MEMORANDUM OF UNDERSTANDING

between INTERMEDIATE SCHOOL DISTRICT 917

and EDUCATION MINNESOTA LOCAL 3904

Lane Change Credit for Work Based Learning and Career and Technical Education Programs

WHEREAS, the District and Local 3904 are parties to a Collective Bargaining Agreement (CBA) for the period of July 1, 2025 through June 30, 2027; and

WHEREAS, the parties wish to recognize coursework completed by licensed teachers through Lakes Country Service Cooperative Work Based Learning and Career and Technical Education programs for purposes of lane advancement under the Collective Bargaining Agreement; and

WHEREAS, the parties recognize the graduate credit equivalencies associated with Minnesota Professional Educator Licensing and Standards Board (PELSB) approved post-secondary options that align with the cooperative's PELSB approved alternative teacher preparation program;

THEREFORE, the parties agree to the following:

1. This MOU applies to licensed teachers covered by the Collective Bargaining Agreement who complete qualifying coursework through Lakes Country Service Cooperative Work Based Learning (WBL) or Career and Technical Education (CTE) programs.

2. Qualifying coursework and credit equivalency - Licensed teachers who complete qualifying coursework through Lakes Country Service Cooperative are eligible to apply the corresponding credit equivalency toward a lane change under the Collective Bargaining Agreement.

3. For purposes of this MOU, the parties agree to recognize the following credit equivalencies:
    - Work Based Learning: Nine (9) graduate credits, corresponding to the PELSB approved post-secondary options at Bethel University and St. Cloud State University.
    - Career and Technical Education Core program: Twelve (12) graduate credits, corresponding to the PELSB approved post-secondary option at St. Cloud State University.
    - Except as expressly provided in this MOU, lane changes remain subject to the applicable requirements of the Collective Bargaining Agreement.

4. Lane change documentation - Eligible teachers must submit a completed lane change form to Human Resources, together with the documentation necessary to verify program completion, the applicable credit equivalency, and eligibility for lane advancement.
    - The completed lane change form and all necessary supporting documentation must be submitted to Human Resources no later than November 30, 2026.
    - Human Resources will review the submitted materials and process qualifying lane changes in accordance with this Memorandum of Understanding and the Teacher Master Agreement.
5. Payroll adjustment - Approved lane changes submitted with all required documentation by November 30, 2026, will be reflected on the December 15, 2026 payroll. Approved lane changes will apply prospectively beginning with the 2026-27 school year.
6. Duration and enforceability - This Memorandum of Understanding expires on June 30, 2027, and it shall have no force or effect thereafter unless otherwise agreed in writing by the Association and the School District.
7. This Memorandum of Understanding does not establish a past practice or precedent, nor shall it apply to the interpretation or application of other language in the Collective Bargaining Agreement.

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

_____	_____
Local 3904 President	School Board Chair
_____	_____
Local 3904 Chief Negotiator	School Board Clerk