

**MEMORANDUM OF UNDERSTANDING
RE: SUBSTITUTE COORDINATOR**

This Memorandum of Understanding (“MOU”) is entered into by and between the **Board of Education of Community High School District No. 155**, McHenry and Lake Counties (“the Board”) and the **Community High Education Support Staff, IEA-NEA** (“CHESS”) (collectively, “the Parties”).

The Parties wish to modify their 2023-2028 Negotiation Agreement (“Agreement”) to reclassify the Substitute Coordinator position and therefore agree to amend the Agreement as follows:

1. **Amendment to Section 14.1.** Effective March 12, 2024, the position of Substitute Coordinator is reclassified from a Level 1 Clerical position to a Level 2 Clerical position.
2. **Adjustment in Pay for Existing Substitute Coordinator.** Consistent with the recategorization of the Substitute Coordinator, effective for hours worked beginning on the date indicated above, the Substitute Coordinator currently employed by the Board will receive an increase in her hourly rate of \$4.18 (i.e., the difference in starting salaries between a Level 1 Clerical position and a Level 2 Clerical position).
3. **Effective Date and Precedent.** This MOU is effective immediately upon the receipt of signatures by both parties. This MOU is non-precedential and is not to be deemed to establish a past practice.

IN WITNESS WHEREOF, the Board and CHESS have executed this Agreement on the dates written below.

**Community High Education Support Staff,
IEA-NEA**

By: *Veronica Putzner*
President

Date: 5/7/24

**Board of Education of
Community High School District No. 155,
McHenry and Lake Counties**

By: *Nicole Morris*
Board President

Date: 5/21/24

Attest

By: *Mary J. Mutch*
Board Secretary

Date: 5.21.2024

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