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June 22, 2026

To: WPS School Board Members
From: Dave Lutz, Executive Director of Human Resources
RE: 2026-27 Unaffiliated Handbook Change Summary - Pending School Board Approval

School Board Members,
The following summary represents recommended changes to the Unaffiliated Handbooks (Level 2-3, 4-8 and 9). This summary is being proposed for final School Board approval on Monday, June 22.

General Comments:
Leading up to this recommendation, the following steps were taken to ensure a sound proposal to the school board:

- A study of comparable positions in similar Districts demonstrated relatively competitive pay across levels, assuming a solid settlement for 2026-27.
- A review of recent settlement levels from the last 10 years reflect a lower salary increase average than other groups, with a notable difference in the last 3 fiscal years. From 2023-2026, Principals and Teachers averaged a 2.68% salary increase, while Unaffiliated averaged a 1.75% increase across those three years.
- A survey was sent out to all Unaffiliated staff, and follow-up meetings were held by level to discuss priorities for the 2026-27 Handbooks. Across all levels, while there were various ideas proposed in regards to specific contract language, the common sentiment around the last three settlement salary levels was notable.
- The one-year total package cost of 5.61% is still below the year 1 settlement cost of the 2025-2027 WEA contract (5.69%).
- This recommendation was reviewed and is supported by the Executive Director of Finance, Trevor Peterson, Superintendent Chace Anderson and incoming Superintendent, Robb Virgin. It was also reviewed by the HR Committee the Board on June 15, 2026.
- Very few changes are being recommended other than the salary schedule increase and the District contributions to Health Insurance.

Salary and District Contribution to Insurance:
Salary Schedule:

- 3.4% across all 3 Handbook salary schedules.

Health Insurance:

- Increase in the District contribution of 12.75%.
    - For reference, 12.75% known premium increase for the 2026-27 fiscal year.

Dental Insurance:

- 0% increase to District contribution, which matches the premium increase

Total Package One-Year Cost:

- 5.61%

Wayzata Public Schools - ISD #284		
Costing Model - Unaffiliated - 2026-2027		
	Base 2025-2026	**Year 1 2026-2027**
SALARIES		
Base Salaries	10,046,158.71	10,542,777.20
Career Increment Salaries	37,500.00	42,250.00
EIPA Certification	4,000.00	4,000.00
Sub-Total - Salaries	**10,087,658.71**	**10,589,027.20**
TAXES & BENEFITS		
Employer TRA Contributions	756,574.46	794,177.27
Employer FICA Contributions	771,705.95	810,060.55
Employer 403b Match Contributions	470,660.46	499,497.25
Employer Health Insurance Contributions	1,209,171.00	1,363,337.88
Employer Dental Insurance Contributions	105,525.60	105,525.60
Employer Life Insurance Contributions	16,180.00	16,981.60
Employer LTD Insurance Contributions	17,149.02	18,001.35
Employer VEBA Contributions	108,000.00	108,000.00
Workers Compensation Insurance	59,517.19	62,475.26
MN Family Paid Leave Contributions	44,385.70	46,591.72
Sick Leave Conversion ($160/day to $165)	56,960.00	58,740.00
Sub-Total - Taxes & Benefits	**3,615,829.37**	**3,883,388.48**
TOTALS	**13,703,488.08**	**14,472,415.68**
	$ Increase	768,927.60
	% Increase	5.61%

Language Changes:

Section 3 - Childcare Leave (all Handbooks)

- Update all handbooks to reflect the same number of days of accumulated leave to be utilized for adoption leave as is currently articulated for childcare leave. This aligns with the treatment of “bonding leave” under the Minnesota Paid Leave law.

