



ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

MEMORANDUM OF UNDERSTANDING

Between

Education Minnesota- St. Michael-Albertville

And

Independent School District 885 -St. Michael-Albertville

WHEREAS, the State of Minnesota has passed educational policy statutes, often referred to as the READ act, that will require certified staff to receive concentrated training during the 2023-24 and 2024-25 school year;

WHEREAS, to complete this work will require scheduling and work outside of the designated contract duty day and outside of the designated contract work year;

THEREFORE, the parties agree to the following:

1. This Memorandum of Understanding is applicable to the following STMA certified staff:
 - a. K-12 Reading Intervention Teachers;
 - b. Pre-K through Grade 4 Classroom Teachers;
 - c. Elementary school deans;
 - d. Other certified staff as mutually agreed to by EM-STMA and the school district;
 - e. Special Education Teachers in grades PreK-12;
 - f. Certified staff who select literacy materials for the school district (PreK-5); and
 - g. 5th and 6th grade teachers with classroom assignments
2. Certified staff identified to complete this training in “OL&LA” would provide notice to the district of whether they wish to complete this coursework following two options:
 - a. Option No. 1- Summer Cohort- training would be completed during the summer and outside of the designated contract year for a specified stipend. .
 - b. Option No. 2- Contract Year Cohort- training would be completed during the designated contract year including on designated staff development days and by agreeing to work remotely from home beyond the scope of the contract duty day.
3. Option No. 1
 - a. Certified staff electing this pathway would agree to complete the following:
 - i. Attend three (3) hours of designated synchronous training from home at a time and date to be determined ; and
 - ii. Complete forty-seven (47) hours of other training remotely at the employee’s own pace but completed by August 23, 2024.
 - iii. Staff electing option 1 would be paid at a rate of \$45 an hour for up to an additional twenty-two (22) hours.
 - iv. The remaining 28 hours are already included in the employee’s salary, and the employees will be excused from other duties as described below.



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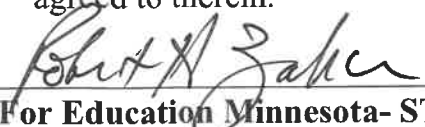
- v. In addition, staff electing to take Option No. 1 would be excused from work during their designated contract duty day/year and held harmless on the following dates
 - 1. August staff development date as designated by the district- 8 hours
 - 2. November 5, 2024- 8 hours;
 - 3. January 20, 2024- 8 hours; and
 - 4. February 14, 2025- 4 hours
 - vi. Upon satisfactory completion of the coursework and certification, the certified staff member would receive a stipend in the amount of the hours worked at the rate of \$45 an hour.
 - vii. At this time, the maximum number of hours worked outside of contracted time for a stipend is 22 hours, but the parties may agree to amend this maximum as necessary after ratification to comply with changing regulations or program implementation requirements. Any new maximum would be communicated to certified staff.
4. Option No. 2
- a. Certified staff eligible for this training and electing this pathway would agree to the following:
 - i. Complete 22 hours of training outside of the duty work year/day; and
 - ii. Complete 28 hours of training during the following designated contract days.
 - 1. August staff development date as designated by the district- 8 hours
 - 2. November 5, 2024- 8 hours;
 - 3. January 20, 2024- 8 hours; and
 - 4. February 14, 2025- 4 hours
 - iii. This time will include one (1) hour of designated synchronous training on three (3) of the dates listed above. The remainder of the time would be asynchronous.
 - iv. Upon satisfactory completion of the coursework and certification, the certified staff member would receive a stipend in the amount of the hours at the rate of \$45 an hour.
 - v. At this time, the maximum number of hours worked for stipend is 22 hours, but the parties may agree to amend this maximum as necessary to comply with changing regulations or program implementation requirements. Any new maximum would be communicated to certified staff.
5. Separately, certified staff licensed in early childhood education and/or working in a permanent teaching assignment for early childhood education would be eligible and agree to complete 37 hours of training related to LETRS as follows:
- a. Complete 28 hours of training on the following designated contract days:
 - i. August staff development date as designated by the district- 8 hours
 - ii. November 5, 2024- 8 hours;
 - iii. January 20, 2024- 8 hours; and



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- iv. February 14, 2025- 4 hours
 - b. Complete 9 hours of training as directed remotely and outside the scope of the designated work or contract day.
 - c. Only these nine (9) hours would be reimbursed by stipend at a rate of \$45 an hour.
 - d. Upon satisfactory completion of the coursework and certification, the certified staff member would receive a stipend of \$405.00.
 - e. The parties may agree to amend additional stipend hours as necessary to comply with program implementation requirements or updated regulations.
6. The parties agree to meet in an informal conference four times during the 2024-25 school year to discuss any certified staff concerns and work in good faith to bring about a resolution. Meetings will be set mutually approximately every two months and include the superintendent, director of teaching and learning and director of administrative services. EM-STMA may designate up to four representatives to attend these conferences.
 7. The parties agree that it is the responsibility of the certified staff member to secure the necessary computer, technology and internet access at their own expense for the purposes of complying with this program.
 8. A teacher who satisfactorily completes the training outlined in this memorandum will be awarded three (3) credits which may be applied towards an undergraduate or graduate lane change within three (3) years following completion of this coursework. This is a one-time offer specific to this agreement related to the READ ACT and does not obligate the district to revisit other or past credits of certified staff or establish a past practice.
 9. The parties agree and understand that the guidance from state regulatory agencies about the underlying statutory requirements, including the Department of Education, is subject to significant and substantial revisions or changes. In the event of significant alterations in regulatory guidance unknown to the parties at the time of this Agreement, the parties agree to meet in good faith and amend as necessary.
 10. This memorandum will be in effect during the duration of the contract which is set to expire as of June 30, 2025. Thereafter, each party reserves all rights to bargain this issue anew in future collective bargaining including amending or electing incorporation into the next Master Agreement. Neither party makes any assurance or representations of any other offer or agreement outside the terms expressly stated here.
 11. This Memorandum amends the parties' CBA and is enforceable through the grievance procedure agreed to therein.


 By: For Education Minnesota- STMA

05-06-2024
 Date


 By: For Independent School District 885

05-06-2024
 Date