

**Q-Comp Memo of Understanding**  
**Letter of Agreement – Alternative Compensation Plan**  
**2016-17**

Eden Prairie Schools' primary goal is to increase student learning for each learner by providing each teacher with the support and tools to maximize his or her effectiveness as a teacher and encourage professional growth throughout the teacher's career. The focus of the Eden Prairie Schools' Alternative Compensation Plan is to attract, develop and retain high quality teachers.

This Letter of Agreement is entered into between Independent School District No. 272, Eden Prairie, Minnesota (hereinafter referred to as the "School District") and the Eden Prairie Education Association (hereinafter referred to as the "Association") as follows:

1. Effective for the 2016-17 school year, the School District and the Association agree, contingent on approval by the Minnesota Department of Education, to enter into a one-year Letter of Agreement that includes a professional compensation system. The system includes a career ladder, professional development activities aligned with student needs, compensation linked to performance and student achievement, a comprehensive teacher evaluation system and an alternative pay schedule.
2. This agreement establishes a Professional Compensation Steering Committee (District Q-Comp Steering Committee), consisting of four teachers (EPEA President and three other teachers appointed by the EPEA President), the Q-Comp Coordinator, two principals, the Executive Director of Human Resources, Assistant Superintendent (or designee), and Designee (appointed by the Superintendent) to meet regularly during the 2016-17 school year to assist in implementing the system. This committee will also serve as the district Q-Comp appeal committee.
3. This Letter of Agreement supersedes the 2015-17 Master Agreement only with regard to:
  - a. An Alternative Compensation Salary Schedule shall be in effect for the 2016-17 school year. Teachers on the Alternative Compensation Salary Schedule shall receive a Performance Increment (a step on salary schedule) after a year of experience and after demonstrating proficiency on up to 10 self-selected standards, as defined in the Eden Prairie School District 272 Framework for Effective Teaching Standards. The Professional Compensation Steering Committee will recommend up to 10 standards to be used by all teachers in the District. Teachers must demonstrate proficiency on all standards selected and be equal to the number of recommended standards determined by the Professional Compensation Steering Committee. The recommended standards from the Professional Compensation Steering Committee will align with the

District's mission and be supported by district and site professional development. The structure of this salary schedule shall be identical to the 2015-17 Master Agreement.

- b. Collaborative Team Leads job description will be determined by the Q-Comp Steering Committee prior to May 1, 2016 for 2016-17 school year. For the 2016-17 school year, sites will be allocated an amount of money based on the number of PLC members at the site divided by six times \$900 (number of PLC members/six X \$900) to be used to pay the Collaborative Team Leads. The site Learning and Teaching Committee will determine the number of leads and the pay per lead at the site. The dates of the payments for the collaborative team lead will be half on January 31, 2017 and half on June 15, 2017. The Q-Comp Steering Committee will oversee the Collaborative Team Leads training and content of the Collaborative Teams for the 2016-17 school year.
- c. Performance Awards of \$2,500 per teacher will be paid to teachers who have completed the following:
  - Three observations,
  - Attended all 33 meetings (defined by the site Q-Comp Calendar) or completed the make-up work for excused absences and
  - Demonstrated proficiency, as deemed by their Q-Comp Coach/Observer, on the number of self-selected standards determined by the Professional Compensation Steering Committee.

This Performance Award will be paid on June 30, 2017.

- (i) Teachers on un-paid leave of absences of more than two weeks (10 contract days) or early retirements will receive a pro rata award to be determined by the Q-Comp Steering Committee based on the teacher's fiscal FTE.
  - (ii) Teacher's on a paid leave of absence of more than two weeks (10 contract days) will receive a pro-rata portion of their Q-Comp Performance Award based on their FTE (recalculated less the days missed).
  - (iii) Teachers resigning prior to the completion of the school year will not be eligible to receive a performance award, team award and site award for the 2016-17 school year.
- i. Teachers hired after October 1, 2016, will not be eligible to receive a performance award for the 2016-17 school year.
  - ii. A long-term substitute teacher (working less than the full year) will not be eligible for the performance award for the 2016-17 school year.

