

**Q-Comp Memo of Understanding**  
**Letter of Agreement – Alternative Compensation Plan**  
**2018-2019**

Eden Prairie Schools' primary goal is to increase student learning for each learner by providing each teacher with the support and tools to maximize his or her effectiveness as a teacher and encourage professional growth throughout the teacher's career. The focus of the Eden Prairie Schools' Alternative Compensation Plan is to attract, develop and retain high quality teachers.

This Letter of Agreement is entered into between Independent School District No. 272, Eden Prairie, Minnesota (hereinafter referred to as the "School District") and the Eden Prairie Education Association (hereinafter referred to as the "Association") as follows:

1. Effective for the 2018-2019 school year, the School District and the Association agree, contingent on approval by the Minnesota Department of Education, to enter into a one-year Letter of Agreement that includes a professional compensation system. The system includes a career ladder, professional development activities aligned with student needs, compensation linked to performance and student achievement, a comprehensive teacher evaluation system and an alternative pay schedule.
2. This agreement establishes a District Q-Comp Steering Committee, consisting of four teachers (EPEA President and three other teachers appointed by the EPEA President), the Q-Comp Coordinator and five administrators appointed by the Superintendent to meet regularly during the 2018-2019-school year to assist in system oversight. This committee will also serve as the district Q-Comp appeal committee.
3. This Letter of Agreement supersedes 2017-19 (2019-21 once ratified) Master Agreement only with regard to:
  - a. An Alternative Compensation Salary Schedule shall be in effect for the 2018-19 school year. Teachers on the Alternative Compensation Salary Schedule shall receive a Performance Increment (a step on salary schedule) after a year of experience and after demonstrating proficiency, as deemed by their Q-Comp Coach Observer. The structure of this salary schedule shall be identical to the 2019-21 Master Agreement.
  - b. Individual Performance Awards of \$2300 per teacher will be paid to teachers who have completed three observations and demonstrated proficiency, as deemed by their Q-Comp Observer.

Teachers will receive \$1150 of their \$2300 Individual Performance Award in a Post-Employment Voluntary Employee Beneficiary Association (VEBA).

This Individual Performance Award will be paid on June 30, 2019.

Teacher's on a leave of absence of more than two weeks (10 contract days) will receive a pro-rata award based on their FTE (adjusted for the days missed).

Teachers resigning prior to the completion of the school year will not be eligible to receive a performance award, team award and site award for the 2018-19 school year.

Teachers hired after October 1, 2018, will not be eligible to receive a performance award for the 2018-19 school year.

A long-term substitute teacher (working less than the full year) will not be eligible for the performance award for the 2018-19 school year.

Teachers who work less than full time (1.0 FTE per year) and at least 555 hours per contract year (an average of fifteen hours per week for the entire school year) and start on or before October 1, 2018 will choose to either:

1. Fulfill the same meeting expectations and observation requirements as a full-time teacher and receive the same Performance Award as a full-time teacher. Teachers electing this option will not receive additional compensation for meetings attended outside their regular workday.
  2. Fulfill the same observation requirements as a full-time teacher and attend a pro rata number of meetings. A teacher electing this option shall receive a pro rata amount of the Performance Award based on the teacher's fiscal FTE. Teachers electing this option will receive additional compensation for meetings attended outside their regular workday as approved by their supervisor and paid through site level funds.
- c. Collaborative Team Leads' allocations and job description will be reviewed by the Q-Comp Steering Committee prior to May 1, 2019 for 2019-20 school year. Collaborative Team Leads will be compensated by a stipend in the amount of \$900. Payments will be made by June 30th of each year. The Q-Comp Steering Committee will review the Collaborative

Leads training and content of the Collaborative Teams for the 2018-19 school year.

