

**PROPOSED CHANGES TO THE AGREEMENT BETWEEN THE
PEMBROKE SCHOOL COMMITTEE
AND THE
PEMBROKE TEACHERS ASSOCIATION, UNIT D**

PTA Responses October 27, 2025

The Pembroke Teachers Association proposes that the Unit D Collective Bargaining Agreements (CBAs) between the Pembroke Teachers Association (Association) and the Pembroke School Committee (Committee), currently in effect from July 1, 2022 through June 30, 2025, remain unchanged except detailed below. All changes are effective July 1, 2025.

[In modified text, deletions are denoted by ~~strike through~~ and additions are denoted by **bold underline**.]

PTA #1) (D3) move and amend the following from **Article IV General, Section 2** to create new Article **“Substitution and Coverage”** as follows:

1. ~~Paraprofessionals~~ **Members** required to serve as a substitute teacher **or secretary** for the entire day, including library paraprofessionals, will be paid a stipend of **eighty (\$80)** ~~seventy-five (\$75.00)~~ and no/100-dollars for each day on which they are so assigned.
2. **Members required to serve as a substitute teacher or secretary for the entire day for two or more consecutive days shall have the right to the same preparation time as the teacher or secretary would have received, and they shall fulfill the same duties as the teacher related to bus drop off and pick up, lunches, and recess.**
3. Anything less than one entire day but more than thirty (30) minutes shall be paid at a rate of ~~\$15.00/hour~~ **twenty dollars per hour (\$20.00/hour)** in fifteen (15) minute increments not to exceed ~~\$75.00~~ **\$80.00** per day in addition to their regular pay.
4. If more than one paraprofessional is assigned to the room in which substitute coverage is needed, **the substitute teacher stipend shall be divided equally among all paraprofessionals who fill the role of the classroom teacher for the full coverage period.** ~~only one would be the assigned substitute.~~
5. ~~Paraprofessionals required to serve as a substitute secretary for the entire day will be paid a stipend of twenty-five (\$25.00) and no/100 dollars for each consecutive day after the first day on which they are so assigned.~~
6. **Under normal circumstances, a member will not be involuntarily pulled from their regular assignment to serve as a substitute teacher more than two (2) times per week or to cover other duties more than five (5) times per week, for not more than five (5) occurrences in total per week. The district will pull Members in a manner that is least disruptive to students and rotates coverage as equitably as operationally possible.**

7. In the event the School Administration determines there is a need for a long term substitute secretary and there are no applicants from Unit C, any clerical paraprofessional applicants will be given preference for the position with those most closely assigned to the hiring department or building given highest preference for the position.
- ~~8. An employee assigned to work with students who attend school four days a week shall be paid their base hourly rate when they agree to work hours beyond their regular contracted hours.~~
9. The District shall provide a digital tracker for reporting substitution time.¹
10. At the end of each school year and no later than June 30, Members shall receive a report of the compensation earned for all types of substitution in the school year which has just ended.

PTA 10/27/25: Updated above, withdrawing number 8

PTA #5) (D2) amend article XIII "Longevity" as follows:

Any paraprofessional first employed before September 1, 2011 shall receive the following compensation:

Members shall receive the following compensation for their service:

Years of Completed Service	Longevity Payment
1-5 years	5 x per diem rate +\$450.00
6 years	6 x per diem rate +\$450.00
7 years	7 x per diem rate +\$450.00
8 years	8 x per diem rate +\$450.00
9 years	9 x per diem rate +\$450.00
10 years	10 x per diem rate +\$550.00
11 years	11 x per diem rate +\$550.00
12 years	12 x per diem rate +\$550.00
13 years	13 x per diem rate +\$550.00
14 years	14 x per diem rate +\$550.00
15-19 years	15 x per diem rate +\$600.00
20 years ±	20 x per diem rate +\$650.00

¹ This was promised to resolve a grievance over a year ago and never acted upon by the District.

Any paraprofessional first employed on or after September 1, 2011 shall receive the following:

Years of Completed Service	Longevity Payment
7 years	\$1,200-\$1,300
10 years	\$1,450-\$1,550
14 years	\$1,700-\$1,800
19 years	\$1,950-\$2,050
24 years	\$2,200-\$2,300
29 years	\$2,450-\$2,550

The longevity payment shall be added to the annual salary of eligible employees and paid out each year in one lump sum payment in the first paycheck of December.

