

**SIDE LETTER AGREEMENT BETWEEN THE CAMBRIDGE SCHOOL COMMITTEE AND  
THE CAMBRIDGE EDUCATION ASSOCIATION UNITS A&B  
REGARDING THE ESTABLISHMENT OF A JOINT WORKING GROUP ON MATTERS  
RELATED TO THE LENGTH OF SCHOOL DAY AND SCHOOL YEAR FOR STUDENTS AND  
LENGTH OF WORK DAY AND WORK YEAR FOR MEMBERS OF UNITS A&B**

This is a side letter agreement between the Cambridge School Committee and the Cambridge Education Association Units A&B regarding the establishment of a Joint Working Group on matters related to the length of school day and school year for students and length of work day and work year for members of Units A&B. The parties have agreed as follows:

There will be a joint labor/management group, consisting of ten (10) members of Units A&B designated by the CEA and nine (9) school and/or school district administrators designated by the Superintendent, and one (1) school committee member designated by the School Committee to explore issues relating to the length of the school day and the length of the school year for students and issues relating to the length of the work day and work year for members of Units A&B, including but not limited to, the most effective use of the current length of the school day and school year for students and work day and work year for members of Units A&B, including but not limited to, common planning time, to have the most beneficial impact on improving achievement for all students. This joint labor/management committee shall be advisory to the Superintendent and shall be co-chaired jointly by one individual designated by the CEA and one individual designated by the Superintendent. The work of this joint labor/management committee shall commence no later than thirty (30) days after ratification of the tentative agreement by both parties for a successor collective bargaining agreement. The work of the joint labor/management committee, including its making of recommendations to the Superintendent, shall conclude by no later than seven (7) months after the date of ratification of the tentative agreement by both parties for a successor collective bargaining agreement and this provision shall become null and void seven (7) months after the date of ratification by both parties of the tentative agreement for a successor collective bargaining agreement.

CAMBRIDGE SCHOOL COMMITTEE

CAMBRIDGE EDUCATION ASSOCIATION  
UNITS A&B

By: \_\_\_\_\_  
Judith Martin  
Executive Secretary

By: \_\_\_\_\_  
Daniel Monahan  
President

\_\_\_\_\_  
School Committee Order Number

May 16, 2017  
Date

**SIDE LETTER AGREEMENT BETWEEN THE CAMBRIDGE SCHOOL COMMITTEE AND  
THE CAMBRIDGE EDUCATION ASSOCIATION UNITS A&B  
REGARDING THE ESTABLISHMENT OF EDUCATOR ADVISORY GROUP  
ON CURRICULUM & INSTRUCTION**

This is a side letter agreement between the Cambridge School Committee and the Cambridge Education Association Units A&B regarding the establishment of educator advisory group on curriculum & instruction. The parties have agreed as follows:

Cambridge Public Schools (CPS) and the Cambridge Education Association (CEA) recognize that educator input is vital to making informed decisions related to curriculum, instruction, assessment and professional development. Educators play an active role in curriculum design and review teams and lead many professional development courses for their colleagues. The Educator Advisory Group on Curriculum & Instruction is comprised of up to twelve (12) educators, representing each education level (elementary, upper and high), from general and special education, and includes classroom teachers, specialists, and coaches. This group is advisory to the Assistant Superintendent for Curriculum & Instruction for the purposes of looking at the system as a whole and providing input as part of the Assistant Superintendent's entry and strategic planning process. Members of the group will be decided by the Assistant Superintendent for Curriculum & Instruction and the president of the CEA. To ensure alignment across the district, the Assistant Superintendent of Curriculum & Instruction may invite principals/heads of upper schools or central office based administrators to attend relevant meetings. The meeting frequency for this group shall be determined by the Assistant Superintendent for Curriculum & Instruction in consultation with the President of the CEA. The terms of this side letter shall expire on August 31, 2020 and shall not continue unless the parties mutually agree to the continuation of the terms of this side letter.

CAMBRIDGE SCHOOL COMMITTEE

CAMBRIDGE EDUCATION ASSOCIATION  
UNITS A&B

By: \_\_\_\_\_  
Judith Martin  
Executive Secretary

By: \_\_\_\_\_  
Daniel Monahan  
President

\_\_\_\_\_  
School Committee Order Number

May 16, 2017  
Date

**SIDE LETTER AGREEMENT BETWEEN THE CAMBRIDGE SCHOOL COMMITTEE AND  
THE CAMBRIDGE EDUCATION ASSOCIATION UNITS A&B  
REGARDING THE ESTABLISHMENT OF A JOINT WORKING GROUP ON  
PEER EDUCATOR EVALUATION AND REVIEW**

This is a side letter agreement between the Cambridge School Committee and the Cambridge Education Association Units A&B regarding the establishment of a Joint Working Group on Peer Educator Evaluation and Review effective as of September 1, 2017. The parties have agreed as follows:

