

**MEMORANDUM OF AGREEMENT**  
**BY AND BETWEEN**  
**THE WESTFIELD PUBLIC SCHOOLS**  
**AND THE WESTFIELD EDUCATION ASSOCIATION**

WHEREAS, the Westfield School Committee (the “Committee”) is reconfiguring the district’s grade levels and school locations of said grade levels beginning the 2018-2019 school year, and;

WHEREAS, said reconfiguration has potential impacts and ramifications on the working conditions of the members of the Westfield Education Association (the “WEA”). The parties have met to negotiate the following terms, conditions, and understandings needed to implement the changes necessary to this reconfiguration.

THEREFORE, the parties agree to the following:

General

1. Conferences shall be held only at the PreK-4<sup>th</sup> grade levels. PreK-4 shall have early release days on said conference days. Grades 5-12 shall not have conferences nor shall they have early release days.
2. The initial non-renewal notifications will be distributed on or about April 11, 2018. The parties agree that the “Last in, First out” procedure, after considering proper licensure requirements, shall be implemented.
3. The parties agree that the “soft opening” practice being employed in some schools will be ended no later than the start of the 2018-2019 school year. Student(s) shall not be sent or allowed to a teacher’s classroom prior to the start of the student school day unless the teacher requests the presence of the student(s) or if required by a student’s IEP.

K – 4<sup>th</sup> Grade

1. The student day shall be from 9:15 a.m. to 3:15 p.m.
2. The teacher work day shall be from 9:00 a.m. to 3:30 p.m.

Grades 5 and 6

1. Grades 5 and 6 will be housed at North Middle School.
2. Grade 5 will consist of two (2) person teacher teams.
3. Grade 6 will consist of two (2) or four (4) person teacher teams. STEM and ELA assignments will be made based on the preference of the teachers in descending order of seniority.

4. Grading for both grades 5 and 6 shall be numerical. The parties agree that no additional professional development is necessary to implement this grading system.

5. Specialist assignments, including guidance counselors and school adjustment counselors shall be at the preference of the specialist teacher in descending order of seniority. This shall occur after openings are filled through the procedure set out in the RIF provision of the collective bargaining agreement.

Grades 7 and 8

1. Grades 7 and 8 will be housed at South Middle School.

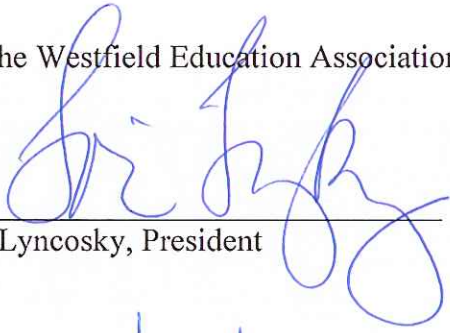
2. The teaching schedule for both the 7<sup>th</sup> and 8<sup>th</sup> grades shall be a seven (7) period day in which each teacher will teach five (5) periods, have one (1) personal preparation period, and one (1) duty period.

3. The parties agree to form a JLMC to explore potential future scheduling options at the 7<sup>th</sup>/8<sup>th</sup> grade level. Any said option shall not be implemented in the 2018-2019 school year.

4. Grades 7 and 8 will consist of five (5) person teacher teams. It is understood by the parties that budget restrictions may necessitate an alteration to this configuration and the parties will negotiate the impact of any such change should it occur.


This constitutes the full agreement of the parties. Nothing contained herein shall alter or effect any other terms and conditions of the current Collective Bargaining Agreement between the School Committee and the WEA

For the Westfield Education Association

By:   
Lori Lyncosky, President

Date: 3/9/18

For the Westfield School Committee

By:   
Brian Sullivan, School Committee Chair

Date: 3-15-18