

MEMORANDUM OF UNDERSTANDING
between
The Board of Education of Township High School District 113
and the District 113 Education Association, IEA-NEA (DEA)

Traveling Licensed Staff Members

This memorializes the agreement between the Board of Education of Township High School District 113 (“Board”) and the District 113 Education Association, IEA-NEA (DEA) regarding traveling licensed staff members (LSMs).

A Traveling LSM is a licensed educator who is asked by the Administration and who voluntarily agrees to provide educational services across both schools (Deerfield High School and Highland Park High School) in the District. Traveling LSMs are responsible for fulfilling a significant portion of a full-time equivalent (FTE) workload at each designated school.

The Administration will make a recommendation to the Board and the Board has the sole discretion to approve Traveling LSMs. The Administration will only make a recommendation if a Traveling LSM is required to address the needs of students or to provide continuity for courses or programs of study. Neither the Administration’s refusal to recommend a Traveling LSM nor the Board’s denial of a recommendation shall be grievable. The Board’s approval of a Traveling LSM shall automatically expire at the end of the academic year in which approved, unless the Board readopts its approval. The Board’s approval of a Traveling LSM is not precedential and shall not bind the Board or the Administration in future cases.

A Traveling LSM shall fulfill the essential duties of their role at each assigned school, which includes, but is not limited to:

- Instructional preparation and delivery;
- Student assessment and evaluation;
- Parent-teacher communication;
- Participation in open house events and graduation ceremonies (where schedules allow); and
- Attendance at designated course team meetings or professional development, provided these do not conflict with responsibilities at the other school.

In addition to the Traveling LSMs’ salary based on their FTE distribution across the schools, Traveling LSMs shall receive:

- Mileage reimbursement at the then current IRS standard rate for their travel between assigned schools;
- A reserved parking spot at each assigned school;
- FTE of 0.2 to allow the LSM to fulfill the obligations of teaching in two schools; and
- Exemption from supervision responsibilities.

This provision shall remain in effect for the duration of the current collective bargaining agreement between the parties.

BOARD OF EDUCATION,
TOWNSHIP HIGH SCHOOL
DISTRICT 113

DISTRICT 113 EDUCATION
ASSOCIATION, IEA-NEA

By: _____
President, Board of Education

By: _____
DEA President

Dated: _____

Dated: _____