

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

Due to the ongoing staffing issues impacting District schools during the 2023/2024 school year, the Anchorage School District and TOTEM 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) When in-person instruction resumes, the principal 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 2023/2024 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  
Sr. Director, Employee/Labor Relations

8/2/2023  
DATE

  
Sandy Thompson  
President, TOTEM Association

8-2-2023  
DATE