

**SIDE LETTER OF AGREEMENT**  
**between the**  
**Methuen School Committee**  
**and the**  
**Methuen Education Association (Unit A)**  
**for the 2022-2023 School Year**

This Memorandum of Agreement is entered into by and between the Methuen School Committee (hereinafter, the “Committee”) and the Methuen Education Association – Unit A (hereinafter, the “Association”).

**WHEREAS**, the Committee and the Association (collectively, the “Parties”) are parties to a collective bargaining agreement for the period of July 1, 2021 through June 30, 2024 (hereinafter, the “CBA”) which includes provisions relative to planning time and afternoon meetings for Association members; and,

**WHEREAS**, the parties recognize the value of regular common planning time for grade-level teams of classroom teachers; and,

**WHEREAS**, the parties recognize afternoon meetings must be purposeful and necessary.

**NOW THEREFORE**, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. Classroom teachers of grades kindergarten through grade 8 will participate in common planning during contractual planning time and facilitated by an administrator in the amount of 35 minutes twice a month and common planning during contractual planning time self-facilitated by the grade-level team in the amount of 35 minutes once a month. Common planning will be scheduled for the first 35 minutes of the affected periods.
2. Classroom teachers of grades kindergarten through grade 8 will receive 55 consecutive minutes of planning time on days unaffected by common planning described above.
3. Classroom teachers of grades kindergarten through grade 8 will not be required to participate in common planning during afternoon meetings.
4. All other Association members will receive planning time in accordance with the CBA.
5. Methuen High School will not hold *either* a staff meeting or a department meeting in the months of February and April.
6. Grammar schools will hold afternoon staff meetings only on October 3, 2022, January 9, 2023, March 6, 2023, and May 1, 2023.
7. All staff meetings and department meetings after the end of the contractual day will be no longer than 60 minutes.

Signed by the duly authorized representatives on the dates set forth below.

Methuen Public Schools

Methuen Education Association–Unit A

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Brandi L. Kwong, Ed.D.  
Superintendent of Schools

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Jonathan Becker  
MEA President