

AGREEMENT

Between the

WAKEFIELD SCHOOL COMMITTEE

and the

**WAKEFIELD INSTRUCTIONAL SUPPORT PERSONNEL ASSOCIATION
(WEA/MTA/NEA)
UNIT C**

Effective dates of Contract

September 1, 2025 – August 31, 2028

TABLE OF CONTENTS

Contract	2
ARTICLE I Recognition	2
ARTICLE II Management Rights	2
ARTICLE III Work Week and Work Year	3
ARTICLE IV Promotions/Vacancies	4
ARTICLE V ISP Evaluation	4
ARTICLE VI ISP Professional Development	5
ARTICLE VII Temporary Leave of Absence	6
ARTICLE VIII Sick Leave Bank	9
ARTICLE IX Jury Duty	11
ARTICLE X Parental Leave of Absence	11
ARTICLE XI Stability of Agreement	12
ARTICLE XII Payroll and Payroll Deductions	12
ARTICLE XIII General	12
ARTICLE XIV Mileage	14
ARTICLE XV Salary	15
ARTICLE XVI Grievance Procedures	17
ARTICLE XVII Reduction in Force	20
ARTICLE XVIII Labor Management Committee	22
ARTICLE XIX Health Insurance	22
ARTICLE XXI Good Cause	23
ARTICLE XXII Duration	23
SIDE LETTERS	25

Contract

Pursuant to the provisions of Chapter 150E of the General Laws of Massachusetts, this contract is made this first day of September, 2025 by the School Committee of the Town of Wakefield (hereinafter referred to as the "Committee") and the Wakefield ISP Association WEA/MTA/NEA (hereinafter referred to as the "Association").

ARTICLE I Recognition

Section I. Recognition

The Committee recognizes the Association for the purpose of collective bargaining as the exclusive representative for all ISP employees in the Wakefield Public Schools, as Unit C, to include the following: All full-time and regular part-time Instructional Support Personnel employed by the Wakefield Public School, including pre-school Instructional Support Personnel, kindergarten Instructional Support Personnel, elementary Instructional Support Personnel, middle and senior high school Instructional Support Personnel, POST Academy Instructional Support Personnel, library Instructional Support Personnel, METCO Instructional Support Personnel, special education Instructional Support Personnel, medical aides, computer lab Instructional Support Personnel, and bus Instructional Support Personnel, hereinafter referred to as ISP employees, but excluding clerical aides and all other employees.

ARTICLE II Management Rights

Except as specifically provided in this Agreement, the parties recognize that the Committee has and will continue to retain, whether exercised, the sole right and responsibility to direct the operation of the public schools of Wakefield. Nothing contained herein shall limit the Committee in the exercise of its powers pursuant to state law and regulations. No action taken by the Committee with respect to these rights, responsibilities and powers other than as there are provisions herein elsewhere contained shall be subject to the grievance provisions of this Agreement. The Committee will not be bound as a precedent for actions performed by any MTA bargaining unit member acting as a supervisor without its express knowledge and consent. The failure of the Committee to exercise any right or power hereby reserved to it, or the exercise by it of any such right in particular manner, shall not be deemed a waiver nor restriction of any such exercise of rights, nor a lack thereof.

ARTICLE III

Work Week and Work Year

Section 1. Work Week

a. The normal work week for full-time ISP employees will be thirty-two hours and thirty minutes/thirty-two and one half hours (32.5) or more per week on a regular basis excluding an unpaid 15 to 30-minute lunch period depending on school assignments.

b. ISP employees who work on an irregular basis are paid for the actual hours worked.

Section 2. Work Year

a. The work year shall be up to but not more than 183 days, 180 school days to be determined by the School Committee and three (3) professional days. The work year shall include any day when an ISP employee's attendance is required.

b. ISP employees will be required to report for opening staff day prior to the first scheduled workshop day or student day at the start of the school year. Such workday will be included within the 185-day work year. Principals or Central Office Administration will determine the required staff days for in-service professional development.

c. Bargaining unit members will be notified in writing no later than June 20 of their building assignment for the following year. ISPs will be notified at least fourteen (14) calendar days prior to the first day of school of their specific grade level/program assignment. This assignment is subject to change, based upon student needs. If the assignment is going to be changed after July 1, the ISP employee will be given two (2) weeks' notice of said change. Any involuntary transfer shall be made only after a meeting has been arranged in writing between the ISP employee and the Superintendent or his/her designee. The assignment shall be made on the basis of length of service, unless in the opinion of the Superintendent the interest of the school system requires otherwise. The ISP employee may have a Union representative present at such a meeting. After the meeting, the ISP employee will be given his/her assignment in writing. Involuntary transfer refers to a change in building assignments not by request of the ISP employee. A change in assignment within the same building is at the principal's discretion.

d. Holidays – This section was removed on September 1, 2016. Hourly rates were increased to reflect the removal of all paid holidays.

ARTICLE IV Promotions/Vacancies

Section 1. Whenever any vacancy in an ISP position occurs, it will be adequately publicized by the Superintendent by means of a posting in every school for at least ten (10) school days. Additionally, postings will be available on the district's website. Any qualified member covered by this contract will be entitled to an interview for any district position for which they are qualified in the school system.

