SIDE LETTER OF AGREEMENT
BETWEEN
THE HANOVER SCHOOL COMMITTEE
AND
THE HANOVER TEACHERS ASSOCIATION

This **SIDE LETTER OF AGREEMENT** is entered into by and between the Hanover School Committee (hereinafter the "Committee") and the Hanover Teachers Association (hereinafter the "Association") (collectively hereinafter the "Parties").

Whereas, the Committee and the Association are parties to a collective bargaining agreement for the period September 1, 2012 through August 31, 2015; and

Now, therefore, in consideration of mutual covenants, the parties agree as follows:

The terms and conditions set forth in the Collective Bargaining Agreement for the period September 1, 2012 through August 31, 2015 shall remain in full force and effect except as amended herein.

1. <u>Appendix A – Teacher Salary Schedule</u>.

   Effective July 1, 2014, delete section (b) and replace with the following:

   "Professional employees will be reimbursed for tuition and registration costs for graduate level courses granting at least two (2) credits, up to a maximum reimbursement (tuition and fees) of one three-credit graduate course at Bridgewater State University (adjusted and pro-rated for 2 credit courses) provided such credits are earned in an approved area subject to the following conditions:

   1. Professional employees will be eligible for reimbursement for one approved course per contractual year.

   2. In order for a graduate level course to be reimbursable, the course must be given the prior approval of the principal or the employee's supervisor.

   3. All course work must be taken at colleges and universities accredited by a regional or national accrediting association. Special courses may be taken at other accredited institutions (i.e: international colleges or universities) subject to prior approval of the Assistant Superintendent.

4. No reimbursement shall be made until an official transcript of the course and semester hours earned is received from the institution by the HPS Business Manager. No reimbursement shall be made unless a Grade of B or 3.0 is obtained in said course. In those cases where institutions' grading system is on a pass-fail basis, a pass grade shall satisfy the requirement of this section.

5. The total payments made by Hanover Public Schools pursuant to the provisions of this Article shall not exceed the sum of $30,000 during any one contractual year.

6. Of the $30,000 total sum, $15,000 shall be set aside to fund approved courses that are scheduled to begin between July 1 and December 31 (Session 1). Another $15,000 shall be set aside to fund courses that are scheduled to begin between January 1 and May 31 (Session 2). Course reimbursement requests will be evaluated on a first-come, first-served basis upon the order of receipt by HPS Business Office. Requests for Session 1 will be accepted beginning August 1. Requests for Session 2 will be accepted beginning on December 1.

7. The approved reimbursement amount shall be subtracted from the applicable reimbursement pool in the order requests are submitted. If no available funds remain in the applicable pool when a teacher submits a course for approval, the teacher shall be notified by the Business Manager that insufficient funds are available for reimbursement at that time.

8. As of June 1 of each year, any remaining sum of money that has not been expended or encumbered from the two pools shall be placed in a Final Reimbursement Pool subject to mutual review by the Business Manager and a representative of the Association. Any teacher who had submitted a course for approval, but was denied approval for reimbursement due to insufficient available funds shall be reimbursed from the Final Reimbursement Pool in the order in which their course(s) were approved to the extent funds remain available."

The Committee and the Association have caused this **SIDE LETTER OF AGREEMENT** to be executed by their duly-authorized representatives this＿＿＿＿day of August ＿＿＿ , 2014.

Matthew A. Ferron, Superintendent	Stephen Lovell, President
On behalf of the Hanover School Committee	Hanover Teachers Association

Date	Date