

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

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. The effective date of this letter of agreement is July 1, 2024, or the effective date of the collective bargaining agreement succeeding the 2024-2027 collective bargaining agreement between the parties, whichever date is later.
2. Teachers whose working schedules do not allow for planning time 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).

**FOR THE ASSOCIATION**

Signature on File

Mike Nicholson  
CIEA President

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

Signature on File

Sandy Paesens  
MEA UniServ Director

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

**FOR THE DISTRICT**

Signature on File

Jessica Clothier  
Assistant Superintendent – Human Resources

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

Signature on File

Nicole Lawrence  
Assistant Superintendent-Special Education

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