Section 2. All ISPs shall be given adequate opportunity to apply for all such positions. Due weight shall be given to the professional background and attainment of each applicant, to length of service in the Wakefield Public Schools and other relevant factors. When, in the judgment of the Superintendent, the qualifications of the candidates are substantially equal, preference shall be given to qualified ISPs already employed by the Wakefield Public Schools. Each ISP not selected shall receive a written notification of the action taken by the Superintendent and, upon request, shall receive from the Superintendent written explanation for the selection of the successful applicant. Notwithstanding any of the foregoing, the credentials of all presently employed applicants shall be presented to the Superintendent.

Section 3. An individual may not be hired as a substitute ISP employee for a period to exceed 60 days. If said vacancy is to be longer than that time frame, the position must be posted and filled.

ARTICLE V ISP Evaluation

Section 1. Each ISP employee shall be formally evaluated as agreed to in the evaluation document and process for all support staff. ISP employees shall be furnished with a copy of any written report evaluating his/her performance and may meet to discuss such reports with his/her superior at least 10 school days prior to the last day of school. The ISP employee will acknowledge that he/she has had the opportunity to review any report by affixing his/her signature to the copy to be filed with the Agreement with the contents thereof. The ISP employee will also have the right to submit a written answer to any report, and his/her answer shall be attached to the file copy.

Section 2. Substantive complaints regarding an ISP employee made to any member of the administration by a teacher, parent, or other person shall be immediately called to the attention of the ISP employee. No record concerning the complaint shall be placed into the ISP employee's personnel file until and unless the Superintendent, after discussing the matter with the employee, has determined that the complaint has substance.

Section 3. ISP employees will have the right, upon request, to review the contents of his/her personnel file, on appointment, at any reasonable time. No material derogatory will be placed in his/her personnel file unless the ISP employee has had an opportunity to review the material. The ISP employee 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 ISP employee 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 a file copy.

Section 4. During the first calendar 90 days of this probationary period the District shall have full discretion to dismiss an ISP. After the first 90 days, the District must have good cause to dismiss an ISP. The District shall have full discretion to not renew the contract of any ISP who has not yet been employed for an actual full school year in the same school year, provided that such notification of non-renewal is provided by June 1.

ARTICLE VI ISP Professional Development

Section 1. ISP employees will be entitled to attend appropriate in-service workshops and courses offered to teachers in the Wakefield Public Schools. All ISP's will be required to work their full contractual hours on all scheduled professional development days. The District shall also offer professional development that is tailored to address the professional demands of ISP positions.

Section 2. All workshops, in-service courses, seminars, etc. offered by the Wakefield Public Schools shall be posted in the teachers' room of each school.

Section 3.

a. The District shall reimburse any ISP member for \$500 per class not to exceed up to two classes, the cost of college course(s) and fees per year from an accredited institution that is relevant to the District's educational interests and is approved by administration. The District shall allot \$5,000 annually for the total costs to the ISP bargaining unit for this college credit reimbursement, and any unused portion of this total dollar amount shall not "carry over" to the following year. This total dollar amount shall be evenly divided among all who take approved courses. For courses taken between January 1 and June 30, the district shall make payment by July 15. For courses taken between July 1 and December 31, the district shall make payment by January 15. The district will reimburse for course(s) where ISP has received a grade of "B" or better."

b. Any WEA ISP member shall be reimbursed at his/her actual hourly rate for the actual time that the member spends at an approved conference, workshop, seminar, etc. that the member and approving administrator believe shall be of benefit to students. Approval for such workshops shall be at the discretion of administration. The District shall reimburse any

member for his/her travel mileage that is in excess of his/her normal daily commute at the current IRS mileage rate. This reimbursement shall be separate from any payments made under the above Section 3(a) payments.

ARTICLE VII

Temporary Leave of Absence

Definition: For the purpose of this article, the term "day" shall be the equivalent number of hours normally worked per day.

Section 1. Sick Leave

a. Every ISP employee suffering from an injury, illness, or disability rendering him/her unable to perform his/her duties, or needing time to care for a sick family member, will be entitled to 13 days per year sick leave with full pay, accumulative to 150 days. No more than 90 sick days may be used in one year. Part-time ISP employees who work 15 hours or more per week on a regular basis will be entitled to a pro-rata share of sick leave days. Extension of leave beyond that stated heretofore may be granted at the discretion of the Committee in accordance with School Committee policy.

c. The Superintendent at his/her discretion may require adequate documentation of sick leave eligibility. (See Section 9.)

d. At the completion of a school year, an ISP employee who was appointed on or before October 1st of that year who has used zero (0) sick/unpaid days will receive \$600. An ISP employee who has used 0.5-3.5 sick/unpaid days by the completion of a school year will receive \$400. An ISP employee who has used 4.0-5.5 sick/unpaid days by the completion of a school year will receive \$300.

Section 2. Personal Leave of Absence

a. Any ISP employee who is entitled to sick leave benefits shall be entitled to three (3) days per year for absence due to personal business, non-recreational in nature, which can only be conducted during the regular school day. At the end of the school year, any unused personal days will be added to employee's accrued sick balance.

b. Personal business is defined as essential personal matters that cannot be cared for during non-working hours, specifically legal business, household or family matters. Whenever possible, ISP employees will give at least two (2) school days notice for personal leave through the District's online portal.

c. Personal day leave must not be taken on days immediately preceding or following regular school vacations except at the discretion of the Superintendent. (See Section 8.) A personal day will not be unreasonably denied. Personal days may not be used for vacation.

d. If any personal days are not used, they will be added to sick leave accumulation.

