

**SAINT PAUL FEDERATION OF EDUCATORS  
PROPOSAL #22  
DATE: September 26, 2019**

**MEMORANDUM OF AGREEMENT**

Early Childhood Family Education (ECFE) Staffing  
Teacher Contract

This Memorandum of Agreement is by and between the Board of Education, Independent School District No. 625 (hereinafter "District") and the Saint Paul Federation of Teachers, Local No. 28 (hereinafter "Federation") exclusive representative of members of the Licensed Teacher bargaining unit. It is entered into for the sole purpose of establishing scheduling procedures for Licensed Teachers in ECFE.

The parties have agreed to the following:

1. ECFE Licensed Teacher assignments will be the responsibility of the ECFE Administration. Tentative schedules for the following school year will be shared with Licensed Teachers prior to the end of the school year. Any changes to the tentative schedules will be communicated as soon as they are made. Any proposed changes will be communicated with and discussed with all affected licensed staff. If a licensed staff is unable to accommodate a change to their schedule, staff and admin will work together to fill the FTE during the affected time slot.
2. Schedules will include the following:
  - a. 30 minutes before class for classroom setup
  - b. 30 minutes after class for classroom cleanup and staff check in.
  - c. On completion of classroom clean up and staff check in, time for travel between sites. Time allowed for travel will be based on the distance between sites/ estimated time on Google Maps plus an additional fifteen minutes for gathering personal belongings, and / or inclement weather.
  - d. Staff Meetings.
3. Twelve (12) Hour Day Assignments:
  - a. Licensed Teachers will not be required to work more than twelve (12) hours in one day unless approved by affected teacher.
  - b. Licensed Teachers will not be scheduled for more than 2-night shifts unless approved by affected teacher
  - c. Licensed Teachers will not be scheduled for morning shift after (2) consecutive 12-hour shifts unless approved by affected teacher.

**INDEPENDENT SCHOOL DISTRICT NO.  
625**

**SAINT PAUL FEDERATION OF  
EDUCATORS, LOCAL 28**

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**Employee/Labor Relations Assistant  
Manager**

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**Organizer**

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**Date**

**Date**