

**MEMORANDUM OF UNDERSTANDING
PART DAY TEACHER AND PART DAY ADMINISTRATOR**

This Memorandum of Understanding (the “MOU”) is entered into by and between the Board of Education of Arlington Heights School District No. 25 (“District”) and the Arlington Teachers’ Association (“Association”) (collectively referred to as the “parties”).

WHEREAS, the District is interested in implementing two positions combined, Part Day as Administration and Part Day as Certified Staff for the 2024-2025 school year and

WHEREAS, due to the aforementioned changes in working conditions, the Association issued a demand to bargain the impact of said changes on its members; and

WHEREAS, the Parties met virtually on August 5, 2024 and bargained in good faith the impact of the aforementioned changes and reached a tentative agreement which will be memorialized in this MOU.

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. **RECITALS.** The recitals set forth hereinabove are true and correct and are incorporated in this MOU by reference.
2. **AGREEMENTS.** The Parties agree as follows:
 - a. It is the intent of the District that these two positions will be combined for one year only, but if there is a reasonable need to continue one or both positions as currently structured in the future, the District will notify the ATA and the ATA has the right to demand to bargain the impact of the decision
 - b. The contractual minimum amount of plan time afforded to full-time members shall remain at one hundred sixty-five (165) minutes per week.
 - c. Both individuals in the combined positions shall follow all administrative rules and policies during the defined hours of their administrative workday.
 - d. The District Superintendent or appointee and Association President or appointee shall mutually agree to the defined workday of the individuals in their positions as Certified Staff members. The ATA shall have no input into the workday for the administrative portion of the positions.
 - e. Both individuals will not do the work of an administrator while performing their certified duties and will not perform any certified responsibilities while performing as an administrator.
 - f. The individuals in the combined positions will not be involved in or provide input for any ATA members’ evaluations. Both individuals will have the opportunity to join the ATA if they choose. Still, they will not share confidential information about the association with the administration and vice versa if they do so.

- g. In the course of their assigned duties, both individuals will direct any parent or student concerns about ATA members to the assigned administrator.
- h. Any concerns that arise throughout the 2024-25 school year shall be discussed and resolved at the Labor Management meeting between ATA and District Administration.

- 3. **COMPLETE UNDERSTANDING.** This Agreement sets forth all of the promises, agreements, conditions, and understandings between the parties relative to the subject matter hereof and no other promises, agreements, or understandings, whether oral or written, expressed or implied, exist between the parties.
- 4. **AMENDMENTS.** No provisions or requirements expressed in this Agreement may be altered, modified, changed and/or canceled after the effective date of this Agreement, except upon the express written consent of all Parties.
- 5. **EFFECTIVE DATE.** This MOU is effective immediately upon receipt of signatures by both Parties and shall expire on August 15, 2026.

IN WITNESS WHEREOF, the Parties have executed this Agreement on this 8th day of October 2024. This Agreement is agreed to and authorized by the signatures of the parties as set forth below.

**BOARD OF EDUCATION
OF ARLINGTON HEIGHTS SCHOOL
DISTRICT 25**

By: Brian A. Kays
Its: Superintendent

**ARLINGTON TEACHERS'
ASSOCIATION**

By: Deborah Berg
Its: President