



**Dennis Yarmouth Regional School District**  
**Office of the Superintendent**  
296 Station Avenue, South Yarmouth, Massachusetts 02664  
Phone: (508) 398-7600 Fax: (508) 398-7622

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DATE: April 2024  
TO: ALL CERTIFIED STAFF  
FROM: Elizabeth Pontius  
Director of STEM Instruction

**RE: Horizontal movement on the teacher salary schedule**

Please use the Horizontal Movement REQUEST form to give written notice of your intent to move horizontally on the teacher salary schedule (e.g., M to M+15) for FY25. The form must be filed with the Office of Instruction by June 28, 2024 to be effective in September. Please make sure all graduate credit records in transcripts form (unofficial are accepted) pertaining to this move are attached to your submission. Course completion documents and Vector transcripts are not accepted. You may come in any time Monday – Friday from 8:00 a.m. to 4:30 to check your personnel file as needed. Please email or call Lauren O’Sullivan to make an appointment to view your file. Lauren O’Sullivan.  
[osullivl@dy-regional.k12.ma.us](mailto:osullivl@dy-regional.k12.ma.us) (508-398-7664).

Reviewing records to approve such movement is conducted annually during the summer months. Confirmation of all credits and degrees must be received from accredited colleges and universities prior to the start of the school year.

If you are planning to take a summer semester course to count toward this horizontal movement, please refer to sections 36.2, 36.3 and 36.4 of your contract and the following additional language referring to summer courses:

1. Submits a letter from his/her instructor not later than August 15<sup>th</sup> confirming that the bargaining unit member is enrolled in the course;
2. Completes the course before the start of the particular school year; and
3. Submits evidence of course completion in form reasonably acceptable to the Committee not later than October 1 of the particular school year.