

**BEMIDJI AREA SCHOOLS
BEMIDJI, MINNESOTA**

DATE : JANAURY 22, 2024

TO : BOARD OF EDUCATION

FROM : Dr. JEREMY OLSON, SUPERINTENDENT OF SCHOOLS

SUBJECT: DISTRICT OFFICE ADMINISTRATION - TERMS & CONDITIONS OF
EMPLOYMENT FOR 2023-2025

COMMENTS:

The purpose of this item is to implement terms and conditions of employment for the Director of Business Services, Director of Special Education, Director of Curriculum & Administrative Services, and Human Resources Director for 2023-2025.

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.

A summary of the recommended changes is as follows:

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. Revise holiday language to reflect that Good Friday and Martin Luther King Day are conditional holidays consistent with the language applicable to other employees within the District.
4. Increase the Health Care Savings Plan (HCSP) contribution by \$25 per pay period effective July 1, 2024.
5. Increase the District match for deferred compensation plan contributions by \$300 per year effective July 1, 2024.
6. Increase the Career/Retention Increment by \$600 per year effective July 1, 2024.
7. Other items of agreement: Add the Juneteenth Holiday in accordance with state legislation.

Summary:

The estimated total two year cost is \$69,365.35 for a two year settlement of 4.28% based on the Minnesota School Board Association (MSBA) costing model. This includes all costs for salary schedule increases, 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 District Administrators for the period July 1, 2023, through June 30, 2025.