

Memorandum of Agreement regarding "Q-Comp"

This Memorandum of Agreement is entered into between the St. Anthony New Brighton School District, ISD 282, ("the District") and the St. Anthony Village Education Association ("the Union"), to establish and implement the Alternative Teacher Professional Pay System ("ATPPS" or "Q-Comp") for the teachers of the St. Anthony New Brighton Schools. All teachers, as defined by MN Stat.122A.40 (the Continuing Contract law) and the Master Contract, shall be eligible for and participate in this program.

ATPPS commenced with the 2006-2007 school year, upon approval from the Union general membership and the District School Board. The District and the Union agree to the terms of this Memorandum of Agreement through the conclusion of the 2027-28 school year. The District and Union may mutually agree to minor revisions to Q-Comp during this time period without renewing this entire document.

Should there be any change to the alternative teacher professional pay systems statutes (MN Stat.122A.414 or 122A.415), both parties agree to discontinue all provisions of ATPPS unless an alternative agreement is reached. The discontinuation shall occur on June 30, 2028 with all funds accounted for as of that date.

1. Funding

- a. All alternative compensation funding from the state of Minnesota and from the local alternative compensation levy shall be used exclusively for ATPPS.
- b. The District may, at its discretion, supplement the funding of ATPPS from the general fund or other funding sources.
- c. If the State increases the per capita dollar amount of alternative compensation funding, the extra funds will be allocated by the Q-Comp and Teacher Development Evaluation (TDE) Oversight Committee with a preference given to increasing performance pay. The District will not be required to increase the current local levy for Q-Comp, so if the increase from the State is based on a local levy increase, then no new revenue will be generated.
- d. Any ATPPS funds not used in one school year will automatically carry over to the following year's ATPPS budget.
- e. The Q-Comp/TDE Oversight Committee will have responsibility for reviewing and approving the annual budget for ATPPS.

2. Participation Requirements

- a. All teachers paid on the teacher contract (including full year long-term substitutes) shall be eligible to participate in Q-Comp.
 - a. Teachers hired on the SAVEA contract at any point during the year will be eligible to participate in Q-Comp. The number of Points of Contact and stipends will be pro-rated based on the number of days employed.
 - b. CORE colleagues for these individuals will receive a pro-rated stipend based on the number of days employed.
 - c. All teachers will complete the goal form and participate in goal conferences with their building administrator.
 - d. All teachers will have a minimum of 3 Points of Contact with their building administrator. Points of contact may include formal observations and/or walkthrough observations.
 - e. All teachers must complete a minimum of 5 Points of Contact with their CORE colleague, a student achievement goal, the building goal, and make progress toward or complete their individual goal, to be eligible for the full amount of performance pay.

- f. Teachers who work 0.50-1.0 FTE must have an additional 4 events related to their goal. Events can include professional development (district or outside agency), team collaboration / curriculum work, professional learning community meetings, etc.)
- g. Teachers who work less than 0.50 FTE must have an additional 2 events related to their goal. Events can include professional development (district or outside agency), team collaboration / curriculum work, professional learning community meetings, etc.).
- h. Teachers who take statutorily protected leave, such a Family Medical Leave Act ("FMLA") leave or Armed Services leave, and who would have met the performance pay criteria laid out in letters a-e but have taken statutory protected leave, will receive the entire portion of the money that would have been earned based on their FTE for the school year.
- i. Teachers who work a partial year due to late hire, severed employment, partial leave, sabbatical, or retirement shall be eligible for all performance pay, prorated according to their FTE for the school year.
- j. CORE Colleagues will meet requirements if they have at least 2 Educators.
- k. No teacher shall receive more than 100 percent of the full incentive amounts.