Section 3. Bereavement Leave

a. ISP absent on account of death in the immediate family shall be entitled to full salary for a period not exceeding five (5) school days. The same privilege shall be granted for absence due to death of a relative or friend living with the ISP as a member of the same household. Immediate family includes: mother, mother-in-law, father, father-in-law, son, daughter, sister, brother, husband, wife, partner, grandparent, grandchild, and in the discretion of the Superintendent, son-in-law and daughter-in-law. A ISP shall be allowed one (1) day with full salary to attend the funeral of any relative not listed in this Section. At the discretion of the Superintendent/designee, a ISP shall be allowed one (1) day, with full salary, to attend the funeral of a close friend. Bereavement days shall not be deducted from sick leave. An ISP required to be absent in excess of five (5) days may, in the discretion of the Superintendent, receive up to an additional two (2) days without loss of pay. This leave may be extended at the discretion of the Superintendent due to unique circumstances..

Section 4. Upon approval of the Superintendent, an ISP may be granted an unpaid leave of absence not to exceed 1 year. Upon return from approved leave of absence, the ISP shall be reinstated with salary and seniority without receiving credit for period of leave.

Section 5. Religious Observance Leave: Unit members will be entitled to three days additional leave with full pay for the purpose of religious observance. Unit members will provide 15 calendar days advance notice of their intent to take religious observance leave. Exception to this notice requirement may be made for new employees who are not employed for at least 15 days prior to their requested religious observance leave..

Section 6. Absences due to any of the causes listed in this article will require the customary notification of at least five (5) days where possible by the ISP employee.

Section 7. ISP employees absent for any cause other than those specified in this article will forfeit pay equivalent to each day of absence. An ISP employee who deems it imperative that he/she be absent without pay for any reasons other than already granted in the rules may do so upon a request which requires the approval of the Superintendent.

Section 8. The Association agrees to cooperate with the Superintendent if the Superintendent has reason to believe that an ISP employee is abusing sick or personal leave. Where appropriate, the Association and the Superintendent will meet with the affected individual. In order to assist the Association in this cooperative effort, the Superintendent will provide the Association with a list of bargaining unit members and their sick and personal leave usage.

Section 9. Unpaid Leave of Absence: Unit members who have worked for the Wakefield Public Schools for at least one year will be eligible to apply for an unpaid leave of absence of up to twelve weeks for the same reasons as outlined in the Family and Medical Leave Act, which shall be granted upon the provision of sufficient documentation to substantiate the need for leave. Leave under this provision for part-time employees will be pro-rated. Leave under this section will run concurrently with any other paid or unpaid leaves of absence for which the unit member is eligible.

ARTICLE VIII

Sick Leave Bank

Section 1. The purpose of the Bank is to enable a qualified ISP employee who is suffering from an extended catastrophic or terminal illness and has exhausted all of his/her individual sick leave (both annual and accumulated) to use additional paid sick leave that has been donated to the Bank by other bargaining unit members.

Section 2. a. The Sick Leave Bank shall be funded initially by each member of the bargaining unit eligible to receive Sick Leave Bank benefits by submitting one (1) sick day of their personal accumulation to the Sick Leave Bank to be utilized by ISP employees who qualify and who have exhausted their own individual sick leave, both annual and accumulated, and who still have serious extended illness.

b. If the Sick Leave Bank becomes exhausted, it shall be renewed by a contribution of one (1) additional day of sick leave by each eligible member of the bargaining unit from her/his accumulated sick leave.

c. At the end of each school year, the balance of days remaining in the Sick Leave Bank will be carried over for use in future years, provided that the number of days in the bank may not exceed a maximum of 195 days. Any additional days remaining at the completion of a school year will be forfeited, will not be accumulated for future use, and will not be returned to participants.

Section 3. a. ISP employees shall not qualify for membership in the Sick Leave Bank once they have completed at least two (2) full years or accumulated at least 20 sick leave days. Entrance into the Sick Leave Bank will only come in the month of September each school year.

b. Once an ISP employee has established eligibility for the Sick Leave Bank, such person maintains continued eligibility for the Sick Leave Bank.

c. ISP employees shall not be required to contribute to the Sick Leave Bank until they have the required 20 days set forth in this Section.

d. The 13 days credited one's individual sick leave accumulation at the beginning of school shall count toward Sick Leave Bank eligibility. Leadership of the association shall be notified of the number of days prior to the last day of September each year. For example, a third-year ISP employee who utilized nine (9) sick leave days in the first year of working and ten (10) sick leave days during the second year is eligible to join the Sick Leave Bank as follows:

4	sick leave days carried over from first year
+3	sick leave days carried over from second year
<u>+13</u>	sick leave days credited during third year
20	sick leave days accumulated
20	Days balance required for eligibility
<u>-1</u>	Day Contributed to Sick Leave Bank
19	Accumulated sick days remaining

Section 4. Sick Leave Bank days shall only be available after the infirmed ISP employee has exhausted all of his/her entire personal sick leave, both annual and accumulated. The ISP employee should apply as soon as he/she realizes the/she is going to exhaust his/her accumulated sick days.

Section 5. The Sick Leave Bank days shall be administered by a Sick Leave Bank Committee consisting of one (1) member designated by the School Committee (not covered by another bargaining unit) to serve at its discretion and two (2) members designated by the ISP Association.

