

2021-2023 Contract Ratification  
Contract Changes – April 13, 2022

**Salary**

**Schedule A – 2021-2022**

- 2% increase plus step
- Back pay from July 1, 2021

**Schedule B – 2022-2023**

- 3% increase plus step
- Step N, Lane 8 = \$100,000

**Salary Comparisons:**

- |                 |               |
|-----------------|---------------|
| • State Average | 2.15% & 2.25% |
| • Metro Average | 2.23% & 2.33% |
| • St Paul       | 2% & 2%       |
| • Minneapolis   | 2% & 3%       |

**Schedule D – Hourly Rate**

- \$32/hour → \$33/hour
- Upon ratification – no retro pay

**Health Insurance - Increase District Contribution**

**Year 1**

- High = 3% all plans,
- Value = 6% Single & 3% S+1/Fam
- HSA = 6% Single & 5% S+1/Fam

**Year 2**

- Grandfather High Plan, 0% increase
- Value = 6% for Single, & 3% S+1/Fam
- HSA = 6% for Single, & 3% S+1/Fam

**Health Insurance – Part-Time Teachers - Increase District Contribution**

**Year 1**

- High = 3% all plans,
- Value = 6% Single & 3% S+1/Fam
- HSA = 6% Single & 5% S+1/Fam

**Year 2**

- Grandfather High Plan, 0% increase
- Value = 6% for Single, & 3% S+1/Fam
- HSA = 6% for Single, & 3% S+1/Fam
- Prorated District contribution based on FTE status

**District Proposals Withdrawn – as important “what” we got in this contract is “what was not added” to our language**

- Lane Change timelines
- EM-O pay entire salary of EM-O President
- Increase number of days needed in Sick Leave Pool
- Transfer language disallowing CC teachers not selected in Round 1 from being placed in the same position during the involuntary round
- Non-classroom teachers will not receive sub pay
- Increasing the number of Emergency Sub Assignments

**Deferred Compensation**

- All staff eligible for District match at beginning of service.

**Duty Free Lunch**

- ***“Approximately”*** removed from duty free lunch language

**Parent-Teacher Conferences**

- Six (6) hours scheduled for alternative conferences – determined by the site supervisor with input from staff
- Six (6) hours flexible conferences time to communicate student progress, determined by teacher
- Remaining eighteen (18) hours will be traditional face –to-face conferences, virtual conferences count as face-to-face

**Special Education**

- Memo for one due process days per trimester **in** contract, option for 5 hours/timecard
- SPED and related services staff may request one (1) substitute day per trimester
- Related Service staff who do not require a substitute will work with their direct supervisor to designate a regular scheduled day or two (2) half days per trimester where they will focus their work for the day on due process duties

**Initial Placement on the Salary Schedule**

**Schedule D**

- \$32 → **\$33**

**Schedule E**

- Eliminate – all teachers paid on Salary Schedule

**MOU – Memo of Understanding**

**Collaborative Time**

- Teachers will be provided with the following collaboration and planning time for the 2022-2023 school year;
- Three (3) eight (8) hour instructional planning days

- Three (3) hours of collaboration time on the staff development days

#### **CTE (Career Technical Education) Teachers**

- \$1,500 stipend for current CTE teachers who received their CTE endorsement while employed by District 279. The district will provide an additional \$500 stipend for each additional CTE license when the teacher is required by the district to teach in a CTE area for which the teacher does not possess the correct CTE license

#### **Personal Leave Conversions to Health Reimbursement Account (HRA)**

- 2021-2022 Retirees – the District will convert any accumulated person leave days above two (2) days into the teachers HRA at a rate of \$225/day converted
- During the 2022-2023 school year, the District will convert any accumulated personal leave days above five (5) days into the teacher's HRA at a rate of \$225/day
- During the 2023-2024 school year, the District will convert any accumulated personal leave days for teachers, above four (4) days for the non-PEHCA group and above three (3) days for those in the PECHA group, into the teacher's HRA at a rate of \$225/day converted

**Personal Leave Day Carryover MOU still applies for the 2023-2024 school year.**

#### **Stipend for packing of rooms due to construction**

- Teachers who are directed to pack and unpack their entire classrooms for construction purposes will receive a \$250 stipend
- Effective upon ratification of contract

