

# MEMORANDUM OF AGREEMENT

by and between the  
Charlotte Valley Central School District  
and the  
Charlotte Valley Central School Teachers' Association  
Substitute Teaching Duties for Bargaining Unit Members

This Memorandum of Agreement (MOA) is made by and between the Charlotte Valley Central School District (referred to in this document as "the District"), and the Charlotte Valley Central School Teachers' Association (referred to in this document as "the Association"), hereinafter collectively referred to as the "parties".

**WHEREAS**, the parties are subject to the terms and conditions of employment contained in a Collective Bargaining Agreement (the "CBA"), commencing July 1, 2021, and remaining in effect through June 30, 2025; and

**WHEREAS**, Article XV of the CBA provides for salary and compensation for CVTA members; and

**WHEREAS**, the District and the Association have agreed to address compensation for substitute services provided by Association members during preparation periods; and

**WHEREAS**, the CBA currently does not contain language addressing compensation for Association members who provide substitute services during preparation periods; and accordingly,

**IT IS, THEREFORE, HEREBY AGREED AS FOLLOWS:**

1. The Parties agree that Association members shall have the option to fill a teaching vacancy as a substitute during preparation periods for Association members.
2. This MOA shall only apply in situations in which the District is unable to fill a vacancy with a regular substitute. This MOA in no way establishes a preference for Association members to fill substitute vacancies. All assignments regarding coverage by Association members for available periods are subject to approval by the Principal or Superintendent.
3. Association members providing substitute services shall fully execute the lesson plans that are available and provided by an absent teacher.
4. Coverage for vacancies and absences which are provided by Association members shall be compensated at the rate of thirty (\$30) dollars per period of coverage.

5. Assignment of Association members shall be subject to a “first come, first served” basis. The parties agree that a sign-up sheet regarding vacancies and coverage shall be developed and available at the discretion of the Superintendent, the Principal, or his/her designee in the District’s Main Office. Any other forms of communication (email, phone call, note on a desk, etc.) other than the District established form of sign up are unacceptable; and attempted sign ups that utilize unacceptable forms of communication shall not be considered. The District reserves the right to modify the sign up process, unilaterally, at its sole discretion.
6. This MOA shall represent the full and complete agreement between the parties regarding this matter.
7. The circumstances of this MOA are unique, and this MOA shall not serve as precedent, nor shall it be cited as such, in the future.
8. This MOA shall become effective upon execution by the parties and approval by the Board of Education.
9. The terms and conditions stipulated in this MOA, shall sunset, cease to exist, and expire in their entirety, on June 30, 2024, unless otherwise agreed to in writing by the parties.

**For the District:**



Eric Whipple, Superintendent of Schools

October 27

Date

, 2023

**For the Association:**



Debra Moorby, Association President

October 30

Date

, 2023