



2

December 15, 2015

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

Approval of Agreement with Cambridge Liaisons Invested in Families & Education,  
AFSCME-/AFL-CIO (LIFE/AFSCME) September 1, 2015 – August 31, 2018

Recommendation: That the School Committee approve the attached agreement between the Cambridge School Committee and the Cambridge Liaisons Invested in Families & Education, AFSCME-/AFL-CIO (LIFE/AFSCME) for a collective bargaining agreement for the period of September 1, 2015 through August 31, 2018, which was ratified by their members.

Description: The attached agreement reached by the negotiating teams was ratified by the unit membership. The agreement includes the following:

- Continuation of professional development pool as a pilot program
- Addition of two (2) full days (or the equivalent of sixteen (16) hours) shall be worked at the school under the direction of the principal during the two weeks immediately prior to the opening of school. Any additional summer hours worked between August 1st and August 15th prior to the opening for school under the direction of the principal may be credited towards this sixteen (16) hour requirement.
- Addition of provision, effective September 1, 2016, that there shall be a pool of forty-five (45) hours each year that may be allocated by the principal at his/her discretion for each Family Liaison to be required to perform additional duties as required during peak periods. The allocation of any such hours shall be at the discretion of the principal and the scheduling of any such allocation hours shall be mutually agreed upon by the principal and the individual employee. During the first year that this

provision is in effect, the time period within which the pool of forty-five (45) hours may be allocated by the principal at his/her discretion shall be during the period of September 1, 2016 through June 30, 2017 and in each year thereafter, the time period within which the pool of forty-five (45) hours may be allocated by the principal at his/her discretion shall be during the period of August 15 and June 30 of each school year.

- Inclusion of provision implementing the use of a 403B plan in accordance with IRS regulations so that all members of the unit would make a one-time transfer of sick leave buyback monies at the time of retirement to a 403B plan to reduce tax liability in accordance with IRS regulations. Members will have the option to exclude up to \$5,000 (five thousand dollars) of sick leave buyback monies from the one-time transfer of sick leave buyback monies to a 403B plan at the time of retirement in accordance with the provisions of the 403B plan and IRS regulations.

- Revise and update evaluation instrument as detailed in the attached document.

-Creation of a joint labor/management committee, consisting of members of the union as designated by the union, school administration as designated by the Superintendent, including but not limited to, the Chief Planning Officer, Welcoming Schools Coordinator and a principal, and members of the School Committee as designate by the School Committee to explore the work, hours and changing role of the family liaisons in relation to family engagement. The work of this joint labor/management committee shall commence no later than sixty (60) days after ratification of this tentative agreement by both parties and shall conclude its work and make recommendations to the Superintendent of Schools by no later than June 30, 2016.

- Effective September 1, 2016 increase the health insurance waiver to \$1,600.00.

- September 1, 2017 - Effective September 1, 2017 increase the health insurance waiver to \$1,800.00.

-2.4% base wage increase effective September 1, 2015

-3.0% base wage increase effective September 1, 2016 (2% of which is a general across the board increase and 1% of which is in return for a 3% increase in the employee health insurance

contribution rate from 12% to 15%, effective on this same date, for employees hired prior to April 1, 2013 (when 25% for new hires went into effect.)

-2.5% base wage increase effective September 1, 2017

- Contract clean up

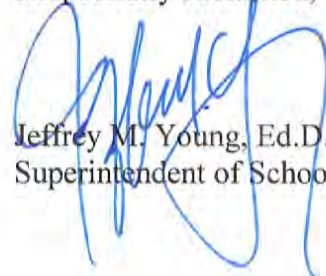
Funding for this agreement is to be made from the School Department budget. The financial costs for the settlement are as follows:

•	<b>FY16</b>	•	<b>12,075</b>
•	<b>FY17</b>	•	<b>35,580</b>
•	<b>FY18</b>	•	<b>34,000</b>

Supporting Data:

Cambridge School Committee and Cambridge Liaisons Invested in Families & Education, AFSCME-/AFL-CIO (LIFE/AFSCME) tentative agreement for a collective bargaining agreement effective from September 1, 2015 through August 31, 2018

Respectfully submitted,



Jeffrey M. Young, Ed.D.  
Superintendent of Schools

5

Cambridge School Committee

and

Cambridge Liaisons Invested in Families & Education, AFSCME-/AFL-CIO  
(LIFE/AFSCME)

This document sets forth the tentative agreement between the Cambridge School Committee and the Cambridge Liaisons Invested in Families and Education, AFSCME/AFL-CIO for a collective bargaining agreement to be effective from September 1, 2015 through August 31, 2018, which shall be a successor to the parties' September 1, 2012 through August 31, 2015 agreement. This tentative agreement is subject to ratification by both the Cambridge School Committee and the Cambridge Professional Safety Specialists Association.

