

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**Independent School District 625 (hereinafter referred to as "District")**

**AND**

**St Paul Federation of Educators (SPFE) (hereinafter referred to as "Union")**

WHEREAS the District and Union are parties to a collective bargaining agreement (CBA) for the period from July 1, 2023, through June 30, 2025; and,

WHEREAS the District and Union desire to address the time commitment, compensation, schedule, location of training, and deadlines for teachers required to complete the state of Minnesota mandated READ Act training; and,

WHEREAS the District and Union have agreed that teachers will participate in Center for Applied Research and Educational Improvement –Advancing Language and Literacy (CAREIALL) or Language Essentials of Teachers Reading and Spelling (LETRS) for Early Childhood Educators;

WHEREAS the total anticipated number of hours of training required for CAREIALL is approximately sixty-four (64) hours: twenty-four (24) of which will be completed during Professional Development days and four staff meetings and forty (40) hours asynchronously at the employee's discretion and the total anticipated number of hours of training required for Language Essentials for Teachers of Reading and Spelling (LETRS) for Early Childhood Educators is approximately thirty-four (34) hours - fourteen (14) of which will be completed during Professional Development and twenty (20) hours asynchronously at the employee's discretion;

NOW THEREFORE, be it resolved the parties agree to the following:

**Eligibility**

- a) Hold a license issued by the Professional Educator Licensing and Standards Board; and,
- b) Be employed by the District between during the 2024-2025 school year and,
- c) Be required by the District to complete approved training described under Minn. Stat. § 120B.123, subdivision 5.

The Union and District will establish a list of eligible teachers, who must be:

- a) PreK Classroom Educators – PreK educators include Voluntary Pre-Kindergarten/School Readiness Plus, Early Childhood Special Education (Part B/619) responsible for early literacy/reading instruction and School Readiness
- b) K–5 Classroom Educators (including ESL/EL instructors)
- c) Grades K–12 Reading Intervention Educators
- d) Grades K–12 Special Education Educators
- e) Grades PreK–5 Curriculum Directors
- f) Employees who select literacy instructional materials for grades PreK–5

Teachers who previously completed all units of Lexia LETRS training are exempt from completing CAREIALL.

1. Compensation earned for READ Act training

Teachers will earn compensation as follows:

\$25.00 per hour for forty (40) hours of asynchronous work, \$1,000 or 4 Inservice credits for teachers participating in the CAREIALL training.

\$25.00 per hour for twenty (20) hours of asynchronous work, \$500 or 2 Inservice credits for teachers participating in (LETRS) for Early Childhood Educators.

For those completing CAREIALL: Teachers will receive \$500 on 12/27/2024. The second \$500 will be issued on 6/27/2025, provided that the teacher has uploaded their completion certificate in Schoology by May 8, 2025. For educators who do not meet this deadline, the second \$500 payment will be issued within three pay periods of certificate submission into Schoology.

For those completing LETRS for Early Childhood: Because the course does not begin until January 2025, the entire \$500 stipend will be issued 6/27/2025, provided that the teacher has uploaded their completion certificate in Schoology by May 8, 2025. For educators who do not meet this deadline, the \$500 payment will be issued within three pay periods of certificate submission into Schoology.

2. Credit Recognition

Upon completion CAREIALL Modules 1-8, teachers are eligible to apply 4.0 in-service credits toward a salary lane advancement in lieu of payment.

Upon completion of Language Essentials for Teachers of Reading and Spelling (LETRS) for Early Childhood Educators Units 1-4, teachers are eligible to apply 2.0 in-service credits toward a salary lane advancement in lieu of payment.

4. Proof of completion and payment timeline

Teachers shall submit proof of training completion by uploading the certificate of completion into Schoology.

5. Make ups and Leave of Absences

Teachers who miss synchronous sessions will be required to make up the sessions. Teachers will choose from a list of makeup session dates and times, with completion required by June 30, 2025.

Teachers on a district-approved leave of absence who require more time to complete the CAREIALL or LETRS training shall work with the Literacy Coordinator to set a timeline for completion. Teachers can request representation from SPFE to assist with creating their timeline for completion, with completion no later than June 30, 2026.

6. Failure to comply with the READ Act

Compliance with the Minnesota READ Act (Minn. Stat. § 120B.123) is mandatory for both the District and eligible teachers. Failure by the District to comply with these requirements may result in action taken by the Minnesota Department of Education. Failure by an eligible teacher to comply with the training requirements may result in a teacher being out of compliance with READ Act requirements related to reading instruction in accordance with state statute and could result in discipline pursuant to Article 16 of the collective bargaining agreement (CBA).

7. Effective Date and Duration

This MOU shall be in effect at the date of both parties' signatures and shall expire on June 30, 2025.

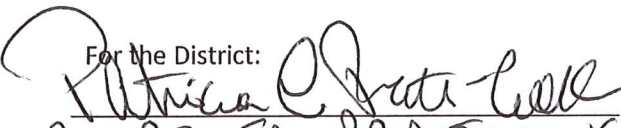
NOW THEREFORE, be it further resolved the parties agree to the following:

**Impact on Precedent.** Nothing in this MOU may be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA between the District and the Union. Neither the District nor the Union may refer to this MOU or submit it in any proceeding or case as evidence of a precedent or practice.

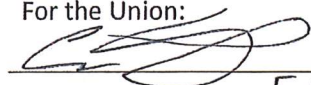
**Entire Agreement.** This MOU constitutes the entire agreement between the parties related to compensation for teachers for completing READ Act training. Neither party has relied on any statements, promises, or representations that are not stated in this MOU. The terms of this MOU constitute the entire agreement between the parties and supersede any prior written or oral, or other agreement, statement, or practice between the parties relating to the subject matter of this MOU. No changes to this MOU will be valid unless they are in writing and signed by both parties. A copy of this MOU will have the same legal effect as the original.

IN WITNESS WHEREOF, the parties have voluntarily entered into this MOU on the dates shown by their signatures.

For the District:

  
PATRICIA PRATT-COOK  
Dated: 8/28/24

For the Union:

  
Erica Schatzlein  
Dated: 8/28/24