

**SIDE LETTER AGREEMENT BETWEEN THE CAMBRIDGE SCHOOL COMMITTEE AND
THE CAMBRIDGE EDUCATION ASSOCIATION UNITS A&B
REGARDING ESTABLISHMENT OF CRLS EXTRA CURRICULAR COMMITTEE**

This is a side letter agreement between the Cambridge School Committee and the Cambridge Education Association Units A&B regarding the establishment of CRLS Extra Curricular Committee effective as of September 1, 2017. The parties have agreed as follows:

A. The Cambridge Rindge and Latin School ("CRLS") administration will create an extracurricular committee consisting of two (2) CEA Unit B members and two (2) CEA Unit A members who are employed and currently assigned to CRLS that are designated by the CEA. This Committee will be advisory to the principal of CRLS. This Committee will meet monthly to review proposals for student extracurricular clubs at CRLS. This Committee will make recommendations to the CRLS principal for stipends for club advisors to student extracurricular clubs in accordance with the process detailed below. All recommendations must fall within and are subject to the constraints of the CRLS budget that is allocated annually to student extracurricular clubs.

B. Club advisors will submit proposals for club compensation to the Extra Curricular Committee that will include:

- a. Estimated student participation based on previous year's attendance or projected attendance for new clubs.
- b. Frequency of meetings
- c. List of Events
- d. Total estimated student contact hours (outside the school day)

C. The Extra Curricular Committee will make a recommendation to the principal for the stipend for each student extracurricular club based on the following tiered system. Student extracurricular Clubs with multiple advisors will have the single stipend equally divided among the multiple advisors.

- a. Student Count
 - i. 3 – 20 students 1 point
 - ii. 21 – 40 students 2 points
 - iii. 41+ students 3 points

- b. Student contact Hours (outside of contractual day)
 - i. 1 – 36 hours 1 point
 - ii. 37 – 50 hours 2 points
 - iii. 51+ hours 3 points

- c. Final Tier Status by points determined above
 - i. Tier I 2 points Stipend \$720
 - ii. Tier 2 3 – 4 points Stipend \$1500
 - iii. Tier 3 5 – 6 points Stipend \$4000

D. After November 1st of each school year, club advisors may submit proposals to the Extra Curricular Committee for additional clubs.

E. Club Advisors will submit final reports on club work at the end of the year to the Extra Curricular Committee and the CRLS principal.

F. Stipends will be prorated for less than full completion of club advisor duties.

CAMBRIDGE SCHOOL COMMITTEE

By: Judith Martin
Judith Martin
Executive Secretary

CAMBRIDGE EDUCATION ASSOCIATION
UNITS A & B

By: Daniel Monahan
Daniel Monahan
President

C17-122
School Committee Order Number

May 16, 2017
Date