

Letter of Agreement
Between the
Anchorage School District and the
TOTEM Association of Educational Support Personnel
APEA/AFT (AFL-CIO)

Due to ongoing staffing issues impacting District schools during the 2024/2025 school year, the District and Association have agreed to the following to address any staffing needs that may involve TOTEM bargaining unit members providing “classroom coverage” during the school day. Any TOTEM bargaining unit member who completes a voluntary “classroom coverage” assignment will be provided an additional \$10 per hour of “classroom coverage” above their normal hourly wages.

As intended in this Agreement, “classroom coverage” is a voluntary assignment that is outside the scope of a member’s usual student-supervision responsibilities. During a period of “classroom coverage,” the member is the employee with primary responsibility for classroom management during the period of coverage. Instructional delivery, other than activities with incidental benefit, are not part of the member’s responsibility during the period of coverage.

“Classroom coverage” assignments will be voluntary and will be offered to TOTEM bargaining unit members as follows:

- 1) Principals will notify all school-based TOTEM staff of the opportunity and instruct those interested to express their interest via email.
- 2) The principal will identify eligible employees by selecting from those employees who expressed interest and assemble a list by seniority. Employees may be excluded from the list due to inexperience with classroom management. Employees who do not normally perform classroom work should identify their classroom experience in their email.
- 3) When a TOTEM employee is needed for a “classroom coverage” assignment, the principal will offer the opportunity to available employees by seniority (working from most senior to least senior) until an employee accepts the assignment. The principal will remove any employee who refuses to accept an assignment from future consideration for “classroom coverage” opportunities.
- 4) An employee who was not able to accept a “classroom coverage” assignment because of an absence or current assignment that rendered them unavailable to accept the assignment, will maintain their order on the list for the next available assignment.
- 5) After each employee on the list has had a “classroom coverage” opportunity, the principal will restart at the top of the list and continue to work through the list, from most senior to least senior.

The parties agree and understand that this is a non-precedent setting agreement intended to address the specific circumstances of the 2024/2025 school year. Only Article 601.5 is modified by this agreement, all other provisions of the collective bargaining agreement shall remain in full force and effect. The effective date of the LOA is the date signed by the parties.

FOR THE ANCHORAGE SCHOOL DISTRICT

FOR TOTEM APEA/AFT (AFL-CIO)

Andrew Sundboom 08 / 05 / 2024

Sandra Thompson 08 / 06 / 2024

Andrew Sundboom DATE

Sandy Thompson DATE

Sr. Director, Employee/Labor Relations

President, TOTEM Association

Signature Certificate

Reference number: XOPZP-RXQEC-8VUFA-ZMV9H

Signer

Timestamp

Signature

Andrew Sundboom

Email: sundboom_andrew@asdk12.org

Sent:

05 Aug 2024 17:15:51 UTC

Signed:

05 Aug 2024 17:15:51 UTC



IP address: 74.114.83.89

Location: Anchorage, United States

Sandra Thompson

Email: president@totemassoc.org

Sent:

05 Aug 2024 17:15:51 UTC

Viewed:

06 Aug 2024 21:47:49 UTC

Signed:

06 Aug 2024 21:48:43 UTC



IP address: 216.67.91.91

Location: Anchorage, United States

Recipient Verification:

✓ Email verified

06 Aug 2024 21:47:49 UTC

Document completed by all parties on:

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