

MEMORANDUM OF UNDERSTANDING
between INTERMEDIATE SCHOOL DISTRICT 917
and EDUCATION MINNESOTA LOCAL 3904
Regarding the READ Act Implementation Plan

WHEREAS, the District and Local 3904 are parties to a collective bargaining agreement (CBA) for the period from July 1, 2025, through June 30, 2026, and;

WHEREAS, the State of Minnesota has passed educational policy statutes that will require certified staff to receive concentrated training during the 2024-2025, 2025-2026, and 2026-2027 school years, mandated by the READ Act; and

WHEREAS, completion of this work should be scheduled during the contracted duty day and during the contracted work year;

WHEREAS, the District received a total allotment of \$19,436, with the net allotment available being **\$16,248** after the costs of FICA Tax (\$1,487) and TRA contribution (\$1,701) are deducted, which is allotted for direct payment to certified staff for their work related to the READ Act in school years 2023-2025 only. Due to staff not completing the required training, there was a remaining \$1968.12 available for staff during the 2025-2026 school year, with the net allotment available being \$1652.42 after costs of FICA Tax (\$139.87) and TRA contribution (\$175.83) are deducted.

THEREFORE, the parties agree to the following:

Subdivision 1: Affected Staff for Phase 1 & 2

This Memorandum of Understanding is applicable to the following Intermediate School District 917 certified staff:

- A. Reading Specialists
- B. Special Education teachers in grades PreK-12
- C. Certified staff who select literacy materials for the school district
- D. Elementary multi-language educators
- E. English/Language Arts educators

For the time period outlined in this memorandum for the certified staff listed above, the district has identified 23 employees who qualify.

Subdivision 2: Training Options and Accompanying Stipend

Certified staff identified to complete the training in one of the Minnesota Department of Education approved professional development options for the READ Act: based on the following two (2) options:

1. Phase 1 Staff (completion of training during the 2025-2026 school year):

- a. Fifty-four (54) hours of asynchronous (online modules and print reading) and three (3) hours of live synchronous training falling on three different days.
 - b. Completion of all OL&LA training and achievement of certification by June 1, 2026.
 - c. A total stipend in the gross amount of \$71.84 will be provided for those who have completed training and provide proof of certification by June 2, 2026. The stipend will be awarded on qualified employees' June 30, 2026 paycheck.
2. Phase 2 Staff (completion of training during the 2025-2026 school year):
- a. Approximately eighteen (18) hours of asynchronous (online modules and print reading) and six live 45 minute virtual sessions.
 - b. Completion of all Neuhaus Structured Literacy and achievement of certification by June 1, 2026.
 - c. A total stipend in the gross amount of \$71.84 will be provided for those who have completed training and provide proof of certification by June 2, 2026. The stipend will be awarded on qualified employees' June 30, 2026 paycheck.

Subdivision 3: Continuing Education Credits and Semester University Credits

1. Semester University Credits:
 - a. Staff may elect to seek university credit for OL&LA training.
 - b. Staff electing this option will complete all requirements of the READ Act training as well as the requirements outlined by Dominican University of California University.
 - c. Coursework/credits being used for lane advancement must follow the lane change process outlined in the Local 3904 CBA, which includes prior approval.
 - d. Outside of the stipend listed above, staff must pay the university for graduate credit equivalency.
 - e. Credits earned to be used for lane advancement must follow the lane change process outlined in the Local 3904 CBA, which includes payment by staff for official transcripts and completion of the corresponding form(s).

Subdivision 4: Duration and Enforceability

This Memorandum of Understanding expires on June 30, 2026, and it shall have no force or effect thereafter, unless so agreed in writing by the Association and the School District. This Memorandum of Understanding does not establish a past practice or precedent, nor shall it apply to the interpretation or application of language in the Master Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

Local 3904 President

School Board Chair

Local 3904 Lead Negotiator

School Board Clerk

School Board Meeting Review Date: April 7, 2026