

MEMORANDUM OF UNDERSTANDING

TEACHER PREPARATION TIME

ROCK RIDGE LIFE & LEARNING CENTER

PARTIES

Independent School District No. 2909, Rock Ridge Public Schools (District)
and Education Minnesota-Rock Ridge Local #7394 (Exclusive Representative)

PURPOSE

The District is establishing the Rock Ridge Life & Learning Center, a special education Setting IV school serving students in kindergarten through age 22 who have intensive educational, behavioral, communication, medical, and functional needs.

The District and Exclusive Representative recognize that students attending a Setting IV school require consistent supervision, predictable routines, reliable staffing, continuity of instruction, and access to licensed teachers throughout the student day.

To support consistency across the entire building, the parties agree that teachers serving the kindergarten-grade 6 program and teachers serving the grades 7-age 22 program will follow the same preparation-time structure.

This MOU applies only to teachers assigned to the Rock Ridge Life & Learning Center. It is based on the unique operational, instructional, safety, and student-supervision needs of the Setting IV school.

AGREEMENT

1. Building-Wide Preparation-Time Structure

All teachers assigned to the Rock Ridge Life & Learning Center will receive two 50-minute preparation periods each workday, for a total of 100 minutes of preparation time per day.

The teacher duty day is from 8:00 a.m. to 3:30 p.m., Monday-Friday. Teacher preparation time is from 8:10 a.m. to 9:00 a.m. and from 2:30 p.m. to 3:20 p.m. daily. Teachers will have a 30-minute duty-free lunch.

This preparation-time structure will apply equally to:

- Teachers assigned to the kindergarten-grade 6 program; and
- Teachers assigned to the grades 7-age 22 program, including the transition program.

2. Scheduling of Preparation Periods

The two daily preparation periods will be scheduled as follows:

- One 50-minute preparation period before the students' school day begins; and
- One 50-minute preparation period after the students' school day ends.

Both preparation periods will occur within the teachers' established contractual duty day unless the District, Exclusive Representative, and affected teacher agree to a different arrangement in writing.

The regular preparation-time schedule will be the same for teachers in the kindergarten-grade 6 program and teachers in the grades 7-age 22 program. The specific starting and ending times will be established in the building's annual staff schedule.

3. Amount of Preparation Time

This MOU establishes two daily 50-minute preparation periods for each teacher assigned to the Life & Learning Center.

The preparation periods provided under this MOU satisfy the preparation-time requirements of the collective bargaining agreement.

Nothing in this MOU is intended to reduce the amount of preparation time established by this agreement.

4. Safety Training and Debriefing

Because the Life & Learning Center is a Setting IV school serving students with intensive needs, the parties recognize that safety training and timely debriefing are essential professional responsibilities.

Teachers are required to attend up to five hours of training during the school year. These five hours of training replace the five hours of substitute teaching required under the collective bargaining agreement. The training will be conducted during the school day. Any required training during the school year beyond the five hours described above that occurs during a teacher's preparation time will be compensated at the summer school rate of pay.

5. Additional Student Coverage

When classes are combined and/or a teacher takes on additional students from another class, the teacher will be paid \$42 per hour.

6. Duration

This MOU becomes effective for the 2026-2027 school year.

This MOU contains the complete agreement between the District and Exclusive Representative regarding the amount, scheduling, and authorized uses of teacher preparation time at the Rock Ridge Life & Learning Center.

Any amendment must be made in writing and signed by both parties.

SIGNATURES

FOR INDEPENDENT SCHOOL DISTRICT NO. 2909 ROCK RIDGE PUBLIC SCHOOLS

Superintendent

Date

School Board Chair

Date

Special Education Director

Date

FOR EDUCATION MINNESOTA-ROCK RIDGE LOCAL #7394

Local President

Date

Negotiation Chair

Date