

**TO:** Dominic Rizzi  
OGEA President

**cc:**

**FROM:** Andy Garcia  
Assistant Superintendent, HR

**DATE:** August 28, 2019

**SUBJ:** MOU - Splitting of Elementary School (TK-6) Classrooms – No Substitute Available

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**Background:**

The purpose of this memo is to outline an agreement between Oak Grove Educators Association (“OGEA”) and Oak Grove School District (“District”) to develop a stipend schedule when an elementary classroom teacher is absent and no substitute is available. In such a case, it may be necessary to distribute the students into other elementary classrooms. Proximity to the grade level of the original classroom should be kept in consideration when assigning the students. The stipend is based on the regular substitute daily rate of \$150.

**Proposal:**

- A. The purpose of this proposal is to allow for a stipend in the circumstance that necessitates the splitting of a class and the distribution of students to other classes when a substitute or site administrator is not able to cover the class.
  
- B. When an elementary classroom teacher is absent and the class is without a substitute, the process that administration will follow to fill this vacancy is below. *(Note: Class coverage options are listed by priority and splitting classes will be a last resort unless teachers volunteer to do so.):*
  1. Human Resources will continue to call existing substitute pool with the hopes of filling the position.
  2. The site administrator will talk with staff to see if they would be interested in supporting the school by splitting the class and receiving the split stipend. Grade level proximity should be considered when possible.
  3. A District Teacher on Special Assignment (TOSA) will be asked to substitute for the day.
  4. Site Administrator will cover the class.
  5. If TOSA or Site Administrator is not available, teachers in grade level proximity to the class without a substitute will be asked to split the class. A stipend will be provided to them.

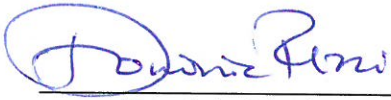
C. Stipend for splitting classes are as follows:

1. Evenly splitting a TK to 6<sup>th</sup> Grade Class: Each participating teacher will receive a \$90 stipend per day.
2. Three-way split of a TK to 6<sup>th</sup> Grade Class: Each participating teacher will receive a \$60 stipend per day.

*Note: In the instance that only a half-day coverage is needed, the stipends will be reduced to half the full day total.*

This agreement will be in effect for the 2019/2020 School Year and will be reevaluated next school year.

Date: 9/12/19

OGEA Designee:   
Dominic Rizzi

Date: 9/13/19

Oak Grove Designee:   
Andrew A. Garcia