#### **Contract Ratification Timeline**

- Apr. 26 – School Board – if approve moves to TA - **approved**
- Apr. 28 – Exec Board Vote - **approved**
- May 9 – BR's Vote – 4:30 in person at EM-O
- May 10 – Informational Meetings – 3:30 & 4:30 in person at EM-O
- May 18-19 – Members Vote
- May 19 – GMM Meeting
- May 24 – School Board Vote

#### **MOU's Added to Contract**

##### **Collaborative Time - p. T**

The purpose of this MOU is to outline the agreement between the District and the Union regarding teacher collaboration time for the 2022-2023 school year. The following language will temporarily replace the current contract language found in Article XI, Section 6 of the collective bargaining agreement as the parties assess the success of the plan outlined below.

The District and the Union agree to the following:

1. Teacher collaboration and planning time is an essential component in a teacher's ability to plan and prepare instruction for scholars.

2021-2023 Contract Ratification  
Contract Changes – April 13, 2022

2. Teachers will be provided with the following collaboration and planning time for the 2022-2023 school year:
  - a. Three (3) eight (8) hour instructional planning days
    - i. 8 hours of collaboration time during workshop week
    - ii. 8 hour day on Friday, January 13, 2023
    - iii. 8 hour day on Monday, April 10, 2023
    - iv. On the two (2) asynchronous learning days, staff will be required to have asynchronous lessons in the system for students by 9am.
    - v. On the two (2) asynchronous learning days, staff will be required to schedule and communicate to students and families two (2) hours of time on each day where the teacher will be available for student support and questions
  - b. Three (3) hours of collaboration time (1 hour on each of the three (3) staff development days)
    - i. System time will be reduced by 30 minutes; and
    - ii. Building time will be reduced by 30 minutes to accommodate this time
3. **Attendance:** Teachers will be required to complete all collaboration time on a District 279 site inclusive of the Education Minnesota – OSSEO office
4. **Measurement:** The district and union agree that the success of this model is based on the impact this collaboration time will have on the teacher's ability to positively impact student achievement. As such, the following will take place during the 2022-2023 school year.
  - a. Teachers will track their preparation and planning work completed during all collaboration time, and will be able to provide evidence of how the dedicated collaboration time improved student learning and/or achievement during the course of the school year.
  - b. Teacher attendance will be tracked for all collaboration time by site supervisors.
  - c. The district and union will meet & confer by December 2, 2022, to plan and determine which data sources and reference points to use in analyzing the success of the collaboration time model.
  - d. The district and union will determine the future of this MOU and the language contained within during the 2023-2025 negotiations based on improvements in student learning and achievement.
    - i. This MOU shall set no precedent between the parties. Any conflicts regarding this agreement will be handled through the grievance process in the collective bargaining agreement.

**Career & Technical Education (CTE) Licensure – p. V**

The purpose of this MOU is to outline the agreement between the District and the Union regarding the need for Career & Technical Education (CTE) licensed teachers.

The District and the Union agree to the following:

1. High school scholars earn credentials by attending and passing classes which are taught by CTE licensed teachers.
2. The state's post-secondary schools are not graduating significant numbers of CTE licensed teachers; therefore, it may be challenging for the district to find and recruit such teachers to the district.
3. There is a mutual interest in recruiting and retaining CTE licensed teachers.

2021-2023 Contract Ratification  
Contract Changes – April 13, 2022

4. Teachers who have earned or earn a CTE license will be paid a one-time stipend of \$1,500 for the first CTE license earned. Teachers will be paid \$500 for each required CTE license earned after the initial license.
5. Current CTE licensed teachers must submit evidence of their license to their Human Resource Generalist by May 1, 2022, for payment of the stipend on their June 30, 2021, check.
6. Teachers who earn their CTE license after March 1, 2021, must submit evidence of their license to their Human Resource Generalist by May 1 of the school year in which they earn the license to receive the stipend. Payment will be made on the teacher's June 30 check for that school year.

This MOU shall set no precedent between the parties. Any conflicts regarding this agreement will be handled through the grievance process in the collective bargaining agreement.