- d. Each teacher will have two observation cycles that consist of a pre-observation meeting, an observation, and a post-observation meeting based on the standards set the by Q-Comp Steering Committee within the Eden Prairie School District Framework for Effective Teaching Standards. Q-Comp Coach Observers will determine proficiency after the second observation (third observation for probationary teachers). Teachers found non-proficient after two observations will have a third observation to determine proficiency by the principal/site administrator together with their Q-Comp Coach Observer. The 3<sup>rd</sup> observation cycle needs to be completed by May 10, 2019.
- e. The third observation for teachers found proficient after two observations will be conducted by the site principal/associate principal or supervisor at the Education Center. This observation will be a walk-through observation and a face to face meeting with the teacher to discuss their two Q-Comp observations conducted by their Q-Comp Coach Observer and the walk-through observation regarding student engagement
- f. A teacher may appeal an observation report and ask to be observed by a different Q-Comp Coach Observer. The Q-Comp Coach Observer will be selected by the Executive Director of Human Resources. A written request for the replacement observation must be filed with the Executive Director of Human Resources within ten (10) working days of that observation's post-conference.
- g. Teachers not reaching proficiency by the end of the 2018-19 school year will not receive a Performance Increment (or step on the salary schedule) for the 2019-20 school year and will not receive the Individual Performance Award for the 2018-19 school year. Continuing contract teachers not reaching proficiency by the end of the 2018-19 school year may request an additional observation during the 2019-20 school year by the principal/site administrator prior to December 31, 2019. If at that time they demonstrate proficiency on the 2018-19 standards set forth by the Q-Comp Steering Committee within the Eden Prairie School District Framework for Effective Teaching Standards, then they will receive the Performance Increment retroactive to the start of the 2019-20 school year. Based on the requested additional observation, the principal/site administrator will make the final determination regarding proficiency.

- h. A Student Achievement Team Award of \$100 per teacher will be paid to each teacher whose team (as determined by their site) has met 2018-19 student achievement goals. Teachers who work less than full time (1.0 FTE per year) and at least 555 hours per contract year (an average of fifteen hours per week for the entire school year) and start on or before October 1, 2017 and participate in all Q-comp team meetings will receive the same Student Achievement Team Award as a full time teacher. All student achievement team S.M.A.R.T. goals will be reviewed by the site TLC and then submitted to the Q-Comp Steering Committee to be recommended for approval. The site TLC will review data to see if student achievement goals have been met. This award will be paid on June 30, 2019 or within 30 days after the required data becomes available if after June 15, 2019.
- i. Site Achievement Awards of \$1 per teacher will be paid to each site that meets or exceeds the 2018-2019 student achievement site goal. The award is to be dedicated to the expenditures connected to professional development for teachers and be targeted toward improving student achievement. All awards will be reviewed and approved by the Q-Comp Steering Committee. This award will be paid within 30 days after the required data becomes available. The site TLC will be responsible for the allocation of site funds. Any balance in this fund will carry over at the site for the following year.
- j. At the end of the 2018-19 school year, unspent district Q-Comp funds will be placed in a designated Q-Comp account. The district Q-Comp Steering Committee will receive monthly budget statements regarding the Q-comp expenditures by site and also by the district. The Q-Comp Steering Committee will determine the future of such funds.
- k. Teachers will be expected to attend all the PLC meetings as determined by the site TLC committee. The site TLC's will present the Q-Comp calendar to their staff prior to May 15, 2018.
- l. Site PLC lead teams will review a proposed site calendar of PLC meeting dates before the end of the 2018 school year. These calendars will be shared with the Q Comp Coordinator.
- m. By February 28, 2019 the Q-Comp Steering Committee will develop and review the Q-comp Budget for the 2019-20 school year. The Eden Prairie School District and the Eden Prairie Education Association will ensure that Q-Comp expenditures do not exceed Q-Comp revenues.
- n. The staffing ratio/model, hiring process, job descriptions, and time commitment for Q-Comp Observer/Coaches and Leads will be reviewed

by the Q-Comp Steering committee prior to the Q-Comp Lead positions being posted. In the event that hiring is after the district hiring rounds, any openings as a result of Q-Comp Coach/Observer hiring will be a Round 2 posting for 5 days. Observer/Coaches will receive additional, pro rata compensation if it is determined that their assignment exceeds the definition of full time.

- o. A half-time (.5 FTE) Q-Comp District Coordinator will be hired for the 2018-19 school year pending available Q-Comp funding and approved budget of the Professional Compensation Steering Committee. The job description and hiring timeline will be reviewed by the District Q-comp Steering Committee. If a position becomes available because of a person being hired for the coordinator position, that position will become a round 2 posting.
  
- p. Should the funding for the Q-Comp program be reduced by either state aid or reduced local levy to the point that the program could no longer be sustained, the EPEA and the Eden Prairie Schools agree to eliminate the Q-Comp Plan. Teachers would return to the system of pay increases as it existed prior to the creation of Q-Comp. Any negotiated changes to the salary schedule and benefits not associated with Q-Comp will be maintained.

- 4. This Letter of Agreement will sunset on June 30, 2019. If a successor agreement is not reached prior to June 30, 2019, the association and district may mutually agree in writing to continue this agreement until a successor agreement is reached.

Independent School District 272

Eden Prairie Education Association

By: \_\_\_\_\_  
Executive Director of Human Resources

By: \_\_\_\_\_  
Thomas Baker, EPEA President