

Agreement

between the

**Lexington Education Association
Technology Unit**

and the

Lexington School Committee

July 1, 2005 – August 31, 2012

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AGREEMENT

Pursuant to the provisions of the General Laws of Massachusetts, this agreement made this first day of September, 2005 by the SCHOOL COMMITTEE OF THE TOWN OF LEXINGTON, MASSACHUSETTS, (hereinafter referred to as the School Committee or the Employer) jointly and severally by the members of the LEXINGTON EDUCATION ASSOCIATION, TECHNOLOGY UNIT (hereinafter referred to as the LEA or the Association).

ARTICLE 1: RECOGNITION

The School Committee recognizes the Lexington Education Association as the exclusive representative for the purpose of collective bargaining with respect to wages, hours and other conditions of employment of the following employees of the Lexington Public School System: all full-time and regular part-time positions with the following titles: Network Administrator, System Administrator, Hardware and Infrastructure Specialist, Field Technician, and Student Data Coordinator but excluding all managerial, confidential and casual employees and all other employees of the Lexington School Committee. The term 'employee' is understood to mean a position for which the LEA has been recognized as the exclusive representative, and only such positions are covered by this Agreement. (See: MCR-03-05075 (May 19, 2004))

ARTICLE 2: ASSOCIATION SECURITY

The Employer agrees that no reprisals of any kind will be taken by it against any employee covered by this Agreement by reason of membership in the LEA, or participation in any lawful LEA activities, provided such activities shall not be carried on in such manner as to interfere with the performance of employees' duties.

ARTICLE 3: GRIEVANCE PROCEDURE

The purpose of the grievance procedure hereinafter set forth is to encourage prompt resolution of grievances as hereinafter defined at the lowest possible administrative level.

3.1 Definition: A grievance is a dispute involving the meaning or interpretation of a specific provision of this Agreement.

3.2 General Rules

- a. Every effort shall be made by the technology employee and her/his immediate supervisor to arrive at a settlement of the matter involved prior to the use of the formal grievance procedure.
- b. Failure at any level of this procedure to appeal the grievance to the next Level by filing a proper written statement within the specified time limits shall be deemed to be acceptance of the decision rendered at that level, and a waiver of the complaint and the right to proceed further under the grievance procedure.
- c. No reprisal of any kind shall be taken by any party to this Agreement or by the administration against any party-in-interest, any witness, any member of the LEA or any other participant in the grievance procedure by reason of such participation.
- d. A grievance that affects, or may affect a group, or class of employees, or is of a general nature, may be submitted as an Association grievance by the Professional Rights and Responsibilities Committee to the Superintendent or designee directly, and the processing of such grievance shall be commenced at Level Two of the grievance procedure.
- e. Each written statement of a grievance processed beyond Level One shall include a concise statement of the facts constituting the grievance, a reference to the applicable provisions of the Agreement alleged to have been violated, misinterpreted or inequitably applied, the date when the grievance occurred and the dates of all prior written presentations. The grievance shall be signed by the employee and by the Chairperson of the PR&R Committee of the LEA.
- f. All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
- g. By mutual written agreement of the parties to a grievance proceeding, the time limits incorporated

below may be extended.

- h. Failure at any step of this procedure to communicate the decision of a grievance within the specified time limits to the aggrieved employee(s) and the Chairperson of the PR&R Committee shall permit the aggrieved party or parties to proceed to the next level.
- i. Grievances already in progress at the close of school in June shall continue to be processed over the summer. During this summer processing of grievances, all time limits shall be increased by five (5) school days, with school days construed to mean business days (i.e. days when the Superintendent's Office is open).

3.3 Level One: The aggrieved employee shall first present a written statement of the grievance to the appropriate supervisor within ten (10) work days after the event on which the grievance is based. There shall be a meeting within five (5) work days of the receipt of the grievance. The written answer shall be presented to the grievant with a copy to the PR&R chairperson within five (5) work days of the meeting.