**Personal Leave Conversion to Health Reimbursement Account – p. X**

The purpose of this MOU is to outline the agreement between the District and the Union regarding a teacher's monetary conversion of accumulated personal leave to the teacher's Health Reimbursement Account (HRA) during the time period specified by this MOU.

The District and the Union agree to the following:

1. During the pandemic, and due to the Personal Leave Day Carryover MOU, teachers have accumulated a significant number of personal leave days that must be used by June 30, 2024.
2. There is a mutual interest in keeping teachers in classrooms supporting scholars.
3. **2021-2022 Retirees:** During the 2021-2022 school year for teachers completing the school year and retiring from the district in June of 2022, the district will convert any accumulated personal leave days, above two (2) days into the teacher's HRA at a rate of \$225/day converted. See the table below for examples:

Teacher Type	Accumulated Days	Eligibility?	Number Converted
Non-PEHCA	6	Yes	4
Non-PEHCA	5	Yes	3
Non-PEHCA	4	Yes	2
Non-PEHCA	3	Yes	1
PEHCA	4	Yes	2
PEHCA	3	Yes	1

2021-2023 Contract Ratification  
Contract Changes – April 13, 2022

4. During the 2022-2023 school year, the district will convert any accumulated personal leave days for teachers, above five (5) days into the teacher's HRA at a rate of \$225/day converted. See the table below for examples:

Teacher Type	Accumulated Days	Eligibility?	Number Converted	Next Year Accumulation	New Balance
Non-PEHCA	8	Yes	3	1	6
Non-PEHCA	7	Yes	2	1	6
Non-PEHCA	6	Yes	1	1	6
Non-PEHCA	5	No	0	1	6
PEHCA	11	Yes	6	2	7
PEHCA	10	Yes	5	2	7
PEHCA	9	Yes	4	2	7
PEHCA	8	Yes	3	2	7
PEHCA	7	Yes	2	2	7
PEHCA	6	Yes	1	2	7
PEHCA	5	No	0	2	7

5. During the 2023-2024 school year, the district will convert any accumulated personal leave days for teachers, above four (4) days for the non-PEHCA group and above three (3) days for those in the PECHA group, into the teacher's HRA at a rate of \$225/day converted. See the table below for examples:

Teacher Type	Accumulated Days	Eligibility?	Number Converted	New Balance
Non-PEHCA	6	Yes	2	4
Non-PEHCA	5	Yes	1	4
PEHCA	7	Yes	4	3
PEHCA	6	Yes	3	3
PEHCA	5	Yes	2	3
PEHCA	4	Yes	1	3

2021-2023 Contract Ratification  
Contract Changes – April 13, 2022

6. The Personal Leave Day Carryover MOU still applies for the 2023-2024 school year.

This MOU shall set no precedent between the parties. Any conflicts regarding this agreement will be handled through the grievance process in the collective bargaining agreement

**Salary Schedules and Health Insurance Contributions**

**Initial Placement Schedule – for new teachers coming into Osseo**

Lane	I BA	II Q BA+15 S BA+10	III Q BA+30 S BA+20	IV Q BA+45 S BA+30	V MA	VI Q BA+15 S MA+10	VII Q BA+30 S MA+20	VIII Q BA+45 S MA+30
A (1, 2,3)	\$46,044	\$47,477	\$48,728	\$50,457	\$55,890	\$57,652	\$59,562	\$61,503
B (4)	\$47,477	\$48,445	\$50,263	\$52,047	\$57,652	\$59,474	\$61,443	\$63,448
C (5)	\$48,445	\$49,970	\$51,846	\$53,689	\$59,474	\$61,354	\$63,387	\$65,452
D (6)	\$49,777	\$51,345	\$53,274	\$55,382	\$61,354	\$63,295	\$65,389	\$67,524
E (7)	\$51,345	\$52,965	\$54,954	\$57,130	\$63,295	\$65,294	\$67,460	\$69,659
F (8)	\$52,965	\$54,633	\$56,689	\$58,934	\$65,294	\$67,732	\$69,592	\$71,862
G (9)	\$54,633	\$56,358	\$58,480	\$60,795	\$67,361	\$69,491	\$71,793	\$74,139
H (10)	\$55,690	\$58,139	\$60,324	\$63,063	\$69,491	\$71,689	\$74,065	\$76,485
I (11)	\$58,209	\$60,902	\$64,206	\$67,219	\$74,431	\$76,521	\$78,731	\$80,969
J (12)	\$58,209	\$60,902	\$64,206	\$67,984	\$75,196	\$77,286	\$79,496	\$81,734
K (13, 14, 15)	\$59,833	\$62,525	\$65,503	\$69,896	\$77,246	\$79,474	\$81,823	\$84,265
L (16, 17, 18)	\$61,457	\$64,150	\$67,136	\$71,542	\$79,031	\$81,396	\$83,883	\$87,226
M (19, 20, 21)	\$63,081	\$65,774	\$68,770	\$73,183	\$80,816	\$83,316	\$85,946	\$90,390
N (22)	\$65,219	\$67,967	\$71,031	\$76,671	\$84,590	\$87,283	\$90,087	\$96,900