Reject

PSC Response 10/15/25: See above Reverting back to original language and increasing amounts by \$100

PTA 10/27/25: Holding

PTA #6) (D1) amend Article XXIV Wage Scale as follows:

Classroom and District-Wide Program Paraprofessional Salary Rate				
2024-2025 Wage Scale		Proposed 2025-2026 (\$5 increase)	Proposed 2026-2027 (\$5 increase)	Proposed 2027-2028 (\$5 increase)
Step	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
1	\$23.09	\$28.09	\$33.09	\$38.09
2	\$23.67	\$28.67	\$33.67	\$38.67
3	\$24.27	\$29.27	\$34.27	\$39.27
4	\$25.01	\$30.01	\$35.01	\$40.01
5	\$25.73	\$30.73	\$35.73	\$40.73

Classroom and District-Wide Program Paraprofessional Salary Rate				
2024-2025 Wage Scale		Proposed 2025-2026 (\$0.75 increase)	Proposed 2026-2027 (\$0.50 increase)	Proposed 2027-2028 (\$0.50 increase)
Step	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
1	\$23.09	\$23.84	\$24.34	\$24.84
2	\$23.67	\$24.42	\$24.92	\$25.42
3	\$24.27	\$25.02	\$25.52	\$26.02
4	\$25.01	\$25.76	\$26.26	\$26.76
5	\$25.73	\$26.48	\$26.98	\$27.48

Building Substitute Salary Rate				
2024-2025 Wage Scale		Proposed 2025-2026	Proposed 2026-2027	Proposed 2027-2028
Step	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
1	n/a	\$27.09	\$32.09	\$37.09
2	n/a	\$27.67	\$32.67	\$37.67
3	n/a	\$28.27	\$33.27	\$38.27
4	n/a	\$29.01	\$34.01	\$39.01
5	n/a	\$29.73	\$34.73	\$39.73

PSC 10/15/25: See School Committee wage proposal above, reject building sub proposal
PTA 10/27/25: Holding

PTA #11) (D6) amend Article XXVI Section D as follows:

Education support professionals who have completed two years of service in the Pembroke Public Schools, desirous of a transfer, will submit a written request to the building principal and Superintendent or designee. Such requests must be transmitted prior to April 1st for the school year commencing in September. The School System shall respond to such requests no later than June 30. When a Member makes a request for transfer, the District shall make every effort to accommodate the request. When the District cannot accommodate the request, the Member shall receive in writing the rationale for not accommodating the request.

PSC Response 10/15: See above verbal counter given at 9/29 meeting

PTA 10/27/25: Agree to first SC counter, holding on second counter for clarification.

Tentative Agreements

PTA #3) (D8) amend **Article IV Section 8** as follows:

The Administration will create a mentoring ~~buddy~~ system for paraprofessionals with guidelines specified in Appendix B. Newly hired paraprofessionals will be paired with a ~~mentor buddy~~ in a similar assignment. ~~Mentors Buddies~~ will be assigned on a voluntary equitable rotating basis and will receive a ~~\$200 \$150~~ stipend for each newly hired paraprofessional they are assigned to mentor.

PTA #4) (CDE5) move the “**Perfect Attendance Bonus**” from **Article VIII Section 6** to a new article and amend as follows

~~Section 6~~

~~Perfect Attendance shall be defined as no absences other than for jury duty, contractual bereavement leave, and one personal day. Beginning in F09, employees with perfect attendance for the period from September 1-December 31, January 1-March 31, April 1-June 30 will receive an award of \$100.00. The maximum amount which may be awarded to any employee in any fiscal year is \$300.00. Such payments will be made not later than the third pay period following the conclusion of each of the above referenced periods.~~

- A. Perfect Attendance shall be defined as no absences other than for vacation, jury duty, and contractual bereavement leave in each of the periods set forth below.
- B. One personal day per time period defined in Section D ~~in any fiscal year~~ shall not count as an absence for the purposes of determining perfect attendance.
- C. Absence for additional personal day(s) shall count against perfect attendance in the three (3) month period where such day(s) are used.
- D. Members shall receive a bonus of two hundred and fifty dollars (\$250.00) for perfect attendance during the periods of:
 - 1. **September 1 - November 30**
 - 2. **December 1 - Last Day of March**
 - 3. **April 1 - Last Contractual Work Day**

The maximum amount which may be awarded to any Member in any fiscal year is seven hundred and fifty dollars (\$750.00).

