

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; and

“As part of the terms of settlement of the 2007-2010 collective bargaining agreement, the Association and the School Committee record the following agreements and understandings for the Junior High School teaming model that has been implemented for the 2009-2010 school year. The parties hereby agree to implement a model of teaming (defined as common planning time for each group of teachers who are assigned to a defined group of students) for the Agawam Junior High School, said model to be implemented during the term of this Agreement. The Superintendent, Principal of the Junior High School, and Teaming Committee jointly retain the right to continue work/modify such teaming models as in their discretion they determine to be the most appropriate. Within the teaming model and concept, a common planning time has been implemented to allow for effective continuity.”

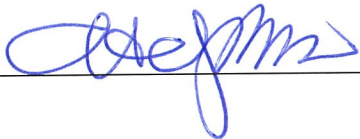
1. Teachers at Agawam Junior High School shall teach 6 out of 8 periods on A/B days.
 - a. (5) periods and (1) 30 minute WIN block.
2. Teachers shall teach no more than sixty (60) periods within the ten-day A/B cycle with one (1) unassigned period (“prep period”) per day, and one (1) common planning time (“team time”) per day.
 - a. In the event the A/B schedule is not feasible, the schedule would revert back to that of the 2023-2024 schedule for URI classes that meet MWF or T/TH.
3. All teachers will be assigned to a team (including Special Education teachers and Unified Arts teachers).
4. In order to maintain equity with all staff, a supervisory duty may be assigned (lunch duty, internal suspension, arrival/dismissal) in lieu of common planning time at the discretion of the principal.
5. When team time falls during the lunch block, staff will need to be assigned lunch duty one (1) out of three (3) lunches.
6. The principal will make every effort to maintain equity with assigning supervisory duties and rotate duties.
7. To maintain a safe learning environment, staff are expected to monitor hallways during passing periods.
8. The school schedule will rotate periods on a weekly basis starting after the first two (2) full weeks of school.
9. Inclusion Special Education teachers will be assigned, as part of their teaching load, an instructional learning time for the students on their caseload during WIN period.
10. The teacher’s lunch period shall be a minimum of twenty-three (23) minutes per day free from all duties.
11. A thirty (30) minute daily WIN Block will be created. All Unit A members will either be assigned a designated WIN group or WIN responsibility during this time (counseling, coverage, co-teaching, intervention). This Block can be placed at the beginning of the day, the period immediately before lunch or the period immediately after lunch, or at the end of the day.
12. Unit B members will be assigned to groups with Unit A to assist as needed.
13. Students will be assigned to staff based on their student assessment data and other factors that will help them attain academic and social success. Attendance will be taken for student accountability and safety.

14. Groups will initially be determined by Administration. After the start of the school year, teachers will be able to make changes as needed to WIN groups.
15. WIN groups will be reassessed every term and changes to groups will be collaboratively made by on-and-off team teachers who share those students as needed.
- a. The Principal will make every effort for collaboration between on-and-off team teachers to do so and to finalize the WIN groups.
16. WIN Blocks will be excluded from days with delayed starts, ½ day dismissals, or unusual circumstances as determined by the building administration in conjunction with AEA building leadership.
17. Activities will be given to teachers in a weekly slideshow. Teachers will complete all these activities unless they are leading intervention lessons. Activities will fall into the categories below:
- One day per week students will participate in an SEL activity.
 - One day per week will focus on ELA activities.
 - One day per week will focus on Math activities.
 - Two days per week students will have an academic support and/or enrichment day.
 - WIN may also be used for assemblies or other school-wide activities.
18. Any necessary planning for WIN can be done during the designated daily team time.

The agreement will be effective upon execution by the parties for the school year 2024-2025.



On behalf of the Agawam School Committee:

School Committee Chair:  Date: 6-3-24

On behalf of the Agawam Education Association:

President:  Date: 5-29-24

Executive Director:  Date: 5-29-24