

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, MN

June 28, 2012

Agenda Item 7.4

TO: School Board

FROM: Donna Friedmann

Handwritten signature of Donna Friedmann in cursive.

RE: LICENSED PERSONNEL

I recommend approval of the following licensed personnel:

- A. NON-CURRICULAR ASSIGNMENT (on non-contract status):
1. Bruce Abbe – Elementary Band Concert Advisor
 2. Crystal Biljan - .4 Assistant Jr. High Choir Director (SW).
 3. Kristine Granias – Elementary Orchestra.
 4. Dan Kramer - .4 Junior High Band Director (SW).
 5. Pojanat Schreiber – Junior High Orchestra Director (SW).
 6. Deanna Thompson – SADD Advisor (SW)
 7. Barry Zumwalde - .6 Junior High Band Director (SW).
- B. RESIGN FROM NON-CURRICULAR POSITION: Patrick Elias – Resign as 8th grade boys' basketball coach eff. 6-8-12.
- C. CHANGE IN TEACHING ASSIGNMENT:
1. Mary Christopherson – Increase regular teaching contract from .33 to 1.0.
 2. Kathryn Hansen – Reduce assignment to 16 hr./wk., 46 wk./yr. eff. 7-1-12.
 3. Jill Nuebel – Increase assignment from .6 to 1.0 FTE.
 4. Ashley Wilke – Increase regular teaching contract from .68 to 1.0.
- D. RESIGNATION/RETIREMENT:
1. Joy Kleppe – Retire effective 6-8-12.
 2. Jill Somrock – Retire effective 6/30/12.
 3. Kyle Swenson – Resign effective immediately.
- E. EMPLOYMENT (effective 8/27/12):
1. Corrine Kettler – 1.0 regular teaching contract eff. 2012-13 school year.
 2. Heidi Leigh - .65 Targeted Services and .35 Staff Development Coordinator July 1, 2012 through June 30, 2013.
 3. Hayley Richter – 1.0 regular teaching contract eff. 2012-13 school year.
 4. Andrea Schulte – 1.0 regular teaching contract eff. 2012-13 school year.



**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

JUN 11 2012

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Bruce A. Abbe

Position Recommended For: Elem. Band Concert Advisor

Athletic Season: _____ Building: Scandia / FLE

Salary Amount: \$390⁰⁰

If this person is a current Forest Lake School District employee, what position do they hold and at what building?

Band & General Music at Scandia & FLE

If this person isn't a current Forest Lake School District employee or there's been any gap in service, the following items need to be attached to this recommendation:

W-4

I-9

Criminal Background Report: The completed criminal background report must be on file at the District Office prior to the individual working unless a written exception is made by the Director of Administration & Human Resources.

Current License or Appropriate Certificate For Head Coaches at the Senior High School: The current license or appropriate certificate must be on file at the District Office prior to the individual working unless a written exception is made by the Director of Administration & Human Resources.

Activities Director's Signature

Date

Julianne M. Sherman 6/6/12
Principal's Signature Date

Forward to School Board for Approval:

Approved

Donna M. French
Director of Administration & Human Resources

6/2/12
Date

Disapproved

These recommendations go before the School Board at their monthly meetings on the first Thursday of every month. Your recommendations need to be at the District Office at least a week prior to this meeting, which is when the School Board mailing goes out.

Inspire the learner; ignite the potential!



**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

JUN 14 2012

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Crystal Biljan

Position Recommended For: (.4) Jr High Choir director ^{Asst}

Athletic Season: Qtr 4 Building: SWJH

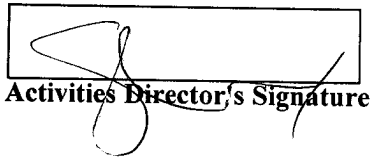
Salary Amount: ~~\$390~~ * 272.80

If this person is a current Forest Lake School District employee, what position do they hold and at what building?