PTA #8) (D6) amend **Article XXV Professional Development** as follows:

- A. A list of professional development opportunities will be provided and posted by the Committee no later than the first day of school annually with professional development opportunities equal to the number of professional development opportunities regularly scheduled for teachers during paraprofessional regular working hours.

B. No later than October 1 annually, each school building shall convene a meeting with equal representatives from the Association and the Committee for the purpose of reviewing the Professional Development curriculum for paraprofessionals. The employer will seriously consider all suggestions made by the Association at this annual meeting.

C. Members shall have the right at their discretion to choose to attend faculty meetings. This additional time shall be reported on a timesheet and paid at the Member's hourly rate.

PTA #9) (D4) amend **Appendix A** as follows:

1) Purpose of Paraprofessional Evaluation

The purposes of evaluation are:

- i) To promote student learning, growth, and achievement by providing paraprofessionals with feedback for improvement, enhanced opportunities for professional growth, and clear structures for accountability, and
- ii) To provide a record of facts and assessments for personnel decisions.

2) Definitions

A) **Paraprofessional (s):** Inclusive term that applies to classroom support personnel, library support staff and office support staff.

B) **Evaluation:** The ongoing process of identifying, gathering, and using information as part of a process to improve professional performance and to assess total job effectiveness and make personnel decisions.

C) **Evaluator:** Any person designated by a superintendent who has primary or supervisory responsibility for observation and evaluation. At no time shall a teacher be responsible for observation and/or evaluation of a paraprofessional. The superintendent is responsible for ensuring that all Evaluators have training in the principles of supervision and evaluation. Each paraprofessional will have one primary Evaluator at any one time responsible for determining performance ratings. A paraprofessional may request an additional evaluator.

i) **Primary Evaluator** shall be the person who determines the Paraprofessional's performance ratings and evaluation.

ii) **Notification:** The paraprofessional shall be notified in writing of his/her primary Evaluator and supervising Evaluator, if any, at the outset of each new evaluation cycle. The Evaluator(s) may be changed upon notification in writing to the Paraprofessional.

D) **Evaluation Cycle:** A component process that all paraprofessionals follow consisting of **1)** Observation **2)** Evaluation.

E) **Experienced Paraprofessional:** A paraprofessional with three or more years of experience in the district.

F) **Measurable:** That which can be classified or estimated in relation to a scale, rubric, or standards.

G) **Observation:** A data gathering process that includes notes and judgments made during one or more classroom or worksite visits(s) of any duration but not

less than 10 minutes by the Evaluator. The observation shall occur in person. Classroom or worksite observations conducted pursuant to this article must result in feedback to the paraprofessional. Normal supervisory responsibilities of department, building and district administrators will also cause administrators to drop in on classes and other activities in the worksite at various times as deemed necessary by the administrator. Carrying out these supervisory responsibilities, when they do not result in targeted and constructive feedback to the paraprofessional, are not observations as defined in this Article.

H) **Performance Rating:** Describes the paraprofessional's performance on each performance standard and overall. There shall be four performance ratings:

Exemplary: the paraprofessional's performance consistently and significantly exceeds the requirements of a standard or overall. The rating of exemplary on a standard indicates that practice significantly exceeds proficient and could serve as a model of practice on that standard district-wide.

Proficient: the paraprofessional's performance fully and consistently meets the requirements of a standard or overall. Proficient practice is understood to be fully satisfactory.

Needs Improvement: the paraprofessional's performance on a standard or overall is below the requirements of a standard or overall, but is not considered to be unsatisfactory at this time. Improvement is necessary and expected.

