

BOARD REPORT

TO: Board of Education

FROM: Director of Human Resources Emily Herman

DATE: Monday, October 27, 2025



TOPIC/PURPOSE OF REPORT: 2025-2026 and 2026-2027 Administrative Assistant Contract Agreement

REFERENCE TO POLICY/STRATEGIC PLAN: Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)

RECOMMENDED BOARD ACTION: Action Item

DATE FOR BOARD ACTION: Monday, October 27, 2025

REPORT

The District has reached a tentative administrative assistant contract agreement for the period July 1, 2025, through June 30, 2027, including a change to the bargaining unit title from “Clerical” to “Administrative Assistants.”

The agreement includes eliminating step 1, adding a new end step with a 4% increase from the previous step in year one, and applying 1% increases in both years for the remaining steps. The \$500 stipend for Administrative Assistants has been added to the Activities Director role, and medical insurance plans will increase 8% in both years.

Language updates include adjustments to emergency school closings related to snow days, removing tracking of non-work emails during non-work hours, and adding language stating that any vacation, sick, or personal leave used but unearned at the time of termination will be deducted from the final paycheck.

The total cost of this agreement is 4.2% for contract changes.

RECOMMENDATION

For the Board of Education to approve the collective bargaining agreement between the Administrative Assistant Employees of Inver Grove Heights Community Schools, ISD 199, for the contract period of July 1, 2025 to June 30, 2027.