2021-2023 Contract Ratification  
Contract Changes – April 13, 2022

Base Schedule: 2020-2021  
20-21

STEP	BA	BA+15	BA+30	BA+45	BA+60/MA	MA+15	MA+30	MA+45
A	45,141	46,546	47,773	49,468	54,794	56,522	58,394	60,297
B	46,546	47,495	49,277	51,026	56,522	58,308	60,238	62,204
C	47,495	48,990	50,829	52,636	58,308	60,151	62,144	64,169
D	48,801	50,338	52,229	54,296	60,151	62,054	64,107	66,200
E	50,338	51,926	53,876	56,010	62,054	64,014	66,137	68,293
F	51,926	53,562	55,577	57,778	64,014	66,040	68,227	70,453
G	53,562	55,253	57,333	59,603	66,040	68,128	70,385	72,685
H	54,598	56,999	59,141	61,826	68,128	70,283	72,613	74,985
I	57,068	59,708	62,947	65,901	72,972	75,021	77,187	79,381
J	57,068	59,708	62,947	66,651	73,722	75,771	77,937	80,131
K	58,660	61,299	64,219	68,525	75,731	77,916	80,219	82,613
L	60,252	62,892	65,820	70,139	77,481	79,800	82,238	85,516
M	61,844	64,484	67,422	71,748	79,231	81,682	84,261	88,618
N	63,940	66,634	69,638	75,168	82,931	85,572	88,321	95,000

**SCHEDULE A: 2021-2022 Salary Schedule**

STEP	BA	BA+15	BA+30	BA+45	BA+60/MA	MA+15	MA+30	MA+45
A	46,044	47,477	48,728	50,457	55,890	57,652	59,562	61,503
B	47,477	48,445	50,263	52,047	57,652	59,474	61,443	63,448
C	48,445	49,970	51,846	53,689	59,474	61,354	63,387	65,452
D	49,777	51,345	53,274	55,382	61,354	63,295	65,389	67,524
E	51,345	52,965	54,954	57,130	63,295	65,294	67,460	69,659
F	52,965	54,633	56,689	58,934	65,294	67,361	69,592	71,862
G	54,633	56,358	58,480	60,795	67,361	69,491	71,793	74,139



2021-2023 Contract Ratification  
Contract Changes – April 13, 2022

H	55,690	58,139	60,324	63,063	69,491	71,689	74,065	76,485
I	58,209	60,902	64,206	67,219	74,431	76,521	78,731	80,969
J	58,209	60,902	64,206	67,984	75,196	77,286	79,496	81,734
K	59,833	62,525	65,503	69,896	77,246	79,474	81,823	84,265
L	61,457	64,150	67,136	71,542	79,031	81,396	83,883	87,226
M	63,081	65,774	68,770	73,183	80,816	83,316	85,946	90,390
N	65,219	67,967	71,031	76,671	84,590	87,283	90,087	96,900

