

**BEMIDJI AREA SCHOOLS  
BEMIDJI, MINNESOTA**

**DATE :** JANUARY 22, 2024

**TO:** BOARD OF EDUCATION

**FROM:** Dr. JEREMY OLSON, SUPERINTENDENT OF SCHOOLS  
JORDAN HICKMAN, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** SUPPORT SERVICES GROUP - TERMS & CONDITIONS OF  
EMPLOYMENT FOR 2023-2025

**COMMENT:**

It is important to note that the District has always maintained that fair compensation within our means is an important bargaining principal. To ensure our ability to attract and retain quality staff, the District is committed to providing the best possible compensation for our employees within the means available. Wage adjustments are necessary to improve our ability to recruit new employees and retain current staff.

Attached please find the terms and conditions of employment for the Support Services group. The following changes are recommended:

1. Increase the salary schedule by 3% for 2023-2024 and 3% for 2024-2025.
2. The maximum District insurance premium contribution remains unchanged at \$1,760.00 per month for 2023-2024 and increases to \$1,835 per month for 2024-2025.
3. Increase the Health Care Savings Plan (HCSP) contribution by \$25 per pay period effective July 1, 2024.
4. Increase the District match for deferred compensation plan contributions by \$300 per year effective July 1, 2024.
5. Increase the Career/Retention Increment by \$600 per year effective July 1, 2024.
6. Other items of agreement: Add the Juneteenth Holiday in accordance with state legislation, add a provision to pay/reimburse each licensed administrator for the annual Board of School Administrators (BOSA) fee, and update definition of "immediate family" to comply with state legislation.

Summary: The total package increase for the two years is 4.50% based on the Minnesota School Board Association (MSBA) costing model. The estimated total two year cost for

this group is \$121,69. This includes all costs for salary schedule increases, salary adjustments to maintain comparable market positions, insurance premium contributions, TRA/PERA contributions, FICA, and other fringe benefits.

**ACTION:**

The motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried ( ) to approve the provisions of the terms and conditions of employment for the Support Services group for the period July 1, 2023, through June 30, 2025.