

ALTERNATIVE TEACHER PROFESSIONAL PAY SYSTEM (Q-COMP)
MEMORANDUM OF UNDERSTANDING

Between

Independent School District No. 2687, Howard Lake-Waverly-Winsted And
Howard Lake-Waverly-Winsted Education Minnesota

Independent School District No. 2687, Howard Lake-Waverly-Winsted ("District") and Howard Lake-Waverly-Winsted Education Minnesota ("Union"), agreed to collaboratively develop, plan and implement a career advancement compensation system which ensures opportunities for student and career growth, as well as qualify for Q-Comp funding by the Minnesota Department of Education ("MDE"); and

The ATTPS plan will continue with the 2024-2025 school year, contingent upon ratification by the Union leadership and the District School Board. The District and the Union agree that the terms of this Memorandum of Understanding will continue into successive years, unless by April 1 of a given year, the Union gives written notice of intent to vote on the continuation of Q-Comp. The District and Union may mutually agree to minor revisions to ATTPS during this time period without renewing the entire document.

Should there be any change to the alternative teacher professional pay systems statutes (MN Stat. 122A.413-12A.415), both parties agree to reopen negotiations to discuss changes to the ATPPS system.

Any changes to the application approved by the Minnesota Department of Education in June 2016 must be made by mutual agreement of the Union and District. The District will make copies of the original and amended application ("the Application") available to all staff on request.

The terms of this agreement are conditioned on final approval of the QComp Application from the Minnesota Department of Education. Should the Application not be approved, the terms of this Memorandum of Understanding will have no force and effect.

FUNDING:

1. All Q-Comp aid from the State of Minnesota or MDE and from local alternative compensation levies shall be used exclusively for Q-Comp funding.
2. The District may, at its discretion, supplement the funding of Q-Comp aid from the general fund or other funding sources.
3. If the State of Minnesota increases the per capita dollar amount for Q-Comp funding, the extra funds will be allocated by the a-Comp Leadership Committee with a preference given to increasing performance pay.

4. If Q-Comp aid from the State of Minnesota or MDE is eliminated, all Q-Comp compensation to teachers shall cease effective June 30th of the fiscal year preceding cessation of Q-Comp aid and the District shall not have an obligation to fund Q-Comp compensation from other District funding sources.
5. Any remaining Q-Comp funds not used in one school year will automatically carry over to the following year's Q-Comp budget. The Q-Comp Leadership Committee will have responsibility for administering and writing the annual budget for Q Comp.

ELIGIBILITY FOR Q-COMP COMPENSATION:

1. All teachers are required to participate in the alternative teacher professional pay system unless there are unusual circumstances such as a teacher being on a medical or child care leave for all or part of the school year.
 - a. Teachers who take statutorily protected leave, such as Family Medical Leave Act ("FMLA") leave or Armed Services leave, and who would have the performance pay criteria laid out in the Application leave, will receive the entire portion of the money that would have been earned based on their FTE for the school year.
 - b. Teachers who work a partial year due to late hire, severed employment, partial leave, sabbatical, or retirement shall be eligible for all performance pay, prorated according to the responsibilities completed as laid out in the Application.
 - c. Teachers who are contracted for more than 100 days at .75 FTE or greater must participate fully in ATPPS. Teachers who are contracted for more than 100 days at 0.25 to 0.74 FTE may choose to participate fully in ATPPS or at their FTE. Teachers who are contracted for more than 100 days at 0.24 FTE or less may choose to participate, participate at their FTE, or not participate. Teachers who are contracted less than 100 days are not eligible to participate. Decisions about participation for FTE less than 0.75 must be made by October 1 with notification to the ATPPS Coordinator.

CAREER LADDER POSITIONS:

1. Professional Learning Community (PLC) Facilitator

Job Description: Lead PLC meetings by developing meeting agendas, establishing a meeting schedule, facilitating meetings, preparing reports, and keeping records such as meeting minutes and attendance.

