

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

The Anchorage School District (“District”) and Anchorage Education Association (“AEA”) agree to the following:

Before the start of the spring semester of the 2023-2024 school year, a District committee shall be formed and meet to review best practices for the assignment of non-instructional duties to elementary level teachers and other school-based staff.

AEA may appoint up to eight (8) representatives to participate in committee meetings. AEA may also elect one of their representatives to serve as a co-committee chair alongside the Senior Director of Elementary Education.

ASD and AEA agree to the following objectives and parameters:

1. The committee will form and meet for the first time by December 21, 2023 to establish ground rules and develop a regular meeting schedule (at least twice per month) for spring semester
2. The committee is tasked with producing a best practice guide for the assignment of non-instructional duties in elementary schools to submit to the Chief Academic Officer (CAO) by May 17, 2023
3. In creating the guide, the committee will maintain a focus on student safety, utilize data and input from a variety of sources, account for the different physical layouts across elementary campuses, and highlight strategies for efficient use of staff
4. Once approved by the CAO, Elementary principals will be in-serviced on the guide prior to the start of the 2024-2025 school year

Entered into this 10 day of November 2023.

ANCHORAGE SCHOOL DISTRICT:

Martin Lang 11 / 10 / 2023
Martin Lang Date
Chief Human Resources Officer

ANCHORAGE EDUCATION ASSOC.

Corey Aist 11 / 10 / 2023
Corey Aist Date
President

Signature Certificate

Reference number: BVZYD-UBJES-83UHJ-UNBKD

Signer

Timestamp

Signature

Corey Aist

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Sent: 10 Nov 2023 17:57:20 UTC
Viewed: 10 Nov 2023 18:07:42 UTC
Signed: 10 Nov 2023 18:14:12 UTC



Recipient Verification:

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Martin Lang

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