

MEMORANDUM OF UNDERSTANDING

Whereas, the Agawam School Committee (hereinafter referred to as "Committee") and the Agawam Education Association (hereinafter referred to as "Association"), are parties to a collective bargaining agreement;


Now therefore, the parties agree to the following schedule for the Roberta G. Doering School 2024 – 2025 school year:

1. Three (3) days per week, teachers of *Core Academic* classes will have 35 consecutive minutes of preparatory time.
2. Two (2) days per week, teachers of *Core Academic* classes will have 70 consecutive minutes of preparatory time.
3. On days *Core Academic* teachers have 35 consecutive minutes of preparatory time, they will be assigned to a "team meeting" that will last for 35 minutes.
4. *Core Academic* teachers will be assigned fifteen (15) minutes of homeroom time every day. It will be split into a ten (10) minute and five (5) minute block at the beginning or end of the day, depending on track rotation.
5. *Core Academic* teachers will be assigned a 10-minute homeroom at the beginning and end of the school day.
6. Interventionists, special education teachers, and core academic teachers will be assigned to a *WIN (What I Need) Block* for targeted interventions with assigned students.
7. WIN will not come before a lunch period in the schedule.
8. Homeroom teachers will be assigned an SEL Block to work with students on SEL activities.
9. Teachers of specials will have 40 consecutive minutes of prep time per day and an additional non-consecutive 70 minutes of prep time weekly.
10. "Specials" teachers will attend 80 minutes of team meetings over the course of a week.
11. All teachers will receive a lunch period free from all interruptions and duties.
 - a. All teachers will receive a 30-minute lunch period when recess is outdoors.
 - b. All teachers will receive a 25-minute lunch period when recess is indoors.
12. All duties will be equitably distributed amongst staff by administration when possible.
13. Teacher schedule tracks will rotate yearly for equity.
14. A committee of teachers and administrators will meet periodically through the year to discuss the schedule and any changes that may be needed for the following school year.
15. "Specials" teachers shall include teachers of Physical Education, Art, Music, Band, Computers, and STEM.
16. There are no other understandings, either verbal or written, between the parties to this Memorandum of Understanding.
17. This Agreement is not precedent setting for any same or similar circumstances in the future.

On behalf of the Agawam School Committee:

School Committee Chair:  Date: 6-3-24

On behalf of the Agawam Education Association:

AEA President:  Date: 5-29-24

AEA Executive Director:  Date: 5-29-24