



To: Dr. Charles Johns
Ms. Jessica Roby
From: Brad Swanson
Date: November 15, 2021
Subject: Agreement for Additional Days

This letter serves to memorialize an understanding and agreement for Ms. Jessica Roby, GBN Teacher, to work 29 additional days during the fall of the 2025-26 school year.

The following details will be in place during this agreement:

- The dates of work for the 29 additional days will take place during the first 29 days of the school calendar of the 2025-26 school year.
- During the 2024-25 school year, not later than March 1, 2025, the parties will review Ms. Roby's TRS service credit, both present and anticipated, and may discuss revisions to the number of days Ms. Roby would need in 2025-26 to achieve desired TRS service credit.
- Assuming a RIF process is not in place during the spring of 2025, District 225 will make every effort to post and hire a position to replace Ms. Roby. The newly hired teacher's first day of work will be consistent with other members of the district.
- Ms. Roby's role and responsibilities during the 29 additional days will be determined by the Principal or designee to serve as a daily substitute.
- Ms. Roby's daily rate of pay for during the 29 additional days will be equal to the daily rate of a substitute in the 2025-26 school year.
- Ms. Roby will be offered in 2025-26 access to Medical, Dental and Vision Health Care Benefits at her full expense to be deducted from payroll until the end of the month in which the 29th day of work takes place.


Ms. Jessica Roby, Teacher

Dr. Charles Johns, Superintendent