3. Career Ladder Positions:

- Staff members may serve in more than one Career Ladder position at the same time.
- a. Q-Comp Program Advisory Team
 - i. Team Members / Responsibilities
 - 1. District-wide Q-Comp Advisor
 - a. Complete all MDE required paperwork
 - b. Attend training sessions as provided by MDE
 - c. Provide a review / update of Q-Comp program details for staff during workshop week
 - d. Serve on the Q-Comp/TDE Oversight Committee
 - e. Collect individual teacher's goal results at the end of each school year and communicate results to payroll for stipend payout
 - 2. Site Specific Q-Comp Advisor
 - Each building (Wilshire Park, Middle School, High School) will have one site specific Advisor).
 - a. Meet with new staff to explain Q-Comp program in detail
 - b. Attend training sessions provided by MDE as appropriate
 - c. Work with building principals to calculate building wide goals
 - d. Ensure building staff members have completed required Q-comp paperwork
 - e. Provide goal updates to staff
 - f. Complete review process for CORE colleagues with CORE coordinator
 - ii. Qualifications:
 - 1. Continuing contract teacher with a minimum of 7 years of teaching experience including 5 years in the St. Anthony New Brighton School District, can apply during 5th year in the district
 - 2. Advanced Degree preferred
 - 3. Leadership training preferred
 - 4. Training in mentorship preferred
 - 5. Knowledge and understanding of the Q-Comp system
 - 6. Experience with school budgeting preferred

7. Experience with supervision preferred
 - iii. Release Time and Compensation:
 1. The District-Wide Q-Comp Advisor will receive a stipend of \$1500 per year.
 2. Each Site Specific Q-Comp Advisor will receive a stipend of \$1000 per year.
 - iv. Evaluation: The Q-Comp Program Advisory Team will be evaluated annually by district administration using the checklist provided in Appendix A.
 - v. Length of Position: Hired for a term of three years. Upon completion of a three-year term, can apply for additional three-year terms.
 - vi. Career ladder positions will be posted by the district following the job posting requirements of the SAVEA Master Agreement.
 - vii. The district Q-Comp/TDE Oversight Committee will meet to review all applicants and determine if interviews are needed.
- b. CORE Colleague Coordinator
1. Qualifications:
 - a. Continuing contract teacher with 5 years of completed teaching experience including 5 years completed in the St. Anthony New Brighton District; can apply during 5th year
 - b. Experience as a CORE Colleague
 - c. Advanced Degree preferred
 - d. Leadership training preferred
 - e. Training in mentorship preferred
 - f. Training in teacher evaluation preferred
 - g. A working knowledge of a broad base of instructional and classroom management skills and methods
 - h. Willingness to identify CORE Colleague's needs and guide them toward professional development to meet those needs
 - i. Proficiency in communicating instructional methods and skills to other teachers
 2. Responsibilities:
 - a. Providing support to CORE colleagues
 - b. Ensuring CORE program completed in a similar manner across buildings
 - c. Complete process for matching educators to CORE colleagues every 3 years.
 - d. Complete process for matching educators to CORE colleagues when hired by St. Anthony New Brighton School District.
 - e. Work with Human Resources department to facilitate the process for selecting Building Core Colleague Leads
 - f. Complete annual review process for CORE colleagues
 3. Release Time and Compensation (CORE)
 - a. The CORE Colleague Coordinator will be paid \$1500 per year
 - b. may be eligible to receive up to 3 days of release time for the year.
 4. Evaluation: The CORE Colleague Coordinator will be evaluated annually by district administration using the checklist provided in Appendix A.
 5. Length of Position: Hired for a term of three years. Upon completion of a three-year term, can apply for additional three-year terms.
 6. Hiring Process: Career ladder positions will be posted by the district following the job posting requirements of the SAVEA Master Agreement.

7. The district Q-Comp/TDE Oversight Committee will meet to review all applicants and determine if interviews are needed.

c. CORE Colleague

i. Qualifications:

1. Continuing contract teacher with 5 years of completed teaching experience including 5 years completed in the St. Anthony New Brighton District before they can become a colleague, can apply during 5th year
2. Advanced Degree preferred
3. Training or Interest in leadership / mentorship preferred
4. Ability to complete required training in teacher evaluation / coaching
5. A working knowledge of a broad base of instructional and classroom management skills and methods
6. Willingness to identify teacher's needs and guide them toward professional development to meet those needs
7. Show proficiency in communicating instructional methods and skills to other teachers

ii. Responsibilities:

