

**MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement made and entered into this 4th day of August, 2021, by and between the Board of Education of Belleville Township High School District No. 20 ("District") and the Belleville High School Federation of Teachers, Local 434, AFT/IFT ("Union).

IFT Local 434 and the District 201 School Board mutually agree to split the East Campus and West Campus Director of Guidance positions between two (2) qualified individuals of the District's choosing on each campus.

The compensation for the two individuals will be split evenly: each will receive half of stipend dollar amounts and half of any percentages will be applied to their respective placements on the salary schedule. An exception may be made for individuals currently in the retirement pipeline.

The responsibilities and duties of the position will be assigned as equally as possible and follow the apportionment listed in the attached document, "Apportionment of Duties".

This agreement will be in effect through the 2021-2026 collective bargaining agreement. This agreement will set no precedent or past practice.

**FOR THE BOARD OF EDUCATION**

Brian Mentzer  
Dr. Brian Mentzer, Superintendent

8/10/21  
Date

**FOR THE UNION**

Rich Hodson  
Mr. Rich Hodson, President, Local 434

Aug 10, 2021  
Date

Cyndi Oberle-Dahm  
Mrs. Cyndi Oberle-Dahm, Union Co-President  
Local 434

8/10/2021  
Date

## **Apportionment of Duties of the East Campus Director of Guidance Split Position**

### **East Director of Guidance A:**

One half of the East Director of Counseling responsibilities listed below will be assigned to one of the two individuals splitting the position:

Master Schedule

Incoming 9th Freshman registration

Freshman Orientation Presentation

Special Education Scheduling

Bridges Scheduling

ISAC 6th Semester Report

7th Hour PE Priority

Summer School Pre-Registration Materials

Be the contact in Guidance for the following Departments: Math, English, Individualized Education, WL/Music/Art

### **East Director of Guidance B:**

One half of the East Director of Counseling responsibilities listed below will be assigned to THE OTHER of the two individuals splitting the position:

Scholarships

School-Wide Registration

Senior Planning Meetings

Driver's Education Scheduling

Foreign Exchange Scheduling

Graduation List

Senior Survey

Senior Honors Booklet

Counselor for Summer Work Days

Be the contact in Guidance for the following Departments: Science, Social Studies, Business/VT/FCS, PE/Drivers' Education/Health.

### **East Director of Guidance A & B:**

Both individuals will be responsible for the East Director of Counseling responsibilities listed below:

Summer School Registration

Book Pick-Up Days

Guidance Dept. Meeting Agendas

Curriculum Guide

Balancing of Classes

Conflicts

Printing & Checking of Schedules in the Summer

Facilitating Classroom Curriculum (Grades 9 & 10)

Financial Aid Night

Jr. College Planning Night

Counseling Office Budget

Summer School Master Schedule

## **Apportionment of Duties of the West Campus Director of Guidance Split Position**

### **West Director of Guidance A:**

One half of the West Director of Counseling responsibilities listed below will be assigned to one of the two individuals splitting the position:

Master Schedule

Incoming 9th Freshman registration

Freshman Orientation Presentation

Special Education Scheduling

Bridges Scheduling

ISAC 6th Semester Report

7th Hour PE Priority

Summer School Pre-Registration Materials

Be the contact in Guidance for the following Departments: Math, English, Individualized Education, WL/Music/Art

### **West Director of Guidance B:**

One half of the West Director of Counseling responsibilities listed below will be assigned to THE OTHER of the two individuals splitting the position:

Scholarships

School-Wide Registration

Senior Planning Meetings

Driver's Education Scheduling

Foreign Exchange Scheduling

Graduation List

Senior Survey

Senior Honors Booklet

Counselor for Summer Work Days

Be the contact in Guidance for the following Departments: Science, Social Studies, Business/VT/FCS, PE/Drivers' Education/Health.

### **West Director of Guidance A & B:**

Both individuals will be responsible for the West Director of Counseling responsibilities listed below:

Summer School Registration

Book Pick-Up Days

Guidance Dept. Meeting Agendas

Curriculum Guide

Balancing of Classes

Conflicts

Printing & Checking of Schedules in the Summer

Facilitating Classroom Curriculum (Grades 9 & 10)

Financial Aid Night

Jr. College Planning Night

Counseling Office Budget

Summer School Master Schedule