3.4 Level Two: In the event that the grievance is not disposed of to the satisfaction of the aggrieved person at Level One, or in the event that no decision is rendered within ten (10) work days after initial presentation of the grievance, the aggrieved employee may within five (5) work days after the expiration of said ten (10) work days, submit the grievance in writing to the Superintendent of Schools. The Superintendent or a designee shall meet with the aggrieved person and the representative of the LEA within ten (10) work days after receipt of the dispute in an effort to settle the grievance. The Superintendent shall give a written answer to the grievant with a copy to the PR&R chairperson within five (5) calendar days of the Level Two meeting.

3.5 Level Three: Within ten (10) work days of the receipt of the Level Two decision, the LEA may by giving written notice to the School Committee and to the American Arbitration Association, present the grievance to arbitration under the rules of the AAA.

- a. The arbitrator shall be without power to modify, alter, add to or subtract from or recommend changes in the provisions of the Agreement. The arbitrator's award shall be final and binding on both parties as to any matter within the scope of the arbitrator's jurisdiction as provided in this Agreement.
- b. The fees of the AAA and of the arbitrator and the reasonable expenses of the arbitrator and the conduct of the hearing shall be shared equally by both parties except for the presentation of its case. In no event shall any present or future members of the School Committee have any personal obligation for any payment under provision of this Agreement.

ARTICLE 4: APPOINTMENTS, GOOD CAUSE, and EVALUATION

4.1 General Provisions

- a. The Director of Information and Instructional Technology will hire all employees in the Department subject to the approval of the Superintendent of Schools. The LEA President will be sent a copy of all annual appointment letters.
- b. Members of the Technology Unit will be supervised and evaluated by the Director of Information and Instructional Technology and/or the Superintendent or designee.
- c. The data and information used to supervise and evaluate will come primarily from, but not be limited to, the following sources: individual meetings with the Technology Unit employees; direct observation of technology employees' work performance and subsequent outcomes of that performance; repair logs and similar documents; reports from administrators; LEA-reviewed surveys of availability, appropriateness, and functionality of technology. The observation of work performance and the gathering of data/reports for evaluative purposes will be conducted openly and with full knowledge of the employee.
- d. Any adverse conclusions with regard to job performance or any noting of unsatisfactory attainment of a particular performance standard(s) must be documented / supported in writing and presented to the employee within 10 working days of the incident before being included in the Final Evaluation.
- e. The Technology Unit employee may attach additional written explanations and/or documentation to any of the evaluator's written observations and/or assessments.
- f. After a one-year probationary period, no Technology Unit employee will be disciplined, reprimanded, reduced in rank or compensation, or dismissed without good cause, which, in the case of ineffectiveness, means two consecutive, overall performance determinations of "ineffective." (see section B4)
- g. Grievances alleging violation of the evaluation procedure must be filed within the timelines specified in the grievance procedure in order to preserve the issue in the event of adverse personnel action.

4.2 Process of Supervision and Evaluation

- a. The following evaluation cycle will begin at the conclusion of a new Technology Unit employee's one-year probationary period or at the beginning of the school year for other Technology Unit employees.
- b. **GOAL SETTING:** Each member of the Technology Unit will present a draft of his/her goals for the year to the evaluator by October 1 and meet with the evaluator on or before October 15. Goals will be written in the areas of technology and communication and reflect both the unit member's professional growth and the needs of the system as determined in a September Technology Department meeting. The final goals statement will be signed by both the evaluator and the employee, and it, along with the position's performance standards, will be the basis for the final evaluation. After an employee's first evaluation cycle, goals will be an outgrowth of the previous year's evaluation, the September Department meeting, and the performance standards for the employee's position. Goal setting is a collaborative process between the evaluator and the employee. If unable to reach agreement with the evaluator, the employee may seek LEA facilitation in an attempt to reach agreement. However, the evaluator will have final determination in goal setting.
- c. **MID-YEAR REVIEW:** Each member of the Technology Unit will submit a mid-year report to the evaluator by February 1. The mid-year conference will take place on or before February 15. During the mid-year conference, the member and the evaluator will review progress to date on all goals, performance standards for the employee's position, and any other concerns using the types of data described above. The evaluator will complete a written Mid-Year Review for the member's signature within 10 working days of the meeting.
- d. **FINAL EVALUATION:** Each member of the Technology Unit will submit a final, reflective report to the evaluator by May 15. The final evaluation meeting will take place on or before May 31. The final evaluation is the culminating document of the evaluation cycle and must be an outgrowth of and directly linked to the annual Goal Setting and the Mid-Year Review. The evaluator will complete the written final evaluation for the employee's signature within 10 working days of the final evaluation meeting. The Final Evaluation will include an overall performance standard of "Effective, Effective with concerns, or Ineffective."

