

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (hereinafter “Agreement”), made and entered into this 15<sup>th</sup> day January, 2025, by and among the Board of Education of Jacksonville School District No. 117 (hereinafter “District,” “Board,” or “School District”), Alex Suhre (hereinafter “Employee”) and Jacksonville Instructional Support Personnel Association a/k/a Jacksonville Support Staff Association (hereinafter “Association”);

### **WITNESSETH:**

**WHEREAS**, Employee is a non-professional educator licensed employee, serving as a paraprofessional during the 2024-2025 school year who is working on obtaining coursework for her teaching degree and associated professional educator licensure (as outlined in Exhibit A); and

**WHEREAS**, Employee has certain rights and duties provided under a Collective Bargaining Agreement (hereinafter “CBA”) between District and Association; and

**WHEREAS**, District is aware of unusual and unique facts regarding the specific circumstances currently faced by Employee and the District need for staff in both the role Employee is presently serving and the role for which she is seeking licensure; and

**WHEREAS**, District and Association do not wish the decisions of the District related to the present circumstances of Employee to reflect upon or otherwise affect the members of Association, now or in the future; and

**WHEREAS**, Employee has communicated that she will have no choice but to resign her position to complete her coursework if she is not granted a leave as described

herein, but wishes to return to active employment with the District no later than the second semester of the 2024-2025 school year; and

**WHEREAS**, Association desires that Employee be permitted to take an unpaid leave of absence for a portion of the second semester of the 2024-2025 school year; and

**WHEREAS**, District does not wish to terminate the employment of Employee during the 2024-2025 school year, and, due to her exceptional and unusually competent service, wishes that Employee return to employment in the District during the 2024-2025 school year; and

**WHEREAS**, the parties have reached mutually acceptable terms for the provision of such leave and wish to memorialize the same herein.

**NOW, THEREFORE**, in consideration of the mutual terms, covenants and conditions contained herein, it is agreed by and between the parties as follows:

1. **Incorporation of Preambles.** The parties find that all of the preambles contained herein are full, true and correct and do incorporate them into this Memorandum of Agreement by reference.
2. **Scope.** Employee shall be permitted to exercise an extraordinary unpaid leave beginning in the spring of 2024, concluding approximately May 2, 2025.
3. **Employee Waivers.** In consideration for the Board's agreement to allow Employee to exercise an unpaid leave, Employee agrees to return to employment in District on May 5, 2025.
4. **Association Waivers.** In consideration for Association's agreement to support Board's granting Employee an extraordinary leave, Association agrees to explicitly waive status quo and past practice, and agrees that this Agreement and

decisions and actions made attendant hereto shall not constitute a past practice or status quo in the event of any other request for extraordinary leave in similar or dissimilar circumstances.

5. **Seniority.** Employee's regularly employed status shall be maintained through the beginning of the 2025-2026 school year. Employee shall seniority for the 2024-2025 school year. Upon her return to employment, Employee shall be paid consistently with other Employees so-employed of similar rank and seniority.

**Benefits and Understandings.**

- a. **Health Insurance.** The District shall afford Employee the opportunity to continue to participate in the group health insurance coverage during the time of Employee's unpaid leave. It shall be Employee's sole responsibility to pay the cost of premium(s) during the leave. If she should decide to continue health insurance under the District's plan, Employee shall remit payment for her health insurance premiums to the District Office by or before the date of due for the first premium after being off work. Thereafter, Employee shall remit payment for each month's premium by the last day of each month prior to the month in which the Employee is still on unpaid leave status and wishes to maintain her insurance benefit.
- b. one-half (1.5) total personal days during the 2024-2025 school year.
- c. **Assignment.** So long as no reduction in force or nonrenewal due to unanticipated cause affects Employee, she shall be assigned to a position for which she is legally qualified to occupy upon her return for

the 2025-2026 school year. Authority shall lie exclusively with District to assign Employee to any position for which she is licensed and qualified.

6. **Superiority of Agreement.** Any prior understanding or representation of any kind preceding the date of this Contract is hereby superseded.

7. **Entirety of Agreement.** This Agreement constitutes the entirety of the terms, agreements, and resolutions between the parties. This Contract may be modified only by a writing signed and dated by all parties and attached hereto.

**IN WITNESS WHEREOF**, this document has been executed by each of the parties hereto.

Dated this \_\_\_\_ day of January, 2025.

\_\_\_\_\_  
Alex Suhre, Employee

**BOARD OF EDUCATION OF  
JACKSONVILLE SCHOOL DISTRICT  
NO. 117**

By: \_\_\_\_\_  
Noel Beard, President of Board of Education

ATTEST:

\_\_\_\_\_  
Teresa Wilson, Secretary

**JACKSONVILLE INSTRUCTIONAL  
SUPPORT PERSONNEL  
ASSOCIATION, a/k/a JACKSONVILLE  
SUPPORT STAFF ASSOCIATION  
IEA/NEA**

By: \_\_\_\_\_  
Tammy Vincent, President