Section 6. Application for benefits will be made in writing to the Sick Leave Bank Committee accompanied by a physician's certificate as to the need for and anticipated extent of extended recovery time from illness.

Section 7. Application for benefits may be made prior to the ISP employee's exhaustion of his/her own personal sick leave to expedite benefits, but drawings upon the Bank will not actually commence until after the ISP employee's own sick leave days are exhausted and adequate medical notification has been provided.

Section 8. The Administration at his/her discretion may add up to ten (10) additional days to an ISP employee on an emergency basis while paper work is being processed with the sick leave bank committee.

Section 9. The initial grant of sick leave by the Sick Leave Bank Committee to an eligible ISP employee shall not exceed 20 work days.

Section 10. Upon completion of the 20-day period, additional entitlement may be extended by the Sick Leave Bank Committee upon demonstration of need by the applicant. At no time should this exceed 40 work days for the same illness or accident.

Section 11. Subject to the foregoing requirements, the Sick Leave Bank Committee will determine the eligibility for the use of the Bank and the amount to be granted. The following general criteria shall be considered by the Committee in administering the Bank and in determining the amount of the leave:

a. Medical evidence of serious extended illness.

b. Prior utilization of all eligible sick leave. The decision of the Sick Leave Bank Committee with respect to eligibility and entitlement shall be final with any appeal only to the bank committee itself.

No days may be withdrawn from the Sick Leave Bank for use for any other illness other than prolonged illness or accident. Days may not be withdrawn to permit the individual to stay at home to care for other members of the family.

Section 12. Upon return from extended sick leave during which benefits were received through the Sick Leave Bank, the recipient shall be entitled to commence a new accumulation of individual sick leave in accordance with the provisions of the collective bargaining agreement on the same basis as other ISP employee.

Section 13. The decision of the Sick Leave Bank Committee will not be grievable or arbitral.

Section 14. ISP Members who are retiring are eligible to submit up to twenty-five (25) sick days to the sick leave bank if the sick bank has not reached its cap. If the Member opts to donate sick days to the Sick Bank, the days would be added on the last day of school.

ARTICLE IX

Jury Duty

Any ISP employee required to serve on the jury shall be paid the difference between compensation received from jury duty and regular compensation rates paid the employees of the Town. In order to be eligible for such payment, an

ISP employee dismissed by the Court from such jury duty before noon of any given day must report to work the balance of his/her shift, and employees may be required to submit evidence from the Court of the duration of their jury duty and the amount of compensation received.

ARTICLE X

Parental Leave of Absence

Section 1. Pursuant to Massachusetts General Laws, Chapter 149, Section 105D, every full-time employee is entitled to up to eight (8) weeks of parental leave for the birth, adoption, or foster placement of a child if the employee has completed an initial probationary period of three (3) consecutive months and if she gives at least two (2) weeks' notice of their expected departure and return dates.

Section 2. Actual disability shall be treated as paid leave / sick leave and an ISP employee will be permitted to use their accumulated sick leave for the period of actual disability under the terms of that Article.

ARTICLE XI

Stability of Agreement

Section 1. No agreement, understanding, alteration or variation of the agreements, terms or provisions herein contained shall bind the parties hereto unless made and executed in writing by the parties hereto.

Section 2. This agreement is a complete agreement between the parties. Proposals made and dropped will constitute a waiver of the matter raised.

Section 3. The failure of the Committee or the Association to insist, in any one or more incidents, upon performance of any of the terms or conditions of this Agreement shall not be considered as a waiver or relinquishment of the right of the Committee or the Association to future performance of any such terms or conditions, and the obligations of the Association and the Committee to such future performance shall continue in full force and effect.

ARTICLE XII

Payroll and Payroll Deductions

The Committee will certify to the Town of Wakefield all payroll deductions for: Payment of dues to the Association covered by this contract. All payroll earnings will be dispersed via Direct Deposit and Electronic Pay stub, removing the need for live checks and paper stubs. All employees will be provided training and access to district computers and printers in order to produce copies for their records.

ARTICLE XIII

General

Section 1. Neither the Committee nor the Association shall discriminate against any ISP employee on the basis of race, creed, color, religion, nationality, sex, marital status, membership or non-membership in the Association or participation or non-participation in its activities, or religious or political activities or lack thereof.

Section 2. The private or personal life of an ISP employee is not within the appropriate attention or concerns of the Committee except as it may interfere with the ISP employee's responsibilities to and relationship with students and/or the school district.

Section 3. The Committee will, upon request, provide the Association with access to any information which is neither confidential nor privileged under the law which may be necessary for the Association to process grievances under this Agreement.

Section 4. If any provisions or applications of this Agreement shall be found to be contrary to law, all other provisions or applications of the Agreement will continue in force.

Section 5. To enhance student safety and programmatic scheduling, the Committee plans to install tracking hardware/software, similar to what the current bus vendor (NRT) utilizes, on all Wakefield school vehicles. To include the Special Education Buses, Activity Van(s), Box Truck, and POST Academy Van(s). This hardware also interfaces with the current student transportation routing software.

