

## Memorandum of Understanding

This agreement is made between the St. Charles Education Association (SCEA) and St. Charles District 303 (District) and is in effect through the last day of effectiveness of the 2023-2027 Professional Agreement for SCEA.

At the end of the 2024-2025 school year, certain schools in the district will require that educators move buildings or classrooms within buildings due to a change of the Multilingual and ACCESS programs.


Educators who work in these affected programs will receive the following allowances:

1. Educators will submit their time on a provided Google form for actual time worked outside the standard work day to pack and/or move their classroom and/or office supplies. The Google form must be submitted by June 15. Late submissions will not be accepted.
2. Educators will be paid at the operational rate (see SCEA Agreement) for the work submitted.
3. Time allowed will not exceed 6 hours per educator per summer.
4. Educators on a retirement plan should follow the approval process for seeking pay in excess of the retirement plan.
5. It is expected that all affected educators will comply with administrative directives regarding packing and/or moving timelines and storage requirements.

Educators who do not change classrooms or offices are not eligible to receive the above stated allowances.

Agreed April 28, 2025

  
Joseph Lackner, Board President

  
Jennifer Adam, SCEA President