

Memorandum of Understanding
Between
The Malden Education Association
And
The Malden School Committee

Unit B

Except as indicated herein, the agreement between the parties effective September 1, 2013 to August 31, 2014 will continue in full force and effect.

1. **Salaries:** Article 4:01: Modify: Salaries of all persons covered by this agreement as set forth in Appendix C shall be increased by 2% September 1, 2014, 2% September 1, 2015 and 2% September 1, 2016

Article 4:02 Delete and replace with:

Effective September 1, 2014, all Unit B members **will be enrolled in Direct Deposit, and paid to a bank designated by the member.**

Article 4:03 Delete and replace with:

Effective September 1, 2014, all Unit members **will be paid bi-weekly (see Note 1) Bargaining unit members may elect to receive their salary in twenty six (26) or twenty one (21) equal payments.**

An individual must elect in writing, his/her salary option for a particular contract year by August 1 prior to the commencement of the contract year in which the election is to be effective. Said election shall remain in effect for that contract year, and shall continue from contract year to contract year unless a member submits a different written option prior to August 1 for the next contract year.

Note 1: For the 2014-2015 contract year only, the first paycheck will be for the first week of school (one week), and thereafter be for two weeks/biweekly.

5.04 Work Year.

Titles	Work Day
Assistant Principals (K-8)	206
House Principals (9-12)/Program Managers	206
Nurse Manager	206
District-wide Instructional Technology Implementation Specialist	206
Directors	
STEM	220
Humanities	220
Reading & Title 1	220
Guidance	220
Athletics & Physical Education and Health	220
ELL	220

- 8.03 Administrators who have served in Unit A shall have protection in the event of a reduction in force, in accord with the Unit A Agreement. Administrators who have not served in Unit A shall not have any rights under the Unit A contract.

ARTICLE 11: ADMINISTRATOR EVALUATIONS

- 11.01 The purpose and philosophy of evaluations is to assess the effectiveness of education in the public schools of Malden. Evaluation will be a continuous, constructive, and cooperative process between the evaluator and the administrator. The goal of the evaluation process is to improve job performance by providing reinforcement and acknowledgment of an administrator's strengths and by providing assistance in helping administrator's to improve in those areas specifically identified and substantiated as areas in which improvements are desired. Evaluations will also provide a record of facts and assessments for personnel decisions.
- 11.04 No material derogatory to an administrator's conduct, service, character or personality will be placed in his/her personnel file unless the administrator has had an opportunity to review the material.

The administrator will acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature, in no way, indicates agreement with the contents thereof. The administrator will also have the right to submit a written answer to such material, and his/her answer shall be reviewed by the Superintendent and attached to the file copy.

ARTICLE 12: ADMINISTRATOR FACILITIES

- 12.01 Off-street parking or parking sticker privilege for street parking of administrators' automobiles will be assigned when available. Stickers may be purchased by the administrators.

ARTICLE 16: RETIREMENT

- 16.01 Upon notice to the Superintendent that an administrator will retire from service in the Malden Public Schools on a certain date, administrators will be compensated for their remaining months of duty not to exceed ten (10) months at the rate of one hundred (\$100) dollars per month.
- 16.02 Upon retirement or layoff covered under Article 8 (Reductions in Force), an administrator shall receive \$20.00 per day for all unused sick leave. In the event of the death of an administrator, the administrator's estate will be awarded \$20.00 per day for each day of the unused sick leave that the administrator has accrued as of the date of his/her death.