4.3 Supervised Assistance

- a. The purpose of Supervised Assistance is to remediate work-performance deficiencies or, failing that, to dismiss for good cause after 6 months on Supervised Assistance. Placement on Supervised Assistance will usually result from observed and documented deficiencies in more than 1 performance standard, but can result if there is a deficiency in only one performance standard.
- b. Supervised Assistance may begin at any time during the evaluation cycle; however, the Technology Unit employee must be warned in writing at least 60 days before actual placement on Supervised Assistance. The written warning must include a clear statement of the performance issues, supporting data, specific expectations for improved performance, and administrative supports to remediate the issue. A copy of the written warning must be sent to the LEA President.
- c. If, at the end of the warning period, the Technology Unit employee is placed on Supervised Assistance, a written Improvement Plan must be developed within 10 working days. The Improvement Plan will be written by the evaluator and reviewed by the LEA President/ designee. The Improvement Plan will include the following:
 - Specific performance deficiencies for remediation
 - Specific indicators of successful remediation
 - Specific supports, if any, and supervision
 - Specific data gathering /evaluation plan
- d. The LEA President / designee and Superintendent / designee will meet within 5 working days of a written request from the evaluator or the LEA President to resolve any disagreements over the Improvement Plan. In the event that the parties cannot agree within five working days of the initial meeting, they shall meet with a mediator, chosen by mutual agreement, to resolve any outstanding issues. If, after an additional meeting with a mediator, they are unable to resolve any outstanding disagreements, the mediator shall resolve the disagreements. The decision of the mediator is final and binding, and not subject to the Article 3 grievance process.
- e. An employee placed on Supervised Assistance will receive a maximum of three 2-month reviews. The results of the Supervised Assistance Review Meetings will be recorded on the Supervised Assistance Review Form, which must be received by the employee within five working days of the review meeting.
- f. At the end of the first and second 2-month reviews, the evaluator will recommend either a return to the standard evaluation process or a continuation of Supervised Assistance. At the conclusion of the third 2-month review, the evaluator will recommend a return to standard evaluation or dismissal for good cause.

ARTICLE 5: COMPENSATION

5.1 Salary Ranges

POSITION	MINIMUM	MAXIMUM	WORK YEAR
Network Administrator	45,000	65,000	12 months
System Administrator	40,000	55,000	12 months
Hardware & Infrastructure Specialist	35,000	50,000	12 months
Field Technician	30,000	36,500	194 days
Student Data Coordinator	35,000	46,000	12 months

Effective at the beginning of the 2008-9 school year, wages will increase by 3.2%

Effective the 2009-2010 school year wages will increase by 0.05%.

Effective on the first day of the 2010-2011 school year wages will increase by 1% and add \$500 to each step.

Effective on the first day of the 2011-2012 school year wages will increase by 2%. On the last day of the 2011-2012 school year wages will increase by 0.05%.

5.2 Placement and Movement Within the Ranges

Initial placement within the ranges and movement thereafter will be based upon certifications/training, experience and performance.

5.3 All Employees are required to have an automobile available for in-district travel in connection with the performance of their duties. The Employer will pay each Employee \$920 per year as annual travel allowance. No additional mileage will be paid for in-district travel.