1. Communicate with Site Specific Q-Comp Advisor to verify Q-Comp goal progress
 - a. Colleagues will verify the number of points of contact have been met.
 - b. Colleagues will verify that growth toward their educator personal professional growth goal has occurred.
2. Provide feedback to continuing contract teachers on Q-Comp goals and individual teacher professional growth plan
 - a. assist in the development of a personal professional growth goal
 - b. record points of contact
 - c. encourage reflection on personal goal
 - d. collaborate with educators to examine student engagement
 - e. complete required coaching training

iii. Selection (CORE Colleague)

1. CORE Colleague positions will be posted by the district following the job posting requirements of the SAVEA Master Agreement.
2. The district Q-Comp/TDE Oversight Committee will meet to review all applicants and determine if interviews are needed.

iv. Release Time and Compensation (CORE)

1. Each CORE Colleague will be responsible for between 2 to 5 Educators
2. CORE Colleagues will be paid as follows:
 - a. \$1200 per educator in their first year of employment in the SANB school district.
 - b. \$1000 per educator in their second or third year of employment who has not received continuing contract status in the SANB school district
 - c. \$800 per educator who has continuing contract status in the SANB school district
3. CORE Colleagues are eligible to receive up to 3 days of release time for the year.

v. Evaluation

1. CORE Colleagues will be evaluated annually by the CORE Colleague Coordinator and Site Specific Q-Comp Advisor using the checklist provided in Appendix A.

vi. Building Leads

1. Each building will have a minimum of 2 CORE Colleagues who serve as building leads. Buildings may have additional building leads at the discretion of the Superintendent and CORE Colleague Coordinator.
 2. Each building will receive a total of \$1500 for building leads, which will be divided evenly amongst the building leads.
 3. Building leads are responsible for mentoring new CORE colleagues.
 4. Building leads are responsible for working with the CORE Colleague Coordinator to plan / complete a minimum of 2 CORE communities per year.
 5. Gather individual educator personal professional growth goals to allow for like-goal conversations.
 6. One building lead per building will serve on the Q-Comp/TDE Oversight committee
- vii. Evaluation
1. The CORE Colleague building leads will be evaluated annually by the CORE Colleague Coordinator and Site Specific Q-Comp Advisor using the checklist provided in Appendix A.
- viii. Length of Position: Hired for a term of three years. Upon completion of a three-year term, can apply for additional three-year terms.
- ix. Hiring Process: Career Ladder positions will be electronically posted and will be emailed by the district to all staff.
4. Q-Comp/TDE Oversight Committee:
- i. The Q-Comp / TDE oversight committee will be made up of the Superintendent, the Union President, the District-Wide Q-Comp Advisor, the CORE Colleague Coordinator, one CORE building lead or site specific Q-Comp Advisor (as determined by the people holding those positions) per building, one administrator per building, and a representative from Department of Effective Instruction.
 - ii. Responsibilities:
 1. The Q-Comp/TDE Oversight Committee will meet a minimum of once a year.
 2. The Q-Comp/TDE Oversight Committee will have responsibility for overseeing the annual budget.
 3. A subsection of the Q-Comp/TDE Oversight Committee will meet once a year with School Board members.
 4. The Q-Comp Oversight Committee will select the interview committee each year in which interviews take place for Career Ladder positions. The interview committee will be made up of three administrators, the District-Wide Q-Comp Advisor, and one teacher per building selected by the Union (except for CORE Colleagues).
 5. The Q-Comp Oversight Committee will be responsible for monitoring the plan, completing annual reviews, and reviewing site goals by Oct.1st each year.
5. Observation/Evaluation Process
- a. Evaluations for both probationary and continuing contract teachers.
 - i. Teachers with continuing contract status will meet the requirements in Section 2. Building administrators will perform up to 3 (three) points of contact (ex: walk-through, formal observation).
 - ii. Probationary teachers will meet the requirements in Section 2. Three formal observations will be performed by an administrator. A formal observation consists of the

administrator scheduled pre-observation meeting with the teacher being observed. After the observation takes place, the administrator will schedule a post-observation meeting to discuss the observation.

