

SIDE LETTER OF AGREEMENT
between the
Methuen School Committee
and the
Methuen Education Association (Unit A)
for the 2024-2025 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 K-8 grade-level teams of classroom teachers; and,

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

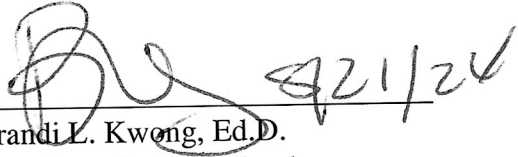
NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

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. ESL, special education, related service providers, fine arts, Spanish, and PE/Health and wellness teachers of grades kindergarten through grade 8 will participate in common planning/department meetings during contractual planning time and facilitated by an administrator in the amount of 35 minutes twice a month and common planning/department meetings during contractual planning time self-facilitated by the individual or team in the amount of 35 minutes once a month. Common planning will be scheduled for the first 35 minutes of the affected periods. These meetings replace the afternoon department meetings as outlined in the contract.
2. Each K--8 teacher member of Unit A will be provided at least fifty-five (55) minutes per day of planning time. Administrators will make every effort to schedule planning periods in consecutive minutes and not be broken up over the day or week. (on days unaffected by common planning described above.)
3. All other Association members will receive planning time in accordance with the CBA.
4. Methuen High School will hold the following staff meetings:
 - a. Monday, September 9, 2024

- b. Monday, October 7, 2024
 - c. Monday, November 4, 2024
 - d. Monday, January 6, 2025
 - e. Monday, March 3, 2025
 - f. Monday, April 7, 2025
 - g. Monday, May 5, 2025
 - h. Monday, June 2, 2025
5. MHS Department meetings will be held on the following days:
- a. Monday, September 16, 2024
 - b. Monday, October 21, 2024
 - c. Monday, December 16, 2024
 - d. Monday, January 27, 2025
 - e. Monday, February 10, 2025
 - f. Monday, March 17, 2025
 - g. Monday, May 19, 2025
6. All other K-8 educators will meet seven times during the 24-25 school year. The calendar for those meetings will be set by August 15, 2024.
7. Grammar schools will hold afternoon staff meetings only on October 7, 2024, January 6, 2025, March 3, 2025, and May 5, 2025.
8. PK monthly meetings will be held on the scheduled half days of schools when there are no students.
9. All staff meetings and department meetings after the end of the contractual day will be no longer than 60 minutes.
10. All Preschool teachers will report to work from 8:00-3:00PM.

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

Methuen Public Schools


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

Methuen Education Association—Unit A


Kara Blatt
MEA Co-President


Susan Pierce
MEA Co-President