ARTICLE 6: SICK LEAVE

6.1 Each member of the bargaining unit will receive seven (7) paid sick days when hired or on every July 1 and an additional day per month thereafter to a total of 15 days for the year ending on August 31.. Unused sick days may be accumulated from year to year up to a maximum accumulation of 120 days. Employees with more than 120 sick days as of June 30, 2005, are capped at the number of days they have until they drop below 120 sick days.

6.2 When hired or upon initial ratification of this Agreement, each member of the bargaining unit will contribute one (1) sick day to the LEA Unit A Sick Bank as described in Article 18E of the Unit A Agreement. The provisions of Unit A, Article 18E will govern access, use, and contributions to the Sick Bank with the following exception:

- The Sick Bank Committee may not grant more than 90 sick days for a particular illness to any member of the Technology Unit.

ARTICLE 7: ATTENDANCE, WORKING HOURS, and VACATION

7.1 Individual work schedules will be determined by the Superintendent or a designee.

7.2 All employees covered by this Agreement who regularly work more than five (5) hours per day will have a thirty (30) minute, paid, duty-free and meeting-free lunch period.

7.3 For twelve(12)-month employees, there are 15 paid holidays: New Year's Day, Presidents' Day, Patriots' Day, Memorial Day, Independence Day, Labor Day, Rosh Hashanah, Good Friday, Yom Kippur, Columbus Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, Christmas, and Martin Luther King Day.

7.4 Twelve(12)-month employees are entitled to paid vacation days as follows:

- 1-3 years of employment: 10 vacation days
- 4-10 years of employment: 15 vacation days
- 11-15 years of employment: 20 vacation days
- 16+ years of employment: 25 vacation days

With the approval of the Superintendent, a maximum of 5 paid vacation days may be carried over to the following year.

7.5 An employee must receive approval from the Director of IIT for a vacation that will exceed 9 consecutive work days. Such approval will not be unreasonably denied.

ARTICLE 8: TEMPORARY LEAVE

8.1 Funeral Leave: An absence with pay for a period not to exceed five (5) days, may be granted by the Superintendent or a designee in case of the death of a member of an employee's immediate family or household. The term "Immediate family" means the employee's, spouse, child, father, mother, sister, brother, grandparents, grandchild, father-in-law, mother-in-law, stepfather, stepmother, step-siblings. An absence with pay for any one day may be granted by the Superintendent or his/her administrative designee in case of the death of an employee's sister-in-law, brother-in-law, aunt, uncle, cousin, or of a grandparent of the employee's spouse. These provisions shall be administered in the light of their purpose, which is to provide opportunity when needed to enable an employee to attend the funeral or to attend to family or personal matters arising as a result of the death.

8.2 Military Leave: Any regular employee serving an annual tour of duty with the armed forces shall be paid the difference between her/his regular salary and her/his military pay during such period but not to exceed two (2) calendar weeks.

8.3 Jury Duty: A regular employee called for jury service shall be paid the difference between her/his regular salary and her/his jury pay during the period of such service and shall report for work whenever excused from attendance at court. Upon receipt of a summons for jury service, the employee shall immediately notify the Director of Information and Instructional Technology.

8.4. Leave Without Pay: Leave without pay may be granted upon request to an employee by the Superintendent, or designee, in consultation with the Director of IIT for good and sufficient reason when such may be done without interference with the needs of the Lexington Public Schools as determined solely by the Superintendent.

8.5 Maternity / Childrearing and Family Medical Leave: Employees will upon request be granted leave without pay in accordance with relevant state and federal laws for childbearing, childrearing and family medical leave. Grievances pertaining to this paragraph are not subject to arbitration as provided for in Article Three. Courts and/or administrative agencies with subject matter jurisdiction shall be the sole forum for resolving grievances pertaining to this paragraph if they have not been resolved at Levels One or Two of Article Three herein.

