

2019-2021
MEMORANDUM OF UNDERSTANDING
Regarding New Teacher Induction and Mentoring Program

Between

St. Cloud Education Association

and

St. Cloud School District No. 742

WHEREAS, The St. Cloud Education Association (“SCEA”) is the bargaining unit recognized by the School District as the exclusive representative of teachers employed by St. Cloud Area School District 742 (“District”); and

WHEREAS, in 2015, the District and the SCEA entered into a Memorandum of Understanding to establish a three-year program (“program”) for new teacher induction to better prepare teachers that are new to the profession or new to the district to meet the educational needs of their students. Year One of that program began with teachers who were new to the district for the 2015-2016 school year;

WHEREAS, the District and the SCEA desire to modify the new teacher induction and mentoring program to better serve the purposes of the program and the interests of the parties;

WHEREAS, the District and the SCEA met to review the program and to collaboratively revise the memorandum to establish clear and specific guidelines for the program requirements and compensation related to the Teacher Induction Program beginning with the 2019-2020 school year; and

WHEREAS, the District and the SCEA agree that any teachers that entered the program prior to the 2019-2020 school year will be eligible for a lane change pursuant to the terms of the prior memorandum beginning with their fourth year of service in the District if they meet all of the requisite program requirements in the preceding three years, but the lane change will be phased out for any teachers beginning service in the 2019-2020 school year.

WHEREAS, the parties intend that all stipends and program requirements related to the program beginning with the 2019-2020 school year and forward will be controlled by this revised Memorandum, regardless of when a teacher began their service in the district.

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

1. **Teachers New to Profession (Less than one year of experience in a licensed teaching position) – Program Requirements**
 - a. **Year One:**
 - i. Four Days in New Teacher Academy in August;
 - ii. Four 2-Hour New Teacher Academy sessions during the school year;
 - iii. Eleven to fifteen 45-minute one-on-one check in meetings with the assigned Academic Coach;
 - iv. Two district wide mentor/mentee meetings;
 - v. Three new teacher group meetings with building Principal and Academic Coach;
 - vi. Complete three coaching cycles with Academic Coach;
 - vii. Three hours of Professional Development chosen by the teacher.
 - b. **Years Two and Three:**
 - i. Two Days in New Teacher Academy in August (Year 2 Teachers);
 - ii. One Day in New Teacher Academy in August (Year 3 Teachers);
 - iii. Two 2-Hour New Teacher Academy sessions during the school year
 - iv. Ten mentor meetings including two one-on-one meetings and eight group mentor/mentee meetings;
 - v. Two district wide mentor/mentee meetings;
 - vi. Complete three coaching cycles with Academic Coach
 - vii. Complete either a peer observation or self-video
 - viii. Five hours of Professional Development chosen by the teacher
 - c. **Teachers New to District But Not Previously Tenured** (*Have not completed three consecutive years of service in another district*):
 - i. Three Days in New Teacher Academy in August (Year 1 Teachers);
 - ii. Two 2-Hour New Teacher Academy sessions during the school year
 - iii. Ten mentor meetings including two one-on-one meetings and eight group mentor/mentee meetings;
 - iv. Two district wide mentor/mentee meetings;
 - v. Complete three coaching cycles with Academic Coach
 - vi. Complete either a peer observation or self-video
 - vii. Five hours of Professional Development chosen by the teacher.
 - d. **Compensation for Participation:**
 - i. Year One: \$1000 stipend paid in two installments with \$500 on August 31 and \$500 on May 31;

- ii. Year Two, Three and New to District But Not Previously Tenured: \$500 stipend paid in two installments with \$250 on August 31 and \$250 on May 31;
- iii. Failure to Complete Program Requirements: If a teacher fails to fulfill the requirements of the program as set forth above, the District reserves the right to rescind any stipend pay in part or in full through payroll deduction.

2. **Teachers with Experience that are New to the District and Previously Tenured in Another District – Program Requirements:**

- a. Three days of New Teacher Academy in August which may include ½ day of orientation;
- b. Compensation for successful participation will be a \$360 stipend paid on August 31.

3. **Mid-Year Hires:**

- a. Hired after New Teacher Academy, but before Sept. 30:
 - i. Attend a Catch-up session;
 - ii. Join appropriate group from above.
- b. Hired after Catch-up Session:
 - i. If hired for the remainder of the year, will meet with assigned mentor;
 - ii. If hired by District for the following school year, and were new to profession, will join the Year Two program for that new school year;

4. **Building Mentors:** New Teacher Building Mentors will be responsible for fulfilling all mentor expectations for their assigned mentor group. (See Attached Summary) including the duties set forth below:

- a. With Year Two, Year Three and New to District but Not Previously Tenured Teachers:
 - i. August 2 hour mentor training;
 - ii. August ½ day with mentee;
 - iii. Complete two one-on-one mentor meetings with each mentee;
 - iv. Complete eight group meetings with mentees;
 - v. Attend two district wide mentor/mentee meetings;
 - vi. Complete program documentation.
- b. Compensation: Stipend of \$1500 paid on May 31 following completion of above responsibilities.

5. **Peer Collaborators:** The District will select teachers to serve as Peer Collaborators to fulfill the peer evaluation functions of the teacher evaluation and professional development process. Peer Collaborators will receive an annual stipend of \$1250.00 on June 15 following completion of the peer review responsibilities as set forth in the job description attached as Exhibit A.

6. **Waiver of Precedence**: The parties agree that this agreement is intended for this circumstance only and will not constitute a binding precedent or past practice applicable to any future circumstance.

SCEA:

School District 742:

Chris Erickson, President

Willie L. Jett, Superintendent