Section 4: Benefits, Hospitalization and Medical Coverage (all handbooks)

- Update the District Contribution levels articulated in this section to reflect at 12.75% increase from 2025-26

- *Each spring, prior to the beginning of a new benefits plan year, eligible employees will be provided with a benefit summary sheet defining the premium cost. The District's contribution towards hospitalization/medical coverage will be as follows per month and per plan for the ~~2025-26~~ 2026-27 fiscal year:*

High Deductible Health Plan + VEBA Contribution

Single Plan *~~$785.60~~ $885.75 and* *$60 VEBA Contribution*	*Plan 1+1 Plan* *~~$1461.35~~ $1,647.65 and* *$120 VEBA Contribution*	*Family Plan* *~~$1741.65~~ $1,963.70 and* *$180 VEBA Contribution*

Low Deductible Health Plan (No VEBA Contribution)

Single Plan *~~$785.60~~ $885.75*	*Plan 1+1 Plan* *~~$1461.35~~ $1,647.65*	*Family Plan* *~~$1741.65~~ $1,963.70*

In the event of the death of an active employee, the Employer will continue to pay the appropriate premium for continued hospital/medical coverage for the surviving spouse/eligible dependent child for a period of twelve (12) months.

Section 5: Tax-Sheltered Program - 403(b) Plan (levels 4-9)

- Language update changes nothing with the match, but articulated that if the MN match-cap is reached, the following HCSP contribution is not matched (as MSRS does not allow matching contributions).
- *For each employee the Employer will match the contributions of such employees to a 403(b) Plan or a Minnesota deferred compensation plan, subject to maximum contribution by the Employer of six (6%) percent of such employee's basic salary. Any dollar amount that exceeds the amount allowed by the State of Minnesota or IRS regulations will be deposited into the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP). The HCSP contribution in this instance will be a District contribution only, and will not include an employee contribution.*

MOU - Appendix B - Sick Leave Accumulation (all handbooks)

- Updated conversion rate from $160 to $165, consistent with the WPA Proposal. This rate tends to mirror the reserve teacher starting rate, which is $165 in the current school year.

Section 2 - Work from Home

- Shifted to this language last cycle. This is currently managed well across the Unaffiliated group by supervisors, and there is no need to have the "specific task or project" language in the Handbook.
- *While in-person presence remains the standard expectation for all Unaffiliated employees, the District recognizes that certain circumstances may warrant a remote workday. Employees may request their supervisor to approve an occasional day for remote work ~~when it is tied to a specific task or project~~. Employees must receive prior approval from their direct supervisor, and all district expectations related to confidentiality, productivity, and availability during working hours continue to apply.*

Section 2: Vacation Conversion (Level 9 only)

- Moving the "Vacation Conversion" language up into the "Vacation Days" section and updating to mirror Superintendent contract language, which is necessary as an MSRS "group of one" employee is not allowable for MSRS language. This benefit already existed at the same level for Executive Directors, so there is no change to the practice or benefit. The language change is only to establish mirrored language for the purposes of MSRS.
- ***Vacation Days***

Vacation is earned on an annual basis beginning July 1. Unaffiliated Level 9 earn twenty-five (25) days of vacation at the time of hire.

All vacation days scheduled must be approved by the immediate supervisor.

Vacation day account balances will be listed on the employee online system. Employees may carry over a maximum of 10 days of their annual accrual. If an exception is needed, please see Human Resources.

In addition, to the extent permitted by law, employees may elect for up to five (5) days of unused vacation annually to be paid to the Health Care Savings Plan (HCSP) established by the Minnesota State Retirement Systems (MSRS).

The District will verify the unused days and determine the number eligible for conversion. Verification of these unused days will be determined by the absence reports submitted through Skyward to Payroll.

At the time of leave of absence, resignation, termination or discharge of an employee their annual vacation days will be prorated in proportion to the time worked. If an excess amount has been used, the employee is required to refund the excess amount utilized. The final paycheck will be adjusted accordingly.

Upon retirement, resignation, termination, or dismissal employees will be paid for earned, unused vacation/non-work days to a maximum of 35 days.

~~***Vacation Conversion***~~

~~*Each year, up to five (5) remaining unused vacation days that exceed the ten (10) days allowed to be carried forward will be converted at fiscal year-end to a daily rate of pay and credited to the Health Care Savings Plan (HCSP) established by the Minnesota State Retirement Systems. The District will verify the unused days and determine the number eligible for conversion. Verification of these unused days will be determined by the absence reports submitted through Skyward to Payroll.*~~