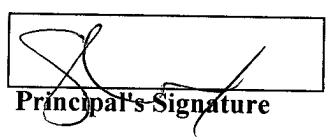
Yes LTS/SWJH

If this person isn't a current Forest Lake School District employee or there's been any gap in service, the following items need to be attached to this recommendation:

- W-4
- I-9
- Criminal Background Report:** The completed criminal background report must be on file at the District Office prior to the individual working unless a written exception is made by the Director of Administration & Human Resources.
- Current License or Appropriate Certificate For Head Coaches at the Senior High School:** The current license or appropriate certificate must be on file at the District Office prior to the individual working unless a written exception is made by the Director of Administration & Human Resources.


Activities Director's Signature

6/8/12
Date


Principal's Signature

6/8/12
Date

Forward to School Board for Approval:

- Approved
- Disapproved


Director of Administration & Human Resources

6/15/12
Date

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JUN 11 2012



**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Kristine Granas

Position Recommended For: Orchestra Elementary

Athletic Season: Fall, Winter, Spring Building: Wyoming, Linwood, Linolakes

Salary Amount: 390.00

If this person is a current Forest Lake School District employee, what position do they hold and at what building?

orchestra teacher/director Wyoming, Linwood, Linolakes

If this person isn't a current Forest Lake School District employee or there's been any gap in service, the following items need to be attached to this recommendation:

W-4

I-9

Criminal Background Report: The completed criminal background report must be on file at the District Office prior to the individual working unless a written exception is made by the Director of Administration & Human Resources.

Current License or Appropriate Certificate For Head Coaches at the Senior High School: The current license or appropriate certificate must be on file at the District Office prior to the individual working unless a written exception is made by the Director of Administration & Human Resources.

Activities Director's Signature Date

Michael Conway 6-12-12
Principal's Signature Date

Forward to School Board for Approval:

Approved

Donna M. Deal
Director of Administration & Human Resources

6/21/12
Date

Disapproved

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Inspire the learner; ignite the potential!



**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

JUN 14 2012

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Dan Kramer

Position Recommended For: (4) Jr High Band director

Athletic Season: FY 2011-12 Building: SWJH

Salary Amount: \$390⁻

If this person is a current Forest Lake School District employee, what position do they hold and at what building?

Yes SWJH

If this person isn't a current Forest Lake School District employee or there's been any gap in service, the following items need to be attached to this recommendation:

W-4

I-9

Criminal Background Report: The completed criminal background report must be on file at the District Office prior to the individual working unless a written exception is made by the Director of Administration & Human Resources.

Current License or Appropriate Certificate For Head Coaches at the Senior High School: The current license or appropriate certificate must be on file at the District Office prior to the individual working unless a written exception is made by the Director of Administration & Human Resources.

[Signature]
Activities Director's Signature 6/8/12
Date

[Signature]
Principal's Signature 6/8/12
Date

Forward to School Board for Approval:

Approved

[Signature]
Director of Administration & Human Resources

6/15/12
Date

Disapproved

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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

06/14/12

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Peggy Schreiber

Position Recommended For: Jr High Orchestra Director

Athletic Season: FY 2011-12 Building: SWTH

Salary Amount: \$975

If this person is a current Forest Lake School District employee, what position do they hold and at what building?

Yes SW/elementary

If this person isn't a current Forest Lake School District employee or there's been any gap in service, the following items need to be attached to this recommendation:

W-4

I-9

Criminal Background Report: The completed criminal background report must be on file at the District Office prior to the individual working unless a written exception is made by the Director of Administration & Human Resources.

Current License or Appropriate Certificate For Head Coaches at the Senior High School: The current license or appropriate certificate must be on file at the District Office prior to the individual working unless a written exception is made by the Director of Administration & Human Resources.

[Signature]
Activities Director's Signature 6/8/12
Date

[Signature]
Principal's Signature 6/9/12
Date

Forward to School Board for Approval:

Approved

[Signature]
Director of Administration & Human Resources

6/15/12
Date

Disapproved

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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

JUN - 6 2012

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: Deanna Thompson

Position Recommended For: S.A.D.D Advisor

Athletic Season: FY 2011-12 Building: SWJH

Salary Amount: \$975

If this person is a current Forest Lake School District employee, what position do they hold and at what building?

