

Memorandum of Agreement  
Between the  
Northshore Education Consortium Employee Federation  
And the  
Northshore Education Consortium Board of Directors  
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Topsfield Academy

This Agreement is made and entered into by and between the Northshore Education Consortium Employees Federation, Local 4293, American Federation of Teachers (AFT), AFT Massachusetts, AFL-CIO (“the Federation”) and the Northshore Education Consortium Board of Directors (“Employer” or “NEC”).

Whereas, the Employer and the Federation are parties to a collective bargaining agreement for the period of September 1, 2016 - August 31, 2019; and

Whereas, the Employer is in discussions with CREST Collaborative regarding the acquisition of the Topsfield Vocational Program that is currently a part of the CREST Collaborative.

The Employer and the Federation agrees as follows based on the condition that NEC acquires the Topsfield Vocational Program:

1. The Topsfield Vocational Program staff will become NEC employees as of July 1, 2017.
2. The Employer and the Federation agree to the job descriptions attached hereto and made a part here of as Exhibit A (Vocational Training Specialists), and Exhibit B (Vocational Teachers). The Parties further agree that these job descriptions are exceptions under the CBA and are only to be used for the current Topsfield Vocational Program employees in these positions. The Parties agree that if and when these current employees leave, the Parties will meet to negotiate revised job descriptions and/or replace fill these positions with individuals who are licensed and/or qualified under NEC existing job descriptions.
3. The Topsfield Vocational Program staff will be awarded seniority per the NEC collective bargaining agreement based upon years of service at the Topsfield Vocational Program.
4. The Topsfield Vocational Program staff will receive longevity payments per the NEC collective bargaining agreement. Credit for longevity will be initially calculated in July 1, 2017 based on years of service at the Topsfield Vocational Program.
5. The Topsfield Vocational Program staff will carry over all accumulated sick time from their time at the Topsfield Vocational Program and their Sick Leave will be calculated by converting the hours of sick time to days of Sick Leave and rounding up to the next day.

6. The Topsfield Vocational Program staff will accrue all Sick Leave per the NEC collective bargaining agreement as of July 1, 2017.
7. The Topsfield Vocational Program staff will be entitled to Personal Leave per the NEC collective bargaining agreement. Years of service for Personal Leave entitlement will initially be calculated on July 1, 2017 based on years of service at Topsfield Vocational Program.
8. The Topsfield Vocational Program staff will have the same health insurance contribution amount (premium split) and co-pay and out of pocket expenses (plan design) as NEC bargaining unit members.
9. The Topsfield Vocational Program staff will be eligible for post-retirement health insurance per the NEC collective bargaining agreement. Credit for years of service will be initially calculated in July 1, 2017 based on years of service at the Topsfield Vocational Program.
10. The parties agree that the Topsfield Vocational Program staff will be ten (10) month NEC employees.
11. The Topsfield Vocational Program staff members can apply for Extended School Year (ESY) Program positions and will be compensated at the rates contained in NEC collective bargaining agreement. Vocational Training Specialists will be compensated for work performed on ESY at their per diem hourly rate of pay.
12. The Parties agree that the Topsfield Vocational Program staff will be placed on the NEC collective bargaining agreement salary schedule in accordance with Exhibit C, attached hereto and made a part hereof. The Parties further agree that the final placement may be adjusted due to updated information received from CREST and/or the employee. Any change to this salary schedule will be made via mutual agreement of the Parties.
13. The Parties may agree to meet to discuss issues relative to the current NEC nurses and NEC specialists.

In Witness whereof, this 28<sup>th</sup> day of April 2017.

For the Employer

For the Federation

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Francine Rosenberg, Executive Director

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Ellen Ford, President

## Exhibit A

### **NORTSHORE EDUCATION CONSORTIUM**

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Position: Vocational Training Specialist  
Location: Topsfield Vocational Academy  
Reports to: Program Director  
Prepared by: Francine Rosenberg  
Date: April 7, 2017

**SUMMARY:** The Vocational Training Specialists supports students in the classroom and as a Job Coach in community job sites. In addition, the Specialist takes on other specialized functions needed by the program such as: Maintaining certification as a Safety Care Trainer; Assisting with Technology Support, Conducting Vocational Assessments such as McCarron-Dian or WRIOT, Maintaining a 7D license for student transport to job site.

**FEDERATION POSITION YES / NO IF YES, CATEGORY:** Yes - Specialist

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Assist Vocational Teachers with curriculum and instruction in on-site vocational program.
- Maintain communication with vocational job sites.
- Provide job coaching for students at job sites.
- Collect daily data on academics and behaviors in any setting; classroom or community
- Conduct vocational assessments
- Assist with administering tests, MCAS
- Assist with establishing vocational goals and objectives for student IEPs and track progress toward these goals.
- Assist with developing vocational plan for each student that includes goals, objectives, mastery criteria, and assessment tools
- Assist classroom teachers and related service providers in developing behavior goals, plans and positive behavior strategies
- Communicate with parents/guardians and school districts as necessary
- Assist with coordinating field trips
- Coordinate and provide student transportation to job sites.
- Provide crisis intervention and behavioral support as needed
- Other duties relevant to the role as requested by the Program Director

**SUPERVISORY RESPONSIBILITIES:** None

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The Executive Director may waive or modify the qualification requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION/TRAINING/EXPERIENCE:** High School Diploma required; College degree in related field preferred. Must have experience working as a vocational job coach and one or more of the specialized skills listed below:

- 7D License
- Certification as a Safety Care Trainer
- Ability to administer vocational assessments
- Ability to provide technology support

**LANGUAGE SKILLS:** Ability to read and interpret professional journals, technical procedures, assessment data or governmental regulations. Ability to effectively present information and respond to questions from staff and/or parents. Ability to express ideas clearly and concisely in written and oral communication. Ability to use technology for documentation, data collection, and communication.

