

MEMORANDUM OF UNDERSTANDING PEER-MENTORING PROGRAM FOR INSTRUCTIONAL ASSISTANTS

This Memorandum of Understanding ("MOU") is entered into as a result of discussions between the District and the Union regarding a peer-mentoring program in the District to support new instructional assistants. As a result of those discussions, the parties agree as follows:

1. The District and Union are parties to a collective bargaining agreement, effective for the period from 2021-2025 (the "2021-2025 Agreement"). The 2021-2025 Agreement does not include any language about peer mentoring.
2. The parties agree to establish an instructional assistant peer-mentoring program (the "Program") in the District to support new instructional assistants. An instructional assistant new to the District will be paired with a more established and experienced instructional assistant who can offer their expertise, encouragement, modeling and support. The supportive professional relationship continues during the first year of employment. The goals of such a mentoring program are as follows:
 - a) To support new instructional assistants in the development of knowledge, skills and abilities necessary to perform their job.
 - b) To increase knowledge of instructional and behavioral intervention strategies that promote student achievement/success.
 - c) To increase collaboration and employee job satisfaction and decrease isolation of instructional assistants.
 - d) To maximize the recruitment and retention of quality instructional assistants.

The District's Director of Curriculum, Instruction and Assessment (CIA) shall have administrative oversight over the IA Peer Mentoring Program.

3. Participation in the IA Peer Mentoring Program is required for all instructional assistants in their first year of employment with the District. The District will seek volunteers to serve as mentors in each of the District's three (3) buildings. Proposed mentors shall be recommended by the Union and assignment as a mentor shall be subject to approval by the applicable building principal. Mentors will be assigned no more than two (2) mentees at a time, unless mutually agreed on by the District and Union. Of the proposed mentors, the Union shall recommend one (1) mentor from each building to also serve as Lead Mentor. Assignment as a Lead Mentor shall be subject to approval by the District's Director of CIA.
4. Mentors will be required to hold a weekly check-in meeting with their mentee, which shall not exceed 30 minutes per mentee. Mentees are required to attend the weekly check-in. Such meetings shall be held before or after the normal work hours for instructional assistants and may be held in-person or via Zoom. For the preschool instructional assistants at Meyer, they may choose to conduct their weekly meetings during their scheduled break time since they all take their break together. The weekly check-in may include a greater number of mentors/mentees for a combined weekly check-in, if desired and on a voluntary basis, so long as the respective mentor and respective mentee(s) are in attendance at the larger cohort meeting.

- Mentors and mentees will also be required to attend a monthly District-wide meeting of mentors/mentees which will be facilitated by the Director of CIA and Lead Mentors. The monthly meeting will be held before or after the normal work hours for instructional assistants, shall be one (1) hour in length and will include an in-person and Zoom option for attendance, unless the CIA determines that the meeting should be held only via Zoom.

In consultation with the Director of CIA, the Lead Mentors shall set the agenda for the monthly meeting. For the first year of the Program, the prep time for each Lead Mentor for the monthly meeting shall not exceed one (1) hour, unless otherwise approved in advance by the Director of CIA. For the second year of the Program, the prep time for each Lead Mentor for the monthly meeting shall not exceed 30 minutes, unless otherwise approved in advance by the Director of CIA.

- Mentors and mentees shall timesheet their work consistent with the commitment described in Paragraphs 4 and 5 above. Any proposed exception to the commitment described in Paragraphs 4 and 6 above shall require the mutual agreement of the District and the Union, otherwise compliance is expected. Mentors and mentees shall be paid their regular hourly rate, or overtime rate if applicable, for work performed in conjunction with this Program.
- The Program shall be in effect beginning with the 2023-2024 school year and for the remaining duration of the 2022-2025 collective bargaining agreement.

**SKOKIE 73.5 PSRP COUNCIL
LOCAL 1274, IFT-AFT/AFL-CIO**

By: Heather Haggerty
Heather Haggerty, President

Date: 8-17-23

**BOARD OF EDUCATION
SKOKIE SCHOOL DISTRICT 73.5
COOK COUNTY, ILLINOIS**

By: [Signature]
President

Date: 9/12/23

ATTEST: [Signature]
Secretary

Date: 9/12/23