SWJH - ENGLISH TEACHER

If this person isn't a current Forest Lake School District employee or there's been any gap in service, the following items need to be attached to this recommendation:

- W-4
- I-9
- Criminal Background Report:** The completed criminal background report must be on file at the District Office prior to the individual working unless a written exception is made by the Director of Administration & Human Resources.
- Current License or Appropriate Certificate For Head Coaches at the Senior High School:** The current license or appropriate certificate must be on file at the District Office prior to the individual working unless a written exception is made by the Director of Administration & Human Resources.

[Signature] 6/5/12
Activities Director's Signature Date

[Signature] 6/5/12
Principal's Signature Date

Forward to School Board for Approval:

Approved [Signature] 6/7/12
Director of Administration & Human Resources Date

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**RECOMMENDATION FOR
NON-CURRICULAR POSITION**

JUN 14 2012

RECOMMENDATION FOR NON-CURRICULAR POSITION:

Name of Person Being Recommended: BAREY ZUMWALDE

Position Recommended For: ⁽⁶⁾JR HIGH BAND DIRECTOR

Athletic Season: FY 2011-12 Building: SWJH


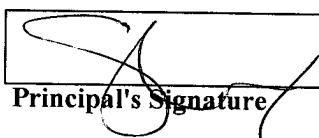
Salary Amount: \$585

If this person is a current Forest Lake School District employee, what position do they hold and at what building?

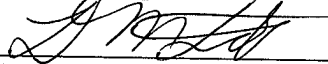
yes HS/SW

If this person isn't a current Forest Lake School District employee or there's been any gap in service, the following items need to be attached to this recommendation:

- W-4
- I-9
- Criminal Background Report:** The completed criminal background report must be on file at the District Office prior to the individual working unless a written exception is made by the Director of Administration & Human Resources.
- Current License or Appropriate Certificate For Head Coaches at the Senior High School:** The current license or appropriate certificate must be on file at the District Office prior to the individual working unless a written exception is made by the Director of Administration & Human Resources.

	<u>6/8/12</u>		<u>6/8/12</u>
Activities Director's Signature	Date	Principal's Signature	Date

Forward to School Board for Approval:

Approved  6/13/12

Disapproved

Director of Administration & Human Resources Date

These recommendations go before the School Board at their monthly meetings on the first Thursday of every month. Your recommendations need to be at the District Office at least a week prior to this meeting, which is when the School Board mailing goes out.

Pat Ellias - 8th grade boys basketball

From: Pat Ellias
To: Donna Friedmann
Subject: 8th grade boys basketball

2012 JUN 8 AM 10:33

JUN - 8 2012

Ind. School Dist. 034

Good morning Donna,
I am writing to you to let you know I am resigning my position as 8th grade boys basketball coach at SW Jr. High effective 6-8-2012. Thank you.

Patrick Ellias



OK
DMF
6/8/12

*Benefits
Silver seal 7/1/12
6/4/12
2:30 pm*

TEACHER CONTRACT/ASSIGNMENT INFORMATION SHEET

- 1) **NAME:** Mary A. Christopherson
 New Hire Rehire Change in FTE (Complete Items 1-5 Only)
 Transfer from One Building to Another (Complete Items 1-5 Only)
 Long-Term Substitute On Contract
 Long-Term Substitute Not On Contract (Complete Items 1-7 Only)
 Change in Assignment Within Same Building (Complete Items 1-5 Only)
 Other: from .33 FTE to 1.0 FTE

- 2) **BUILDING(S):** Southwest Jr. High

- 3) **ASSIGNMENT(S)/GRADE(S):** Earth Science
Please list FTE for each assignment and/or building.

