

LETTER OF AGREEMENT  
BETWEEN  
CALHOUN INTERMEDIATE SCHOOL DISTRICT (DISTRICT)  
AND  
CALHOUN INTERMEDIATE EDUCATION ASSOCIATION, MEA/NEA (CIEA)

This letter of agreement sets forth the mutually negotiated understanding between the District and CIEA regarding the creation of Working Educational Business Days (EBD). The parties agree as follows:

1. This letter of agreement, which is a continued trial arrangement, is effective February 24, 2025, and will remain in effect on a trial basis for the duration of the 2024-2025 school year.
2. Youth Center Teachers whose working schedules do not allow for enough planning time (multiple preps) without students may request the use of an EBD to conduct educational business on behalf of students and to address classroom needs.
3. Eligible employees may request up to four (4) days per school year to use for EBD. No more than two (2) days may be used in a semester. Employees may request to use EBD in half-day increments.
4. Requests for EBD must be made at least one week prior to the date requested.
5. All requests are subject to the availability of substitutes. If a substitute is not available, the EBD will be canceled.
6. Eligible employees must submit a plan of action for the EBD to their supervisor for approval.
7. EBD requests shall address the following issues in the plan of action: Curriculum planning; correspondence with parents; correspondence with community agencies and supports on behalf of students; IEPs; behavior intervention plans (BIP); analyzing student data to support student performance and guide instruction; collaboration with other educational professionals; development of educational implementation strategies; such other work related to student achievement and educational participation.
8. EBD will be conducted in the school setting of the employee, or remotely with supervisor's written approval. An EBD is the equivalent of a regular working day (minimum 7 hours).

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, 2025.

FOR THE CIEA:

Signature on File  
Mike Nicholson  
CIEA President  
Date on File

Signature on File  
Sandy Paesens  
MEA UniServ Director  
Date on File

FOR THE DISTRICT:

Signature on File  
Jessica Clothier  
Assistant Superintendent for HR  
Date on File

Signature on File  
Nicole Lawrence  
Assistant Superintendent, Special Education  
Date on File