Unsatisfactory: the paraprofessional's performance on a standard or overall has not significantly improved following a rating of needs improvement, or the paraprofessional's performance is consistently below the requirements of a standard or overall and is considered inadequate, or both.

I) **Rating of Overall Paraprofessional Performance:** The paraprofessional's overall performance rating is based on the Evaluator's professional judgment and examination of evidence of the paraprofessional's performance against the Performance Standards and the paraprofessional's attainment of goals set forth in the paraprofessional Plan, as follows:

i) Instructional and Library Paraprofessionals:

- I. Job Knowledge and Skills
- II. Student Support
- III. Professionalism

ii) Clerical Paraprofessionals:

- I. Job Knowledge and Skills
- II. Performance of Tasks
- III. Initiative
- IV. Interpersonal Relationships
- V. Professionalism

J) **Rubric:** A scoring tool that describes characteristics of practice or artifacts at different levels of performance. The rubrics are used to rate paraprofessionals on Performance Standards.

K) **Summative Evaluation:** An evaluation used to arrive at a rating on each standard, an overall rating, and as a basis to make personnel decisions. The summative evaluation includes the Evaluator's judgments of the paraprofessional's performance against Performance Standards **based on observation.**

L) **Superintendent:** The person employed by the school committee pursuant to M.G.L. c. 71 §59 and §59A.

M) **Improvement Plan** shall mean a plan developed by the Evaluator of no less than ninety (90) school days and no more than one school year for experienced paraprofessionals who are rated unsatisfactory with goals specific to improving the paraprofessional's unsatisfactory performance.

N) **Supervising Evaluator** shall be the person responsible for developing the Improvement Plan, supervising and evaluating the paraprofessional's progress toward attaining the Improvement Plan goals, and making recommendations about the evaluation ratings to the primary Evaluator at the end of the Educator Plan. The Supervising Evaluator may be the primary Evaluator or his/her designee.

3) Rubric

The rubrics are a scoring tool used for the paraprofessional's self-assessment, observation and annual evaluation. The parties agree that the rubrics attached to this agreement shall be used.

4) Evaluation Cycle: Training

C) At the start of each school year, the superintendent, principal or designee shall conduct a meeting for paraprofessionals and Evaluators focused substantially on paraprofessional evaluation. The superintendent, principal or designee shall:

- i) Provide an overview of the evaluation process.
- ii) Provide all paraprofessionals with directions for obtaining a copy of the forms used by the district. These may be electronically provided.
- iii) All paraprofessionals employed by the district will be given the opportunity to attend this meeting during contractual hours. The meeting for paraprofessionals at the start of the school year may be digitally recorded to facilitate orientation of paraprofessionals hired after the beginning of the school year.

6) Observations

The experienced paraprofessional whose overall rating is proficient or exemplary shall have one announced observation during the school year. All other paraprofessionals shall have at least one announced or unannounced observation during the school year.

The Evaluator's first observation of a paraprofessional will take place by **May 15**. The Evaluator may conduct additional observations after this date if appropriate for the paraprofessional's evaluation plan. The Evaluator is not required nor expected to review all the indicators in a rubric during an observation.

A) Unannounced Observations

i) Unannounced observations may be in the form of partial or full-period classroom visitations but not less than 10 minutes. Observations of paraprofessionals will be conducted separately from and not simultaneously with teacher evaluations. The Evaluator will communicate upon arrival which employee is being observed.

ii) The paraprofessional will be provided with written feedback from the Evaluator following reflection within 10 school days of the observation. The written feedback shall be delivered to the paraprofessional in person, by email, placed in the paraprofessional's mailbox or mailed to the paraprofessional's home. After the unannounced observation, the paraprofessional may request a meeting with the evaluator. If the paraprofessional requests a meeting or if the evaluator has a concern related to an indicator, the evaluator shall meet with the paraprofessional prior to providing written feedback. Under these circumstances, the evaluator's written feedback shall be provided within 10 school days of the observation.

For any standard where the paraprofessional's practice was found to be unsatisfactory or needs improvement, the feedback must:

(1st) Describe the basis for the Evaluator's judgment.

(2nd) Describe actions the paraprofessional should take to improve his/her performance.

(3rd) Identify support and/or resources the paraprofessional may use in his/her improvement.