- 4) **REPLACEMENT FOR:** Dan Monroe
Reason Therefore: LOA Retirement Resignation
 New Position Termination Other: _____

- 5) **START DATE:** 8/27/12

- 6) **SALARY SCHEDULE PLACEMENT:** Step: B Lane: 6

- 7) **MN TEACHING LICENSE** File Folder #412112 Expiration: 2013 TDIS
LICENSURE AREA: Science 5-8, Earth & Space Science 9-12
Special Permission (if applicable):
 Variance Waiver Limited License Other: _____

- 8) **MISCELLANEOUS CONTRACT INFO:**
(Extended Weeks, Extra Hour, Etc.)

- 9) **STAR INFORMATION:** Beginning Teacher: Yes No
If not a beginning teacher, previous employment:
District: #831-Forest Lake State: MN
Highest Degree Earned: Master's College: U of MN
Major: Hydrogeology

- Recommended By (Principal/Director): Marc Peterson 5/15/12
Date
- Approved by Director of Administration/HR: [Signature] 6/4/12
Date
- Contract Signing Appointment if applicable: _____
- Satisfactory Criminal Background Report Received on: On File
- Approved by School Board on: _____



Memorandum

RECEIVED

JUN - 8 2012

School District 831

DATE: June 7, 2012

TO: Donna Friedmann

FROM: Julie Ohman

A handwritten signature in black ink, appearing to read "Julie Ohman".

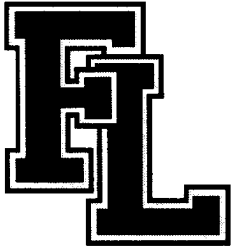
SUBJECT: ABE hours for Kathryn Hansen

Effective July 1, 2012, please reduce **Kathryn Hansen's** ABE assignment to **16 hours per week, 46 weeks per year**. Please let me know if you have any questions.

Thank you.

CC: Becky Spence
Jean Nelson
Deb Meier
Laurie Drolson

JK
JMF
6/8/12



#5735

Memorandum
RECEIVED
JUN - 7 2012
By _____

Date: June 7, 2012
To: Donna Friedmann, Director of Administration and Human Resources
From: Deb Wall, Director of Special Education *Deb Wall*
Subject: Increase Speech/Language Pathologist FTE

Please consider increasing Jill Nuebel's Speech/Language Pathologist (SLP) assignment from .6 to 1.0 FTE. This additional FTE replaces the .4 SLP contract the district required to meet student needs during the 10-11 and the 11-12 school years due to the lack of SLP availability.

Thank you for considering this request.
45-005-401-740-152-000

JNF
6/7/12

cc: P. Steele
payroll

TEACHER CONTRACT/ASSIGNMENT INFORMATION SHEET

- 1) NAME: Ashley Wilke
 New Hire Rehire Change in FTE (Complete Items 1-5 Only)
 Transfer from One Building to Another (Complete Items 1-5 Only)
 Long-Term Substitute On Contract
 Long-Term Substitute Not On Contract (Complete Items 1-7 Only)
 Change in Assignment Within Same Building (Complete Items 1-5 Only)
 Other: _____
- 2) BUILDING(S): Century Junior High
- 3) ASSIGNMENT(S)/GRADE(S): Social Studies (.68 to 1.0 FTE)
Please list FTE for each assignment and/or building.
- 4) REPLACEMENT FOR: Additional .34 from staffing additions
Reason Therefore: LOA Retirement Resignation
 New Position Termination Other: _____
- 5) START DATE: 8/27/12
- 6) SALARY SCHEDULE PLACEMENT: Step: Lane:
- 7) MN TEACHING LICENSE File Folder # Expiration: TDIS
LICENSURE AREA:
Special Permission (if applicable):
 Variance Waiver Limited License Other: _____
- 8) MISCELLANEOUS CONTRACT INFO:
(Extended Weeks, Extra Hour, Etc.)
- 9) STAR INFORMATION: Beginning Teacher: Yes No
If not a beginning teacher, previous employment:
District: State:
Highest Degree Earned: College:
Major:
- Recommended By (Principal/Director): Ben Lewis 6/13/12
Date
- Approved by Director of Administration/HR: _____
Date
- Contract Signing Appointment if applicable: _____
- Satisfactory Criminal Background Report Received on: _____
- Approved by School Board on: _____

RECEIVED

JUN - 8 2012

6-8-12

Dear Donna Friedmann,

(Ind. School Dist. 831

This letter is to let you know that I am retiring from my teaching position in District 831 as of 6-8-2012. My first day of retirement will be on 6-9-2012 and my last day of employment will be the end of the day on 6-8-2012.