Section 6. The Employer shall provide the President and Secretary of the Union with a monthly notice of all new hires and discharges. This notice must include the following information for each new hire and discharged employee:

1. First and Last Name
2. Date of Hire (for new hires) or Date of Discharge (for discharged employees)
3. Current Salary or Wage Rate
4. Position/Job Title
5. Address (Permanent Residential Address)
6. Phone Number
7. Email Address

The notice must be submitted to the Union three times per school year, covering all new hires and discharges that occurred during the previous period. The Employer agrees to provide this information electronically in editable format or as determined by the Union.

Section 7. New Educator Orientation

Pursuant to M.G.L. c. 150E, section 5A, the Union shall have the right to meet with newly-hired employees, without charge to the pay or leave time of such an employee, for not less than 30 minutes, not later than 10 calendar days after the notice has been provided to the Union, date of hire during new employee orientation or, if the employer does not conduct new employee orientation, at an individual or group meeting.

Section 8. Release Time

Districtwide representatives (Executive Board) shall be entitled to release time and/or paid leave to perform association business during the workday. Employees who use such release time and /or paid leave shall suffer no loss in wages, benefits, or other contractual advantage or statutory benefit as a result of such use.

Officer and faculty representatives of the Association may request, and they may be granted, professional leave to attend meetings and workshops by the Massachusetts Teachers Association and the National Education Association. Such leave days are not to exceed an aggregate total of ten (10) for each school year. It is expressly understood that approval of such released time shall require advance notice to, and approval at the discretion of, the Superintendent. No one member may be permitted to use more than three days of leave under this section per school year.

Employees who use such professional leave shall suffer no loss in wages, benefits, or other contractual advantage or statutory benefit as a result of such use.

Section 9. Effective September 1, 2025 employees covered under this agreement who are Wakefield residents shall receive the following rates for the services listed below. Specifically:

20% discount on the cost of attending Wakefield Academy (excluding school vacations and summer programs)

20% discount on the cost of athletic fees

20% discount on the cost of extracurricular fees

ARTICLE XIV **Milcage**

If an ISP employee is assigned to more than one building, or his/her responsibilities include regular travel between buildings, he/she will be paid the same uniform rate per mile as other school employees.

ARTICLE XV

Salary

Section 1.

a. All FTE (full time equivalent) Classroom and library ISP employees will be paid the following annual salaries.

FTE is defined as a thirty-two and one-half (32.5) hour work week.

All new hires in the bargaining unit will be placed on the annual salary schedule commensurate with their years of relevant experience and level of education.

Effective September 1, 2025, regular step movement will be applied on the existing salary scale and then the first step will be dropped and the steps will be renumbered.

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
FY26	\$ 26.06	\$ 26.57	\$ 27.08	\$ 27.60	\$ 28.13	\$ 28.67	\$ 29.22	\$ 29.78	\$ 30.35	\$ 31.25
FY27	\$ 27.63	\$ 28.17	\$ 28.70	\$ 29.25	\$ 29.81	\$ 30.39	\$ 30.98	\$ 31.57	\$ 32.17	\$ 33.10
FY28	\$ 29.01	\$ 29.57	\$ 30.14	\$ 30.72	\$ 31.30	\$ 31.91	\$ 32.53	\$ 33.15	\$ 33.78	\$ 34.70
FY26	\$31,004	\$31,607	\$32,211	\$32,827	\$33,455	\$34,108	\$34,761	\$35,426	\$36,104	\$37,147
FY27	\$32,864	\$33,503	\$34,144	\$34,797	\$35,462	\$36,154	\$36,847	\$37,552	\$38,270	\$39,370
FY28	\$34,507	\$35,179	\$35,851	\$36,536	\$37,235	\$37,962	\$38,689	\$39,429	\$40,184	\$41,345

a. ISP employees will be paid in twenty-two (22) equally divided payments.

b. Stipends –

a. Stipends for Special Education Unit C Staff in Specialized Programs and with Specific Training of \$1,200 for:

a. Personnel participating in the following programs with required specialized training:
Therapeutic Program, STRIVE Program, Compass Program.

b. 1.2% Multiplier and \$1,200 Stipend for the following individuals:

a. Unit C staff with Bachelor's degree with a teacher certification that contributes to the role
b. Medical Aides – A Medical Aide is defined as an ISP employee who holds a medical license (LPN, PCA with CNA certification).

c. ICLP Program - the ISP must be assigned to a student (or group of students) who require medical services as outlined in the student's IEP.

In 2013 the Medical Aide position was removed from the Unit A (Teacher's Contract) and placed in the Unit C (ISP) contract.

d. No stipends will be paid to bargaining unit members covering for stipended bargaining unit members who are absent for less than 2 consecutive days. The Unit and Administration agree that no other Unit C positions within the district will qualify for a stipend.

Section 2. No ISP employee may be required to become a substitute teacher when the classroom teacher is absent. When an ISP employee replaces a teacher, librarian or secretary for more than 30 minutes and up to three (3) hours they will be compensated \$40.00 beyond the regular ISP employee daily rate. If an ISP employee replaces a teacher, librarian or secretary for three (3) or more hours, the compensation will be \$60.00 beyond the regular daily ISP employee rate. When

determining substitute coverage for an absent teacher, the principal or other school administrator will determine whether a classroom ISP, based on the qualifications of the ISP and/or needs of the students may substitute for the teacher. The ISP will be responsible for submitting their substitute time through the District's online time tracking system. The online submission will be sent to the designated office staff administrators for approval or denial. If denied, the ISP employee will be notified in a timely manner.

