

**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 1st day of July 2024, 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: The Assistant Superintendent for Special Education and the Assistant Superintendent for HR will review, approve, and communicate to staff all extra duty assignments. The Assistant Superintendent for HR will communicate to the Association President all extra duty assignments approved.

Step 3: Administration shall seek coverage from non-CISD employees.

Step 4: 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. Every August, Supervisors will be trained on this procedure.

\*If vacancies exist, the parties will meet and reach agreement by September 1st of each contract year to establish extra work load thresholds.

**COMPENSATION:**

Staff shall accordingly memorialize time spent on extra duty work hours for additional compensation. These assignments will include extra duty pay for extra duty performed during the regular work day, if properly recorded. 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, 2027.

**FOR THE ASSOCIATION**

Signature on File  
Mike Nicholson  
CIEA President

Date: \_\_\_\_\_

**FOR THE DISTRICT**

Signature on File  
Jessica Clothier  
Assistant Superintendent – Human Resources

Date: \_\_\_\_\_

Signature on File

Sandy Paesens  
MEA UniServ Director

Date: \_\_\_\_\_

Signature on File

Nicole Lawrence  
Assistant Superintendent-Special Education

Date: \_\_\_\_\_