Side Letter of Agreement
Work Day: 2019-20 School Year

This agreement is between the Essex Westford Educational Community Unified Union School District ("District") and the Essex Westford Education Association ("Association").

WHEREAS, the parties have reached an agreement over Article 8 (Work Day) of the collective bargaining agreement for teachers of the District to take effect 7/1/19;

The parties hereby agree to the following relative to Article 8:

1. It is understood that for the 2019-20 school year, the planning time at the Elementary/Middle School level (as outlined under Article 8.4A2a of the master agreement) shall be as follows:
   a. The planning time shall be 45 consecutive minutes for all full-time teachers at Summit Street School, Hiawatha Elementary School, Thomas Fleming School, Essex Middle School, Founders Memorial School and Westford School.
   b. The planning time for all full-time teachers at Essex Elementary School shall be no less than 30 consecutive minutes.
   c. Teachers at Essex Elementary School shall not be assigned more supervisory duties than they were assigned during the 2018-19 school year exclusive of indoor recess.
   d. The planning time for all full-time teachers at Albert D. Lawton School shall be one period.

2. This Agreement is unique to this case, is non-precedent setting, and does not establish any practice or foundation for future negotiations between the parties; and,

3. The Association agrees not to grieve the existence of this Agreement, and the Association furthermore agrees not to use this Agreement as a basis for grievance on this topic.

As authorized representatives, these agents set their seals in agreement with the above:

______________________________________________  ________________________________
For the Association  Date  For the District  Date