Letter of Agreement (LOA)
Calhoun Intermediate School District (CISD)
-and-
Calhoun Intermediate Educational Association (CIEA), MEA/NEA

This Letter of Agreement is entered into this 14th day of August 2023 between the Board of Education of the CISD (District) and the CIEA (Association).

Given ancillary staff shortages that have occurred in recent years, the Special Education Department at the CISD and CIEA have agreed to the following order and method of coverage and compensation.

COVERAGE:

Step 1: Administration will ask current CIEA staff if they are willing to pick up extra duty work to cover a vacancy. CIEA staff will be asked to volunteer in the following order.
   a. Staff assigned to the region where the vacancy is located.
   b. All staff that are part of the professional team.

Step 2: Administration will seek coverage from non-CISD employees.

Step 3: Administration will assign current CIEA full-time staff to cover vacancies. These assignments will be reviewed on a regular basis by Administration. Staff will be assigned based on seniority, with the least senior department members assigned first and so on. Professional staff in their first year may be administratively excused from these assignments due to their lack of experience.

COMPENSATION:
Staff are expected to document time outside of regular work hours for additional compensation. Compensation for this additional work will be based on the employee's current salary rate (broken down to an hourly rate).

This Letter of Agreement shall become effective upon ratification by authorized representatives of the CISD and CIEA. This Letter of Agreement is non-precedent setting and can not be used as evidence of a practice, custom, or policy.
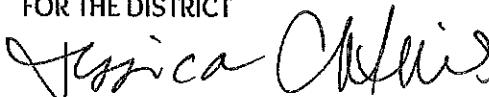
This Letter of Agreement will expire on June 30, 2024.
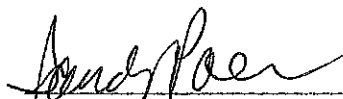

FOR THE ASSOCIATION
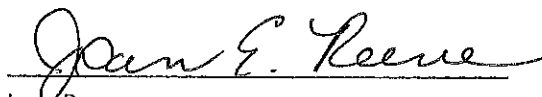
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Mike Nicholson
CIEA President

Date: 8/14/2023

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Sandy Paesens
MEA UniServ Director

FOR THE DISTRICT

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Jessica Clothier
Assistant Superintendent – Human Resources

Date: 8/14/2023

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Joan Reeve
Assistant Superintendent-Special Education