

Unit A

1. Workload

- a. Make hard cap for class sizes and caseloads, including advisories/tutorial
- b. Develop caseload, student load, and class section assignment parity and assessment formulas
- c. Limit in-school meeting times for classroom teachers to two hours per week
- d. Any IEP meeting that lasts longer than one hour must be joined by the Principal. If the principal is unavailable, the meeting shall be reconvened
- e. Negotiate all activity falling outside current job functions prior to implementation
- f. Requirement PSB to bargain the impact of policy changes, tied to policy recommendations given by Reps Council in Section 8.1 and 8.2
- g. Require the administration to compile a bi-annual comprehensive report detailing any programming that requires documentation or other data submission and include time in the schedule reserved for implementation, ties to report to BEU Reps Council in Section 8.1 and 8.2.
- h. Provide all 6-12 teachers with two additional early release days per quarter to complete progress report and do paperwork (GSDD) -- teacher directed
- i. Provide Pre-school through Grade 5 teachers a paperwork day per quarter for conferences and reports. Add pre-school and pre-kindergarten teachers to existing IEP paperwork language.
- j. Memorialize HS guidance paperwork days agreement (with special ed) and add elementary guidance.
- k. Maintain percentage of student with IEPs and 504s in classes to no greater than 40%, except substantially separate or learning center classes
- l. Only special educators shall be listed on the IEP service delivery grid
- m. Have PSB maintain a cash reserve for new hires

2. Weekly Schedule

- a. Schedule all teachers grades 6-12 with “4+1” with classes that meet more than the standard class counted proportionally (e.g. more 4 blocks/week at HS).
- b. All educators shall be provided with a preparation period every day (minimums per grade level to be determined) that is to be protected as the individual educator decides,
- c. All educators shall be provided with one common planning period per week.
- d. Eliminate Advisories (or count as a +1 and not required).
- e. Eliminate duties for 6-12 teachers; reduce to two per week for K-5 teachers
- f. Any rescheduling of prep periods shall done with one week advance notice
- g. No substitute plans shall be expected when a teacher is pulled from a class
- h. Any preschool through grade 8 specialist (music, art, PE, ELL, world language) who teaches more than 3 different grade levels in one day shall be provided an additional preparation period that day
- i. All specialists (music, art, PE, ELL, world language) shall be provided 5 minutes between classes.
- j. Classroom teachers shall have the autonomy and authority over how standards-based instruction is allocated within their classrooms.
- k. Loss of collaboration time shall be compensated at each educator’s hourly per diem rate
- l. Provide teaching assignments and schedule when given work hours (in the previous school year).

3. Wages:
  - a. General increase and reduction in number of steps
  - b. Define full time (considering 4+1 and caseload educators)
  - c. Allow undergraduate credit for selected disciplines (art, music, vocational) towards column movement
  - d. Have PSB buy unused sick time upon separation of employment
  - e. Determine minimum hours for packing, and negotiate the number of hours with the BEU upon request.
  - f. Increase tuition reimbursement to \$1000 per person amount and overall pool \$50,000
4. Stipended work: (to be developed within the time of these negotiations)
  - a. Study and re-align Advisor Stipends
  - b. Increase stipend amounts, including (summer) workshop rate with annual increases.
  - c. Compensate Performing and Visual Art teachers who attend evening functions related to their courses or curriculum nights at their hourly per diem.
5. Have librarians' workday be the same length as colleagues'.
6. Ensure directives are only be given by administrators
7. Traveling Teachers
  - a. Limits on sections per day and student load and/or duty reduction, and meeting with supervisor granting teacher input into schedules.
  - b. Easy access to rooms for those with cumbersome equipment.
8. Move to Unit A: Athletic Trainer; Athletic Assistant; Copy Center Teacher; and Technical Director for the Performing Arts.
9. Provide Learning Center and Specialist teachers one half day away four times per year to collaborate between schools.
10. Therapists: Related Services / caseload educators
  - a. Offer PD that is relevant, plentiful and meaningful (equitable planning time?)
  - b. Build consult/perform and write-up evaluations of students/ time account for unpredictability of schedule (preps and lunches)
  - c. Budget for evaluation and therapy materials

**Unit B**

1. Wages:
  - a. General increase and reduction in number of steps
  - b. Provide a minimum of 195 days paid per year
  - c. Include all Unit B positions in evaluation load differential amount. Administrators who serve as primary evaluators shall receive \$100.00 for each evaluation (including teacher formative or summative or paraprofessional) over 10.
  - d. Early Childhood Extension Stipend: increase to per diem if continues to be required.
  - e. All administrators shall be paid the per diem rate (pro-rated) for evening events beyond 3 events.
2. Communication and Procedures with Central Office
  - a. Ensure 3 business days turnaround for all emails, phone calls, budget requests, vacancy postings, and other inquiries and other procedural items.

- b. Provide clear written procedures for all non-supervisory tasks. PSB must provide adequate notice and training for members and support staff before new procedures are implemented. Upon request, these will be bargained for impact with the BEU.
  - c. The appropriate Unit B administrator must be consulted 30 days before any changes in staffing, budget, or expectations within departments are made. Upon request of the member, the impact and scope of these changes shall be bargained.
  - d. Allow members freedom to choose their days worked beyond the 183 days teachers work days and the 2 days before and/or after the school year that are designated by the Superintendent, and remove moratorium on weekends, school vacations and snow days.
  - e. District surveys should differentiate between building supervisors and town hall administrators
  - f. The District must outline and provide an entry process for all new Unit B employees, including introduction of person and position (whether it is an existing or new position) to all schools and employees with whom the person will work, a year-long mentor, training in all processes and procedures of job (including budget preparation and management, requisitions, POs, etc).
3. Privacy: provide private office for confidential conversations and phone calls.
  4. Unit B members who work at multiple buildings (more than 2) shall not be required to perform school-based duties (i.e. lunch duty, exam proctoring).
  5. Housekeeping: Update positions titles

