

Independent School District No. 15, St. Francis, Minnesota
and
Education Minnesota, St. Francis Local 1977

The Memorandum of Understanding (“MOU”) is entered between Independent School District No. 15, St. Francis, Minnesota (“School District”) and Education Minnesota, St. Francis Local 1977 (“Exclusive Representative”).

WHEREAS, Minnesota Statute 120.414 allows school districts to implement up to five (5) e-learning days due to inclement weather after meeting and negotiating with the exclusive representative of the teachers;

WHEREAS, this MOU reflects negotiated requirements for teachers if e-learning days are implemented during the 2026-2027 school year;

NOW, THEREFORE, the parties agree to the following:

1. E-learning expectations for elementary schools (grades K-5) shall be the following:

In addition to other work responsibilities, teachers share assignments and hold office hours to support students:

- By 9 am, classroom teachers will email parents outlining expectations for the day. By 2 pm, teachers will mark attendance in the Attendance System (Infinite Campus). If responses are not made by 2 pm, students will be marked absent.
- By 9 am, teachers will post a SCORECard on Virtual Learning Platform (SeeSaw, Google Classroom, or Schoology) and email it to parents for students to complete at home.
- Between 9 am and 2 pm, teachers will be available to assist students and parents via school email, Virtual Learning Platform (SeeSaw, Google Classroom, or Schoology), and telephone (including virtual options and/or 3cx system (computer, office phone, and/or cell phone)).
- Between 9 am and 2 pm, teachers will provide a live 1 hour Virtual Meeting (Google Meet) office hour. These should be staggered when possible to allow students to attend multiple meetings as needed. A link and details for the Virtual Meeting (Google Meet) will be emailed to parents and posted in the Virtual Learning Platform (SeeSaw, Google Classroom, or Schoology) by 9 am.
- Students will be given one day after each e-learning day to complete and turn in assignments. Students are expected to turn in their completed work before or at the beginning of the class period. If not possible, students/parents should communicate with the teacher. Teachers will track returned assignments and contact students/parents to make a plan for work that is not returned.
- As needed, teachers will extend deadlines, provide paper-based assignments, and/or provide access to technology resources after students return to school.
- Accommodations will be made for students with special needs as per Minnesota Statute 125A. Student case managers will coordinate options for students with disabilities.
- Students and teachers in Saints Online will follow their typical learning day.
- Teachers may choose to work remotely or work in the St. Francis Learning Center during their regular duty time. If working in the St. Francis Learning Center, teachers are required to bring their computer and instructional materials without entering other district buildings on e-learning days.

2. E-learning expectations for secondary schools (grades 6-12) shall be the following:

In addition to other work responsibilities, teachers share assignments and hold office hours to support students:

- By 9 am, 1st period teachers will send an Attendance Form (Google Form) for attendance for the day. By 2 pm, student attendance for the day will be marked in the Attendance System (Infinite Campus). Students who do not respond to the Attendance Form (Google Form) by 2 pm will be marked absent.

- By 9 am, teachers will post assignments on their Virtual Learning Platform (Google Classroom or Schoology) for students to complete at home. Middle school students will complete assignments on their SCORECards, which will be posted on the Virtual Learning Platform.
- Between 9 am and 2 pm, teachers will be available to assist students and parents via school email, Virtual Learning Platform (Google Classroom or Schoology), and telephone (including virtual options and/or office phone).
- Between 9 am and 2 pm, teachers will provide a live 1 hour Virtual Meeting (Google Meet) office hour. These should be staggered when possible to allow students to attend multiple meetings as needed. A link and details for the Virtual Meeting (Google Meet) will be posted on the Virtual Learning Platform (Google Classroom or Schoology) by 9 am.
- Students will be given one day after each e-learning day to complete and turn in assignments. Students are expected to turn in their completed work before or at the beginning of the class period. If not possible, students/parents should communicate with the teacher. Teachers will track returned assignments and contact students/parents to make a plan for work that is not returned.
- As needed, teachers will extend deadlines, provide paper-based assignments, and/or provide access to technology resources after students return to school.
- Accommodations will be made for students with special needs as per Minnesota Statute 125A. Student case managers will coordinate options for students with disabilities.
- Students and teachers in Saints Online will follow their typical learning day.
- Teachers may choose to work remotely or work in the St. Francis Learning Center during their regular duty time. If working in the St. Francis Learning Center, teachers are required to bring their computer and instructional materials without entering other district buildings on e-learning days.

3. E-learning expectations for early childhood shall be the following:

In addition to other work responsibilities, teachers share assignments and hold office hours to support students:

- By 9 am, classroom teachers will send an email to parents outlining expectations for the day. By 2 pm, teachers will mark attendance in the Attendance System (Infinite Campus). If responses are not made by 2 pm, students will be marked absent.
- By 9 am, teachers will email a SCORECard to parents for students to complete at home.
- Between 9 am and 2 pm, teachers will be available to assist students and parents via school email and telephone (including virtual options and/or office phone).
- Accommodations will be made for students with special needs as per Minnesota Statute 125A. Student case managers will coordinate options for students with disabilities.

4. E-learning expectations for non-traditional teachers:

Non-classroom teachers are expected to follow the same duty day as classroom teachers. The focus of work will be made in conjunction with their immediate supervisors.

5. The School District will include requirements for teachers in its e-learning day plan for 2026-27 but may add information not required of teachers in the plan shared with parents, students, and staff members.

6. This MOU shall expire on June 30, 2027;

7. This MOU shall not be construed to constitute a precedent or past practice.

Dated: _____

Independent School District No. 15

By _____

Its _____

Dated: _____

Education Minnesota, St. Francis Local 1977

By _____

Its _____