

MEMORANDUM OF UNDERSTANDING

BETWEEN INDEPENDENT SCHOOL DISTRICT NO. 363

AND THE SOUTH KOOCHICHING/RAINY RIVER EDUCATION ASSOCIATION

RE: TEACHER ON SPECIAL ASSIGNMENT (TOSA)

The School District and the Association are parties to a Master Agreement governing the terms and conditions of employment for teachers. There is agreement on the need for additional administrative support in the areas of student behavior, attendance, and school operations. The district will establish a Teacher on Special Assignment (TOSA) position with a functional title of "Dean" for the remainder of the 2025-2026 school year with these terms:

1. Nature of the Position

The position shall be hired as a **Teacher on Special Assignment (TOSA)**. The individual in this position shall remain a member of the Teacher's Bargaining Unit and shall be subject to all terms and conditions of the Master Agreement, except as expressly modified by this MOU.

2. Title and Scope of Duties

The functional title for this position shall be Dean. The duties shall include, but are not limited to:

- **Student Behavior & Discipline:** Managing student conduct in accordance with the Pupil Fair Dismissal Act and district policy under the supervision of the Interim Superintendent.
- **Attendance:** Managing student attendance including monitoring chronic absenteeism and coordinating truancy interventions.
- **Safety & Operations:** Supervising non-instructional areas (hallways, cafeteria, bus zones) and supporting school-wide safety protocols and drills.
- **Communication:** Acting as a primary point of contact for families regarding student welfare and behavior.
- **Instructional Support:** Assisting the Superintendent with curriculum implementation and teacher support.

3. Professional Limitations (BOSA & Statutory Compliance)

In accordance with **Minnesota Rule 3512**, the TOSA/Dean:

- **Shall Not** perform formal summative evaluations or observations of licensed staff.
- **Shall Not** exercise authority to hire, fire, or formally discipline other district employees.

- **Reports To:** The position shall report directly to the Interim Superintendent of Schools.

4. Compensation and Duty Year

- **Base Year:** The position is subject to the 180-day school calendar as defined in the Master Agreement.
- **Extra Duty Days:** The Superintendent may assign extra duty days beyond the 180-day calendar to meet operational needs.
- **Rate of Pay:** All extra duty days shall be compensated at the employee's **pro-rata daily rate of pay** (1/180th of the annual salary). The number and scheduling of extra days shall be determined by the Superintendent.

5. Licensure Practicum

The District recognizes that the individual appointed to this role may use the assigned duties to fulfill the requirements of a Principal Licensure field experience/practicum. The Superintendent (holding a valid Principal License) may serve as the primary site supervisor for the practicum.

6. Sunset Clause

This Memorandum of Understanding shall go into effect upon signature of both parties and shall **sunset and expire on June 30, 2026**, unless expressly extended in writing by both parties.

FOR THE DISTRICT: _____

Board Chair Date: _____

FOR THE ASSOCIATION: _____

Association President Date: _____