8.6 Personal Days: Technology employees may be absent for two (2) days a year for such as, but not restricted to, the following reasons: legal affairs, business or personal matters, adoption of a child, court appearances, real estate business, serious family illness, graduation from a place of higher learning, funerals. Reasons which are unusual, imperative or emergency in nature at which their attendance is required and no other arrangement can be made are approved upon request. Written notification to Director of Human Resources for such personal leave will be made at least forty-eight (48) hours in advance, except in the case of an emergency, in which case, notification can be made by phone followed by written notification during or after the absence. The employee need only state that he/she needs a personal day for reasons consistent with the policy as stated above. Personal days shall not be taken immediately preceding or following a vacation or holiday except by special permission of the Superintendent.

8.7 Except where otherwise provided, leaves in this Article shall be in addition to sick leave.

ARTICLE 9 - GROUP INSURANCE and BENEFIT PROGRAMS

9.1 Life Insurance: All employees regularly working twenty (20) hours or more per week shall be entitled to secure a Certificate of term life insurance coverage on the basis available to other employees of the Lexington School System and/or employees of town of Lexington covered by collective bargaining agreements. An Optional Life Insurance Plan

is also available.

9.2 Health Insurance: All employees regularly working twenty (20) hours or more per week shall be eligible for individual or family health coverage for hospital and medical services and extended benefits in accordance with the terms offered by the Town of Lexington to its employees. Employees hired after March 31, 1986, are subject to the Medicare tax, that portion of the Social Security tax that covers Medicare. The Town of Lexington must presently withhold 1.45% of wages of those employees who fall in this category.

9.3 Technology Unit employees are entitled to any other insurance/benefit plan which the town may provide for LPS employees.

9.4 Employees are eligible to participate in the Employee Assistance Plan (EAP) offered by the Town of Lexington to LPS employees.

9.5 Technology employees may take advantage of automatic deposit of paychecks in accordance with the procedures established by the Town of Lexington.

9.6 Professional Development: The Employer will periodically assess and determine the need for professional development activities involving technology employees.

ARTICLE 10: ASSOCIATION RIGHTS

10.1 The School Committee shall permit the LEA members to use in-school mailboxes, and to use school buildings for school meetings, provided no additional cost for custodial employees is necessitated by such use.

10.2 The School Committee shall furnish to the LEA by no later than October 15th of each year, the names and addresses of all employees included in Article One of this Agreement in the Lexington School System prior to the opening of school, in so far as possible, and whenever positions are filled because of new openings, resignations, transfers or death.

10.3 The School Committee shall furnish to the LEA a complete listing of all Employees covered by this Agreement along with the location to which they are assigned and the number of hours they are assigned to work per week.

ARTICLE 11: REPRODUCTION OF AGREEMENT

The School Committee shall bear the cost of reproducing the Agreement and will supply the LEA with one copy for each member of the bargaining unit plus twenty-five (25) copies before the opening of school in September, if possible, and otherwise as soon as possible.

ARTICLE 12: INDEMNIFICATION OF EMPLOYEES

The Committee shall indemnify employees to the extent required and permitted by state law.

ARTICLE 13: CHECK-OFF OF ASSOCIATION DUES

13.1 LEA Dues: The employer will deduct from the pay of each employee for whom the employer has received a check-off authorization form provided by the LEA and executed by the employee, the LEA dues, fees, and assessments in the amounts specified by the LEA. The employer will make the necessary deductions on a biweekly basis and remit the aggregate amount to the LEA along with a list of the employees for whom dues, fees and assessments were deducted. The LEA shall give the employer at least thirty (30) days notice of any change in the dues or of any implementation of fees or assessments.

13.2 Agency Service Fee: All employees whose biweekly LEA dues are not being paid by authorized dues deduction shall be required, as a condition of employment to pay an agency service fee, in an amount equal to its full dues (subject to rebate as provided for by the rules and regulations of the Massachusetts Labor Relations Commission). Said amount shall be paid directly to the LEA on or before the 30th day following the beginning of their employment or the dues deadline date set by the LEA, whichever is later. In the event of any dispute pertaining to and arising out of the agency fee, the LEA will indemnify and hold the Committee, its officers, agents and employees harmless from any

suits either at law or in equity and shall provide legal counsel of its choice at no cost to the Committee.

