

**Letter of Agreement between St. Joseph County Intermediate School District Board of Education and St. Joseph County Intermediate Education Association (IEA) Working as a Qualified Daily Substitute in a Special Education Classroom**

1. The purpose of this agreement is to address the current Teacher shortage which requires additional voluntary work duties to help become the Daily Teacher of Record in Special Education classrooms for the 2023-2024 school year.
2. This would allow bargaining members to voluntarily work within the Special Education classroom under the following requirements/guidelines:

Electing to work within the classroom is completely voluntary.

By electing to become the Daily Teacher of Record you would be responsible for the Teacher's responsibilities (examples: lesson plans, benchmark work, parent communications, etc.)

ISD will pay and/or reimburse (must have a detailed receipt) the sub permit.

Employees interested must email their direct Supervisor indicating how their regular work will be completed. Employees must understand that by electing to sub means you are not taking away from serving local districts and students. This must be pre-approved by the employees Supervisor. The Supervisor will then forward the supporting documentation and approval to the Superintendent. The Superintendent is the one point of contact and will monitor and have the final approval. Once approved the Superintendent will share a Google Spreadsheet with the employee to record possible work days. Indicating possible days you are willing to work means you are available and willing to be called to sub that day but this is not a guarantee to work.

Employees that sign up (file for the permit and report days on the calendar with the Superintendent) will receive a one-time \$200.00 sign-up stipend.

Employees are required to elect and record on the Superintendents substitute calendar 2-4 days per month. Half days may be approved by the Superintendent, as needed. In order to receive the \$200.00 sign up stipend above, a minimum of 4 half days must be worked.

Payment will be \$200.00/day (or the Long Term Board approved substitute rate), whichever is greater, beginning with the first day of this arrangement.

Time worked within the classroom must be logged on the Daily Sub Form. This form can be found on the staff resources website under forms.

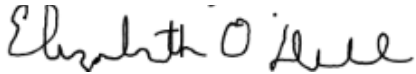
3. This agreement is effective August 9, 2023 and remains in effect through June 30, 2024, at which time this Agreement expires.

4. All terms and conditions of the current IEA Master Agreement not modified by this Agreement remain in effect.
5. No precedent, custom, or binding past practice is established by this Agreement.

St. Joseph County Intermediate School District Board of Education

By: Date: August 21, 2023

It's: Board President



St. Joseph County Intermediate Education Association (IEA)



By: Date: August 21, 2023

It's: President

8/9/2023