Sincerely,

V. Joy Kleppe

V Joy Kleppe

OK
JMF
6/8/12

909 North Shore Drive
Forest Lake, MN 55025

June 20, 2012

Donna Friedmann
Director of Administration & Human Resources
Forest Lake Area Schools
6100 N. 210th Street
Forest Lake, MN 55025

Dear Ms. Friedmann:

I am writing to notify you of my ^{retirement}~~resignation~~ from Forest Lake Area Schools effective June 30, 2012.

I sincerely appreciated all of the opportunities I had while working for the district, and will remember my colleagues fondly.

Thank you for your support and assistance in this process.

Sincerely,



Jill Somrock
651-464-3167

RECEIVED

JUN 19 2012

Forest Lake Sch. Dist. 833

JK
DMF
6/19/12

From: Kyle Swenson
To: Donna Friedmann
Date: 6/22/2012 8:38 AM
Subject: Re: Leave of absence

Donna,

I am writing to you to resign from my position in the Forest Lake School District at Southwest Jr. High. I wish to resign from my contract for the 2012-2013 school year.

Let me know if you have any other questions or I left something out.

Thanks,

Kyle Swenson

Pre Email Sent 5/21/12

3 PM - 6/7/12

TEACHER CONTRACT/ASSIGNMENT INFORMATION SHEET

- 1) **NAME:** Corrine Kettler
- New Hire Rehire Change in FTE (Complete Items 1-5 Only)
- Transfer from One Building to Another (Complete Items 1-5 Only)
- Long-Term Substitute On Contract
- Long-Term Substitute Not On Contract (Complete Items 1-7 Only)
- Change in Assignment Within Same Building (Complete Items 1-5 Only)
- Other: _____

2) **BUILDING(S):** Forest Lake Area Senior High School

3) **ASSIGNMENT(S)/GRADE(S):** Life Science (1.0 FTE)
Please list FTE for each assignment and/or building.

4) **REPLACEMENT FOR:** Caroline Nerhus Terminate
Reason Therefore: LOA Retirement Resignation
 New Position Termination Other: _____

5) **START DATE:** 8/21/12

6) **SALARY SCHEDULE PLACEMENT:** Step: A Lane: 4

7) **MN TEACHING LICENSE** File Folder #462533 Expiration: 2016 TDIS
LICENSURE AREA: Life Science 9-12
Special Permission (if applicable):
 Variance Waiver Limited License Other: _____

8) **MISCELLANEOUS CONTRACT INFO:**
(Extended Weeks, Extra Hour, Etc.)

9) **STAR INFORMATION:** Beginning Teacher: Yes No
If not a beginning teacher, previous employment:
District: State:
Highest Degree Earned: B.S. College: U of M
Major: Biology