There shall be a Joint Working Group on the Peer Educator Evaluation and Review Program (PEER Program), consisting of four (4) members of Units A&B designated by the CEA and four (4) school administrators designated by the Superintendent to provide input and to inform issues relating to implementation of the PEER Program. This Joint Working Group shall be co-chaired jointly by one individual designated by the CEA and one by the Superintendent or designee. This Joint Working Group shall be advisory to the Superintendent of Schools and the CEA Unit A&B Contract Negotiating Committee. The work of the Joint Working Group will be determined by the Superintendent or designee and the co-chair of the Joint Working Group and the members of this Joint Working Group and school administrators as designated by the co-chairs. The work of this Joint Working Group shall commence no later than thirty (30) days after ratification of the tentative agreement by both parties for a successor collective bargaining agreement. The meeting frequency of this Joint Working Group shall be at any frequency as jointly agreed to by the Superintendent or designee and the co-chair of the Joint Working Group.

The charge of the Joint Working Group shall be: (i) to make recommendations about implementation of the Peer Educator Evaluation and Review Program. Implementation includes professional development for the Peer Educators; (ii) collect feedback on the implementation of the Peer Educator Evaluation and Review Program and make recommendations for modifications and expansions; and (iii) by June 2018 make recommendations about the expansion of this program to include peer assistance and review of educators on Developing Educator Plans, Directed Growth Plans and Improvement Plans.

Adoption of any recommendation that is a mandatory subject of bargaining will be referred to and is subject to bargaining by the School Committee and the CEA.

CAMBRIDGE SCHOOL COMMITTEE

CAMBRIDGE EDUCATION ASSOCIATION  
UNITS A&B

By: \_\_\_\_\_  
Judith Martin  
Executive Secretary

By: \_\_\_\_\_  
Daniel Monahan  
President

\_\_\_\_\_  
School Committee Order Number

May 16, 2017  
Date

**SIDE LETTER AGREEMENT BETWEEN THE CAMBRIDGE SCHOOL COMMITTEE AND  
THE CAMBRIDGE EDUCATION ASSOCIATION UNITS A&B  
REGARDING ESTABLISHMENT OF JOINT STUDENT SERVICES WORKING GROUP**

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

There shall be a Joint Student Services Working Group, consisting of eight (8) representative staff from members of Unit A from all areas within the Office of Student Services (physical therapy, occupational therapy, psychologists, counselors, speech language therapists, special education teachers, including special education teachers in substantially separate classrooms) designated by the CEA, four (4) members of Unit B from the Office of Student Services (Director of OSS and the three OSS Coordinators) and the Assistant Superintendent for Student Services and three principals designated by the Assistant Superintendent of Student Services to provide input and to identify topics for joint training sessions to be offered by the Office of Student Services and the CEA for interested members of CEA Units A&B on special education issues, including caseloads and special education laws and regulations which courses may be offered as part of the choice courses available for educators and which shall also be periodically offered as voluntary offerings for members of CEA Units A&B after the school day. This Joint Student Services Working Group also shall meet to review the Office of Student Services' analysis of caseloads to ensure equity across the school district for Office of Student Services staff. This Joint Student Services Working Group shall be co-chaired jointly by one individual designated by the CEA and by the Assistant Superintendent for Student Services. This Joint Student Services Working Group shall be advisory to the Assistant Superintendent for Student Services. The work of the Joint Student Services Working Group will be determined by the Assistant Superintendent for Student Services in consultation with the co-chair of the Joint Student Services Working Group and the members of this Joint Student Services Working Group. The work of this Joint Student Services Working Group shall commence no later than thirty (30) days after ratification of the tentative agreement by both parties for a successor collective bargaining agreement. The meeting frequency of this Joint Student Services Group shall be bi-monthly or at any other frequency as jointly agreed to by the Assistant Superintendent for Student Services and the co-chair of the Joint Student Services Working Group for the first ten (10) months after ratification of the collective bargaining agreement, not including the months of July and August. Thereafter, the Joint Student Services Working Group shall meet three (3) times a year.

CAMBRIDGE SCHOOL COMMITTEE

CAMBRIDGE EDUCATION ASSOCIATION  
UNITS A&B

By: \_\_\_\_\_  
Judith Martin  
Executive Secretary

By: \_\_\_\_\_  
Daniel Monahan  
President

\_\_\_\_\_  
School Committee Order Number

May 16, 2017 \_\_\_\_\_  
Date

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

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

The Committee and the Association agree that for the duration of this contract through August 31, 2020 there will be an advisory Diversity Committee which shall be co-chaired by the Superintendent or his/her designee and the CEA President, and shall be comprised of six (6) Unit A and B representatives to be selected by the CEA President to include two (2) elementary school representatives, two (2) upper school representatives, and two (2) high school representatives, which may include within these six (6) representatives specialist representatives as determined by the CEA. The Diversity Committee shall be advisory to the Superintendent and the purpose of the Diversity Committee shall be to bring forward to the Superintendent issues of diversity identified by the CEA and to develop advisory recommendations to the Superintendent with respect to such issues. The terms of this side letter shall expire on August 31, 2020 and shall not continue unless the parties mutually agree to the continuation of the terms of this side letter.