Section 3. ISP employees who work less than full time will be paid according to the Chart B (Hourly Rates) above.

Substitute ISP employees will be paid fifty cents (\$.50) less than schedule above.

Section 4. Longevity

ISP employees who have completed the following years of continuous service as an ISP employee for the Wakefield Public Schools will receive an annual longevity payment. ISP's hired on or before October 1 shall be given full credit for that year of service for the longevity calculation.

			6%	5%
	Current	Year 1 (2025-2026)	Year 2 (2026-2027)	Year 3 (2027-2028)
Beginning of 8 th Year	\$400	\$600	\$636	\$668
Beginning of 10 th Year	\$700	\$900	\$954	\$1,002
Beginning of 15 th Year	\$1,000	\$1,200	\$1,272	\$1,336
Beginning of 20 th Year	\$1,300	\$1,500	\$1,590	\$1,670
Beginning of 25 th Year	\$1,600	\$1,800	\$1,908	\$2,003
Beginning of 30 th Year	\$1,900	\$2,100	\$2,226	\$2,337
Beginning of 35 th Year	\$2,200	\$2,400	\$2,544	\$2,671

Section 5. ISP members shall receive the same rate of pay that Teachers receive for their voluntary service on particular teams, including but not limited to the Crisis Team and Instructional Learning Team.

Section 6. In the event an WEA ISP member works beyond the regular work day, the WEA ISP member shall be paid at his/her hourly rate. Such additional work includes WEA ISP members who address exigent circumstances towards or after the normal work day such as addressing "escalating" student behaviors, and staff debriefing immediately after such circumstances.

ARTICLE XVI Grievance Procedures

Section 1. Definitions

a. A grievance is defined as a complaint of a violation of the contract by an ISP employee or a group of ISP employees.

b. An aggrieved person is the person or persons making the claim.

c. A party of interest is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

d. An arbitrable grievance is defined as a complaint based upon alleged violation of, or variation from, or of the interpretation or application of a specified provision of this Agreement.

e. A grievance is timely only if it is presented in writing to the person's principal or immediate supervisor at Level 1 referred to in Section 3 within 15 days after the aggrieved person(s) knew or had reason to know of the act or condition upon which the grievance is based.

Section 2. Purpose.

a. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems which may from time to time arise affecting the salary, welfare or working conditions of ISP employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

b. Nothing herein contained will be construed as limiting the right of any ISP employee having a grievance to discuss the matter informally with any appropriate member of the administration, and having the grievance adjusted without intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at such adjustment and to state its views.

Section 3. Procedure. The limits specified in this Section shall be considered as maximum limits, but may be extended by mutual agreement. In the event a grievance is filed on or after June 1, which if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, the time limits set forth herein will be reduced so that the grievance procedure may be exhausted prior to the end of the school year or as soon thereafter as is practicable.

Level 1a. An aggrieved person will attempt to meet with the person alleged to have caused the grievance in an attempt to resolve the dispute.

Level 1b. An aggrieved person, either directly or through an Association representative, will present the grievance in writing to his/her principal or his/her immediate supervisor, who shall attempt to resolve the grievance informally.

Level 2. If the aggrieved person is not satisfied with the disposition of his grievance at Level 1 or if no decision has been rendered within five (5) school days after presentation of the grievance, the Association may file in writing with the Superintendent within five (5) school days after a decision at Level 1 or ten (10) days after the grievance was presented, whichever is sooner.

The Superintendent will represent the administration at this level of the grievance procedure. Upon notice of the written grievance to the Superintendent, the Superintendent will meet with the aggrieved person and the Association representative in an effort to resolve the grievance.

Level 3. If Level 2 is not satisfactory, then grievants will participate in a mediation process, the details of which will be mutually agreed upon with the Superintendent of Schools and the Chairpersons of Unit C.

Level 4. Grievances which are not arbitrable grievances shall not be processed beyond Level 3.

If the grievance shall not have been disposed of to the satisfaction of the Association or if no decision has been rendered at Level 3 mediation within 30 calendar days either party may request the Massachusetts Board of Conciliation and Arbitration to supply a list of arbitrators from which a selection shall be made in accordance with its rules and regulations. Expenses for the arbitrator's services shall be shared equally by the parties.

The arbitrator shall hold hearings promptly and unless the time shall be extended by mutual agreement shall issue his/her decision not later than 30 days from the date of the closing of the hearings and the receipt by him/her of any final statements and proofs.

The arbitrator's decision shall be in writing and set forth his/her findings of facts, reasoning, and conclusions. The arbitrator shall be without power or authority to alter, amend, add to or subtract from the language of this agreement or to render any decision which is not permitted by law. The decision of the arbitrator shall be submitted to the Superintendent and the Association, and the parties agree to accept and implement same in accordance with its terms, to the extent permitted by law.

