MEMORANDUM OF UNDERSTANDING

MOU Regarding School Psychologist Internship Placement, Supervision Responsibilities, and Workload Supports

BETWEEN
Independent School District #14 (hereinafter referred to as "District")
AND
Fridley Education Association, Local #7094 (hereinafter referred to as "Union")

WHEREAS the District and Union are parties to a collective bargaining agreement (CBA) for the period from July 1, 2025, through June 30, 2027; and,

WHEREAS, the District and the Union desire to resolve concerns raised by the Union regarding the hiring and assignment of a building school psychologist who is not yet fully licensed and credentialed to independently provide school psychological services, as the individual will be completing an internship year requiring direct supervision, oversight, and additional professional responsibilities and expenses to be assumed by one or more currently employed and fully licensed school psychologists.

WHEREAS, supervisory services provided by such Union members are specifically excluded from coverage under the Education Minnesota & National Education Association Educators Employment Liability Insurance; and

WHEREAS, the primary supervisor will be required to join the National Association of School Psychologists to access required supervisory materials; and

WHEREAS, all psychological services, evaluations, and work products completed by a school psychologist intern must be under the supervision of a licensed school psychologist, including, but not limited to, training and periodic observation of assessment administration, review of testing protocols, review and approval of written reports, and co-signature of all required documentation; and

WHEREAS, the services of a school psychologist intern are not an allowable reimbursable expense for special education funding purposes and any reimbursement for certain medically billable services associated with the internship may only be obtained through allowable Medical Assistance procedures completed under the supervision of a licensed school psychologist; and

WHEREAS, the intern's graduate training program and applicable accreditation standards require the primary supervisor to provide a minimum of two (2) hours of direct supervision per week, in addition to approximately five (5) hours per week of ancillary supervisory responsibilities, including consultation, documentation review, communication with university personnel, review of intern work products, and other activities necessary to support and monitor the internship; and

WHEREAS, the parties acknowledge that these required supervisory activities represent a known and substantial increase in workload responsibilities, estimated at a minimum of seven (7) additional hours per week, beyond the primary supervisor's existing professional duties; and

WHEREAS, the National Association of School Psychologists (NASP) recommends that supervisors of school psychologist interns not maintain a full professional caseload due to the significant time commitment required for effective supervision; and

WHEREAS, the District's currently employed licensed school psychologists are assigned caseloads at or above recommended levels; and

THEREFORE, the District shall

1. **Reimburse** the primary and any secondary supervising school psychologists for the full purchase price of professional liability insurance. At the time of execution of this Agreement, the current quoted annual premium for such coverage is **$297.00 per person**, and the District shall reimburse the full actual cost incurred, upon submission of proof of purchase in accordance with the District's standard reimbursement policies and procedures.

2. **Reimburse** the primary supervising school psychologist for the cost of membership in the National Association of School Psychologists (NASP) to access required primary supervisory materials, provided the assigned supervisor is not already a member, with the current **annual fee set at $240**. The employee shall furnish proof of purchase to the District in accordance with standard reimbursement policies and procedures.

3. **Designate** an administrator at the intern's building site to serve as the primary point of contact for all student support, behavioral, or safety situations. Such situations encompass both emergent and non-emergent matters including, but not limited to, student suicidal ideation, severe maladaptive behaviors, incidents requiring mandated reporting, and routine building-level consultations. The identity of this designated administrator shall be communicated to both the intern and the school psychologist team prior to the first day student contact day of the 2026-2027 school year to ensure immediate and appropriate protocols are executed in the event the primary or secondary supervisor is unavailable.

4. **Provide** an additional two hundred seventy-five (275) hours of compensated due process time for this approved school psychologist internship placement. Such hours shall be allocated among the primary supervisor and any designated secondary supervisor(s) in proportion to the supervisory duties assigned and shall be used exclusively for supervision, consultation, documentation review, observation, coordination with the university training program, and other responsibilities directly related to the internship.It is further agreed that the primary supervisor, by virtue of assuming supervisory responsibilities not otherwise required of bargaining unit members, shall receive no less than sixty percent (60%) of the total 275 due process hours allocated under this provision. The remaining due process hours shall be distributed among the primary and any secondary supervisor(s) based upon the supervisory duties determined by the team.