**SCHEDULE B: 2022-2023 Salary Schedule**

STEP	BA	BA+15	BA+30	BA+45	BA+60/MA	MA+15	MA+30	MA+45
A	47,425	48,901	50,190	51,971	57,567	59,382	61,349	63,348
B	48,901	49,898	51,770	53,608	59,382	61,258	63,286	65,352
C	49,898	51,469	53,401	55,299	61,258	63,195	65,288	67,416
D	51,270	52,885	54,872	57,043	63,195	65,194	67,351	69,550
E	52,885	54,553	56,602	58,844	65,194	67,253	69,484	71,749
F	54,553	56,272	58,389	60,702	67,253	69,382	71,679	74,018
G	56,272	58,049	60,234	62,619	69,382	71,575	73,946	76,363
H	57,361	59,883	62,134	64,954	71,575	73,839	76,287	78,779
I	59,956	62,729	66,132	69,236	76,664	78,817	81,093	83,398
J	59,956	62,729	66,132	70,024	77,452	79,605	81,881	84,186
K	61,628	64,401	67,468	71,992	79,563	81,859	84,278	86,793
L	63,301	66,074	69,150	73,688	81,402	83,838	86,399	89,843
M	64,973	67,747	70,834	75,378	83,240	85,815	88,525	93,102
N	67,175	70,006	73,162	78,972	87,127	89,902	92,790	100,000

2021-2023 Contract Ratification  
Contract Changes – April 13, 2022

District Contribution to Health Insurance  
Effective January 1, 2022 – December 30, 2022

Year 1

January 1, 2022 to December 30, 2022

Plan	Monthly Premium	District Contribution/ Month	Employee Contribution/ Month	Employee Contribution/Pay Period
<b>High Plan</b>				
Single	\$ 809.20	\$ 598.41	\$ 210.79	\$ 105.40
Single + 1	\$ 1,618.34	\$ 924.01	\$ 694.33	\$ 347.17
Family	\$ 2,586.56	\$ 1,480.46	\$ 1,106.10	\$ 553.05

<b>Value Plan</b>				
Single	\$ 727.48	\$ 661.95	\$ 65.53	\$ 32.77
Single +1	\$ 1,454.22	\$ 924.01	\$ 530.21	\$ 265.11
Family	\$ 2,324.96	\$ 1,480.46	\$ 844.50	\$ 422.25

<b>HSA Plan</b>				
Single	\$ 566.10	\$ 514.90	\$ 51.20	\$ 25.60
Single + 1	\$ 1,108.64	\$ 997.69	\$ 110.95	\$ 55.48
Family	\$ 1,772.06	\$ 1,594.92	\$ 177.14	\$ 88.57

2021-2023 Contract Ratification  
Contract Changes – April 13, 2022

District Contribution to Health Insurance  
Effective January 1, 2023 – December 30, 2023

We won't know the amount of the Health Insurance Premiums until October, 2022

Year 2

January 1, 2023 to December 30, 2023

Plan	Monthly Premium is unknown until Oct/Nov	District Contribution/ Month	Employee Contribution/ Month	Employee Contribution/Pay Period
High Plan - the High Plan will no longer be available for new enrollment beginning July 1, 2023				
Single		\$ 598.41		
Single + 1		\$ 924.01		
Family		\$ 1,480.46		

