

MEMORANDUM OF UNDERSTANDING
Due Process Compensation

This **Memorandum of Understanding** is to serve as mutual agreement between Independent School District No. 241 (hereinafter referred to as the School District) and the Albert Lea Education Association (hereinafter referred to as the ALEA) for the purpose of providing training support and monetary compensation in the form of due process time.

Be it therefore resolved that the parties agree to the following:

1. The ALEA and the School District are parties to a collective bargaining agreement covering the period July 1, 2023, through June 30, 2025.
2. Licensed staff who serve as special education staff who are responsible for completing due process paperwork will be eligible in accordance with the following:
 - a. **Licensed staff who hold a Tier 1, Tier 2, and Probationary Tier 3 in their first school year with the School District:** Licensed staff must attend Due Process Mentorship trainings for up to ten (10) hours. The School District agrees to compensate licensed staff up to an additional fifteen (15) hours for completion of due process paperwork during the 2024-2025 school year.
 - b. **Licensed staff who hold a Tier 4, Tier 3, and Probationary Tier 3 beyond their first school year with the School District:** The School District agrees to compensate licensed staff up to 25 hours, for completion of due process paperwork during the 2024-2025 school year.
3. The School District agrees to compensate licensed staff at the BA, Step 1 rate of pay of \$34.29 per hour for completion of due process paperwork during the 2024-2025 school year.
4. The School District agrees to compensate those employees identified as individuals of the ALEA bargaining unit employed during the 2024-2025 school year and who serve as special education staff responsible for completing due process paperwork.

This Memorandum of Understanding will remain in effect until June 30, 2025.

This Memorandum of Understanding contains the full and complete agreement between the parties relative to the subject matter addressed herein. No promises, guarantees, or representations relative to the subject matter addressed herein exist outside the terms of this document.

By signing below, each party represents that it has read, understands, and agrees to be bound by the terms of this Memorandum of Understanding and is authorized to sign on behalf of the party he or she represents.

Albert Lea Education Association
EM-NEA

Independent School District No. 241

President

Chair

Secretary

Clerk

Dated: _____

Dated: _____