

LETTER OF AGREEMENT

between

MONTABELLA COMMUNITY SCHOOLS

and

JENNIFER SOCHA

This Letter of Understanding is entered into on the date(s) set forth below by and between the Montabella Community Schools ("District") and Jennifer Socha ("Employee"). District and Employee agree that due to a restructuring of administrative duties, some curriculum services will be contracted. The contracted services will be provided by Jennifer Socha to the District. District agrees to pay employee a daily rate of \$70 per hour. Specific duties that will be covered are outlined in the Appendix. Additional services may be added to the list upon mutual agreement from both parties. Agreement from both parties must take place prior to any hours being submitted for the additional services. Employee will be compensated on a biweekly schedule according to the hours that are reported through Munis ESS. The District would be responsible for retirement and FICA costs as required by law on top of that amount. Employee will be subject to all deductions required by law (taxes, retirement, etc.). Employee will not be eligible for any insurance benefits and since the hours are not prescheduled the employee is also not eligible for ESTA benefits during the contracted time. Services will remain in effect until the end of the 2025-2026 school year. Either party may terminate the contracted services with a 60-day written notice to the other party.

MONTABELLA COMMUNITY SCHOOLS

Dated: \_\_\_\_\_, 2025 By: \_\_\_\_\_

Its Superintendent

JENNIFER SOCHA

Dated: \_\_\_\_\_, 2025 By: \_\_\_\_\_

## APPENDIX

The specific services that will be covered through this agreement are listed below:

### **State and Federal Programs**

Initiate and submit grants through the Nexsys system

Collaborate with district on items that should be included

Collaborate with business department as needed

### **MTSS**

Set up Google drive for new school year that includes agenda outline (not specific items)

Meet monthly with SLT and DIT coordinators to review agenda items

### **MiCIP**

Make necessary changes in MiCIP

Train staff on the use of MiCIP for regular use and integration