

**Letter of Agreement  
between the  
Anchorage School District  
and  
Anchorage Education Association**

To provide additional compensation to special education certificated employees who take on specific added duties as a result of vacancies in a building, department, or program, the Anchorage School District (“District”) and Anchorage Education Association (“AEA”) agree to the following:

Acknowledgments

1. The District has an affirmative duty to meet the needs of special education (SPED) students in accordance with the Individuals with Disabilities Education Act (IDEA).
2. The District is experiencing a high vacancy rate in both certificated and classified special education positions.
3. When vacancies occur, the duties to meet the requirements of IDEA, which would otherwise be assigned to the vacant position if filled, fall to other special education staff.
4. The additional workload assigned to special education staff in this circumstance is uniquely attributable to vacant positions and not to the normal year-over-year changes in assigned IEP caseload, instructional planning, or classroom support associated with fluctuation in staffing allotment or student enrollment.

Terms

The only employees eligible for compensation under this agreement are classroom-based certificated special education teachers, school-based department chairs, and teacher experts assigned to the Special Education Department, who must comply with the below terms to be eligible to receive the additional compensation described herein.

1. When extra work is assigned to an employee, they will complete and sign an extra work agreement and submit it to the Special Education Department for approval.
2. The employee will log extra work with supporting information/documentation through a Compensation Plan Tracker (CPT) and submit it weekly for review.
3. The Special Education Department agrees to process addenda monthly based on the hours logged on the CPT.
4. Compensation will be paid at the hourly rate described in Article 150 for Range 1 addenda.
5. Additional compensation is for assigned extra work performed outside of the employee’s regular duty day, unless otherwise noted.
6. Extra work time available for additional compensation through this agreement may include:
  - a. **Certificated Support:** Employees may be authorized to log up to 60 hours per semester to provide SPED-certificated support to GETS program teachers and long-term subs who are filling special education certificated positions.

- b. **Case Management:** Employees may be authorized to log up to 80 hours per semester if they are required to manage a substantially larger IEP caseload due to vacant positions or positions filled with non-SPED certified teachers or subs.
- c. **Case Management + Instructional Planning:** Employees may be authorized to log up to 100 hours per semester when they are required to manage a substantially larger IEP caseload AND are responsible for providing instructional plans for non-SPED certified teachers who are filling SPED vacancies.
- d. **Additional Teaching Assignment:** Employees may receive up to .2 FTE when they are assigned to take over the full teaching responsibility for an extra class section (secondary) or classroom (elementary) on an ongoing basis in addition to a full teaching schedule for classroom-based teachers or in addition to the full responsibilities of a department chair or teacher expert position. The added FTE will be paid out by addenda at the end of each semester, prorated to days worked if less than the full term of the semester.

This Letter of Agreement is not intended to establish a precedent for any similar situations that may arise prospectively or for any other similar situations, past or pending, and cannot be referred to or submitted as evidence in any other matter between the parties except to prove its own terms and conditions. The provisions of this Agreement, unless otherwise stated, shall be effective on the date the signatures set forth below, and may be continued or revoked by the District, with notice to the Union, on a yearly basis.

Entered into this 6th day of June, 2023.

ANCHORAGE SCHOOL DISTRICT:

Martin Lang                      06 / 06 / 2023  
 Martin Lang                      Date  
 Chief Human Resources Officer

ANCHORAGE EDUCATION ASSOC.

Corey Aist                      06 / 06 / 2023  
 Corey Aist                      Date  
 President

# Signature Certificate

Reference number: NHQRS-MPOBW-PQNZW-3UUQL

## Signer

## Timestamp

## Signature

### Marty Lang

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Sent: 06 Jun 2023 16:51:25 UTC  
Viewed: 06 Jun 2023 17:01:52 UTC  
Signed: 06 Jun 2023 17:02:54 UTC



### Recipient Verification:

✓Email verified 06 Jun 2023 17:01:52 UTC

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### Corey Aist

Email: corey.aist@anchorageea.net

Sent: 06 Jun 2023 16:51:25 UTC  
Viewed: 06 Jun 2023 17:04:12 UTC  
Signed: 06 Jun 2023 20:30:34 UTC



### Recipient Verification:

✓Email verified 06 Jun 2023 17:04:12 UTC

IP address: 206.174.46.144  
Location: Anchorage, United States

Document completed by all parties on:

06 Jun 2023 20:30:34 UTC

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