

**SIDE LETTER AGREEMENT BETWEEN THE CAMBRIDGE SCHOOL COMMITTEE AND  
THE CAMBRIDGE EDUCATION ASSOCIATION UNITS A&B  
REGARDING ADMINISTRATIVE GUIDELINES ON FACILITIES**

This is a side letter agreement between the Cambridge School Committee and the Cambridge Education Association Units A&B regarding administrative guidelines on facilities effective as of September 1, 2017. The parties acknowledge that the school district is continuing to implement the following administrative guidelines:

1. Building Moves

Prior to the finalization of a building move plan, the principal/head of upper school of the impacted school and a Superintendent's representative will hold a meeting with faculty of the school to present an overview of the move and receive input and questions from faculty and staff.

2. Major Renovation/New Construction

Whenever a major renovation or a new construction of a building is planned, input from the appropriate staff and faculty will be solicited and such input would come through meetings with architects or the Superintendent's designee prior to the design of a building.

3. Maintenance Related Issues

Faculty and staff will be advised to report all maintenance related issues to the senior building custodian, who shall address the issue if possible or enter a work order into the online job request system for requests requiring central maintenance staff attention. If a teacher's needs are not being responded to, faculty and staff are advised to bring the maintenance request to the principal/head of upper school or his/her designee.

4. Building Walkthroughs

When requested, the Superintendent or designee will arrange for a building walkthrough for CEA Reps prior to the first day of school in any building that is newly renovated or has undergone a major renovation.


5. Building Health and Safety

Whenever a faculty or staff member feels that there is a health or safety issue related to facility conditions, he/she shall bring the concern to the principal, who will promptly report it to the Facilities Director for response, and a status update will be communicated to the faculty or staff member within ten (10) business days whenever possible.

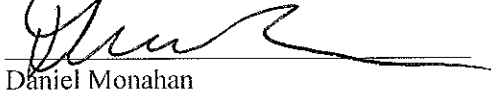
6. Shared Space

The school district will review existing protocols for outside users and will solicit input from faculty/staff in the development of new protocols.

CAMBRIDGE SCHOOL COMMITTEE

By:   
Judith Martin  
Executive Secretary

CAMBRIDGE EDUCATION ASSOCIATION  
UNITS A&B

By:   
Daniel Monahan  
President

C17-122  
School Committee Order Number

May 16, 2017  
Date