Single		\$ 701.67		
Single +1		\$ 951.73		
Family		\$ 1,524.87		

Single		\$ 545.79		
Single + 1		\$ 1,027.62		
Family		\$ 1,642.77		

2021-2023 Contract Ratification  
Contract Changes – April 13, 2022

**District Contribution to Health Insurance - Part-Time Teachers**

Year 1

January 1, 2022 to December 30, 2022

Plan	Monthly Premium	District Contribution/ Month	Employee Contribution/ Month	Employee Contribution/Pay Period
<b>High Plan - Single</b>				
.9-.99 FTE	\$ 809.20	\$ 538.67	\$ 270.53	\$ 135.27
.8-.89 FTE	\$ 809.20	\$ 478.73	\$ 330.47	\$ 165.24
.7-.79 FTE	\$ 809.20	\$ 418.88	\$ 390.32	\$ 195.16
.6-.69 FTE	\$ 809.20	\$ 359.04	\$ 450.16	\$ 225.08
.5-.59 FTE	\$ 809.20	\$ 299.22	\$ 509.98	\$ 254.99
<b>High Plan - Single +1</b>				
.9-.99 FTE	\$ 1,618.34	\$ 831.61	\$ 786.73	\$ 393.37
.8-.89 FTE	\$ 1,618.34	\$ 739.21	\$ 879.13	\$ 439.57
.7-.79 FTE	\$ 1,618.34	\$ 452.22	\$ 1,166.12	\$ 583.06
.6-.69 FTE	\$ 1,618.34	\$ 452.22	\$ 1,166.12	\$ 583.06
.5-.59 FTE	\$ 1,618.34	\$ 452.22	\$ 1,166.12	\$ 583.06
<b>High Plan - Family</b>				
.9-.99 FTE	\$ 2,586.56	\$ 1,332.41	\$ 1,254.15	\$ 627.08
.8-.89 FTE	\$ 2,586.56	\$ 1,184.37	\$ 1,402.19	\$ 701.10
.7-.79 FTE	\$ 2,586.56	\$ 452.22	\$ 2,134.34	\$ 1,067.17
.6-.69 FTE	\$ 2,586.56	\$ 452.22	\$ 2,134.34	\$ 1,067.17
.5-.59 FTE	\$ 2,586.56	\$ 452.22	\$ 2,134.34	\$ 1,067.17
<b>Value Plan - Single</b>				
.9-.99 FTE	\$ 727.48	\$ 554.25	\$ 173.23	\$ 86.62
.8-.89 FTE	\$ 727.48	\$ 492.67	\$ 234.81	\$ 117.41

2021-2023 Contract Ratification  
Contract Changes – April 13, 2022

.7-.79 FTE	\$ 727.48	\$ 457.08	\$ 270.40	\$ 135.20
.6-.69 FTE	\$ 727.48	\$ 388.10	\$ 339.38	\$ 169.69
.5-.59 FTE	\$ 727.48	\$ 320.39	\$ 407.09	\$ 203.55
Value Plan - Single +1				
.9-.99 FTE	\$ 1,454.22	\$ 831.61	\$ 622.61	\$ 311.31
.8-.89 FTE	\$ 1,454.22	\$ 739.21	\$ 715.01	\$ 357.51
.7-.79 FTE	\$ 1,454.22	\$ 452.22	\$ 1,002.00	\$ 501.00
.6-.69 FTE	\$ 1,454.22	\$ 452.22	\$ 1,002.00	\$ 501.00
.5-.59 FTE	\$ 1,454.22	\$ 452.22	\$ 1,002.00	\$ 501.00
Value Plan - Family				
.9-.99 FTE	\$ 2,324.96	\$ 1,332.41	\$ 992.55	\$ 496.28
.8-.89 FTE	\$ 2,324.96	\$ 1,184.37	\$ 1,140.59	\$ 570.30
.7-.79 FTE	\$ 2,324.96	\$ 452.22	\$ 1,872.74	\$ 936.37
.6-.69 FTE	\$ 2,324.96	\$ 452.22	\$ 1,872.74	\$ 936.37
.5-.59 FTE	\$ 2,324.96	\$ 452.22	\$ 1,872.74	\$ 936.37
HSA Plan - Single				
.9-.99 FTE	\$ 566.10	\$ 554.25	\$ 11.85	\$ 5.93
.8-.89 FTE	\$ 566.10	\$ 492.67	\$ 73.43	\$ 36.72
.7-.79 FTE	\$ 566.10	\$ 351.15	\$ 214.95	\$ 107.48
.6-.69 FTE	\$ 566.10	\$ 298.19	\$ 267.91	\$ 133.96
.5-.59 FTE	\$ 566.10	\$ 246.14	\$ 319.96	\$ 159.98
HSA Plan - Single +1				
.9-.99 FTE	\$ 1,108.64	\$ 847.76	\$ 260.88	\$ 130.44
.8-.89 FTE	\$ 1,108.64	\$ 753.56	\$ 355.08	\$ 177.54
.7-.79 FTE	\$ 1,108.64	\$ 498.34	\$ 610.30	\$ 305.15

2021-2023 Contract Ratification  
Contract Changes – April 13, 2022

.6-.69 FTE	\$ 1,108.64	\$ 498.34	\$ 610.30	\$ 305.15
.5-.59 FTE	\$ 1,108.64	\$ 498.34	\$ 610.30	\$ 305.15
HSA Plan - Family				
.9-.99 FTE	\$ 1,772.06	\$ 1,358.29	\$ 413.77	\$ 206.89
.8-.89 FTE	\$ 1,772.06	\$ 1,207.37	\$ 564.69	\$ 282.35
.7-.79 FTE	\$ 1,772.06	\$ 498.34	\$ 1,273.72	\$ 636.86
.6-.69 FTE	\$ 1,772.06	\$ 498.34	\$ 1,273.72	\$ 636.86
.5-.59 FTE	\$ 1,772.06	\$ 498.34	\$ 1,273.72	\$ 636.86

