



**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE MINNEAPOLIS FEDERATION OF TEACHERS  
AND  
MINNEAPOLIS PUBLIC SCHOOLS  
MEMORANDUM OF AGREEMENT**



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*This MEMORANDUM OF AGREEMENT shall not be considered final or binding until the completion of negotiations on all open contract items and is considered contingent on final agreement by both parties to a total package of proposals. Further, this agreement is contingent upon ratification by MFT Teachers and ratification by the Minneapolis Public Schools Board of Education.*

**MOA – STREAMLINED INTERVIEW & SELECT PROCESS**

This Memorandum of Agreement (MOA) is entered into by and between Minneapolis Public Schools, Special District No. 1 (District,) and the Minneapolis Federation of teachers (Union,) to specify certain terms and conditions relating to the Interview & Select staffing process.

**WHEREAS**, the current collective bargaining agreement between the District and the Union specifies the Interview & Select process (See Article 15: Transfer, Reassignment, and Recall); and,

**WHEREAS**, the District and the Union have a shared interest to improve and streamline the Interview & Select process to provide the greatest opportunities for teachers to serve in assignments where they can be successful; and,

**WHEREAS**, the District and Union have a shared commitment to recruit and hire effective and diverse teachers; and,

**WHEREAS**, the District and the Union have committed to collaborate to create a refined Interview & Select process.

**WHEREAS**, the District and Union agreed to an MOA in March 2020 creating an exception to the contractual process of having two (2) rounds to hold (1) round for the 2020 and 2021 staffing cycles.

**WHEREAS**, the District and the Union recognize the unusual circumstances created by both the COVID-19 global pandemic as well as the implementation of the Comprehensive District Design, which, together, have produced significant disruption in our staffing districtwide; and,

**WHEREAS**, the parties are desirous to sunset the prior MOA to return to two (2) rounds per the CBA for the 2021 staffing cycle;

**NOW THEREFORE**, be it resolved that the parties agree to the following terms:



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**1. Implementation of streamlined Interview & Select Process.** The streamlined Interview & Select process initiated by this MOA shall be in effect for the ~~next two (2) one (1) staffing cycles during Spring 2020 and 2021 staffing cycle~~, for the 2020-2021 ~~and~~ 2021-2022 school years.

**2. Timeline for streamlined Interview & Select Process.** The parties agree to create a streamlined Interview & Select process with the following components:

a. The schedule for postings, interviews and transfers to occur will be reviewed at contract administration. Once finalized, the schedule will be posted online and emailed to staff.

b. Within 10 duty days after the District’s Budget Tie Out (BTO) deadline, the catalogue of open positions will be posted online for teachers to begin the application process. The catalogue will be sent to the Union and principals. The catalogue of open positions will be open for five (5) duty days. Candidates shall go online to upload their resume and sign up for interviews for positions.

c. Candidate Pool: The interview pool shall consist of eight (8) candidates for each position which shall include the top four (4) senior applicants, two (2) applicants currently teaching in the District, and two (2) applicants to be selected by the site interview team which may include those who have signed early contracts to teach the following year.

i. In instances where there are fewer than six (6) current educators who have applied for a position, additional early contract educators can be chosen for interview, up to a total of eight (8) candidates.

ii. In instances where one candidate pool may be used to interview for multiple identical positions at a school, the total number of applicants who interview will be equal to or less than to sum of the total number of interview positions times eight and the candidate ratio from 2c shall be observed.

d. ~~Two (2) rounds One (1) Round~~, Interviews Online: Approximately five (5) duty days after the positions have been released and teachers have applied for interviews, there will be one (1) round of interviews.

i. Interviews will be conducted in ~~over~~ 1-2 days ~~at a central location to be determined using an online platform such as Google Meet or Microsoft Teams.~~  
~~As a courtesy to candidates and interview teams, the District will make a~~



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~~good faith effort to avoid arena-style seating to ensure privacy and candor during interview sessions.~~

ii. Teachers will receive an email notification from the posting system informing them of the job offer. Teachers will have forty-eight (48) hours to accept or decline the job offer. Teachers shall go online to the posting system and accept or decline the position.

iii. The second round of Interview and Select will begin within 10 days of the completion of the first round of Interview and Select.

e. Matching, Placement: Approximately five (5) duty days after the conclusion of Interview & Select, the District and the Union will initiate the Matching and Placement processes as designated in the collective bargaining agreement.

3. **Teacher Movement.** Teachers will be allowed to accept only one assignment (1) time during the streamlined Interview & Select process.

4. **Interview Teams.** The Union Stewards and site administration shall have flexibility to create interview teams to meet the needs of their interview schedules, such as using blended teams of teachers at various grade levels to accommodate a high volume of interviews during the interview period each round. The selection of teachers on the interview team shall be governed by the collective bargaining agreement.

5. **Excessed Staff Participation in Interview Process:** Because school programs are unique, it is important that teachers make informed decisions regarding their teaching assignments. To assure that excessed teachers apply for positions that fit their interests, experience, training, and skills, they shall participate in the interview process whenever positions in their licensure area(s) are available. The District and Union will collaborate to ensure that all excessed teachers participate in interviews or matching in order to reduce the need for placement.

6. **Labor-Management Placement Committee.** The Labor/Management Placement Committee (Placement Committee; made up of the District, Teachers’ Union and Principals’ Forum) will provide advice and counsel regarding the Interview & Select process, and help problem-solve issues relating to logistics and implementation.



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Data: The Placement Committee will determine the scope of its work as needed. Annually, at a minimum, the Placement Committee shall be provided data by the District as follows:

- a. To determine whether sufficient vacancies were made available to accommodate all excessed staff identified at BTO, the District will provide a list of vacancies by site, licensure area(s), FTE, staff who transferred, and other pertinent aggregate data as determined by the Placement Committee;
- b. To determine the effectiveness of this MOA, annually within 60 days of the conclusion of Interview & Select, the District will aggregate and provide transfer data for each license area indicating:
  - i. Whether the candidate who secured the position was:
    - 1. One of the top four (4) most senior candidates; or,
    - 2. One of the two (2) internal candidates currently working in the District; or
    - 3. One of the two (2) external candidates hired under an early contract for the following school year.
  - ii. Whether candidates who secured the position self identify as people of color and/or white.

**7. All Other Terms and Conditions.** All other terms and conditions of the collective bargaining agreement between the District and the Union relating to Interview & Select shall remain in force.

**BE IT FURTHER RESOLVED,** that to the extent this MOA is a deviation from the terms of the collective bargaining agreement between the District and the Union, it shall not form the basis for any precedent that may be cited for any grievance concerning any alleged violation of the contract.

This MOA shall expire on June 30, 2021.

**FOR THE DISTRICT:**

DATE: \_\_\_\_\_

Maggie Sullivan  
 Chief of Human Resources



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**FOR THE UNION:**

DATE: \_\_\_\_\_

Greta Callahan  
MFT Union President