CAMBRIDGE SCHOOL COMMITTEE

CAMBRIDGE EDUCATION ASSOCIATION  
UNITS A&B

By: \_\_\_\_\_  
Judith Martin  
Executive Secretary

By: \_\_\_\_\_  
Daniel Monahan  
President

\_\_\_\_\_  
School Committee Order Number

May 16, 2017 \_\_\_\_\_  
Date

**SIDE LETTER AGREEMENT BETWEEN THE CAMBRIDGE SCHOOL COMMITTEE AND  
THE CAMBRIDGE EDUCATION ASSOCIATION UNITS A&B  
REGARDING ESTABLISHMENT OF JOINT WORKING GROUP  
ON PROFESSIONAL DEVELOPMENT**

This is a side letter agreement between the Cambridge School Committee and the Cambridge Education Association Units A&B regarding the establishment of Joint Working Group on Professional Development effective as of September 1, 2017. The parties have agreed as follows:

There shall be a Joint Working Group on Professional Development, consisting of six (6) members of Units A&B designated by the CEA and six (6) school administrators designated by the Superintendent to provide input and to inform issues relating to assessing reallocation and restructuring of professional development time. This Joint Working Group shall be co-chaired jointly by one individual designated by the CEA and by the Deputy Superintendent or a designee. This Joint Working Group shall be advisory to the Superintendent of Schools. The work of the Joint Working Group will be determined by the Deputy Superintendent or designee in consultation with the co-chair of the Joint Working Group and the members of this Joint Working Group and school administrators as designated by the Superintendent and/or Deputy Superintendent. The work of this Joint Working Group shall commence no later than thirty (30) days after ratification of the tentative agreement by both parties for a successor collective bargaining agreement. The meeting frequency of this Joint Working Group shall be bi-monthly or at any other frequency as jointly agreed to by the Deputy Superintendent or designee and the co-chair of the Joint Working Group. The work of the Joint Working Group shall expire at the end of the term of this collective bargaining agreement. In other words, this provision shall become null and void as of the last date of the successor collective bargaining agreement (i.e., even if the parties are still negotiating for a successor agreement this provision will be eliminated as of the last date of the successor collective bargaining agreement).

CAMBRIDGE SCHOOL COMMITTEE

CAMBRIDGE EDUCATION ASSOCIATION  
UNITS A&B

By: \_\_\_\_\_  
Judith Martin  
Executive Secretary

By: \_\_\_\_\_  
Daniel Monahan  
President

\_\_\_\_\_  
School Committee Order Number

May 16, 2017 \_\_\_\_\_  
Date

**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

CAMBRIDGE EDUCATION ASSOCIATION  
UNITS A&B

By: \_\_\_\_\_  
Judith Martin  
Executive Secretary

By: \_\_\_\_\_  
Daniel Monahan  
President

\_\_\_\_\_  
School Committee Order Number

May 16, 2017 \_\_\_\_\_  
Date



**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

CAMBRIDGE EDUCATION ASSOCIATION  
UNITS A&B

By: \_\_\_\_\_  
Judith Martin  
Executive Secretary

By: \_\_\_\_\_  
Daniel Monahan  
President

\_\_\_\_\_  
School Committee Order Number

May 16, 2017 \_\_\_\_\_  
Date

**SIDE LETTER AGREEMENT BETWEEN THE CAMBRIDGE SCHOOL COMMITTEE AND  
THE CAMBRIDGE EDUCATION ASSOCIATION UNITS A&B  
REGARDING JOINT LABOR MANAGEMETN MEETING REGARDING UPPER SCHOOL  
AND/OR ELEMENTARY EXTRA CURRICULAR ACTIVITES**

This is a side letter agreement between the Cambridge School Committee and the Cambridge Education Association Units A&B regarding joint labor management meeting regarding Upper School and/or Elementary Extra Curricular Activities effective as of September 1, 2017. The parties have agreed as follows:

For the life of the collective bargaining agreement from September 1, 2017 through August 31, 2020, the School Committee or Cambridge Education Association agree that either may request a joint labor management meeting to discuss Upper School and/or Elementary School extracurricular activities and associated stipends.

CAMBRIDGE SCHOOL COMMITTEE

CAMBRIDGE EDUCATION ASSOCIATION  
UNITS A&B

By: \_\_\_\_\_  
Judith Martin  
Executive Secretary

By: \_\_\_\_\_  
Daniel Monahan  
President

\_\_\_\_\_  
School Committee Order Number

May 16, 2017 \_\_\_\_\_  
Date