ARTICLE 14: EMPLOYEES' FILES

14.1 Except for initial employment documents (resume, references, etc.), nothing shall be added to any technology employee's personnel file(s) until and unless the employee has seen the item and has acknowledged such by signing it. If the employee refuses to sign a document, it will be shown to an officer of the LEA, who will sign it.

14.2 Any employee may attach an addendum to information in her/his Personnel File. An employee may have information removed from her/his file by use of the grievance procedure, on the grounds that information in her/his file is incorrect, or irrelevant to the employment relationship.

14.3 The employee shall have the right upon request at reasonable times to examine her/his personnel file at a location designated by the Employer and to have a copy of any material in it.

14.4 The employer will not reveal information in employees' files without the consent of the employee to anyone outside the management of the Town, except when required to do so in legal proceedings.

14.5 In order for a document to constitute a reprimand, it must contain the designation *RE: Letter of Reprimand*; otherwise, it may not be used as evidence to establish a pattern of progressive discipline.

ARTICLE 15: USE OF SCHOOL FACILITIES

Employees may use the physical education facilities of the school in which they work, including showers, tennis courts and gymnasium, at their own risk, provided that such use does not interfere with student use of these facilities and further provided that no additional custodial cost is necessitated thereby.

ARTICLE 16: PAYROLL DEDUCTIONS

16.1 The Town of Lexington has established payroll deduction procedures allowing employees to purchase tax deferred annuities. The employees covered by this Agreement may take advantage of such procedure by designating on a form to be provided by the employer that s/he wishes to have such deduction made from her/his paycheck in a specified amount.

16.2 Employees covered under this Agreement may take advantage of automatic deposit of pay check procedures by designating on a form provided by the employer that s/he wishes to have her/his pay check automatically deposited in a specified bank account.

ARTICLE 17: SEPARABILITY and/or AMENDMENT

17.1 If any provision and/or application of this Agreement is found by a court of competent jurisdiction to be contrary to law in a decision which is not appealed, then that provision or application shall be deemed ineffective to the extent contrary to law and all other provisions or applications shall continue in full force and effect. In the event that a provision or application is rendered ineffective as a result of a final court decision, or the parties agree that a provision is illegal, the parties shall meet forthwith to negotiate a provision or application to replace that found to be illegal. In these negotiations the impasse procedures provided by G.L.C.150E for agreements shall be followed by the parties. No new provisions shall be implemented until an agreement has been reached, ratified and executed by the parties. All understandings and agreements reached under this procedure shall be reduced to writing, signed by each party, and made a part of this Agreement.

17.2 This Agreement constitutes the entire Agreement between the parties on all matters presented for collective bargaining. Any modification of any of the terms of this Agreement requires a writing signed by the President of the LEA and the Chairperson of the School Committee attesting to ratification by the respective party.

ARTICLE 18: SCHOOL COMMITTEE RIGHTS

Except where a specific provision or an express term of this Agreement provides otherwise, the employer retains the exclusive right to manage its workforce and to determine the methods and means by which schools shall be operated. The exercise of such responsibility by the employer and/or its agents shall be at the sole discretion of the Superintendent and/or School Committee and shall not be subject to arbitration, except as specifically provided by an express term of this Agreement.

ARTICLE 19: NO STRIKE CLAUSE

The LEA agrees that neither it nor its members individually or collectively will cause, condone, sanction, or take part in any strike, walkout, slowdown or work stoppage, during the period this Agreement is in effect. Any employees who violate this provision shall be subject to discipline and/or discharge pursuant to pertinent state law.

ARTICLE 20: DURATION

The provisions of this Agreement shall be effective as of July 1, 2005 and will continue and remain in full force and effect until August 31, 2012, and shall be automatically renewed from year to year, unless by December 15 in any succeeding year, either party notifies the other in writing of its desire to terminate or amend this Agreement. When such notice is given, the contract will continue in effect beyond its expiration date until replaced by a successor agreement.