ARTICLE 17: TEMPORARY LEAVES OF ABSENCE

- 17.01 Administrators will be entitled to temporary leaves of absence with pay up to five days each school year upon application and approval by the Superintendent of Schools for the death of a spouse or domestic partner, mother, father, sister, brother, grandmother, grandfather, child, mother-in-law or father-in-law. Administrators will be entitled to three days for grandmother or grandfather of a spouse or domestic partner, aunt or uncle or sister-in-law or brother-in-law of the applicant.
- 17.02 Three days of personal leave may be utilized during any school year for imperative personal business which could not be effectively conducted outside of the school hours. Requests for such leave must be made in writing to the Superintendent of Schools as soon as possible and not less than 48 hours (except in cases of emergency) before the absence occurs. These personal days shall not be requested so as to extend a holiday or vacation period. Approval of such leave shall not be unreasonably withheld. If a unit member does not use these personal days in a school year the days will be credited to the unit member's sick leave
- 17.03 The Committee encourages visits by administrators to other school systems and attendance at educational meetings for purpose of study and examination of new and different educational strategies, curricula, or plans. Accordingly, permission for such visitations will be given upon application to and approval by the Superintendent.
- 17.04 A bargaining unit member serving on jury duty shall receive the difference between the member's per diem salary and the amount received while on jury duty, excluding meal and travel expenses.

ARTICLE 20: PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT

- 20.01 The Malden Public Schools will pay the reasonable expenses (including fees, meals, lodging and/or transportation) incurred by administrators who attend workshops, seminars, conferences, or other professional improvement sessions at the request, and with the advance approval of these expenses by the Superintendent, or, in case of inter-state travel, of the School Committee.

20.01.01 Each administrator in Unit B is entitled to make application for Professional Development funds for such expenses as membership(s) in Professional Organizations, conferences and workshops. This is not intended to be an all-inclusive list of opportunities.

An application form will be available. Such application will include the name of the Professional Development, the cost associated, the purpose of the Professional Development as it relates to district-wide or school based initiatives, and how the Professional Development will benefit the district.

MALDEN UNIT B - ADMINISTRATORS SALARY SCHEDULES
2014-2015 - 2%

Titles	Work Day	M
Assistant Principals (K-8)	206	\$109,466
House Principals (9-12)/Program Managers, Nurse Manager	206	\$109,466
District-wide Instructional Technology Implementation Specialist	206	\$101,643
Directors		
STEM	220	\$113,498
Humanities	220	\$113,498
Reading & Title 1	220	\$113,498
Guidance	220	\$113,498
Athletics & Physical Education and Health	220	\$113,498
ELL	220	\$113,498

MALDEN UNIT B - ADMINISTRATORS SALARY SCHEDULES
2015-2016 - 2%

Titles	Work Day	M
Assistant Principals (K-8)	206	\$111,656
House Principals (9-12)/Program Managers, Nurse Manager	206	\$111,656
District-wide Instructional Technology Implementation Specialist	206	\$103,676
Directors		
STEM	220	\$115,768
Humanities	220	\$115,768
Reading & Title 1	220	\$115,768
Guidance	220	\$115,768
Athletics & Physical Education and Health	220	\$115,768
ELL	220	\$115,768

MALDEN UNIT B - ADMINISTRATORS SALARY SCHEDULES
2016-2017 - 2%

Titles	Work Day	M
Assistant Principals (K-8)	206	\$113,889
House Principals (9-12)/Program Managers, Nurse Manager	206	\$113,889
District-wide Instructional Technology Implementation Specialist	206	\$105,750
Directors		
STEM	220	\$118,084
Humanities	220	\$118,084
Reading & Title 1	220	\$118,084
Guidance	220	\$118,084
Athletics & Physical Education and Health	220	\$118,084
ELL	220	\$118,084

APPENDIX B: SERVICE INCREMENTS

Bargaining unit members who have served in the Malden Public School System shall be eligible for salary increments after years of service in accord with the following criteria and stipends:

1. The 10th, 15th, 20th, 25th and 30th year must be completed before the respective increments are granted.
2. A unit member must work 91 days to receive credit for a year of longevity. Time spent on paid leaves of absence counts toward the 91 days. Time spent on unpaid leaves of absence does not count except as explained in 3.
3. A unit member shall receive service credit for up to one year only for time spent on unpaid leave(s) of absence(s).
4. Increments shall be granted only at the beginning of a school year.

Longevity Schedules:

10th	\$1,256
15th	\$1,954
20th	\$3,210
25th	\$3,908
30th	\$5,303

14. Duration: Article 31.01: Modify

This Agreement shall continue in full force and effect until August 31, 2017 unless sooner terminated or extended by agreement of the parties hereto, or unless sooner terminated by operation of laws or decree or judgment or any governmental authority having jurisdiction thereof.