Qualifications:

- Tenure in district is preferred, but not required.
- Flexible, self-motivated, collaborative and able to work with diverse teams.
- Shows proficiency in communication of instructional strategies and skills to other teachers.
- Life-long learner with knowledge of or willingness to learn about current research-based best practices that improve student learning.
- Demonstrates skills in organization, leadership, communication and collaboration.

Responsibilities:

- Establish meeting schedule that accommodates members of the PLC.
- Facilitate PLC meetings to assure that the team is working toward site goals.
- Prepare and report minutes (including attendance) of the meetings.
- Participate in required training.
- Maintain records of PLC meetings.
- Ensure professional development within the PLC.
- Start and end meetings on time while keeping the PLC focused.
- Facilitate PLC goal setting (SMART goals).
- Collect and submit PLC data to the District Leadership Team.
- Meet quarterly with Building Leadership Team members to plan and review PLC records.
- Searches for appropriate books for study aligned with best practices.

Hiring Process:

- Staff members meeting the qualifications will submit a letter of interest to the current Q Comp district committee
- PLC Facilitators will be chosen by the Q-Comp committee for a one year term.

Teacher Ratio:

- One PLC Facilitator for approximately every six teachers.
- Fifteen PLC Facilitators for approximately 90 teachers.

Additional Compensation for PLC Team Facilitators:

- \$500 per school year

2. Mentor

Job Description: This position will provide support for first year, in-district teachers in implementing building and district guidelines, hold monthly meetings, and observe mentee a minimum of one time.

Qualifications:

- Highly qualified teacher per Minnesota licensure and federal standards.

- Tenured in District 2867 preferred.
- Flexible, self-motivated, collaborative, and able to work in a small group setting.
- Shows proficiency in communicating district and building guidelines and goals.

Responsibilities:

- Hold monthly meetings with mentee.
- Observe mentee a minimum of one time.
- Identify/explain policies of district/building site as they pertain to job.

Hiring Process:

- Staff members meeting the qualifications will submit a letter of interest as well as the district application to their respective building principal as well as the advisor of the mentor program. The position is a one year term on an as-needed basis.

Teacher Ratio:

- 1 mentor for every newly hired teacher.

Additional Compensation for Mentors:

- \$500 per school year.

3. District Leadership Team

Job Description: This position will provide building representation to the District Leadership Committee by attending DLT meetings, organizing and approving staff development, and bringing concerns to the DLT meetings.

Qualifications:

- Preferably a tenured teacher.
- Team centered mindset, shows ability to work with diverse groups.
- Creative, organized, and good communicator.
- Current knowledge and willingness to keep up with best practices.

Responsibilities:

- Attend DLT meetings.
- Communicate with Q-Comp committee on common goals.
- Organize staff development opportunities.
- Participate in the curriculum review process.
- Approve staff development money carry over (2016) expenditure.
- Bring ideas from staff and buildings to district level.
- Bring ideas and plans from district to building and staff.
- Direct individual professional development and educational goals.

Hiring Process:

- For the first year the District Leadership Team positions will consist of the Q-Comp planning committee. This is due to their familiarity with the Q-Comp plan and implementation knowledge. If positions remain open, other interested staff may apply.
- For the following year, anyone interested in the District Leadership Team position will submit a letter of interest and application to the current Q-Comp advisors and administration. Term length is two years, alternating years of hire so one person will be familiar with the building and the plan.

Teacher Ratio:

- 2 District Leadership members per building, 8 total.

Additional Compensation for DLT Team Members:

- \$500 per school year.

4. Q-Comp Advisors

Job Description: This position will provide an overview of the Q-Comp program. These positions will handle Q-Comp paperwork, answer questions pertaining to Q-Comp, and attend meetings as needed to make decisions. These positions will have meetings to do upkeep on the HLWW Q-Comp program.

Qualifications:

- Preferably tenured teachers, representing each of the buildings within the district.
- Team centered mindset, shows ability to work with diverse groups.
- Creative, organized, and good communicator.
- Current knowledge and willingness to keep up with best practices.

