



**Board Meeting Date:** 8/11/2025

**Title:** Proposed Guidebooks for Confidential, Supervisory & Technical (CST), and Non-Affiliated Employees

**Type:** Consent

**Presenter(s):** Sonya Sailer, Executive Director of Human Resources; Mert Woodard, Director of Finance and Operations

**Description:** The School District maintains Guidebooks outlining compensation and benefit information for non-union employees serving in at-will positions. These Guidebooks apply to eighty-two employees in confidential, supervisory, technical (CST), and other non-affiliated positions.

To inform proposed updates, feedback was solicited from these employees. The top three priorities identified were salary/hourly wage adjustments, increased district contributions toward health insurance, and enhancements to the 403(b) matching contribution.

The attached proposed Guidebooks reflect these priorities. Language was modified to reflect improvements and to align with current practices. New and revised language is underlined, while deletions are shown with strikethrough text. All changes are highlighted in yellow. Market adjustments were incorporated where appropriate.

On July 25, 2025, the School Board's Governance Committee met with District leaders to review the proposed changes and associated costs, ensuring alignment with other employee groups.

**Highlights of the Proposed Updates:**

1. **Step Advancement** – Eligible employees will receive step increases in both the 2025–2026 and 2026–2027 fiscal years.
2. **Salary/Wage Increases** – All positions will receive a 4% increase in year one and a 3% increase in year two.
3. **Health Insurance Contributions** – The School District will increase its contribution by \$30/month, effective July 1, 2026.
4. **Dental Insurance for CST Employees** – Beginning July 1, 2025, CST employees will receive a District contribution toward dental insurance that aligns with other employee groups.
5. **Non-Affiliated Salary Schedule** – An additional step will be added in the second year.
6. **403(b) Matching Contributions** – Maximum annual match amounts will increase to accommodate up to 2% of base salary for CST and up to 3% for non-affiliated employees.
7. **CST Retirement Benefit Sunset** – CST retirement benefit provisions, including severance payments and a retiree insurance subsidy, will sunset for employees hired on or after August 1, 2025, similar to changes made for other employee groups. The retirement notice period will increase to 60 days to ensure adequate time to attract, interview, and hire high-quality candidates.

The two-year total package for these proposed Guidebooks combined is \$21,069,281, which represents an increase of \$1,583,409. Using the Minnesota School Board Association's costing formula, the two-

year percentage increase is 8.13%. This amount is within the School Board's financial parameters and Dr. Bittman supports the recommendation.

**Recommendation:** Approve the proposed CST and Non-Affiliated Employee Guidebooks

**Attachments:**

1. DRAFT versions of proposed Guidebooks with changes highlighted in yellow
2. Final clean copies of the proposed Guidebooks