Recommended By (Principal/Director): Steve Massey 5/30/12
Date

Approved by Director of Administration/HR: [Signature] 6/7/12
Date

Contract Signing Appointment if applicable: _____

Satisfactory Criminal Background Report Received on: Substitute-On File

Approved by School Board on: _____

TEACHER CONTRACT/ASSIGNMENT INFORMATION SHEET

- 1) **NAME:** Heidi Leigh
 New Hire Rehire Change in FTE (Complete Items 1-5 Only)
 Transfer from One Building to Another (Complete Items 1-5 Only)
 Long-Term Substitute On Contract
 Long-Term Substitute Not On Contract (Complete Items 1-7 Only)
 Change in Assignment Within Same Building (Complete Items 1-5 Only)
 Other: _____
- 2) **BUILDING(S):** ALC - CLC
- 3) **ASSIGNMENT(S)/GRADE(S):** .65 Target Services (ALC) & .35 Staff Development
Please list FTE for each assignment and/or building.
- 4) **REPLACEMENT FOR:** New Position Approved by School Board on 3/1/12
Reason Therefore: LOA Retirement Resignation
 New Position Termination Other: _____
- 5) **START DATE:** 7/1/12
- 6) **SALARY SCHEDULE PLACEMENT:** Per Targeted Services & Staff Development Coord Agr
- 7) **MN TEACHING LICENSE** File Folder #391029 Expiration: 2016 TDIS
LICENSURE AREA: Elem Ed K-6, EBD K-12, LD K-12, MMM K-12
Special Permission (if applicable):
 Variance Waiver Limited License Other: _____
- 8) **MISCELLANEOUS CONTRACT INFO:**
(Extended Weeks, Extra Hour, Etc.)
- 9) **STAR INFORMATION:** Beginning Teacher: Yes No
If not a beginning teacher, previous employment:
District: State:
Highest Degree Earned: College:
Major:
- Recommended By (Principal/Director): Kelly Jessman
- Approved by Director of Administration/HR: Donald M. Trust Date 6/26/12
- Contract Signing Appointment if applicable: _____
- Satisfactory Criminal Background Report Received on: On File
- Approved by School Board on: _____

INDEPENDENT SCHOOL DISTRICT #831
Forest Lake, Minnesota 55025-1396

**TARGETED SERVICES AND STAFF DEVELOPMENT
COORDINATOR**

TERMS AND CONDITIONS OF EMPLOYMENT

July 1, 2012 through June 30, 2013

INTRODUCTION

This Policy has been adopted by the School Board of Independent School District #831 (herein referred to as the School Board or School District) covering the terms and conditions of employment for the Targeted Services and Staff Development Coordinator (Coordinator) employed by the Forest Lake School District during the duration of the Policy.

DUTY YEAR

Duty Days: The School District shall establish the calendar and Coordinator's duty days for each school year, and the Coordinator shall perform services on such days as determined by the School District, including those legal holidays on which the School District is authorized to conduct school.

Duty Year: The Coordinator's duty year will run from July 1 through June 30 of each fiscal year, a twelve (12) month period unless otherwise stipulated in Appendix A.

HOLIDAYS

The Coordinator will have the following twelve (12) paid holidays each year:

1. New Years Day
2. Day during the holiday season as scheduled by the Supervisor.
3. Good Friday
4. Memorial Day
5. July 4th
6. Labor Day
7. Thanksgiving Day
8. Day After Thanksgiving Day
9. Christmas Day
10. Day during holiday season as scheduled by the supervisor
11. Floating Holiday
12. Floating Holiday

Rescheduling: The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof.

Weekends: In the event that any of the above holidays fall on a weekend, another day in lieu thereof shall be granted as a paid holiday, as scheduled by the supervisor.

VACATION

Eligibility: The following vacation benefits shall apply to the Coordinator who is regularly employed on a twelve (12) month basis. A Coordinator who is permanently employed for less than 52 weeks per year shall be entitled to pro-rata vacation benefits. The Superintendent may authorize placement at a higher rate of accrual for a new employees at the time of initial employment, not to exceed the rate of 25 days per year.

Vacation Accrual:

After 1 year of service on July 1	13 days (accrued at \approx 1.08 days/month)
After 3 years of service on July 1	18 days (accrued at \approx 1.5 days/month)
After 6 years of service on July 1	21 days (accrued at \approx 1.75 days/month)
After 10 years of service on July 1	25 days (accrued at \approx 2.08 days/month)

New Employees: A new employee, during his/her first year of service, shall accrue vacation benefits at the rate of thirteen twelfths of a day per month for each full month of service in the School District and may take such accrued vacation as of July 1 according to the scheduling rules. An employee with a commencement date of employment prior to January 1 shall count such partial year as a full year of service when calculating the next year's vacation benefits, and thereafter advance regularly on the schedule.

