

**BEMIDJI AREA SCHOOLS  
BEMIDJI, MINNESOTA**

**DATE :** MAY 16, 2016

**TO :** BOARD OF EDUCATION

**FROM :** DR. JAMES A. HESS, SUPERINTENDENT OF SCHOOLS  
JORDAN HICKMAN, DIRECTOR OF HUMAN RESOURCES

**SUBJECT:** CONFIDENTIAL ADMINISTRATIVE SUPPORT - TERMS & CONDITIONS OF  
EMPLOYMENT FOR 2015-2017

**COMMENT:**

Attached please find the terms and conditions of employment for Confidential Administrative Support staff. The following changes are recommended:

1. Increase the salary schedule by 2.5% for 2015-2016 and \$0.70 per hour for 2016-2017.
2. Insurance: The District health insurance contribution remains unchanged at a maximum District contribution of \$9,675.00 per year for each year of the agreement.
3. Effective July 1, 2016, increase the district contribution to the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP) from \$150 per pay period to \$160 per pay period for each employee.

Additionally, the members of this group have been notified of the District's intent 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 estimated total two year cost for this group is \$18,654.30 for a two year settlement of 4.25% based on the Minnesota School Board Association (MSBA) costing model. This includes all costs for salary steps, insurance premium contributions, 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 Confidential Administrative Support employees for the period July 1, 2015, through June 30, 2017.