

**SIDE LETTER OF AGREEMENT**  
**between the**  
**Methuen School Committee**  
**and the**  
**Methuen Education Association (Unit A)**

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 Article VIII, Section C.3 related to substitution for professional staff; and,

**WHEREAS**, the settlement agreement to grievances 2022-1 and 2022-2 call for the amendment of Article VIII, Section C.3.

**NOW THEREFORE**, in consideration of the mutual promises and covenants contained herein, the Parties agree to replace Article VIII, Section C.3 with the following language, effective October 17, 2022:

***Article VIII C. 3***

*Substitution for professional staff: A teacher will be paid the contractual hourly rate for any class period in which they are asked by a building administrator to substitute for another unit A member, by covering a class or having additional students added to their classroom.*

- a. This provision does not apply to instances where a service provider’s absence results in students remaining in their assigned homeroom (K-4) or with a teacher on their grade-level team (5-8). Service providers include all special education teachers, teachers in the English learner education department, reading specialists, occupational therapists, physical therapists, speech language pathologists, school counselors and psychologists, and any other educator who provides instruction or services to students using a “pull-out” model. Service providers with students who are pulled for services daily will provide substitute plans with independent work.*
- b. This provision does apply to instances where the absence of a teacher of core content in a specialized program (i.e., ELAD, advanced math) results in the distribution of students to other teachers.*
- c. When a specialist teacher is absent and a building administrator distributes students to other specialist teachers, each specialist receiving students will be paid for the period.*

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

Methuen Public Schools

Methuen Education Association–Unit A

---

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

---

Jonathan Becker  
MEA President