### Full Language for Parent-Teacher Conferences

**Section 7. Parent-Teacher Conferences:** Within the yearly school calendar, thirty (30) hours or four (4) days will be designated for Parent-Teacher Conferences. However, to best utilize these hours to increase student achievement, the parties acknowledge the opportunity to utilize a portion of these thirty (30) hours to meet the evolving interests of the School Board and Education Minnesota-OSSEO.

This section is not intended to add more responsibilities or greater commitments beyond what is already stated in this agreement. The parties agree that the use of these thirty (30) hours should be used to maximize the time and commitments already being exerted by members of Education Minnesota-OSSEO and the School District.

In exchange for completing 30 hours of conference time outside of the minimum teacher contract day, teachers receive four (4) conference release days. Only time completed outside of the minimum teacher duty day may be counted in the required 30 hours of conference time.

Below is a summary of allowable teacher conference time for the 2020-2021 school year:

- 1) Up to 6 hours of conference time per year may be dedicated to alternative conferences determined by the site supervisor with input from the site. Alternative conferences may include Curriculum Conferences (Nights), Learning Conferences, Interdisciplinary Team Conferences, Kindergarten Conferences, Advisory Conferences, etc. and will count as a part of the 30 hours of required conference time. This time will be determined and monitored by the site supervisor.

The following guidelines are required for the use of alternative conference time:

2021-2023 Contract Ratification  
Contract Changes – April 13, 2022

- a. Learning Conferences and Curriculum Conference time is limited to a maximum of 3 hours per year.
  - b. Learning Conferences and Curriculum Conference time must include some communication about curriculum, student success, or goals for the class.
  - c. All additional alternative conference time must include face-to-face (may include virtual meetings) contact with families where individual student progress is shared.
- 2) Up to 6 hours of flexible conference time may be used at all school sites to communicate about student progress in a timely manner. The appropriate use of the flexible time includes but is not limited to:
- Phone calls
  - ~~FaceTime/Skype~~ Google Meets/Zoom
  - Email
  - Individual meetings
  - Other technology tools
  - Home visits (approved by the site supervisor)

The 6 hours of flexible time for communication related to a student's progress in class must be documented by each teacher and made available at any time for the site supervisor. This time must be outside of the teacher's minimum workday.

- 3) The remainder of the 30 hours of conference time (minimum of 18 hours) will be traditional, face-to-face, individual conferences with families.

### **Full Language for Special Education Due Process Time**

#### **Section 8. Due Process:**

**Substitute Required and Related Services Due Process Time:** Special education teachers and related services staff may request one (1) day per trimester, or two (2) half-days per trimester for due process time. All staff must submit their request at least three (3) days in advance of their due process day via email to the Director of Student Services or designee, and copy their immediate supervisor. The district will cover the cost of the substitute for staff who require a substitute to cover their caseload while taking their due process day. Related Services staff who do not require a substitute for their absence will work with their direct supervisor to designate a regularly scheduled day or two (2) half days per trimester where they will focus their work for the day on due process rather than their regular duties.

**No Substitute Found Due Process Option:** Staff who require a substitute and were unable to secure a one for their due process time may request up to five (5) hours per trimester outside their regular duty

day to complete their due process work. Staff will be paid at the teacher hourly rate of pay in Schedule D of the collective bargaining agreement for this additional time.

**Recall for Building/Student Support:** Staff who have requested and been approved for a due process day may be required to work their regular assignment and duties on the scheduled due process day based on building and/or student need as determined by the building administrator. In such cases, the staff member will attempt to reschedule the due process day. If the supervisor determines that rescheduling the due process day is not possible, the staff member may request an exception from the Director of Student Services or designee. If the exception is granted, the staff member will receive up to five (5) hours of due process time outside the regular duty day paid at the teacher hourly rate of pay in Schedule D of the collective bargaining agreement.