The language of the 2012-2015 collective bargaining agreement shall continue in the successor agreement except as modified below.

**I. Language Proposals**

**Article 2 Preamble**

**Section 5**

In the first sentence delete "involvement" and insert "engagement" in its place.

In the second sentence delete "involvement" and insert "engagement practice" in its place.

**Article 4 Employee Participation and the Labor-Management Relationship**

In the first sentence of the first paragraph, delete "involvement" and insert "engagement" in its place.

In the first sentence of the second paragraph, delete "bi-weekly or"

**Article 5 Professional Development Pool**

Continue provision as a pilot program for the term of the successor collective bargaining agreement

**Article 8 Work Year/Work Day**

**Section A, subsection 2**

Delete the first and second paragraphs of this subsection in their entirety and insert the following in its place:

An additional two (2) full days (or the equivalent of sixteen (16) hours) shall be worked at the school under the direction of the principal during the two weeks immediately prior to the opening of school. Any additional summer hours worked between August 1st and August 15th prior to the

opening for school under the direction of the principal may be credited towards this sixteen (16) hour requirement.

**Insert a new Section E**

Insert a new Section E which provides the following:

Effective September 1, 2016, there shall be a pool of forty-five (45) hours each year that may be allocated by the principal at his/her discretion for each Family Liaison to be required to perform additional duties as required during peak periods. The allocation of any such hours shall be at the discretion of the principal and the scheduling of any such allocation hours shall be mutually agreed upon by the principal and the individual employee. During the first year that this provision is in effect, the time period within which the pool of forty-five (45) hours may be allocated by the principal at his/her discretion shall be during the period of September 1, 2016 through June 30, 2017 and in each year thereafter, the time period within which the pool of forty-five (45) hours may be allocated by the principal at his/her discretion shall be during the period of August 15 and June 30 of each school year.

**Article 13 Supplies and Transportation**

**Section A**

In the first sentence delete "family outreach/parent involvement" and insert "family engagement" in its place.

**Article 14 Health Insurance, Life Insurance, Dental Insurance**

**Section 3**

September 1, 2016 - Effective September 1, 2016 increase the health insurance waiver to \$1,600.00.

September 1, 2017 - Effective September 1, 2017 increase the health insurance waiver to \$1,800.00.

**Article 15 Sick Leave, Sick Leave Bank, Sick Leave Buy-Back**

**Section C**

**Insert at the end of the section the following text:**

The Committee agrees to implement the use of a 403B plan in accordance with IRS regulations so that all members of the unit would make a one-time transfer of sick leave buyback monies at the time of retirement to a 403B plan to reduce tax liability in accordance with IRS regulations. Members will have the option to exclude up to \$5,000 (five thousand dollars) of sick leave buyback monies from the one-time transfer of sick leave buyback monies to a 403B plan at the time of retirement in accordance with the provisions of the 403B plan and IRS regulations.

**Evaluation Instrument**

Revise and update evaluation instrument as detailed in the attached document.

**Creation of Joint Labor/Management Committee**

The parties will create a joint labor/management committee, consisting of members of the union as designated by the union, school administration as designated by the Superintendent, including but not limited to, the Chief Planning Officer, Welcoming Schools Coordinator and a principal, and members of the School Committee as designate by the School Committee to explore the work, hours and changing role of the family liaisons in relation to family engagement. The work of this joint labor/management committee shall commence no later than sixty (60) days after ratification of this tentative agreement by both parties and shall conclude its work and make recommendations to the Superintendent of Schools by no later than June 30, 2016.