Scheduling Rules: Vacation days shall be requested in writing, subject to the approval of the supervisor.

Accrued vacation days shall normally be taken prior to June 30th of each year; however, a maximum of forty (40) days of unused vacation may be carried over to the next contract year.

In the event of the death of the Coordinator during the duty year, the Coordinator's beneficiary shall receive payment for vacation earned for that year but not taken. If no beneficiary designation is in effect at the time of death, the payment shall be made to the estate of the deceased. The daily rate for said vacation days shall be the Coordinator's annual salary divided by 260 days less holidays and accrued vacation days during the last year of employment.

Termination: A Coordinator who resigns before completing twelve (12) months of service shall not be entitled to any vacation pay and shall have the salary paid for any vacation days taken deducted from his/her final check. A Coordinator who has completed at least one (1) year of service shall be entitled to receive pro-rata pay for unused vacation time provided such employee provides the School District with at least four (4) weeks advance notice of his/her effective date of resignation.

MATCHING 403(B) PLAN

Eligibility: A full-time Coordinator who is employed by the School District and is participating in the School District's 403(b) plan will be eligible to receive a matching annual contribution by the School District pursuant to M.S. §356.24 according to provisions contained in this article and the School District 403(b) Plan

documents. The School District will match the amount of the annual contribution up to the amount as determined by the following schedule and in increments to be set by the plan documents:

Effective July 1, 2012, the school district will match the amount of the Coordinator’s annual contribution up to the amounts as determined by the following schedule and in increments to be set by the plan documents:

Years of service in School District	Amount of matching annual contribution
2-4	\$1,000.00
5-9	\$1,500.00
10-14	\$2,000.00
15 and thereafter	\$2,500.00

Years of Service: “Years of service” shall mean years of experience in the School District. Years of service shall be measured as of July 1, each year.

Limits Regarding the School District’s Matching Contribution: The School District’s total lifetime matching contribution shall be limited to \$35,000 (thirty-five thousand dollars) for the participating Coordinator.

BASIC COMPENSATION

Policy Year: The Coordinator shall be compensated for the 2012-2013 fiscal year pursuant to Appendix A attached hereto. The Coordinator shall use direct deposit.

New Employees: New employees during the first year of their employment shall be compensated as agreed by the individual employee and the School District, dependent upon the employee's qualifications and evaluation by the School District.

Daily Compensation: Except as otherwise defined in this Policy, in the event it is necessary to calculate a daily compensation, such daily compensation rate shall be obtained by dividing the annual salary by 260 days.

Application: The salaries stipulated in Appendix A hereof are based on the assumption that the Coordinator is employed for the full duty year and regular duty day or as stipulated in Appendix A and continues to occupy a position similar and comparable to the position occupied as of the date of execution of this Policy.

Pay for Performance: Pay for Performance is directed toward improvement of leadership skills or other goals approved by the Superintendent. The Pay for Performance process will be at the discretion of the Superintendent following consultation with the Coordinator.

The Coordinator shall be eligible to receive up to \$3,200 per agreement year. Pay for Performance shall be allocated as follows:

- 50% of the Pay for Performance allocation will be based on the Superintendent's evaluation and payment authorization for two mutually agreed upon goals.
- 50% of the Pay for Performance allocation will be based on the Superintendent's evaluation of the Coordinator's performance on his/her job description.

Compensation will be paid prior to the end of the agreement year, but will not be considered part of the individual's continuing contract salary.

For purposes of this section, the Coordinator will receive two (2) performance conferences and one (1) written evaluation during the agreement year.

GROUP INSURANCE

Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District.

Medical-Hospitalization Insurance: The School District shall pay the premium for single and dependent medical-hospitalization insurance for all permanently employed Coordinators who qualify for and are enrolled in the plan.

Dental Insurance: The School District shall pay the premium for single and dependent dental insurance for the full-time Coordinator employed by the School District who qualifies for and is enrolled in the plan.

