

## KIBSD/KIESA FY22 MOU-1

This Memorandum of Understanding (MOU) made and entered into this 9/7/2021 day of 2021, by and between the Kodiak Island Borough School District (District) and the Kodiak Island Educational Support Association (KIESA). The District and KIESA agree to the following in regard to Aide and Library Media Specialist and Substituting:

### General Conditions:

1. No Aides or Library Media Specialist should be placed in substitute positions without authorization by an administrator.
2. Aides and Library Media Specialist should rarely be called upon for brief coverage of less than 45 minutes while awaiting the arrival of a substitute. This should fall under the Other Duties as Assigned From Time to Time which by definition is a rarity.
3. Under no circumstance should an Aide or Library Media Specialist be put in a substitute teacher position and then have a substitute hired for the Aide or Library Media Specialist position. If a substitute is available, the Aide/Library Media Specialist will continue their normal work assignment.
4. If an Aide/Library Media Specialist accepts a substitute assignment, they will be paid a \$10.00 per hour deferential in addition to their regular pay if they meet the minimum time of 45 minutes.
5. In the event a classified employee does not accept a substitute assignment and in the event that all other options to fill the vacancy have been exhausted, the classified employee will be moved into the substitute position and paid the differential in addition to their regular pay.
6. The use of Aides and Library Media Specialist as substitutes is not to become a norm; it must remain an exception for those circumstances when no substitute is available.

### Assignment:

1. Aides and Library Media Specialist will only substitute in classes in which the Aide has regularly worked within the last two years or, if Aide chooses, a class in which the Aide has significant experience and/or a degree or certification.
2. An Aide/Library Media Specialist should not be moved to another classroom during prep time.
3. An Aide/Library Media Specialist should be invited to substitute in classrooms only, i.e. not cafeteria, dayman, secretary, etc. [Exceptions permitted at Aide's option in rural schools]
4. Aides and Library Media Specialist are permitted to state their interest in the possibility of subbing.
5. When a class normally has more than one adult in the program, a substitute and aide should be assigned to that program.
6. If grant-funded Aides are utilized in substitute situations, the funding for this service will be moved to the appropriate general fund substitute account number. This will be documented through the sub log, signed by the building administrator and will be submitted to both payroll and the grant administrator.

**Payment and Other Compensation:**

1. Substitute differential of \$10.00 per hour.
2. Opportunities for training in equipment and programs, classroom and behavior management, safety, emergency procedures, resources available [who to call for assistance & when] and appropriate discipline measures will be offered. Trainings regarding this MOU will be offered during in-service and will include administrators, Secretary Is, and the District Office secretary who is responsible for substitute management. Any trainings outside of the workday will be compensated at the Aide's/ Library Media Specialist's regular rate of pay.

**Limitations:**

1. Substitute Language has a sunset clause and will expire on June 30, 2023.
2. Probationary employees will not be required to substitute; however, the probationary employee may do so if they choose.
3. Aides and Library Media Specialist will only substitute in classes in which the Aide has regularly worked within the last two years or, if Aide chooses, a class in which the Aide has significant experience and/or a degree or certification. This limitation will be evaluated on a case-by-case basis and may be at the administrator's discretion.
4. This plan is applicable to all Aides and Library Media Specialist at the direction of the Principal.
5. Work as substitute must be limited to no more than 2 days a week or 5 days a month. Exceptions to this limitation will be made on a case-by-case basis and subject to administrative discretion to avoid potential impacts to the classified members regular assignment.
6. Work as a substitute will not be used as part of an Aide's/ Library Media Specialist's evaluation. Any problems or concerns must not be reflected in their evaluation or discussion of job performance as an Aide/ Library Media Specialist. Should there be such concerns, they must be addressed in a separate format, since subbing is not in the Aide/ Library Media Specialist job description.
7. Aides and Library Media Specialist will not substitute as Aide IVs.

**Supports:**

1. There should be a review of substitute plans, notes and materials with teacher or administrator before the start of the substituting assignment. Support for operation of necessary equipment will be provided.
2. The administrator checks in as needed with the Aide/ Library Media Specialist while they are working as a substitute to assure adequate support.
3. Administrators will meet with Aides and Library Media Specialist to discuss and distribute information and to develop substitute assignment plan spreadsheets:  
~~— Administrators will meet in advance with Aide/ Library Media Specialist to determine and plan which classes would be appropriate. This will avoid pressure at the last minute.~~
4. Opportunities for training in equipment and programs, classroom and behavior management, safety, emergency procedures, resources available [who to call for assistance & when] and appropriate discipline measures will be offered. Trainings outside of the workday will be compensated at the Aide's/ Library Media Specialist regular rate of pay.

5. Administrators will be informed of this change and prepared to implement these changes for Aides and Library Media Specialist and subbing.

Agreed upon this \_\_\_\_ day of \_\_\_\_, 2021 9/7/2021

GS

Kodiak Island Educational Support Association

Michelle Pegg

KIESA President

Kodiak Island Borough School District

Goff Smith

Superintendent