunch	11:15 AM	11:40 AM
1st Lunch Class	11:43 AM	12:46 PM
2nd Lunch Class	11:15 AM	11:46 AM
2nd Lunch Lunch	11:48 AM	12:13 PM
2nd Lunch Class	12:15 PM	12:46 PM
3rd Lunch Class	11:15 AM	12:18 AM
3rd Lunch Lunch	12:21 PM	12:46 PM
Period 5	12:49 PM	1:38 PM
Period 6	1:41 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).</p> <p>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>SL 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	Other tasks may be added by written agreement between the CTU Building Reps for the HS and the Principal.