

**SIDE LETTER 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, 2020 and which shall expire on August 31, 2021 and shall not continue unless the parties mutually agree to the continuation of this side letter. 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 on 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 maintenance request to the principal/head of upper school of their 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, they will 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: Dosha E. Beard
Dosha Beard
Executive Secretary

CAMBRIDGE EDUCATION ASSOCIATION
UNITS A&B

By: Daniel Ivorianian
Daniel Ivorianian
President

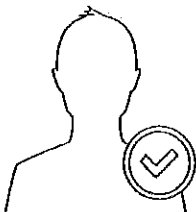


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Document signed by:

	<p>Daniel Monahan Verified E-mail: pres@cambeducation.org</p>	 
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