Section 4. Miscellaneous.

a. A grievance that is not filed in writing within thirty (30) school days referred to in Section 1e. will be deemed waived. Any grievance in process under such procedure shall also be deemed to have been waived if the action required to present the said grievance to the next level in the procedure shall not have been taken within the time specified in Section 3 above. Any dispute as to whether a grievance has been waived under this Section will be subject to arbitration.

b. If, in the judgment of the Association, a grievance affects an ISP employee or group of ISP employees, the Association may submit such grievance in writing to the Superintendent directly and the processing of such grievance will be commenced at Level 2. Upon notice of the written grievance to the Superintendent, the Superintendent shall meet with the aggrieved parties, any building representation involved in the Level One procedure, and the Chairman of the PR&R Committee in an effort to resolve the grievance.

c. Written submission of grievance at Level 1 shall not be in less than duplicate, on forms to be agreed upon jointly, and shall be signed by the representative of the Association filing the grievance. If a grievance is adjusted at any level of the grievance procedure, the adjustment shall be noted on the grievance form and shall be signed by the Superintendent and the Association representative reaching the adjustment. At any level of the grievance procedure where no adjustment is reached, the grievance form shall bear a notation that the grievance is unsettled, shall be signed by the Superintendent and the Association representative then handling the grievance, and shall be referred to the next level in the grievance procedure as provided herein.

d. Any incident which occurred or failed to occur prior to September 1, 1989 of this Agreement shall not be a subject of grievance or arbitration hereunder.

e. Rights of ISP employees to Representation. No reprisals of any kind will be taken by the School Committee, by any member of the administration or by the Association against any party in interest or any participant in the grievance procedure by reason of such participation.

f. All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.

ARTICLE XVII
Reduction in Force

Section 1. ISP employees with less than two (2) years of continuous service will not be entitled to recall rights at the discretion of the Superintendent after consultation with a Unit C representative. Any break in service of more than 90 school days shall not be considered continuous service.

Section 2. The Superintendent, in making reduction in force decisions, will use the Seniority List. Seniority is defined as the length of continuous service in the bargaining unit measured, from the first day in which compensation was received, including time spent on paid leave of absence. The Seniority List will be updated by March 1 each year.

Section 3. No later than March 1 of each year, the Committee shall forward to the Association a seniority list containing the names of all bargaining unit members. Such list shall include the seniority date of each member of the unit. Within 30 days of the submission of said seniority list to the Association, the Association will submit to the Superintendent a list of disputed items on said list. Upon resolution of these disputes, the Association will sign off on the seniority list.

Section 4. Employees covered herein will receive 30 days' notice prior to the layoff. Where possible and practicable, notification of a layoff for the subsequent school year will be provided by June 1.

Section 5. Discretionary decisions of the Superintendent will be made after consultation with a Unit C representative. These decisions are final and binding. Only the procedures hereunder are subject to arbitration.

Section 6. An ISP employee who is laid off hereunder will be placed on a recall list for a 26-month period. The recall period will commence the day after the last day of employment.

a. ISP employees will be notified of recall via certified mail at their last address of record at the Office of the Superintendent of Schools.

b. An ISP employee recalled will have 15 calendar days to notify the Committee of his/her acceptance or rejection. Return of the certified letter by the Post Office will be considered a rejection of the assignment by the ISP employee, unless the School Committee has received a written acceptance by the ISP employee within the said 15 calendar days.

c. An ISP employee who rejects a recall for reasons of a contractual agreement with another employer, illness or disability rendering the ISP employee unable to work or other good reason as approved by the Superintendent will be moved one (1) position down on the recall list or to the bottom of the recall list, whichever position is higher on the list; and the reason for the rejection must be stated on the ISP employee's letter of rejection. Proof of a contractual agreement

with another employer, illness or disability must be furnished to the School Committee if requested. All ISP employees who reject a recall with no reason or an unacceptable reason under this section will be removed from the recall list.

d. An ISP employee who is recalled shall have the same benefits as he/she had at the time he/she was laid off regarding unused sick leave, seniority, insurance, longevity and placement on the salary schedule; but the ISP employee will acquire no benefits of any kind during his/her period of layoff nor shall the School Committee pay for any insurance, grant any unused accumulated sick leave, or any other benefit during the period of layoff.

e. All ISP employees removed from the recall list by the passage of two (2) years or the rejection of an ISP position shall be considered dismissed and all contractual relationship with the School Committee shall be terminated. No ISP employee who has been lawfully dismissed under this section shall receive compensation for services rendered thereafter.

f. Before a position is filled, all ISP employees on the recall list will have a right to an interview with the principal or supervisor under whom such position will be assigned before any prospective new hires are interviewed. This guarantee of first interview will not be a guarantee of being hired for said position.

ARTICLE XVIII

Labor Management Committee

The Labor Management Committee will consist of the Superintendent or his/her designee, the School Business Administrator, and three (3) ISP employees who are to be elected. This Committee will meet to discuss labor management issues once every even numbered month on the second Wednesday of that month. This time can be adjusted by the Committee after the first meeting. An agenda from either side should be presented five (5) calendar days before the scheduled meeting. If no agenda is issued, then the School Business Administrator may cancel the meeting. Emergency meetings can be held upon request of two (2) or more members of the Committee when needed.

ARTICLE XIX

Health Insurance

The Town will cover the full time ISP employee's health insurance annually. The contribution percentages will be 80% Town and 20% Employee or 75% Town and 25% Employee depending on the plan selected by the employee. ISP employees will have 22 pay periods starting with the second week of employment. The annual cost of the health

insurance will be taken out over these 22 pay periods. If there is an increase in health premiums, ISP employees will be billed for the difference in July.

ARTICLE XX

Section 1. The Committee and the Association recognize that a summer school program, may vary substantially from year to year, may offer the opportunity for experimentation, and may call for flexibility in approach.