**OTHER SKILLS AND ABILITIES:** Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all district, DPH and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee may be required to stand and walk for considerable periods of time. The employee is also required to utilize a computer with or without visual aids, talk, hear and understand speech, and be understood, at normal levels in person and on the telephone. May be required to lift up to fifty pounds without assistance.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment may be loud with many employees sharing the same work areas. The employee interacts with other staff and occasionally must meet multiple demands from several people.

*The information contained in this job description is in compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

## Exhibit B

### **NORTSHORE EDUCATION CONSORTIUM**

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Position: Vocational Teacher  
Location: Topsfield Vocational Academy  
Reports to: Program Director  
Prepared by: Francine Rosenberg  
Date: April 7, 2017

**SUMMARY:** The Vocational Teacher is responsible for all aspects of running a vocational shop, classroom, or program. This includes classroom management, curriculum development, instruction, and assessment, with appropriate accommodations and modifications to meet students' special needs

**FEDERATION POSITION YES / NO IF YES, CATEGORY:** Yes – Teacher

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Develop and implement appropriate curriculum and instruction for students in keeping with MA Vocational Education Guidelines.
- Maintain a safe and orderly classroom/shop, and oversee the procurement and upkeep of all specialized tools, materials, supplies, and equipment.
- Adapt curriculum to meet the individual needs of each student in accordance with IEPs and Behavioral Support Plans.
- Collect data to measure student progress and complete assessments and progress reports as required.
- Maintain relationships with community partners and student internship sites.
- Participate in team meetings
- Collaborate with other teachers and specialists
- Complete grade reports, progress reports, and other paperwork in a timely and professional manner.
- The following functions/responsibilities apply only to the Vocational Teacher – Culinary:
  - Possess a Serve Safe Certificate.
  - Be qualified to oversee the National School Lunch Program.
  - Maintain the kitchen in accordance with all local health department standards.
- Other duties relevant to the role as requested by the Program Director.

**SUPERVISORY RESPONSIBILITIES:** Vocational Training Specialist

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The Executive Director may waive or modify the qualification requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION/TRAINING/EXPERIENCE:** High School Diploma and extensive related experience are required; College degree in related field and DESE Vocational License strongly preferred.

**LANGUAGE SKILLS:** Ability to read and interpret professional journals, technical procedures, assessment data or governmental regulations. Ability to effectively present information and respond to questions from staff and/or parents. Ability to express ideas clearly and concisely in written and oral communication. Ability to use technology for documentation, data collection, and communication.

**OTHER SKILLS AND ABILITIES:** Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all district, DPH and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee may be required to stand and walk for considerable periods of time. The employee is also required to utilize a computer with or without visual aids, talk, hear and understand speech, and be understood, at normal levels in person and on the telephone. May be required to lift up to fifty pounds without assistance.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment may be loud with many employees sharing the same work areas. The employee interacts with other staff and occasionally must meet multiple demands from several people.

*The information contained in this job description is in compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

## Exhibit C

Last Name	First Name	DOH	FY2017 Salary (CREST)	FY 2018 Salary (CREST)	Salary Schedule (NEC)	FY2018 Step/Lane (NEC)		FY 2018 ESY (NEC)	FY 2018 Stipend (NEC)	FY 2018 Salary (NEC)
Aziz	Paul	8/26/2008	\$68,684	\$72,118	Appendix A-1	Master's, Step 11	\$71,187	\$0	\$0	\$71,187
Currier	Paul	7/1/2014	\$52,037	\$52,037	Appendix A-1	Bachelors, Step 3	\$46,255	\$6,384	\$0	\$52,639
Curtis-Pare	Tracey	8/27/2014	\$81,101	\$81,101	Appendix A-1	M+30, Step 14	\$82,009	\$0	\$0	\$82,009
Fulford	Cassandra	2/13/2009	\$62,299	\$65,414	Appendix A-1	Masters Step 9	\$65,467	\$0	\$1,650	\$67,117
Green	Geoffery	8/29/2006	\$44,302	\$39,808	Appendix B-3	Specialist, Step 7	\$39,808	\$4,704	\$0	\$44,512
Jerome	Aaron	7/1/2014	\$39,326	\$35,742	Appendix B-3	Specialist, Step 4	\$35,742	\$4,200	\$0	\$39,942
Keefe	Colleen	8/27/2014	\$52,817	\$55,459	Appendix A-1	M+30, Step 3	\$52,834	\$6,384	\$0	\$59,218
Lombard	Kathleen	2/2/2015	\$79,510	\$79,510	Appendix A-1	Master's, Step 14	\$79,688	\$0	\$0	\$79,688
Peura	Christopher	1/30/2012	\$53,314	\$56,653	Appendix A-1	Bachelor's, Step 5	\$51,028	\$6,384	\$0	\$57,412
Purcell	Paula	7/18/2016	\$83,054	\$83,054	Appendix A-1	Bachelor's, Step 14	\$75,679	\$6,384	\$0	\$82,063
Ross	Brian	8/27/2014	\$79,957	\$83,054	Appendix A-1	Bachelor's, Step 13	\$71,670	\$8,400	\$0	\$80,070
Webster	Mark	7/1/2014	\$63,979	\$63,979	Appendix A-1	Bachelors, Step 8	\$58,176	\$6,384	\$0	\$64,560