- iii. Teachers who work less than full time (1.0 FTE per year) and at least 555 hours per contract year (an average of fifteen hours per week for the entire school year) and start on or before October 1, 2016 will choose to either:
  - 1. Fulfill the same meeting and observation requirements as a full-time teacher and receive the same Performance Award as a full-time teacher. Teachers electing this option will not receive additional compensation for meetings attended outside their regular workday.
  - 2. Fulfill the same observation requirements as a full-time teacher and attend a pro rata number of meetings. A teacher electing this option shall receive a pro rata amount of the Performance Award based on the teacher's fiscal FTE. Teachers electing this option will receive additional compensation for meetings attended outside their regular workday as approved by their supervisor and paid through site level funds.
- iv. Teachers shall have the option to receive \$500 of their \$2500 Performance Award in a Post Employment Voluntary Employee Beneficiary Association (VEBA). This option must be selected by May 15, 2017. This amount will be deposited on June 30, 2017.
- d. Each teacher will have two observation cycles that consist of a pre-observation meeting, an observation, and a post-observation meeting. Q-Comp Coach Observers will determine proficiency after the second observation (third observation for probationary teachers). Teachers found non-proficient after two observations will have a third observation by the principal/site administrator together with their Q-Comp Coach Observer. The 3<sup>rd</sup> observation cycle for non-proficient teachers needs to be completed by May 10<sup>th</sup>, 2017.
- e. The third observation for teachers found proficient after two observations will be conducted by the site principal/associate principal or supervisor at the Education Center. This observation will be a walk-through observation and a face to face meeting with the teacher to discuss their two Q-Comp observations conducted by their Q-Comp Coach Observer and the walk-through observation regarding student engagement. A teacher's proficiency for Q-Comp will be defined by the two formal observations by the Q-Comp Coach Observer and for teachers found not proficient after two formal observations the third observation by the principal/site administrator along with the other two formal observations will determine the teacher's proficiency.

- f. Teachers not reaching proficiency by the end of the 2015-16 school year will self-select 5 standards and their principal/site administrator will select 5 standards for the 2016-17 school year. The principal/site administrator will conduct the three observations in 2016-17 for a teacher who is found not proficient by the end of the 2015-16 school year. The principal will assume the full responsibility for providing necessary opportunities for the improvement and assisting a non-proficient teacher toward success during the 2016-17 school year. It is the responsibility of the teacher to participate in additional Professional Development opportunities.

Teachers not reaching proficiency by the end of the 2016-17 school year will not receive a Performance Increment for the 2017-18 school year and will not receive the Performance Award for the 2016-17 school year. Continuing contract teachers not reaching proficiency by the end of the 2016-17 school year may request an additional observation during the 2017-18 school year by the principal/site administrator prior to December 31, 2017. If at that time they demonstrate proficiency on the (2016-17) self-selected standards, then they will receive the Performance Increment retroactive to the start of the 2017-18 school year. Based on the requested additional observation, the principal/site administrator will make the final determination regarding proficiency.

- g. A teacher may appeal an observation report and ask to be observed by a different Q-Comp Coach Observer. The Q-Comp Coach Observer will be selected by the Executive Director of Human Resources. A written request for the replacement observation must be filed with the Executive Director of Human Resources within ten (10) working days of that observation's post-conference.
- h. Student Achievement Awards (team award) of \$200 per teacher will be paid to each teacher whose team (as determined by their site) has met their 2016-17 student achievement goals. Teachers who work less than full time (1.0 FTE per year) and at least 555 hours per contract year (an average of fifteen hours per week for the entire school year) and start on or before October 1, 2016 and participate in all Q-comp team meetings as defined by the site calendar (as defined in 3k) will receive the same Student Achievement Award as a full time teacher. All student achievement S.M.A.R.T. goals (team goals) will be reviewed by the site TLC and then submitted to the Professional Compensation Steering Committee to be recommended for approval. The site TLC will review data to see if student achievement goals have been met. This award will be paid on June 15, 2017 or within 30 days after the required data becomes available if after June 15, 2017.