- b. All teachers will be observed using the rubrics jointly agreed upon by the District and Union. Expectations are met when 80-100% of the agreed upon boxes are marked. The Q-Comp oversight committee will share the specific expectations each fall.
- c. Points of Contact will be used to monitor professional growth toward an individual goal. Points of Contact may include classroom observations, team meetings, pre and post observation meetings, problem solving conferences, and reflection conferences.
- d. An individual goal will be identified at the beginning of the year using self-assessment and the evaluation rubric for guidance. Goals will be set with the objective of improving teaching performance in an area of need. Growth will be measured using data collected by the colleagues, educator, and administrator as supporting evidence.

6. Performance Pay

- a. For the 2026-27 and 2027-28 school years, teachers are eligible for a total of \$2200 based on the following performance measures:
 - i. \$110 will be awarded to each teacher at a site that meets the Q-Comp building goal.
 - ii. \$220 will be awarded to each teacher for meeting Q-comp student achievement goal.
 - iii. \$1870 will be awarded to each teacher who successfully completes the required observations/evaluations/Points of Contact. "Successful observations/evaluations" is defined as at least 80% of the the agreed upon boxes are marked based on the Q-Comp oversight committee state requirements. Staff must also demonstrate growth on their personal growth goal.

7. Salary Schedule

- a. The Salary Schedule contained in the Master Contract will continue in full force and effect.
- b. The structure of the Salary Schedule will remain intact. Teachers will continue to make horizontal movements as outlined in Article 7, Section C of the contract.
- c. Vertical movement on the schedule will be as follows:
 - i. Steps are labeled "Performance Incentive"
 - ii. Teachers who have successfully completed the required observations/evaluations/Points of Contact, defined above, will be granted a Performance Incentive at the beginning of the subsequent school year.
 - iii. Once a Performance Incentive is achieved, it becomes a permanent part of a teacher's salary.
 - iv. The values of the salary schedule shall continue to be negotiated as part of the Master Contract.
 - v. As in current practice, the Superintendent and a newly hired teacher must mutually agree upon initial placement on the Performance Incentive chart.
 - vi. Teachers ineligible for additional performance Incentives because they have already achieved the highest Performance Incentive shall remain eligible for all other incentives.

8. Appeals Process: Disagreements about any component of this plan are subject to the Grievance Procedure.

- a. A formal request for appeal must be submitted in writing to the Superintendent and Union President within 10 (ten) working days of the incident in question. The request must include the reason(s) for the concern, any supporting evidence, and the desired remedy.

- b. The superintendent will schedule a meeting with the appeals committee (superintendent / District-Wide Q-comp Advisor / CORE colleague coordinator) within 5 days of receiving the request for appeal. All three must be present to review the appeal. The committee may choose to seek more information and request the Educator, Colleague, administrator, EI coach, or other relevant staff member appear. If the Educator or Colleague chooses, they may include a Union Representative at the appeal meeting who is a non-voting member. A consensus must be met to resolve the appeal.
 - i. Within 24-hours of the meeting, the superintendent will provide the teacher with a written electronic response to their complaint if a consensus has been met.
 - ii. If a consensus is not met, the Superintendent will schedule a meeting with the Q-Comp / TDE committee to review the request of appeal. This meeting will occur within 8 days of the review meeting.
- c. In the case of the Q-Comp / TDE committee meeting, a quorum must be present to discuss the appeal. A quorum will consist of the Superintendent, the District-Wide Q-comp Advisor, the CORE Colleague Coordinator, and an equal number of building leads and administrators. After reviewing the appeal information from the Superintendent, District-Wide Q-comp Advisor, and CORE Colleague Coordinator, they will decide the outcome by majority vote. The Committee may vote to deny the relief requested, approve the relief requested, or recommend another course for resolution.
 - i. Within 24 hours of the meeting, the Superintendent will provide the teacher with a written electronic response to their complaint.
- d. If the matter has not been satisfactorily resolved through this process, the Union may initiate the grievance procedure as contained in the Collective Bargaining Agreement.

