

PTA Unit D All Proposals

PSC Initial Responses July 8, 2025

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

[All Current Proposals]

June 18, 2025

PSC Initial Responses July 8, 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 ~~striketrough~~ 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 **supplemental** stipend of ~~seventy five (\$75.00) and no/100~~ **one hundred and twenty-five (\$125.00)** 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 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 ~~(1)~~ entire day ~~but more than thirty (30) minutes~~ shall be paid at a rate of ~~\$15.00/hour~~ **twenty-five dollars per hour (\$25.00/hour)** in ~~fifteen (15) minute increments~~ **for real time served and reported on a timesheet**, not to exceed ~~\$75.00~~ **one hundred and twenty-five dollars (\$125.00)** 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, 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.~~

PTA Unit D All Proposals

PSC Initial Responses July 8, 2025

4. 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.
5. **When Members who are employed less than full time and full-time Members who are assigned to work four (4) days per week are required to work beyond their normally assigned work hours, they shall earn their normal hourly rate for the additional time worked. If these Members are fulfilling a substitute assignment, they shall earn the same supplemental compensation as a full-time member as outlined above and in addition to their hourly rate of pay.**
6. The District shall provide a digital tracker for reporting substitution time.¹
7. 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 #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.

Reject

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.

Agree

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~~

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

PTA Unit D All Proposals

PSC Initial Responses July 8, 2025

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

Agree

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

PTA Unit D All Proposals

PSC Initial Responses July 8, 2025

20 years ±	20 x per diem rate +\$650.00
------------	------------------------------

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

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

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

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

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

See SC's counter

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

PTA Unit D All Proposals

PSC Initial Responses July 8, 2025

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.

Reject

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.**

Hold for discussion

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

PTA Unit D All Proposals

PSC Initial Responses July 8, 2025

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 ~~two four~~ component process that all paraprofessionals follow consisting of ~~1) Self-Assessment; 2) Goal-setting 3) 1) Observation 4) 2)~~ Evaluation.

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

~~F) **Family:** Includes students' parents, legal guardians, foster parents, or primary caregivers.~~

~~G) **Goal:** A specific, actionable, and measurable area of improvement identified by the paraprofessional after self-assessment against the ESP Rubric. A goal may pertain to any or all of the following: paraprofessional practice in relation to Performance Standards or specified improvement in student learning, growth and achievement. Goals may be developed by individual paraprofessionals, by the Evaluator, or by teams, departments, or groups of paraprofessionals who have the same role.~~

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

I) **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.

J) **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.

PTA Unit D All Proposals

PSC Initial Responses July 8, 2025

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.

K) 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

L) 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.

~~**M) Formative Assessment:** The process used to assess progress towards attaining goals set forth in paraprofessional plans, performance on standards, or both. This process may take place at any time(s) during the cycle of evaluation, but typically takes place at mid-cycle.~~

~~**N) Formative Evaluation:** An evaluation conducted at the end of Year 1 for an experienced paraprofessional on a 2-year plan which is used to arrive at a rating on progress towards attaining the goals set forth in the plan.~~

O) 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. ~~and the paraprofessional's attainment of goals set forth in the paraprofessional's Plan.~~

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

Q) 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

PTA Unit D All Proposals

PSC Initial Responses July 8, 2025

paraprofessionals who are rated unsatisfactory with goals specific to improving the paraprofessional's unsatisfactory performance.

R) **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

~~A) Prior to the implementation of the new evaluation process contained in this article, the district shall arrange training for all paraprofessionals, principals, and other evaluators that outlines the components of the new evaluation process and provides an explanation of the evaluation cycle. The district through the superintendent shall determine the type and quality of training.~~

~~B) By November 1st of the first year of this agreement, all paraprofessionals shall complete a professional learning activity about self-assessment and goal-setting satisfactory to the superintendent or principal. Any paraprofessional hired after the November 1st date, and who has not previously completed such an activity, shall complete such a professional learning activity about self-assessment and goal-setting within three months of the date of hire. This learning activity shall occur during the contractual time. The district through the superintendent shall determine the type and quality of the learning activity.~~

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, including goal setting and the paraprofessional plans;~~
- 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.

5) Evaluation Cycle: Self-Assessment

~~A) Completing the Self-Assessment~~

PTA Unit D All Proposals

PSC Initial Responses July 8, 2025

i) The evaluation cycle begins with the paraprofessional completing and submitting to the Primary or Supervising Evaluator a self-assessment by **November 1st** or within four weeks of the start of their employment at the school. The self-assessment includes:

(a) An assessment of practice against each of the Performance Standards of effective practice using the district's rubric.

(c) Proposed goals to pursue:

(1st) At least one goal directly related to improving the paraprofessional's own professional practice.

(2nd) At least one goal directly related to improving student learning.

