

MEMORANDUM OF AGREEMENT
between the
ITHACA CITY SCHOOL DISTRICT
and
ITHACA SUBSTITUTES ASSOCIATION
NYS Teacher Certification Reimbursement

THIS MEMORANDUM OF AGREEMENT is made between Ithaca Substitutes Association (hereinafter the "Association") and the Ithaca City School District (hereinafter "District"), severally known as "the parties".

WHEREAS, the parties entered into a Collective Bargaining Agreement governing all negotiable items between the District and the Association for the period of July 1, 2018 through June 30, 2024 (hereinafter the "Agreement");

WHEREAS, due to the shortage of substitute teachers caused by the COVID-19 pandemic, early retirements, and lack of ancillary benefits provided to substitutes, recruiting and retaining qualified substitute teacher has put a strain on the educational system;

WHEREAS, an incentive to attract more substitute teachers to the District to alleviate that burden would be to provide a tuition reimbursement for substitute teachers willing to pursue teaching credentials in NYS and commit to teaching service in the District.

NOW THEREFORE, it is mutually agreed between the parties as follows:

1. Effective July 1, 2022, the parties agree that substitute teachers shall be entitled to tuition reimbursement for college course(s) leading to NYS teaching certification as follows:

"The District will reimburse unit members for fifty percent (50%) of tuition and tuition costs, at the SUNY New York State resident tuition rate, for up to six (6) credits of undergraduate or graduate coursework per semester taken at accredited institutions recognized by the N.Y. State Education Department that leads to teacher certification. Reimbursement will be within thirty (30) calendar days of submission of documents pursuant to subsection (e) of this Agreement. The District and Association reserve the right to reopen this provision to create a higher level of benefit upon mutual agreement without further ratification."

In order to qualify for this benefit, the following criteria must be met:

- a. The unit member must be approved by the Board of Education as a per diem, extended, mentor, trainer, building substitute or Classroom Collaboration Substitute Teacher for the school year they are seeking tuition reimbursement;


- b. The unit member must complete Level 1 substitute training;
- c. The unit member must be enrolled in an approved NYS Education Department accredited institution that leads to NYS Teacher Certification. The unit member must provide the District with written proof of enrollment into a NYS Education Department accredited institution and program that leads to NYS teacher certification prior to seeking and receiving reimbursement. The District shall inform the unit member at least three (3) weeks prior to the start of the semester of class(es) if they agree that the institution or program meets the criteria above and will not reject reimbursement.
- d. In order to receive reimbursement, the unit member must provide the District with a copy of the bill/invoice, credit card receipt/statement showing payment and written proof of completion of the course(s).
- e. The unit member must achieve a grade of B or better (which includes B-, B or B+).
- f. For each block of six (6) or twelve (12) credits hours that the unit member is reimbursed by the District, the unit member agrees to provide non-certified or per diem substituting service to the District as follows;

Employment Qualifications	Eligible Tuition Reimbursement	Service Requirement to District
Semester #1- 45 days *	6 credit hours per semester	Forty-five (45) school days
Semester #2- 45 days *	6 credit hours per semester	Forty-five (45) school days
*Semester #1- July 1 st to January 15 th		*Semester #2- January 16 th to June 30 th

2. NYS Teacher Certification Reimbursement shall be funded as follows:
 - a. July 1, 2022 – June 30, 2023- up to five (5) applicants
 - b. July 1, 2023 – June 30, 2024- up to seven (7) applicants
3. Any disagreement, misapplication, or misinterpretation of this Memorandum of Agreement shall be adjudicated through the grievance process in the Agreement.
4. This Memorandum of Agreement constitutes the complete agreement by and between the parties and may not be changed or modified except in writing executed by the same parties hereto.

Signature Page Follows

Signatures:



Luvelle Brown- Superintendent of Schools
Ithaca City School District

Date

Mike Yerky- President
Ithaca Substitutes Association

Date

