

**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:

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*For the Association*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*For the District*

\_\_\_\_\_

*Date*