

Administrative Guidance for READ Act Compliance

Nova Classical Academy, District 4098

In consultation with its staff, Nova Classical Academy aims to effectively meet the requirements of the READ Act through training and professional development of required staff from July 1, 2024, through June 30, 2027, in compliance with Minnesota State Law and the READ Act.

Consultations with staff took place at scheduled meetings on August 20, 2024, and September 17, 2024. Summaries of the discussions are as follows:

- 8/20: Introduction to LETRS, training on asynchronous and synchronous sessions, as well as an overview for the year
- 9/17: Mitigation strategies for LETRS participants, including DDI, use of PD Days, and compensation

As a result, the Administrative Guidance encompasses the training expectations, affected staff, and compensation for satisfactory completion* of the required training as outlined below.

AFFECTED STAFF

- A. Kindergarten through grade 12 reading intervention teachers;
- B. Kindergarten through grade 3 classroom teachers;
- C. Grade 4-5 teachers are optional for Phase 1, but are included in NCA's Phase 1 training;
- D. Special Education teachers in grades K-12;
- E. Curriculum Directors and/or certified staff who select literacy materials for the school district;
- F. K-5 instructional support staff who provide reading support.

TRAINING

The District, in consultation with Staff, has determined that affected staff will participate in LETRS training. The total anticipated number of hours of training required for LETRS is 140 hours per Staff member over a two-year period. To the extent possible, training will be scheduled in alignment with the Staff member's usual schedule; however, training may require scheduling and work outside of normal business and/or reporting hours throughout the year.

TRAINING DESCRIPTION & COMPENSATION

Phase 1 Staff - (Beginning 24-25 school year)

- A. 48 hours of synchronous training between September 2024 and June 2026, falling either on professional development days or to be completed outside the normal work day.
- B. 92 hours of asynchronous training between September 2024 and June 2026, falling either on professional development days or to be completed outside the normal work day.
- C. A total stipend in the amount of \$1,200 will be provided for those participating

- D. The stipend will be awarded in partial payouts of \$600, payable on June 15, 2025, and June 15, 2026

DETERMINATION OF AFFECTED STAFF

The District will establish a list of eligible teachers, who must:

1. Hold a license issued by the Professional Educator Licensing and Standards Board; and,
2. Be employed by the District between July 1, 2024, and June 30, 2027; and,
3. Be required by the District to complete approved training described under Minn. Stat. § 120B.123, subdivision 5.

PROOF OF SATISFACTORY COMPLETION*

In all cases, teachers shall submit proof of satisfactory training completion to the Academic Director. Satisfactory completion is defined as obtaining certification for any/all aspects of the training. Failure to obtain certification will result in disciplinary action.

FAILURE TO COMPLY WITH THE READ ACT

Compliance with the Minnesota READ Act (Minn. Stat. § 120B.123) is mandatory for both the District and eligible teachers. Failure by the District to comply with these requirements may result in action taken by the Minnesota Department of Education. Failure by an eligible teacher to comply with the training requirements may result in a teacher being out of compliance with READ Act requirements related to reading instruction in accordance with state statute and could result in discipline pursuant to the terms of employment with the District.

DURATION

This Administrative Guidance for Phase 1 is effective until June 30, 2026. Phase 2 Administrative Guidance will be available for Board approval in FY26 and effective until June 30, 2027.

Nova Classical's Board of Directors reviewed and approved this Administrative Guidance for READ Act compliance at their regularly scheduled meeting on **10.28.2024**.