


**MEMORANDUM OF UNDERSTANDING**

**THIS AGREEMENT** is entered into this 21st day of August, 2023 between the River Forest Education Association (the “RFEA”) and the Board of Education of River Forest School District 90 (the “Board” or “District”). The RFEA and the District agree as follows:

1. The RFEA and District have agreed to create a new hourly, extra-duty stipend of “Meeting Coordination,” effective beginning the 2023-2024 school year. RFEA bargaining unit employees who are assigned by the administration to conduct Meeting Coordination responsibilities will be paid an hourly stipend equivalent to the D90 curriculum rate. Timesheets must be submitted to receive compensation, and each individual conducting Meeting Coordination may submit no more than 80 hours. One individual will be assigned to this responsibility at each school on an annual basis. The Meeting Coordination responsibility and hourly stipend amount will be added to the Extra-Duty Pay Schedule in Appendix B of the Collective Bargaining Agreement (the “CBA”) between the RFEA and the District.
2. The Meeting Coordination responsibilities will include, but are not limited to, scheduling all IEP and 504 meetings, placing meetings in google calendars, creating Zoom links, coordinating substitute requests on IEP or 504 meetings, and rescheduling meetings. The Administration reserves the right to annually review the Meeting Coordination responsibilities and the stipend amount and to determine whether to appoint an individual to conduct Meeting Coordination duties.
3. The District Special Services Director will be responsible for assigning a qualified RFEA bargaining unit employee to the Meeting Coordination responsibility for each school on an annual basis. Any RFEA member can express interest in being assigned this responsibility when stipend opportunities are presented each spring for the following school year.
4. This Agreement is non-precedential and will not constitute admissible or binding precedent or past practice in any subsequent grievance arbitration or administrative proceeding.
5. This Agreement is limited exclusively to the Meeting Coordination stipend and does not modify or affect the validity or enforceability of any contract provision in the CBA except for the addition to the Extra-Duty Pay Schedule in Appendix B as provided in paragraph 1 above.
6. This Agreement will be effective at the beginning of the 2023-2024 school year and will remain in effect until it is modified or discontinued by the parties.

**IN WITNESS WHEREOF**, the RFEA and District have caused this Agreement to be executed by the signatures of their authorized representatives as set forth below.

**RIVER FOREST EDUCATION  
ASSOCIATION**

By:  \_\_\_\_\_  
President

Date: 8/14/23

**BOARD OF EDUCATION OF RIVER  
FOREST SCHOOL DISTRICT 90**

By: \_\_\_\_\_  
President

Date: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_  
Secretary

Date: \_\_\_\_\_