**Para Unit**

1. Wages:
  - a. Large increases, especially for lower salary scales while removing the \$1 pay differential
  - b. New hires to get same paid holidays as others
  - c. Increase number of holidays for school year paras from 6 to 10; paid snow days off for all paras
  - d. Increase longevity to be in line with unit A
  - e. Study and re-align salary schedules for specific job titles, including upgrade of Graphics Arts Instructor to Restaurant Aide schedule
  - f. Full-time definition: reduce to a minimum of 35 hours per week (now 37.5) so more Paraprofessionals are full-time to help with retirement benefit, but will not reduce anyone's hours.
2. Scheduling:
  - a. Memorialize the 30 minutes of non-student time to prepare, meet, confer, be trained.
  - b. If there is a need for a change in schedule, volunteers shall be sought before requiring someone to change.
  - c. Provide one month notice in change of start and end times.
  - d. Provide opportunity to flex time to meet with teachers during collaboration time. Time spent past collaboration time will be compensated at regular rate.
  - e. Flexibility for what activities are done during early release days with option to leave without pay.
  - f. Strengthen language regarding compensation time for lost lunch.

- g. Provide each Therapy Assistants (e.g. PTA, COTA) with a daily prep period and 4 writing days per year.
  - h. Integration into school community: provide paid opportunities to participate in staff meetings, IEP meetings, ED teams, etc. Give credit for prior service upon promotion
  - i. Covering for teacher: have paraprofessional cover for teacher and the substitute cover for paraprofessional (with paraprofessional's OK)
3. Job Security:
- a. Reduce probationary period to one year (contract has conflicting clauses giving 2 years, 3 years and 5 years)
  - b. Use seniority in case of lay-off
  - c. No reduction in hours except by lay-off
4. Timesheets: eliminate until we can negotiate proper electronic form and use
5. Professional Development:
- a. better and more meaningful PD that is directly related to position
  - b. increase tuition reimbursement to UA levels and to allow to improve beyond current position
6. Job Description: require every position have a job description and each paraprofessional a designated supervisor
7. Equitable leave benefits ( a-days, maternity leave, sick days, sick leave bank,)

**All Units**

1. Staffing:
- a. Hire a building substitute teacher in each building, one for every 75 FTEs
  - b. Provide an aide in every kindergarten classroom
  - c. Bring back Library Aides
  - d. Hire a Lab Specialist for Unified Arts Programs
  - e. Hire replacements for teachers released for grant funded projects (e.g. Innovation Fund, BEF)
  - f. Provide a K-8 Art aide in each K-8 school
  - g. Have administrators monitor 504 plans again (bargained if unit b)
  - h. Absence in AESOP triggers sub request and tracks pay
2. Affirming Diversity and Teaching the Whole Child:
- a. Negotiate the terms of Restorative Justice that includes protection of due process, time for training, and time for implementation.
  - b. Reduce standardized testing of students in half by the 2020-2021 school year
  - c. Provide time for staff and students to express, explore and honor diverse teaching and learning styles and school community building.
  - d. Develop recruitment and training programs to hire members of marginalized Brookline communities.
  - e. Set minutes for Visual Arts, Performing Arts, and Technical Education in the k-8 schools to at least 90 minutes per week, per grade, for each subject. High School graduation requirements will be increased by 1.0 credit (total) in the areas above. Increase recess and lunch (elementary/middle) to at least 45 minutes.
3. New Positions and Vacancies:
- a. Ensure everyone is given notice of vacancies, a fair opportunity to apply, and preference for being hired over an outside candidate with priority by seniority

- b. When creating a new non-aligned/supervisory position, the Superintendent provides BEU with an accompanying description of expected additional work that position will create for BEU members, and provide the BEU with an opportunity to bargain over such work.
  - c. Hire letter must contain salary and benefits, with explicit part-time amounts
  - d. Remove Superintendent's discretion to offer applicants less than their experience and education.
  - e. Give credit for prior service upon promotion of Paraprofessionals to Units A & B.
4. Health and Safety:
- a. Allow BEU to arbitrate grievances regarding health and safety issues and workplace injuries
  - b. Reimbursed for all co-pays and deductibles for workplace injuries and illnesses
  - c. Increase the paid time (through sick leave) of family illness and parental from 12 days to 60 days
  - d. Recommend temperature range of 68-76 degrees, and requirement that temperature is no less than 63 and no greater than 78 degrees.
5. Facilities:
- a. Every school shall have an employee lounge/lunch room
  - b. Educators shall be provided adequate communication equipment (contingent on the outcome of the cell phone grievance)
  - c. Provide a parking pass to traveling employees and to those required to go to another building for meetings and trainings
6. Employee and Union Rights
- a. Provide employees with 10 minutes for union or other business at each faculty and department meeting
  - b. Remove prohibition on the BEU negotiating over salary of newly created positions.
  - c. Members under investigation shall receive an update every two weeks.
  - d. BEU office shall stay in 115 Greenough Street with at least 200 square feet
  - e. Prevent PSB from releasing members' contact information and anything else from personnel file not required by law.
  - f. Provide the BEU with personnel change information within a week.
  - g. Enforce the 60-day waiting period for a member stop union deductions
  - h. Increase BEU Days from 30 to 40, and "roll-over days" from 10 to 15.
7. Housekeeping – clean up old language and incorporate interim agreements:
- a. Unit A duty grievance settlement
  - b. Unit A athletic stipends
  - c. Para Unit October 2018 agreement
  - d. Para Unit subbing
  - e. Co-teaching agreement 2018
  - f. More...?