(4th) State that the paraprofessional is responsible for addressing the need for improvement.

iii) Any observation or series of observations resulting in one or more standards judged to be unsatisfactory or needs improvement for the first time must be followed by at least one observation of at least 30 minutes in duration within 30 school days.

B) Announced Observations

(a) The Evaluator shall select the date and time of the lesson or activity to be observed and discuss with the paraprofessional any specific goal(s) for the observation.

(b) Within 5 school days of the scheduled observation, upon request of either the Evaluator or paraprofessional, the Evaluator and paraprofessional shall meet for a pre-observation conference. In lieu of a meeting, the paraprofessional may inform the Evaluator in writing of the student population served and any other information that will assist the Evaluator to assess performance

The paraprofessional will be notified as soon as possible if the Evaluator will not be able to attend the scheduled observation. The observation will be rescheduled with the paraprofessional as soon as reasonably practicable.

(c) Within fifteen (15) school days of the observation, the Evaluator and paraprofessional shall meet for a post-observation conference and during this same time period, the Evaluator shall provide the paraprofessional with written feedback. For any standard where the paraprofessional's practice was found to be unsatisfactory or needs improvement, the feedback must:

- (1st) Describe the basis for the Evaluator's judgment.
- (2nd) Describe actions the paraprofessional should take to improve his/her performance.
- (3rd) Identify support and/or resources the paraprofessional may use in his/her improvement.
- (4th) State that the paraprofessional is responsible for addressing the need for improvement.

8) Evaluation Cycle: Summative Assessment

- A) The evaluation cycle concludes with a summative evaluation report. The summative report must be written and provided to the paraprofessional by May 15.
- B) The Evaluator determines a rating on each standard and an overall rating based on the Evaluator's professional judgment.
- C) The professional judgment of the primary evaluator shall determine the overall summative rating that the paraprofessional receives.
- D) The summative evaluation report should recognize areas of strength as well as identify recommendations for professional growth.
- E) The Evaluator shall deliver a signed copy of the summative evaluation report to the paraprofessional face-to-face, by email or to the paraprofessional's school mailbox or home no later than May 15.
- F) The Evaluator shall meet with the paraprofessional rated needs improvement or unsatisfactory to discuss the summative evaluation and the performance improvement plan for the following year. The meeting shall occur by June 1st.
- G) The Evaluator may meet with the paraprofessional rated proficient or exemplary to discuss the summative evaluation, if either the paraprofessional or the Evaluator requests such a meeting. The meeting shall occur by June 1st.
- H) The paraprofessional shall sign the final Summative Evaluation report by June 15th. The signature indicates that the paraprofessional received the Summative Evaluation report. The signature does not indicate agreement or disagreement with its contents.
- I) The paraprofessional shall have the right to respond in writing to the annual evaluation which shall become part of the final Summative Evaluation report.

J) A copy of the signed final Summative Evaluation report shall be filed in the paraprofessional's personnel file.

9) **Timelines:**

Activity:	Completed By:
Superintendent, principal or designee meets with evaluators and paraprofessionals to explain evaluation process	<i>September 15</i>
Evaluator completes observation of each paraprofessional	<i>May 15</i>
Evaluator completes Summative Evaluation Report	<i>May 15</i>
Evaluator meets with the paraprofessional to discuss Summative Evaluation <u>if requested</u>	<i>June 1</i>
Any paraprofessional who will not be renewed will be notified.	<i>June 1</i>
Paraprofessional signs Annual Evaluation Report and adds response, if any, within 5 school days of receipt	<i>June 15</i>

11) **Career Advancement**

Paraprofessionals whose annual performance rating is exemplary may be recognized and rewarded with leadership roles, promotions, additional compensation, public commendation or other acknowledgement as determined by the district through collective bargaining