Notice of an intention to terminate or amend this Agreement shall be given in writing to the Chairperson of the Lexington School Committee and the Superintendent of Schools at the office of the Lexington Public Schools, 1557 Massachusetts Avenue, Lexington, Massachusetts 02420, or by the employer to the President of the LEA at her/his place of employment in the Lexington School System. Negotiations for a successor agreement will begin at a mutually agreeable time and place as soon as possible after the request for negotiations has been delivered but in no event sooner than November 1st of the fiscal year prior to the fiscal year in which this Agreement expires.

IN WITNESS of this Agreement having been ratified by the parties, the duly authorized representative of the Lexington Education Association (LEA) and the Lexington School Committee have, by affixing their signatures to this document, attest to its ratification and hereby execute this Agreement.

For the Lexington Education Association Technology Unit

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

For the Town of Lexington by the Lexington School Committee:

_____ Date: _____

_____ Date: _____

_____ Date: _____

APPENDIX

PERFORMANCE STANDARDS

TITLE:

Field Technician I

1. Responsible to provide first response for hardware and software problems including maintain network connectivity for computers and printers, troubleshoot hardware and software problems, coordinate base image installation, support technical needs for curricular projects, and maintain peripheral equipment.
2. Work effectively and collaboratively with the System, Network, and Data Administrators to resolve user logon and account issues and problems.
3. Effectively install new computers, memory upgrades, software programs, image computers, replace hard and CD/DVD drives, and peripherals including scanners and printers.
4. Provide school server, snap server, and school LAN maintenance including coordinating and verifying weekly server back up and coordinate computer and peripheral moves.
5. Assist administrators and staff in the selection and evaluation of hardware and software.
6. Provide technical assistance to the Instructional Technology Specialists to identify the best hardware and software to support curricular projects needs.
7. Assist in maintaining an up-to-date hardware and software inventory.
8. Serve as a mentor to Level II and III Field Technicians.
9. Serve as a member of school technology teams, as required and provide technical assistance for review and implementation of District's technology plan.
10. Conduct other duties and responsibilities as directed by the Director of Information and Instructional Technology.

TITLE:

Hardware and Infrastructure Specialist

1. Work collaboratively with all IIT staff (Network and Data Administrators, Hardware and Infrastructure Specialist, Field Technicians and ITS) and Town MIS staff to ensure effective and efficient technical service.
2. Responsible for identifying and resolving hardware and software problems as referred by Field Technicians and System Administrator including computer hardware repair to board or component level, ordering repair parts and tools, replacing monitors and printers, and managing repair budget.
3. Responsible for network and data system infrastructure maintenance including resolving end-user connectivity problems as elevated by Field Technicians and System Administrator.
4. Repair network connection devices as needed, e.g., NIC cards, wall jacks, and punch down repairs and maintain and secure wireless networks and access points.
5. Responsible for Main and Intermediate Distribution Frames (MDF and IDFs) district-wide and assist Network Administrator to work collaboratively with Town MIS and third-party services to monitor and replace defective network devices.
6. Work with all IIT staff (Network and Data Administrators, Hardware and Infrastructure Specialist, and Field Technicians) to identify, develop, and provide appropriate training to Field Technicians and ITS staff to ensure effective implementation of agreed upon technical standards and procedures.
7. Responsible for computer center facilities including design of server implementation with assistance from the Network Administrator.
8. Work with Network Administrator to create, maintain, and provide appropriate backup and disaster recovery capability.
9. Provide technical assistance for review and implementation of the District technology.