B) Proposing the goals

i) Paraprofessionals must consider goals for grade-level, subject-area, department teams, or other groups of paraprofessionals who share responsibility for student learning and results, except as provided in (ii) below. Paraprofessionals may meet with teams during contractual hours to consider establishing team goals. Evaluators may participate in such meetings.

ii) For paraprofessionals in their first year of practice, the Evaluator or his/her designee will meet with each paraprofessional by **November 1st** (or within four weeks of the paraprofessional's first day of employment if the paraprofessional begins employment after September 15th) to assist the paraprofessional in completing the self-assessment and drafting the professional practice and student learning goals.

iii) For experienced paraprofessionals with ratings of proficient or exemplary, the goals may be team goals. In addition, these paraprofessionals may include individual professional practice goals that address enhancing skills that enable the paraprofessional to share proficient practices with colleagues or develop leadership skills.

iv) For paraprofessionals with ratings of needs improvement or unsatisfactory, the professional practice goal(s) must address specific standards and indicators identified for improvement. In addition, the goals may address shared grade level or subject area team goals.

6) Observations

In the first three years of practice or first year assigned to a school the paraprofessional shall have at least one announced or unannounced observation during the school year.

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.

PTA Unit D All Proposals

PSC Initial Responses July 8, 2025

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

PTA Unit D All Proposals

PSC Initial Responses July 8, 2025

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.

7) Evaluation Cycle: ~~Formative Assessment~~

~~A) Experienced paraprofessionals with more than three years of employment who are not following an improvement plan receive a Formative Evaluation report near the end of the first year of the two-year cycle. The paraprofessional's performance rating for that year shall be assumed to be the same as the previous summative rating unless evidence demonstrates a significant change in performance in which case the rating on the performance standards may change, and the Evaluator may place the Educator on a different Evaluation plan, appropriate to the new rating.~~

~~B) The Formative Evaluation report provides written feedback and ratings to the paraprofessional about his/her progress towards attaining the goals set forth in the self-assessment plan, performance on each performance standard and overall, or both.~~

~~C) The Evaluator shall complete the Formative Evaluation report and provide a copy to the paraprofessional by June 1. All Formative Evaluation reports must be signed by the Evaluator and delivered face to face, by email or to the paraprofessional's school mailbox or home.~~

~~D) Upon the request of either the Evaluator or the paraprofessional, the Evaluator and the paraprofessional will meet either before or after completion of the Formative Evaluation Report.~~

~~E) The paraprofessional may reply in writing to the Formative Evaluation report within 5 school days of receiving the report.~~

~~F) The paraprofessional shall sign the Formative Evaluation report by within 6 school days of receiving the report. The signature indicates that the paraprofessional received the Formative Evaluation report. The signature does not indicate agreement or disagreement with its contents.~~

PTA Unit D All Proposals

PSC Initial Responses July 8, 2025

~~G) If the rating in the Formative Evaluation report differs from the last summative rating the Educator received, the Evaluator may place the Educator on a different Educator Plan, appropriate to the new rating.~~

8) Evaluation Cycle: Summative Assessment

- A) The evaluation cycle concludes with a summative evaluation report. ~~For paraprofessionals on a one or two year paraprofessional Plan, 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, ~~an examination of evidence against the Performance Standards and evidence of the attainment of the paraprofessional goals.~~
- 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: ~~Paraprofessionals in their first three years~~

Activity:	Completed By:
Superintendent, principal or designee meets with evaluators and paraprofessionals to explain evaluation process	<i>September 15</i>
Evaluator meets with first-year paraprofessionals to assist in self-assessment and goal-setting process	<i>November 1</i>

PTA Unit D All Proposals

PSC Initial Responses July 8, 2025

Paraprofessional submits self-assessment and proposed goals	
Evaluator completes first 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	<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>

10) ~~Timelines: Paraprofessionals with more than three years of employment~~

Activity:	Completed By:
Superintendent, principal or designee meets with evaluators and paraprofessionals to explain evaluation process	<i>September 15 of Year 1</i>
Evaluator meets with first-year paraprofessionals to assist in self-assessment and goal setting process	<i>November 1 of Year 1</i>
Paraprofessional submits self-assessment and proposed goals	
Evaluator completes unannounced observation(s)	<i>Any time during the 2-year evaluation cycle</i>
Evaluator completes Formative Evaluation Report	<i>June 1 of Year 1</i>
Evaluator conducts Formative Evaluation Meeting, if any	<i>June 1 of Year 1</i>
Evaluator meets with paraprofessional to discuss summative evaluation	<i>May 15 of Year 2</i>
Evaluator completes Summative Evaluation Report	<i>May 15 of Year 2</i>
Evaluator conducts Summative Evaluation Meeting, if any	<i>June 1 of Year 2</i>
Evaluator and Educator sign Summative Evaluation Report	<i>June 15 of Year 2</i>

11) Career Advancement

PTA Unit D All Proposals

PSC Initial Responses July 8, 2025

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;

PTA Unit D All Proposals

PSC Initial Responses July 8, 2025

- 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 insure 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

PTA Unit D All Proposals

PSC Initial Responses July 8, 2025

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]

Hold for discussion

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.

PTA Unit D All Proposals

PSC Initial Responses July 8, 2025

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
- 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

Hold for discussion

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 as a matter of safety and wellness, the District shall make every effort to accommodate the request. When the District cannot accommodate the request, the

PTA Unit D All Proposals

PSC Initial Responses July 8, 2025

Member shall receive in writing the clear, specific rationale for not accommodating the request. **Reject**

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

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

Withdraw