

**MEMORANDUM OF UNDERSTANDING
BETWEEN
BOARD OF EDUCATION, JACKSONVILLE SCHOOL DISTRICT #117 AND
JACKSONVILLE EDUCATION ASSOCIATION, IEA/NEA (JEA)**

**SUBJECT: Amendment to Section 4.5D of the CBA
(Extra Duty for Staff in Departments with Long-Term Subs) Stipend**

WHEREAS, the Jacksonville Education Association, IEA-NEA, hereinafter referred to as “JEA” and the Board of Education of Jacksonville School District #117, hereinafter referred to as “the Board,” are parties to a collective bargaining agreement, hereinafter “CBA,” effective August 16, 2023 through August 15, 2026;

WHEREAS, JEA and the Board have agreed to certain modifications concerning the stipend percentage to be paid on the extra duty for staff in departments with long-term subs in Section 4.5 D of the CBA;

WHEREAS, the Parties hereto agree to memorialize the terms and conditions of their Agreement in this Memorandum of Understanding (MOU);

NOW THEREFORE, the Jacksonville Education Association, IEA/NEA and the Board of Education of Jacksonville School District #117 do hereby agree to this Memorandum of Understanding on the following terms and conditions:

1. The above recitals are incorporated into this MOU as if they had been restated verbatim.
2. The terms and conditions of this MOU shall be effective upon execution and approval of this MOU by both Parties, or pursuant to prior written agreement of the Parties, whichever occurs first.
3. The Parties agree to amend the CBA, Section 4.5D effective August 14, 2023 as follows:

4.2 D Extra Duty for Staff in Departments with Long-Term Subs

When the district finds it necessary to hire a long-term sub, a teacher in that department will be assigned after discussion by the building administrator, union representative, and department chair/representative teacher to assist with any and all instructional duties for the sub, if necessary. The assigned teacher shall be paid \$1000/semester, and an additional \$500/semester for lab/vocational/art/special education (IEP preparation) classes pro-rated depending on duration of assignment while the sub is employed.

When the district finds it necessary, after discussions with the building administrator and the special education director/assistant director, if necessary, an extra \$1000/semester may be paid to special education teachers who are working in the STEP program and are performing all the above-mentioned duties (lesson planning, IEPs, disciplinary, grading, etc., while also assisting a long-term substitute in the coordinating step classroom with specific STEP classroom curriculum. The specific STEP classroom duties may include: tracking behavior, charting data, inputting data into the Skills system, observing students, performing CPI, Ukeru and completing necessary state documentation, discrete trial teaching and training, developing, implementing and monitoring social stories and self-regulation techniques.

4. This MOU contains the complete understanding of JEA and the Board.
5. This MOU may be modified only by written agreement of the parties.
6. Each representative of the Parties executing this MOU on behalf of their principal represents and warrants that he/she has the authority to bind their respective Party to the terms and conditions of this MOU.

Executed this 13th day of December 2023.

Jacksonville Educational Association (JEA),
IEA/NEA

By: Amy Pieper
Amy Pieper, Co-President

By: Darla Hamilton
Darla Hamilton, Co-President

Jacksonville School District 117,
Board of Education

By: Noel Beard
Noel Beard, President

By: Teresa Wilson
Teresa Wilson, Secretary