WHEREAS, the District and the Union desire to resolve concerns raised by the Union regarding the assignment of a 1.0 FTE school psychologist who is not fully licensed and credentialed to practice independently to a building site where, during both the **2024–2025** and **2025–2026** school years, the two different fully licensed and credentialed school psychologists assigned to that site experienced difficulty meeting the demands of their assigned caseloads and requested assistance from other District school psychologists to complete required evaluations, assessments, and other professional responsibilities; and

WHEREAS, the **National Association of School Psychologists (NASP) Guidelines for School Psychology Field-Based Internship Supervision** recommend that school psychology interns begin the internship year with a caseload of approximately **30%** of that of a full-time school psychologist and gradually assume additional responsibilities so that, by the conclusion of the internship, the intern's workload is approximately **75%** of that of a fully licensed school psychologist, while maintaining sufficient time for supervision, consultation, and professional development; and

WHEREAS, the assigned school psychologist supervision team can help shape behavior and provide related guidance and supervision to ensure legally mandated timelines and related due process requirements are met, they ultimately cannot control a colleague's performance of duties; and

WHEREAS, the parties acknowledge that both the documented workload history of the position and the supervisory obligations associated with an individual who is not yet fully licensed may require additional staffing resources to ensure compliance with statutory timelines, professional standards, and contractual obligations; and

WHEREAS, the principal, assistant principal, and instructional leader for the assigned location of the school psychologist intern are new to the building,

NOW, THEREFORE, the District and the Union agree as follows:

5. Nothing in this Agreement shall prohibit or preclude the district school psychologist team from requesting, nor the Director of Student Support Services from approving, additional due process hours or other temporary workload assistance necessary to ensure the timely completion of evaluations, reevaluations, reports, and other legally required responsibilities. Such additional due process hours shall be considered **separate and distinct** from any release time, supervision time, reimbursement, or other benefits provided under this Agreement for the supervision of a school psychologist intern who is not fully licensed and credentialed to practice independently. The parties acknowledge that these additional due process hours are intended to address the historically demonstrated workload demands associated with the assigned position and to facilitate compliance with legal timelines and professional obligations and are **not** intended to reflect or imply any assumption regarding the competence or future performance of the employee assigned to the position.

6. Nothing in this agreement shall place the primary or any secondary school psychologist supervisors as responsible for job performance concerns, including but not limited to documentation of services, adherence to and meeting legally required deadlines, interactions with colleagues, students, and parents/guardians beyond what can be feasibly shaped through adequate and appropriate supervision procedures.

7. It is further agreed that should the principal, assistant principal, instructional leader or any other district administrator have a perceived vested interest to request feedback from any or all of the school psychologist supervisory team related to the intern's current job performance for any reason, up to and including decisions related to renewal, any or all of the supervising school psychologists will provide accurate information related to their own professional perspective related to the individual's performance as it relates to the position of a school psychologist. Furthermore, should drastic job performance concerns present and are agreed to by two or more of the supervising school psychologists at any point during the 2026-2027 school year, the concerns will be made known to

the Union President, Assistant Superintendent, and Senior Officer of Student and Family support through the means of electronic mail. It is further agreed upon that should any of the district administration or the Union President determine a need for further information and discussion about the concern, that a timely meeting is established with all of the relevant parties.

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 the reconciliation of the above-described language disagreement within the CBA. 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 all parties. A copy of this MOU will have the same legal effect as the original.

Duration: this MOU shall remain in effect until the expiration of the CBA on June 30, 2027.

IN WITNESS WHEREOF, the parties have voluntarily entered into this MOU on the dates shown by their signatures. This MOU will not become effective unless and until it is approved by the District's School Board and is signed by all parties.

For the District: Brenda Lawrence

Dated: 8-3-26

For the Union: [signature] - President

Dated: 7/31/2026