Responsibilities:

- Provide overview of Q-Comp.
- Handle Q-Comp paperwork.
- Answer questions about Q-Comp.
- Attend meetings to keep Q-Comp up-to-date with MN Statutes as well as to do upkeep on the program.

Hiring Process:

- For the first year the Q-Comp Advisors will be appointed by principals, based on a voluntary request, to represent their respective buildings. This is due to their familiarity with the Q-Comp plan and implementation knowledge. If positions remain open other interested staff may apply.
- For the following year, anyone interested in a Q-Comp Advisor position will submit a letter of interest and application to the current Q-Comp advisors and administration. Term length is three years, alternating years of hire so one person will be familiar with the building and the plan.

Teacher Ratio:

- 4 Q-Comp Advisory members. There will be one per building or two per building if the Q-Comp coordinator also represents a building. (10/6/17)

Additional Compensation for Q-Comp Advisors:

- \$1000 per school year.

5. Q-Comp Coordinator (NEW 10/6/17)

Job Description: This position will provide a complete overview of the Q-Comp program and serve as the head of the Q-Comp team. This position will be responsible for coordinating with MDE, organizing trainings, running meetings, and all other Q-Comp responsibilities. This may also include the duties of a Q-Comp advisor in his or her building.

Qualifications:

- Preferably tenured teachers, representing each of the buildings within the district.
- Team centered mindset, shows ability to work with diverse groups.
- Creative, organized, and good communicator.
- Current knowledge and willingness to keep up with best practices.
- Knowledge of district's TOE and Q-Comp plans.

Responsibilities:

- Provide oversight of Q-Comp.
- Handle Q-Comp paperwork.
- Answer questions about Q-Comp.
- Attend meetings to keep Q-Comp up-to-date with MN Statutes as well as to do upkeep on the program.
- Coordinate information with MDE, the school board, teachers, and administration.
- Attend trainings to assist in the implementation of Q-Comp.

Hiring Process:

- The Q-Comp Coordinator will be one of the former Q-Comp advisors in the first year of the creation of this position. After the first year, teachers who wish to be the Q-Comp coordinator can submit an application to the Q-Comp team, if there is an opening for Q-Comp Coordinator.

Teacher Ratio:

- 1 Q-Comp Coordinator for the district.

Additional Compensation for Q-Comp Coordinator

\$2500 per school year.

6. DLT Liaison Member

Job Description: This position will be held by one of the Q-Comp Advisor positions. This position will be responsible for coordinating with the district DLT team in regards to teacher evaluation and helping to ensure that staff development also meets the goals of the Q-Comp program. They will also communicate Q-Comp needs and DLT decisions between the Q-Comp team and the DLT team.

Qualifications:

- Current Q-Comp Advisor
- Able to attend DLT meetings
- Answer questions about Q-Comp and has knowledge of Q-Comp plan
- Understand the professional developments for Q-Comp initiatives
- Coordinate with DLT

Hiring Process:

- The DLT Liaison member will be one of the Q-Comp advisors. Each year, the Q-Comp team will decide who the liaison is. If a consensus cannot be reached, the Q-Comp Coordinator will decide who the liaison will be.

Teacher Ratio:

- 1 DLT Liaison Member per district

Additional Compensation for DLT Liaison Member

\$500 per school year

OBSERVATION/EVALUATION PROCESS:

1. The observation and evaluation process is outlined in full in the Application.
2. Tenured teachers will participate in a minimum of two peer evaluations per year with a peer, preferably from their PLC that is available during the lesson time and at least one formal observation cycle with an administrator once every three years. Probationary teachers will have a minimum of three observations annually with the principal. In addition, probationary teachers will participate in a minimum of two peer observations per year with peer, preferably from their PLC, that is available during the lesson time. Licensed staff not assigned to direct classroom instruction will follow the same process as tenured and probationary classroom teachers except they will use position related rubrics from the Marzano rubric.
3. See Appendix A for Instructions for Q-Comp Peer Evaluation.

