

**BEMIDJI AREA SCHOOLS  
BEMIDJI, MINNESOTA**

**DATE :** MARCH 21, 2016

**TO:** BOARD OF EDUCATION

**FROM:** JORDAN HICKMAN, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** TENTATIVE AGREEMENT WITH THE SECRETARIAL-CLERICAL &  
PARAPROFESSIONAL BARGAINING UNIT FOR 2015-2017

**COMMENT:**

A tentative settlement agreement has been reached with the Minnesota School Employees Association (MSEA) for Secretarial-Clerical & Paraprofessional Employees. I have received notification that the tentative agreement has been approved by a vote of the MSEA for Secretarial-Clerical & Paraprofessional Employees' membership.

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.

A copy of the tentative agreement has been provided to you. For your convenience, all additions to the contract are in bold print. A summary of the agreement is as follows:

1. The salary schedule was increased by 2.5% for 2015-2016 and \$0.70 per hour for 2016-2017.
2. The District health insurance contribution remains unchanged at a maximum District contribution of \$745.00 per month for each year of the agreement.
3. Continues a language provision that provides for up to one day of "Emergency Personal/School Conference & Activities Leave" for school term employees who do not have access to paid personal leave or vacation. Such leave is deductible from the employee's accumulated sick leave.
4. Other items of agreement: modify the definition of "immediate family" for sick leave use to include "or any member of the employee's household", allow 12-month employees to use accrued vacation within 14 months of being earned instead of within 12 months of being earned, and increase the annual maximum District 403(b)/457 plan contribution from \$400 to \$600 for 2016-2017.

Additionally, the parties have agreed to implement memorandums of understanding to sunset the Double Gold health insurance plan option on June 30, 2017; and eliminate the past practice of providing a third payroll date each December.

Summary:

The projected total two year cost for this agreement is \$689,006.84 for a two year settlement of 4.16% based on the Minnesota School Boards Association (MSBA) costing model. This includes all costs for salary steps, longevity steps, insurance premium contributions, PERA contributions, FICA and other fringe benefits. A copy of the tentative agreement accompanies this memorandum.

I would like to thank the Secretary & Paraprofessional unit negotiating team for the time and energy they dedicated to the negotiations process.

**ACTION:**

The motion was offered by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried ( ) to approve the provisions of SBR 200-20-1, the employment agreement between Independent School District No. 31 and the MSEA for Secretarial-Clerical & Paraprofessional Employees for the period July 1, 2015, through June 30, 2017.