Section 2. Following the determination by the Committee to run a summer program for the year, the Superintendent shall adequately publicize its general scope and content and the positions to be filled, including an electronic notice posted via e-mail not later than dates established in the WEA Unit A Collective Bargaining Agreement.

Section 3. The Wakefield Public Schools will appoint staff based on what is best for individual students' needs. As some positions are ideally suited for high school and summer college students, the Administration reserves the right to appoint individuals who are not recognized by this Collective Bargaining Agreement.

Section 4. Ideally by the last day of school, but no later than July 1, the Superintendent shall offer the ISP selected for summer employment a tentative contract specifying the compensation and length of the program.

Hourly rates for Summer Programming shall be consistent with hourly rates as determined in Article XV, Section 1. B of this collective bargaining agreement.

ARTICLE XXI

Good Cause

Section 1. No employees covered by this agreement shall be disciplined, reprimanded, suspended, reduced in rank or compensation, discharged, or deprived of any professional advantage without good cause.

Section 2. An ISP employee who is being disciplined by a member of the administration shall be entitled to have a representative of the Association present, upon request.

Section 3. Reprimanded or disciplining of ISP employees shall not be conducted in the presence of teachers, students, other ISP employees, or any persons not associated with the School District.

ARTICLE XXII

Duration

This Agreement will take effect as of September 1, 2025 and shall remain in full force and effect until August 31, 2028 or until a new contract has been ratified by all parties. Should either party desire to negotiate a new Agreement, such party shall, by December 1, 2027, provide a written notice to the other party.

WHEREAS, the parties affix their signatures as follows:

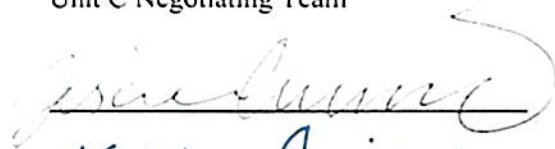
Signed in the presence of:

Dated: 10/14/25

BY:

Unit C Negotiating Team

WAKEFIELD SCHOOL COMMITTEE

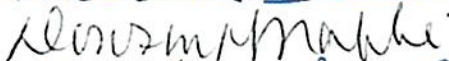


Kathy Cristiano

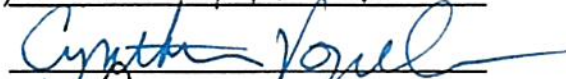




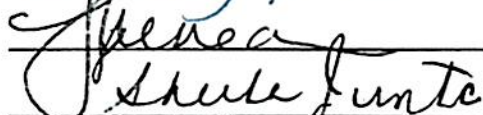






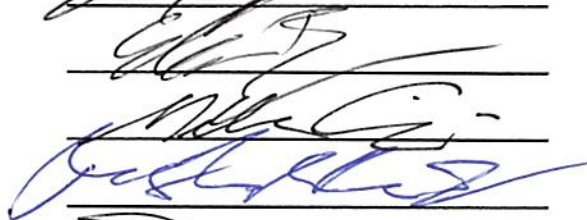


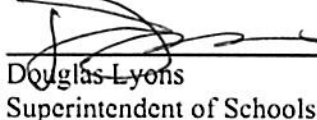




Lucy Montan
Massachusetts Teachers Association Rep

CXA




Douglas Lyons
Superintendent of Schools

SIDE LETTERS

Side Letter of Understanding

ISP Evaluation Summary

NAME: _____ SCHOOL: _____ DATE: _____

Rating Key: AA= Above Average A= Average BA= Below Average Not Applicable for position

I. Commitment to Total Program	AA	A	BA	Not applicable for position
a. Keeps student and staff information confidential.				
b. Displays interest and enthusiasm.				
c. Displays evidence of growth and development as required for position.				
d. Is punctual.				
e. Attends regularly.				
f. Willing to put in essential time and effort.				
g. Willingly accepts and carries out assignments.				
h. Performs routine tasks efficiently.				
i. Maintains physical order of the work space.				
j. Keeps accurate records as pertains to position.				
k. Performs clerical duties related to school/position.				
l. Willingness to learn new skills.				

Comments:

II. Responsiveness to Pupil's Program	AA	A	BA	Not applicable for
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				position
a. Interacts positively with students.				
b. Aware of child development issues.				
c. Displays concerns for students health and safety.				
d. Accepts individual differences in students.				
e. Displays resourcefulness in helping to provide an enriching experience for students.				
f. Encourages students to communicate in many ways.				
g. Demonstrates knowledge of curriculum to assist students and teachers.				

Comments:

III. Interpersonal Relationships	AA	A	BA	Not applicable for position
a. Consistently maintains routines & standards of work place.				
b. Performs delegated duties with level of expertise.				
c. Able to work with small instructional groups.				
d. Completes work in scheduled time.				
e. Demonstrates initiative and resourcefulness.				
f. Demonstrates flexibility in response to student and program needs				
g. Relates well with students and staff within the context of the position.				

Comments:

IV. Staff Relationships	AA	A	BA	Not applicable for position
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a. Accepts guidance, direction, and suggestions.				
b. Cooperative team member.				
c. Communicates regularly with supervisors.				

Comments:

Employee signature

Date

Principal/Supervisor signature

Date

The employee's signature indicates that he/she and the evaluator have discussed the evaluation and does not necessarily indicate agreement with the evaluation.