- i. Site Achievement Awards of \$100 per teacher will be paid to each site that meets or exceeds the 2016-17 student achievement site goal. The award is to be dedicated to the expenditures connected to professional development for teachers and be targeted toward improving student achievement. All awards will be reviewed and approved by the Professional Compensation Steering Committee. This award will be paid within 30 days after the required data becomes available. The site TLC will be responsible for the allocation of site funds. Any balance in this fund will carry over at the site for the following year. The site TLC will receive monthly budget statements regarding the Site Achievement Award money. The principal/site administrator will bring the Q-comp monthly budget statement to site TLC monthly meeting.
- j. At the end of the 2016-17 school year, unspent district Q-Comp funds will be placed in a designated Q-Comp account. The district Professional Compensation Steering Committee will receive monthly budget statements regarding the Q-comp expenditures by site and also by the district. The Professional Compensation Steering Committee will determine the future of such funds.
- k. Teachers will be required to attend 33 (weekly) Professional Development meetings as determined by the site TLC committee. The site TLC's will present the Q-Comp calendar to their staff prior to submitting to the district Professional Compensation Steering Committee by May 15, 2016. These calendars may consist of: PLC meetings, site staff meetings, and site Q-Comp grade level/department level meetings.
- l. A detailed calendar outlining meetings dates, times, type and proposed content will be developed by the site TLC in collaboration with the site administrator. This information will be submitted for approval to the Professional Compensation Steering Committee by May 15, 2016. The Professional Compensation Steering Committee will approve the calendar by June 1, 2016. If adjustments to the calendar need to be made after the initial approval, an updated calendar approved by the 2016-17 site TLC will be submitted to the Q-Comp Steering Committee by October 16, 2016 for approval.
- m. By April 1, 2016 the Professional Compensation Steering Committee will develop and review the Q-comp Budget for the 2016-17 school year. The Eden Prairie School District and the Eden Prairie Education Association will ensure that Q-Comp expenditures do not exceed Q-Comp revenues.
- n. A joint committee will be created by the EPEA President and the Executive Director of Human Resources to meet during the 2016-17 school year to discuss, explore, and study the school district's Q-Comp

plan. The purpose of this committee work will be to ensure our QComp plan meets the guidelines set forward by MDE, including that expenditures do not exceed revenues received for the 2017-18 school year.

- o. The staffing ratio/model, hiring process, job descriptions, and time commitment for Q-Comp Observer/Coaches and Leads will be reviewed by the Professional Compensation Steering committee prior to the Q-Comp Lead positions being posted. In the event that hiring is after the district hiring rounds, any openings as a result of Q-Comp Coach/Observer hiring will be a Round 2 posting for 5 days. Observer/Coaches will receive additional, pro rata compensation if it is determined that their assignment exceeds the definition of full time.
- p. A half-time (.5 FTE) Q-Comp District Coordinator will be hired for the 2016-17 school year pending available Q-Comp funding and approved budget of the Professional Compensation Steering Committee. The job description and hiring timeline will be reviewed by the District Q-comp Steering Committee. If a position becomes available because of a person being hired for the coordinator position, that position will become a round 2 posting.
- q. Should the funding for the Q-Comp program be reduced by either state aid or reduced local levy to the point that the program could no longer be sustained, the EPEA and the Eden Prairie Schools agree to eliminate the Q-Comp Plan. Teachers would return to the system of pay increases as it existed prior to the creation of Q-Comp. Any negotiated changes to the salary schedule and benefits not associated with Q-Comp will be maintained.
- r. Teachers who receive a letter of direction or a letter of deficiency during the 2016-17 school year will then be observed by the building principal/site administrator for the remainder of the 2016-17 school year and the 2017-2018 school year. The letter of direction or letter of deficiency must be received by the teacher by April 1, 2017, in order for the building principal/site administrator to become the observer for the 2017-2018 school year. Teachers will then self-select 5 standards and their principal/site administrator will select 5 standards, as defined in the Eden Prairie School District 272 Framework for Effective Teaching Standards, for the 2017-2018 school year.

4. This Letter of Agreement will sunset on June 30, 2017.

Independent School District 272

Eden Prairie Education Association

By:\_\_\_\_\_

By:\_\_\_\_\_

Executive Director of Human Resources

Thomas Baker, EPEA President

By: \_\_\_\_\_  
Board Negotiator

By: \_\_\_\_\_  
Pam Skaar Meier, EPEA Negotiator

By: \_\_\_\_\_  
Board Negotiator

By: \_\_\_\_\_  
Brian Strand, EPEA Negotiator

By: \_\_\_\_\_  
Board Negotiator