

**Memorandum of Understanding**  
*by and between*  
**The Urbana City School Board of Education & The Urbana Association of Classroom  
Teachers**

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**WHEREAS:**

1. The parties desire to clearly identify the roles and responsibilities as they relate to Article 17 Section 5- Joint Teacher Workday Committee, which reads:

*“There shall be created a joint committee specifically tasked with the reconciliation of the scheduling of daily teacher planning time with the operational needs of the elementary schools (K-5). The committee shall be comprised of four (4) members from the administration and four (4) members of the Association. The committee shall confine itself to the language of Article 17 and shall meet on or before October 15, 2014. The committee shall make recommendations to the Board/Designee and Association on this topic no later than April 15, 2015. The UACT President and Superintendent shall meet for purposes of a MOU on the committee’s recommendations with the goal of reaching a tentative agreement by May 31, 2015. After May 31, 2015 this committee shall exist on an ad hoc basis and shall reconvene at the request of either party in order to resolve continuing issues arising from this article.” and;*

2. The parties wish to resolve the issue of Elementary Planning Time in a fair and equitable manner so as to allow the Elementary Staff proper time to plan collaboratively and prepare for their classroom responsibilities and;
3. The representatives of Board and the Association met as a joint committee to address the above Article at various times throughout the school year, with a goal of making a recommendation no later than April 15, 2015;

**THE PARTIES AGREE TO THE FOLLOWING:**

1. One of the following two options, as recommended by the aforementioned joint committee, shall be adopted by the Board at its next meeting:
  - A) There shall be an extension of Library Associate hours to accommodate the sixth day of the specials rotation to allow the teachers to have a planning time on that sixth day.
  - B) A full time elementary art teacher shall accommodate the sixth day of the specials rotation to allow the teachers to have a planning time on that sixth day.
2. The recommendation adopted by the Board shall be incorporated into the elementary schedule starting with the 2015-2016 school year.
3. Based on the results of the implementation of the above recommendation, either one of the options listed in item One (1) from above (A or B) shall be incorporated by the school district administration into the elementary schedule for the 2016-2017 school year.

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Teachers**

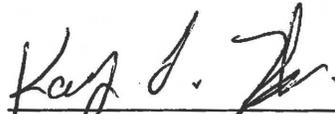
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The parties agree that this MOU is binding and non-precedential and shall take effect on the date of the final signature affixed below. It shall hold no force and effect after the date of May 31, 2017, except as to enforce any unresolved issues that precede that date. Should the parties, for any reason, mutually desire to extend the life of this MOU, it shall be annotated and signed accordingly, or otherwise incorporated into a successor Agreement between the parties. This MOU shall not be referenced in any way except as to enforce the provisions specifically contained herein. Any disputes arising from the execution of this MOU shall be resolved by mutual agreement of the parties, or subject to the contractual grievance procedure.



Charles Thiel  
Superintendent of Urbana City Schools



Kathryn Zaborowski  
Urbana Association of Classroom Teachers

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**The Urbana City School Board of Education & The Urbana Association of Classroom Teachers**

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WHEREAS:

1. The parties recognize that an error exists in the published current agreement A/S 17(B)(4) desire to amend A/S 17(B)(4)
  - a. *“Each employee shall have a minimum of three hundred (300) minutes per week of planning and conference time. Two hundred twenty (220) minutes of the three hundred (300) minutes minimum shall be set aside on the schedule exclusively for teacher directed planning.”*
  
2. The parties agree that the original tentative agreement contained the correct language.
  - a. *“Each employee shall have a minimum of three hundred (300) minutes per week of planning and conference time. Two hundred (200) minutes of the three hundred (300) minutes minimum shall be set aside on the schedule exclusively for teacher directed planning.”*

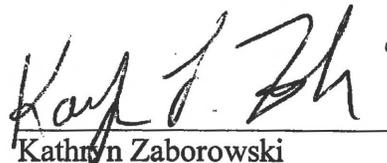
THE PARTIES AGREE TO THE FOLLOWING:

1. The language contained in the original tentative agreement will supercede that which was published for the life of the contract:

This MOU shall not be referenced in any way except as to enforce the provisions specifically contained herein. Any disputes arising from the execution of this MOU shall be resolved by mutual agreement of the parties, or subject to the contractual grievance procedure.



Charles Thiel  
Superintendent of Urbana City Schools



Kathryn Zaborowski  
Urbana Association of Classroom Teachers

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN THE**  
**URBANA CITY SCHOOL DISTRICT BOARD OF EDUCATION**  
**AND**  
**URBANA ASSOCIATION OF CLASSROOM TEACHERS**

**Re: Professional Organization**

This Memorandum of Understanding is entered into by and between the Urbana City School District Board of Education (hereinafter referred to as "Board"), and the Urbana Association of Classroom Teachers (hereinafter referred to as "UACT") for the purpose of setting forth the terms of their agreement concerning implementation of payment of officers through the Board at no cost to the Board. Therefore, the parties agree to the following:

1. Upon written request by the Association President, the Board will issue payment to up to five (5) employee(s) for performing work for the Urbana Association of Classroom Teachers.
2. The request shall include the name(s) of the employee(s) performing the work, the time period for the work to be performed, and the amount to be paid for the work.
3. UACT shall reimburse the Board for the total cost of the payment to the designated employees, which shall include any retirement contributions paid on behalf of the employee(s), city/state/federal taxes, worker's compensation, Medicare, and any other required payments, withholdings, or taxes, at the time any such payments are made. The Board shall withhold and transmit required retirement contributions for teaching employees pursuant to O.A.C. 3307-6-01.
4. The payment authorized by this MOU shall be in accordance with STRS rules and limitations (including the maximum amounts) and any subsequently enacted laws or rules governing the arrangement.

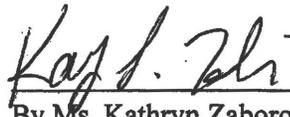
URBANA CITY SCHOOL DISTRICT  
BOARD OF EDUCATION



By Mr. Charles Thiel, Superintendent

Date: 5-26-15

URBANA ASSOCIATION OF  
CLASSROOM TEACHERS



By Ms. Kathryn Zaborowski, UACT President

Date: 5-26-15