In Witness Whereof, the parties have executed this Agreement as follows:

For St. Anthony Village Education Association

By: _____
(President, Joan Nelson)

By: _____
(Co-Lead Negotiators, Steve Rice / Nancy Terry)

Dated _____

For St. Anthony New Brighton School District, ISD #282

By: _____
Board Chair, Cassandra Palmer

By: _____
(Superintendent, Steven Massey)

Dated _____

Appendix A

Evaluation Checklists for Career Ladder Positions

a. District-wide Q-Comp Advisor. (Evaluation: The District-wide Q-Comp Advisor will be evaluated annually by district administration using the agreed upon checklist below):

Check the box if the District-wide Q-Comp Advisor adequately demonstrate (with evidence and/or artifacts) the following position responsibilities:

- ☐ Knowledge and understanding of the Q-Comp system
- ☐ Complete all MDE required paperwork
- ☐ Attend training sessions as provided by MDE
- ☐ Provide a review / update of Q-Comp program details for staff during workshop week
- ☐ Serve on the Q-Comp/TDE Oversight Committee
- ☐ Collect individual teacher's goal results from the Site Specific Q-Comp Advisor at the end of each school year and communicate results to payroll for stipend payout

b. Site Specific Q-Comp Advisor (Evaluation: The Site Specific Q-Comp Advisors (Wilshire Park, SAMS, SAVHS) will be evaluated annually by district administration using the agreed upon checklist below):

Check the box if the Site Specific Q-Comp Advisor adequately demonstrate (with evidence and/or artifacts) the following position responsibilities:

- ☐ Knowledge and understanding of the Q-Comp system
- ☐ In collaboration with the CORE colleague building leads, meet with new staff to explain the Q-Comp program
- ☐ Work with building principals / District-wide Q-comp advisor to calculate building wide goals
- ☐ Ensure building staff members have completed required Q-comp paperwork
- ☐ Provide building goal updates to staff
- ☐ Collect individual teacher goal results and provide that information to the District Q-Comp Advisor
- ☐ Complete review process for CORE colleagues with CORE coordinator

c. CORE Colleague Coordinator (Evaluation: The CORE Colleague Coordinator will be evaluated annually by district administration using the agreed upon checklist below):

Check the box if the CORE Colleague Coordinator adequately demonstrate (with evidence and/or artifacts) the following position responsibilities:

- ☐ Provide support to CORE colleagues
- ☐ Ensure the CORE program was completed in a similar manner across buildings
- ☐ Complete process for matching educators to CORE colleagues
- ☐ Demonstrate a willingness to identify CORE Colleague's needs and guide them toward professional development to meet those needs
- ☐ Demonstrate proficiency in communicating instructional methods and skills to other teachers
- ☐ Complete annual review process for CORE colleagues with site specific Q-comp advisor

d. CORE Building Leads (Evaluation: The CORE Colleague building leads will be evaluated annually by the CORE Colleague Coordinator and Site Specific Q-Comp Advisor using the agreed upon checklist below):

Check the box if the CORE Building Lead adequately demonstrate (with evidence and/or artifacts) the following position Responsibilities:

- ☐ Building leads are responsible for mentoring new CORE colleagues
- ☐ Building leads are responsible for working with the CORE Colleague Coordinator to plan / complete a minimum of 2 CORE communities per year
- ☐ Gather individual educator personal professional growth goals to allow for like-goal conversations
- ☐ (One building lead per building will) Did the lead serve on the Q-Comp/TDE Oversight committee

e. CORE Colleague (Evaluation: CORE Colleagues will be evaluated annually by the CORE Colleague Coordinator and Site Specific Q-Comp Advisor using the agreed upon checklist below):

Check the box if the CORE Colleague adequately demonstrate (with evidence and/or artifacts) the following position Responsibilities:

- ☐ Show proficiency in communicating instructional methods and skills to other teachers
- ☐ Communicate with Site Specific Q-Comp Advisor to verify Q-Comp goal progress
 - ☐ Verify the number of points of contact have been met.
 - ☐ Verify that growth toward their educator personal professional growth goal has occurred.
- ☐ Provide feedback to teachers on Q-Comp goals and individual teacher Growth Progression Chart
 - ☐ assist in the development of a personal professional growth goal
 - ☐ encourage reflection on personal goal
 - ☐ collaborate with educators to examine student engagement
 - ☐ complete required coaching training