Malden Public Schools
Malden, Massachusetts

DATE: **Sept. 4, 2018**

TO: **All Teachers – Unit A**

FROM: **John Oteri**

RE: **Level Changes for School Year 2019-2020**

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 2019-2020 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 Thursday, 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 **Thursday, November 1st** , we will assume that you do not anticipate a change in level for the 2019-2020 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 2019-2020 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