PERFORMANCE PAY:

Teachers are eligible for a total of \$1,860 in performance pay based on the following performance measures as outlined in the Application:

1. \$730 will be awarded to each teacher who meets the evaluation criteria outlined in the Application.
2. \$740 will be awarded to each teacher who completes PLC attendance requirements.
3. \$240 will be awarded to each teacher who completes his or her annual SMART goal.
4. \$150 will be awarded to each teacher when the annual school-wide student achievement goal is met.

SALARY SCHEDULE:

1. The Salary Schedule in the Master Agreement will continue in full force and effect.
2. The structure of the salary schedule will remain intact. Teachers will continue to make horizontal movements as outlined in Article VII, Section 3 of the contract.
3. Vertical movement on the schedule will be as follows:
 - a. Steps are relabeled as "performance increments."
 - b. Teachers who meet the peer evaluation criteria will be granted a performance increment at the beginning of the subsequent school year.
 - c. Teachers' placement on the salary schedule in 2016-17 shall serve as the starting point for determining future performance increments.
 - d. Once a performance increment is achieved, it becomes a permanent part of a teacher's salary
 - e. The values of the salary schedule shall continue to be negotiated as part of the Master Agreement.
 - f. As is current practice, the District and a newly hired teacher must mutually agree upon initial placement on the performance increment chart.
 - g. Teachers ineligible for additional performance increments because they have already achieved the highest performance increment shall remain eligible for all other incentives.
 - h. The salary schedule B for 2016-17 is included as Appendix B

APPEALS PROCESS:

1. The Q-Comp Appeals Committee shall be composed of two District representatives, and two Union representatives.
2. Any teacher with a concern about any aspect of Q-Comp is encouraged to work with the appropriate administrator, coach, and/or Facilitator to resolve the issue before filing an appeal.
3. The Union has the right to appeal both the reasonableness and the evaluation of the Site Goals.
4. A formal appeal request shall be submitted in writing to the Appeals Committee.
5. A formal appeal request should be submitted within 10 days of the conference, observation, or report that is at issue, if possible. If this timeline is not met because the

teacher is pursuing an informal resolution to the issue, the deadline for submission of an appeal shall be extended.

6. The Q-Comp Appeals Committee shall meet within 14 calendar days of receipt of the written appeal. This timeline may be extended upon mutual agreement of the Q-Comp Appeals Committee and the teacher.
7. The teacher and other involved parties shall have the opportunity to speak to the Appeals Committee, though an individual may present information in writing instead, if she/he so chooses. There shall be a 30-minute limit to each side's arguments and/or testimony. Appeals Committee members may question individuals who testify.
8. The teacher has the right to union representation at the appeals hearing. The union representative may speak as part of the teacher's allotted time.
9. Upon conclusion of the appeals hearing, the Appeals Committee shall meet in private to deliberate. Decision is by majority vote.
10. The Appeals Committee may uphold an appeal, deny an appeal, or recommend another course for resolution.
11. The teacher must be notified in writing of the results of the appeal no more than seven (7) calendar days following the hearing.
12. A teacher may appeal an Appeals Committee decision to the Grievance Procedure (Article XI).

NON-RENEWAL OF MOU:

Should the parties agree to end participation in Q-Comp, all performance pay and performance increment/steps earned will be paid per this MOU.

1. The salary schedule will remain in full force and effect. Performance increments will be re-labeled with numbers to mirror the current Master Agreement.
2. The value of the salary schedule will not be diminished. All teachers will move to the next increment earned during the final year of participation.
3. Teachers will continue to make horizontal movements according to the Master Agreement, Article VII.
4. Teachers will revert back to annual step movement as per the current Master Agreement.

For Howard Lake--Waverly-Winsted- Education Minnesota

(President)

(Date)

For Independent School District #2687, Howard Lake--Waverly-Winsted School

(Board Chair)

(Date)

(Superintendent)

(Date)