12) **Improvement Plan**

- A) An Improvement Plan is for experienced paraprofessionals whose overall rating is unsatisfactory.
- B) The parties agree that in order to provide students with the best instruction, it may be necessary from time to time to place a paraprofessional whose practice has been rated as unsatisfactory on an Improvement Plan of no fewer than 90 school days and no more than one school year.
- C) The Evaluator must complete a summative evaluation for the paraprofessional at the end of the period determined by the Evaluator for the Plan.
- D) A paraprofessional on an Improvement Plan shall be assigned a Supervising Evaluator (see definitions). The Supervising Evaluator is responsible for providing the paraprofessional with guidance and assistance in accessing the resources and professional development outlined in the Improvement Plan. The primary evaluator may be the Supervising Evaluator.
- E) The Improvement Plan shall define the problem(s) of practice identified through the observations and evaluation and detail the improvement goals to be

met, the activities the paraprofessional must take to improve and the assistance to be provided to the paraprofessional by the district.

F) The Improvement Plan process shall include:

- i) Within ten school days of notification to the paraprofessional and the PTA President that the paraprofessional is being placed on an Improvement Plan, the Evaluator shall schedule a meeting with the paraprofessional to discuss the Improvement Plan. The Evaluator will develop the Improvement Plan, which will include the provision of specific assistance to the paraprofessional.
- ii) The paraprofessional may request that a representative of the Employee Organization/Association attend the meeting(s). Upon the paraprofessional's request, a representative of the Association shall attend the meeting to discuss the Improvement Plan.

G) The Improvement Plan shall:

- i) Define the improvement goals directly related to the performance standard(s) that must be improved;
- ii) Describe the activities and work products the paraprofessional must complete as a means of improving performance;
- iii) Describe the assistance that the district will make available to the paraprofessional;
- iv) Articulate the measurable outcomes that will be accepted as evidence of improvement;
- v) Detail the timeline for completion of each component of the Plan;
- vi) Identify the individuals assigned to assist the paraprofessional which must include minimally the Supervising Evaluator; and,
- vii) Include the signatures of the paraprofessional and Supervising Evaluator.

H) A copy of the signed Plan shall be provided to the paraprofessional. The paraprofessional's signature indicates that the paraprofessional received the Improvement Plan. The signature does not indicate agreement or disagreement with its contents.

I) If mandatory, training and activities related to the improvement plan shall occur during contractual time and at no cost to the paraprofessional.

J) Decision on the paraprofessional's status at the conclusion of the Improvement Plan.

- i) All determinations below must be made no later than June 1. One of three decisions must be made at the conclusion of the Improvement Plan:
 - (a) If the Evaluator determines that the paraprofessional has improved his/her practice to the level of proficiency, the paraprofessional will be removed from the Improvement Plan and will resume biannual evaluations.
 - (b) In those cases where the Evaluator determines that the paraprofessional is making progress toward proficiency, the

paraprofessional will continue to receive annual observations and evaluations until reaching proficiency.

(c) If the Evaluator determines that the paraprofessional's practice remains at the level of unsatisfactory after the second consecutive year of an Improvement Plan, the Evaluator may recommend to the superintendent that the paraprofessional be dismissed.

13) General Provisions

A) Only evaluators who are licensed may serve as primary evaluators of paraprofessionals.

B) Evaluators shall not make negative comments about the paraprofessional's performance, or comments of a negative evaluative nature, in the presence of students, parents or other staff, except in the unusual circumstance where the Evaluator concludes that s/he must immediately and directly intervene. Nothing in this paragraph is intended to limit an administrator's ability to investigate a complaint, or secure assistance to support a paraprofessional.

C) The superintendent shall ensure that Evaluators have training in supervision and evaluation, including the regulations and standards and indicators of effective teaching practice promulgated by ESE (35.03), and the evaluation Standards and Procedures established in this Agreement.

D) Should there be a serious disagreement between the paraprofessional and the Evaluator regarding an overall summative performance rating of unsatisfactory, the paraprofessional may meet with the Evaluator's supervisor to discuss the disagreement. Should the paraprofessional request such a meeting, the Evaluator's supervisor must meet with the paraprofessional. The Evaluator may attend any such meeting at the discretion of the superintendent.

E) The parties agree to establish a joint labor-management evaluation team which shall review the evaluation processes and procedures and recommend adjustments to the parties.