10. Conduct other administrative staff duties and responsibilities as directed by the Director of Information and Instructional Technology and/or the Superintendent or designee.
-

TITLE:

Network Administrator

1. Work collaboratively with all IIT staff (Network and Data Administrators, Hardware and Infrastructure Specialist, Field Technicians, and ITS) and Town MIS staff to insure effective and efficient network connectivity for all users.
 2. Responsible for installing, maintaining and supporting all network hardware and software.
 3. Responsible for installing, maintaining and supporting server level software, and end-user accounts and passwords at the server level.
 4. Responsible for ensuring Internet and WAN connectivity to school and central office LANs.
 5. Responsible for creating, maintaining, and providing appropriate backups and disaster recovery capability.
 6. Work with all IIT staff to identify, implement, and refine technical standards for administrative, classroom, computer lab and library equipment by level (elementary, middle and high school).
 7. Work with System Administrator, Hardware and Infrastructure Specialist, Field Technicians, and ITS staff to identify, develop, and provide appropriate training to Field Technicians and ITS staff to ensure effective implementation of agreed upon technical standards and procedures.
 8. Provide technical assistance for review and implementation of the District's technology plan.
 9. Responsible for recommending to the Director of IIT and implementing agreed upon computer center standard operating procedures and documentation for technical operations.
 10. Conduct other administrative staff duties and responsibilities as directed by the Director of Information and Instructional Technology and/or the Superintendent or designee.
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TITLE:

Student Data Coordinator

1. Work collaboratively with the Database Administrator to ensure that all student information systems including the special education and health databases contain accurate and up-to-date information.
 2. Work collaboratively with the Network Administrator, System Administrator, Hardware and Infrastructure Specialist, and Field Technicians to ensure that all student information systems are operating correctly and that end-users have appropriate access.
 3. Responsible to train and support end-users who input information such as student demographic information, grades, and attendance into the system(s).
 4. Responsible to help create and print high school report cards and schedules.
 5. Responsible to help coordinate the annual student information up-date process.
 6. Responsible to assist the Database Administrator generate and submit student data reports to meet state and federal requirements.
 7. Conduct other administrative staff duties and responsibilities as directed by the Director of Information and Instructional Technology and/or the
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TITLE:

System Administrator

1. Work collaboratively with all IIT staff (Network and Data Administrators, Hardware and Infrastructure Specialist, and Field Technicians) to ensure effective and efficient network connectivity and technical support for all users at the building level.
2. Responsible for Apple and pc based and end-user accounts and passwords at the desktop level.
3. Coordinates installation and support of new computers, memory upgrades, end-user software including imaging computers, replacing hard and CD/DVD drives, and peripherals.
4. Serve as a liaison with the ITS to ensure technical service supports administrative needs and curricular initiatives in a coordinated and timely fashion for all users.
5. Work with all IIT staff to implement and refine technical standards for administrative, classroom, computer lab and library equipment by level (elementary, middle and high school).
6. Work collaboratively with all IIT staff (Network and Data Administrators, Hardware and Infrastructure Specialist, and Field Technicians) to identify, develop, and provide appropriate training to Field Technicians and ITS staff to implement technical standards.
7. Coordinate tasks and projects of Field Technicians including maximizing effort for building-based projects and supervise technical support services in buildings, including Field Technician work priorities.
8. Provide technical assistance for review and implementation of the District's technology plan
9. Responsible to create and maintain an up-to-date hardware and software inventory.

10. Conduct other administrative staff duties and responsibilities as directed by the Director of Information and Instructional Technology and/or the Superintendent.

SIDE LETTER OF AGREEMENT

1. **COMPENSATION:** The salary ranges listed in Article 5 apply only to technology employees hired after the initial ratification of this agreement. Current technology employees appointed to the positions described in this agreement will receive the following salaries:

POSITION	FY 06 Salary	FY 07 Salary
Network Administrator	55,000	56,650
System Administrator	53,500	55,105
Hardware/Infrastructure Specialist	53,500	55,105
Field Technician	35,000	36,050
Student Data Coordinator	45,655	47,025

2. Upon ratification of this agreement, current employees will receive a retroactive salary adjustment. This adjustment will be calculated using the FY 06 salaries listed in the table above and will be retroactive to July 1, 2005.
3. Technology employees who currently receive annual longevity payments will continue to receive that same annual longevity amount as long as they are members of this bargaining unit.
4. The 90-day sick-bank maximum will be reduced to a 60-day sick-bank maximum on the date a Long-Term Disability Program is made available to members of the Technology Unit.