

**Malden Public Schools
Malden, Massachusetts**

DATE: Sept. 5, 2017
TO: All Teachers – Unit A
FROM: John Oteri
RE: Level Changes for School Year 2018-2019

Because the process of estimating our budget needs for the next school year starts in the fall of the preceding year, we need your cooperation in providing us with the information we must use in order to set a realistic budget.

According to the teacher’s contract of 2005-2008, the following language is relevant to this request (Article 4, Salaries, section 4.11.01): **“Effective September 1, 2003, teachers who expect to move on the salary schedule as a result of increased educational credits shall notify the Superintendent by November 1 of the preceding year in which the salary increase is to take effect.”** The school system can no longer fund Level changes that have not been appropriately documented and planned for during the budget development process.

If you anticipate a change in Level for the 2018-2019 school year, please put a check mark in the appropriate designation on the lower portion of this form and **(RETURN THIS ENTIRE FORM to John Oteri, NO LATER THAN Wednesday, November 1st)**. If you are unsure of what salary level you are currently on, please check your copy of your most recent contract or speak with the Business Office.

IMPORTANT:

If we do NOT receive this form from you by **Wednesday, November 1st**, we will assume that you do not anticipate a change in level for the 2018-2019 school year. (This update is a **yearly one**. Please err on the side of optimism; if there is a **realistic** possibility of a move, send in your intent form.)

Thank you for your cooperation!

NAME: _____ SCHOOL: _____

I ANTICIPATE THE FOLLOWING LEVEL CHANGE FOR THE 2018-2019 SCHOOL YEAR:

From: BA to BA15 MA MA15 MA30 MA45 MA60
From: BA15 to MA MA15 MA30 MA45 MA60
From: MA to MA15 MA30 MA45 MA60
From: MA15 to MA30 MA45 MA60
From: MA 30 to MA45 MA60
From: MA45 MA60