F) Violations of this article are subject to the grievance and arbitration procedure. The dismissal for any reason of an experienced paraprofessional is subject to arbitral review in accordance with the standards of M.G.L. c. 71 § 42. In all cases where the dismissal is based upon the evaluation process, the arbitrator shall determine whether there was substantial compliance with the totality of the evaluation process. Substantial compliance shall refer to a situation where the process has resulted in a fair and thorough evaluation notwithstanding timeline violations that do not impact the fairness of the evaluation.

14) Rubric [incorporate]

PTA #10) (D5) amend Appendix B: Paraprofessional Mentorship Buddy System as follows:

Mission:

The purpose of the ~~Buddy~~ **Paraprofessional Mentorship** System is to enhance the professional development and retention of new and experienced paraprofessionals, promote collegiality, and socialize new staff into the school culture.

Goal:

~~Buddies~~ **Mentors** will **support** integrate new ~~paraprofessionals~~ **Members as they integrate** into the school, district, and community.

Objectives:

Beginning paraprofessionals will acquire the knowledge of:

- Community and school history
- Community and school resources
- School policies, procedures, resources, and ~~traditions~~ **routines**

Assignment of ~~Buddies~~ **Mentors**:

Principals will assign new ~~paraprofessionals~~ **Members** to a ~~Buddy~~ **Mentor**. A ~~Buddy~~ **Mentor** will be **defined as** an experienced ~~paraprofessional~~ **Member** who volunteers to act as a ~~buddy~~ **Mentor** to a new hire. Qualified volunteers will be selected on a rotating ~~and~~ equitable basis.

Expectation of ~~Buddies~~ **Mentors**:

~~Buddies~~ **Mentors** are expected to spend approximately 15-20 minutes per week **in the first four months of a new hire's employment** ~~between school and the end of January~~ welcoming new paraprofessionals and assisting with questions related to building operations, school resources, and job-related. All new ~~paraprofessionals~~ **Members** will be given the opportunity to shadow their ~~buddy~~ **Mentor** for one day as soon as practicable but no later than the end of their first month of employment.

Confidentiality:

The issue of confidentiality in the ~~buddy/new hire~~ **mentorship** relationship is as sensitive as it is important **for successful mentorship**. Since Pembroke seeks to create helpful ~~buddy~~ **mentorship** relationships, ~~we the parties~~ agree that **the District and Mentors** will respect the new paraprofessionals' need to grow and to learn in a professional environment which will remain private. ~~In general, buddies~~ **Mentors** will not discuss the new ~~paraprofessionals'~~ **Member's** performance with anyone, including school and district administrators, except under the following conditions:

- A ~~buddy~~ **Mentor**, with the new ~~para's~~ **Member's** knowledge, may discuss the new ~~para's~~ **Member's** performance with appropriate administrators, if, in the ~~buddy's~~ **Mentor's** professional judgment, the academic growth and development, social well-being, or physical safety of the students or other members of the school community are at risk.

Suggested topics/activities to get started:

- Introductions
- Building tour including the designated ~~paraprofessional's~~ **Member's** workspace
- Where to get **and how to order** supplies
- How to take attendance
- Cafeteria procedures
- Recess procedures

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- Bathroom procedures
- Discipline procedures
- Reporting an absence through Aesop leave management system
- Email and Classroom/SeeSaw questions
- IEP and 504 Review
- Early Release days and expectations: ~~paras work 181 days therefore paras are expected to work on ERDs. Usually, In-Service training will be provided.~~
- Sub coverage
- MCAS Testing
- Members' Contractual Rights and Obligations

Withdrawn Proposals

PTA #2) (D7) add the following to Article IV Section 2:

The District will schedule as few duties as possible for each Bargaining Unit Member with no more than three (3) lunch, recess, or other duties per day.

PTA 9/29/25: Withdraw

PTA #7) (CDE6) add a new Section D to Article XXIV Wage Scale as follows

If Members notify the district by June 30 that they will retire after two (2) more school years, they shall receive a lump sum payment of \$2,000. If Members notify the district by June 30 that they will retire after one (1) more school year they shall receive a lump sum payment of \$1,000.

PTA 9/29/25: Withdraw

PTA #12) (CDE4) amend to common proposal for all units PTA X16

PTA #13) (CD1) create new article “Service Bonus”