**II. Contract Clean Up**

**Global replacement of "family resource liaison" with "family liaison"**  
Throughout the collective bargaining agreement replace the term "family resource liaison" with "family liaison"

**Article 14 Health Insurance, Life Insurance, Dental Insurance  
Section D**

Delete this provision in its entirety (Deletion due to Treasury and IRS announcing all legal same-sex marriages will be recognized for federal tax purposes)

**III. Economic Proposals**

- September 1, 2015 - 2.4% on base wages
- September 1, 2016 - 3% on base wages (2% of which is a general across the board increase and 1% of which is in return for a 3% increase in the employee health insurance contribution rate from 12% to 15%, effective on this same date, for employees hired prior to April 1, 2013 (when 25% for new hires went into effect.)
- September 1, 2017 - 2.5% on base wages

Should, during the life of this contract, any City or School unit reach voluntary agreement with the City for a general across-the-board base wage increase greater in percentage than that provided to this Union, then the City and the Union agree to reopen the contract for the limited purpose of discussing base wages.

8

With no increase on any other economic items in the collective bargaining agreement except as detailed in this tentative agreement.

Cambridge School Committee

Cambridge Liaisons Invested in Families and Education, AFSCME/AFL-CIO

By: [Signature]  
Date: 12/2/15

By: [Signature] [Signature]  
Date: 12/2/15 12/2/15  
[Signature] 12/8/15

DRAFT: June 2015

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CAMBRIDGE PUBLIC SCHOOLS  
FAMILY RESOURCE LIAISON  
Evaluation Form

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Name:	School/Program:
Evaluator:	Date:

Ratings: 5 = Highly Competent 4 = Commendable 3 = Satisfactory  
2 = Needs Improvement 1 = Unsatisfactory NA = Not Applicable

1. Demonstrates knowledge and understanding of various techniques and activities to support effective parent outreach. Fosters a welcoming school climate for all families.

5 4 3 2 1 NA

2. Demonstrates professional, reliable, task-oriented behavior. Participates in school, program and Family Resources Center meetings, training sessions and activities as required. Provides targeted support to individual families, and assists families in connecting with and navigating navigate community agencies and resources.

5 4 3 2 1 NA

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3. Relates effectively. Builds effective and inclusive relationships with parents from all communities and cultural background, reflective of the school's racial, cultural, socio-economic, and linguistic diversity.

5 4 3 2 1 NA

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4. Communicates and rRelates effectively with school personnel staff (teachers, administrators and support staff).

5 4 3 2 1 NA

5. Promotes direct communication between parents and school, using a variety of methods. Supports effective communication between the school, the district, the community, and families.

5 4 3 2 1 NA

6. Demonstrates knowledge and understanding of the school choice/desegregation plan, kindergarten registration process and student assignment process, and participates in these processes as required. Supports the enrollment and transition of Kindergarten students, including the conduction of school tours.

5 4 3 2 1 NA

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7. Is receptive to change and innovation in the development of effective parent outreach and involvement. Collaborates with and promotes the use of community and systems resources in working with parents. Promotes parent education related to student achievement, helping to empower families and strengthen their abilities to support students' academic and social success.

5 4 3 2 1 NA

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8. Uses motivational techniques to assist professional staff in the promotion of educational partnerships with parents.



DRAFT: June 2015

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5 4 3 2 1 NA

9. ~~Provides effective support for the attainment of school program and district family involvement goals and objectives. Makes effective use of the district's information databases and on-line and other communications vehicles to support family and community outreach.~~

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5 4 3 2 1 NA

~~(over)~~ ~~Rev. 9/04~~

10. ~~Provides for a flexible visiting schedule that is family friendly for prospective parents and Demonstrate a flexible work schedule to accommodate e before and after school day activities.~~

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5 4 3 2 1 NA

11. The following areas should be focused on for improvement (Please check)

- Outreach to parents
- Parent advocacy
- Flexible work schedule
- ~~Written Communications~~
- Parent coffees, pot lucks, socials
- School tour
- Other

GOALS:

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EVALUATOR COMMENTS:

\_\_\_\_\_  
School/Program Administrator

\_\_\_\_\_  
Date

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DRAFT: June 2015

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COMMENTS:

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Family Resources Liaison

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Date

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*Administrator: Return Completed Evaluation Form to the Office of Human Resources*