

**SAINT PAUL PUBLIC SCHOOLS
PROPOSAL 8T
ARTICLE 8
6/16/2025**

**Licensed Contract
Lane Changes**

RATIONALE: Clarify the language regarding eligibility of credits, when pre-approval is required, and how the Montessori certification affects placement based on credits. Language clarification will help minimize the most commonly asked questions teachers have around lane changes

**ARTICLE 8. BASIC SALARY SCHEDULES AND CONDITIONS FOR COMPENSATION
SECTION 2. ELIGIBILITY FOR LANE PLACEMENT AND LANE CHANGE ON THE SALARY
SCHEDULE**

Contracted teachers shall be eligible for lane placement and lane change on the salary schedule as specified in the provisions of this Section.

Subd. 1. General Eligibility Requirements. Undergraduate and graduate credits and degrees, to be considered for application to the salary schedule, shall be earned from an institution recognized for the purposes of certification by the Minnesota DOE provided, however, that course work from other institutions shall be considered only if the equivalent course content is not available through accredited institutions deemed by the Superintendent to be reasonably accessible to the teacher, and only with prior approval of the Superintendent **(or their designee)**.

1.1 All credits and degrees must support a teacher's licensure area or other licensure area in the field of public education. All other course work must be pre-approved.

1.2 To be eligible for placement or lane advancement, all eligible course work must earn a C grade or better, Pass or Satisfactory.

1.3 Only classes taken on unpaid time and for which the District has not paid the tuition or fees for the course or reimbursed the employee for those costs can be eligible for lane credit.

1.4 Graduate credits earned through colleges and universities accredited to grant advanced degrees will be acceptable. **Graduate credits from accredited colleges and universities that are non-degree earning credits require pre-approval and will be eligible for in-service credits only.** The publication Accredited Institutions of Post-Secondary Education: Programs and Candidates published by The American Council on Education is the authority listing of accredited institutions. Course work offered by institutions not listed in this publication must be pre-approved.

1.5 Undergraduate courses must have **pre-approval by Human Resources** ~~written approval of the Human Resource Department~~ before they are taken to be eligible for lane advancement. An **"Undergraduate Pre-Approval Form"** ~~can be obtained in school offices~~

~~and the Human Resource Department.~~ **A pre-approval request must be submitted on the Lane Change Pre-Approval E-form.**

1.6 Only those in-service courses established or approved by the Superintendent **(or their designee)** shall be recognized for lane change credit on the salary schedule upon successful completion of course requirements and satisfaction of relevance criteria. The only reference for determination of credit and relevance of courses established by the Superintendent shall be as identified by the District training and staff development program in the enrollment description for each course. A lifetime maximum of 25 approved in-service credits for all lane changes is allowed. In-service credits earned for participation in an approved Professional Development Plan will be allowed beyond the 25 life-time maximum for regular in-service credits.

1.7 School librarians who have earned the degree of bachelor of science in addition to another bachelor's degree and whose work for the B.S. in library science represents an additional year of college education shall be eligible for credit on the B.A. + 45 lane.

1.8 Occupational therapists and physical therapists who have earned the Neurodevelopmental Treatment Certification or other credits after July 1, 1980, which would normally be identified as inservice credits, may have such credits evaluated and applied for salary lane change purposes under the following conditions: For each 15 credits (equivalent in time to quarter hours), these therapists shall be eligible for change to the adjacent salary schedule lane in accordance with all of the requirements of this Section, to a maximum of 60 credits beyond the B.A. lane and placement on the B.A. + 60 lane of the salary schedule. Credits may be applied beyond the limits specified in 1.6 of this Subdivision, but all of the other provisions as to grades, quality of credits, timing of credit evaluation and so on, shall apply.

1.9 Any "SPPS Graduate Equivalent" credits offered in the future by the District will be counted for lane change purposes in Saint Paul Public Schools as if they were earned from an accredited institution.

1.10 Montessori Program. The following conditions apply in placing and moving Montessori teachers on the teacher salary schedule per a 1998 stipulation:

A. Teachers in a Montessori program, who have completed training in the Montessori method after completion of a Bachelor's Degree at an accredited American Montessori Society or Association Montessori Internationale, whether taken for college credit or not, shall qualify for placement on the teacher's salary schedule at BA+60, provided the Board has not paid for any part of the Montessori training. Other placement and lane change provisions will apply pursuant to the rules set forth in Article 8, Section 2 of the collective bargaining agreement.

B. A teacher who receives Montessori certification as part of his/her Bachelor's Degree program shall be placed pursuant to the provisions of Article 8, Section 2 of the collective bargaining agreement and not as described in A above.

C. Teachers in a Montessori program who hold a Master's Degree shall receive minimum placement beyond the MA+0 lane for Montessori certification as follows. If Montessori certification is comprised of graduate credits, teachers shall receive credit for all graduate credits earned or the placement shown below, whichever is greater. **A teacher who receives credits for the placement may not also be counted again as credits earned for additional movement on the salary schedule.**

Montessori Certification Salary Schedule Placement

One Level MA+30
Two Levels MA+45
Three Levels MA+60

Montessori teachers may qualify for higher placement based on eligible graduate or in-service credits earned pursuant to the provisions of Article 7, Section 2 of the collective bargaining agreement.

Subd. 2. Procedures for Effecting Lane Changes. IT IS THE TEACHER'S RESPONSIBILITY TO OBTAIN THE SCHOOL DISTRICT'S LANE CHANGE INFORMATION FROM THE DISTRICT HUMAN RESOURCE WEBSITE. Evaluation of credits for lane changes shall be made within three (3) full pay periods after receipt of any of the following "official" materials: (1) official transcripts; (2) original grade reports; (3) original certificates of eligible in-service credits (4) electronic copies of transcripts or grade reports accessed from the granting institution.

The teacher is responsible for checking the materials for accuracy and completeness before sending them to the Human Resources Department. Erroneous and/or incomplete materials can delay the pay effective date.

Verification of receipt by the Human Resources Dept of the lane change request is sent via automated email upon successful submittal of the eform. ~~Teachers who want written verification that the Human Resources Department has received any submitted materials must submit their materials with a "Teacher Lane Change: Explanatory Information Form." If the teacher wishes the verification sent to his/her home instead of his/her school, a self-addressed, stamped envelope must also be included.~~

Subd. 3. Lane Change Effective Date. Credit verification received in the Human Resource Department by September 30 shall apply, effective with the first day of regular employment in the traditional school year. After September 30, the pay effective date for any lane change shall be the beginning of the next pay period after the date the materials were received by Human Resources. Requests for lane changes submitted after April 30 will be held for evaluation and will be applied, if granted, at the beginning of the following contract year

Subd. 4. Lane Advancement Beyond Masters Lane. Teachers who enroll in a Master's Degree Program after January 10, 2004, will advance only one (1) lane per year upon completion of their Master's Degree.