Flexible Benefit Plan: The School District shall sponsor a Flexible Benefit Plan.

Health Care Reimbursement Plan: The School District shall sponsor a Health Care Reimbursement Plan which will provide reimbursement for hospital-medical and dental insurance and other eligible health care expenses as defined under the provisions of the School District's Health Care Reimbursement Plan. The maximum contribution to the Plan by the employer on behalf of each eligible member shall not exceed \$480.00 for the contract year. Eligibility shall be governed by the Group Insurance eligibility rule below.

Income Protection Insurance: The School District shall deduct from the Coordinator's paycheck the premium for the current long-term disability plan in effect in the school district for which the Coordinator is qualified. This deduction shall be made in after-tax dollars. The Coordinator shall participate in the district's long-term disability policy coverage. The current plan shall equal 2/3's of the Coordinator's regular salary.

From the date of disability, the School District will continue its contribution for medical hospitalization and dental insurance for a period not to exceed twelve (12) months if such coverage is not provided through a waiver of premiums. A disabled Coordinator may continue as a member of the group at their own expense, subject to restrictions of the carrier.

Term Life Insurance: The School District will provide the permanently employed Coordinator with a \$150,000 (double indemnity and dismemberment) term life insurance policy, the premium to be paid in full by the School District. Effective July 1, 2010, the School District will provide the permanently employed Coordinator with a \$200,000 (double indemnity and dismemberment) term life insurance policy, the premium to be paid in full by the School District.

Eligible Employees: The permanently employed Coordinator who is employed at least 40 weeks per year and six (6) hours per day shall be eligible for insurance benefits as outlined in this Policy.

Claims Against the School District: The parties agree that insurance benefits described in this Policy and the eligibility of any employee for such benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Policy. It is further understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Duration of Insurance Contribution: An employee is eligible for School District contribution as provided in this Policy as long as the employee is employed by Independent School District No. 831. Upon termination of employment, all School District participation and contribution shall cease, effective on the last working day except as otherwise provided in this Policy.

Continued Coverage: Upon termination of employment it is the responsibility of the Coordinator to make arrangements with the School District business office to pay to the School District the monthly premium amounts in advance and on such date as determined by the School District for continued medical-hospitalization insurance coverage. The Coordinator's right to continue participation in such group insurance, however, shall be in accordance with state law.

Survivor Benefits: In the event that the Liaison dies while in the employ of the School District, the deceased Coordinator's dependent spouse and children shall be eligible for continued district paid group health insurance benefits pursuant to all State and Federal statutes and any accrued benefits in the Health Care Reimbursement Plan.

LEAVES OF ABSENCE

Sick Leave: The full-time Coordinator shall earn sick leave at the rate of twenty (20) days for each year (approximately 1.67 days/month) of service in the employ of the School District.

Unused sick leave days may accumulate to a maximum credit of 280 days of sick leave for the full-time Coordinator.

Sick leave pay shall be allowed by the School District whenever the Coordinator's absence is due to illness which prevented his/her attendance at school and performance of duties on that day or days.

In the event of concern regarding abuse of sick leave, the School District may require that the Coordinator furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay.

In the event that a medical certificate will be required the Coordinator will be so advised at the time the illness is reported.

Absence on sick leave will be charged first to the annual allowance of the Coordinator and thereafter to accumulated leave.

Sick leave pay shall be approved only upon submission of a signed sick leave pay request form available in the supervisor's office. If such form is not filed and time stamped in the supervisor's office within five (5) working days after returning to work, the employee shall forfeit any claim to sick leave pay for such days.

Sick leave, up to five (5) days per year, may also be used for serious illness involving the Coordinator's spouse, child, or parent. The specific amount of leave allowed under this section shall be within the discretion of the supervisor, who shall be guided in his/her determination by what is reasonable under the particular circumstances involved.

The Coordinator may utilize available sick leave subject to the provisions of this Policy for periods of disability relating to pregnancy, miscarriage, abortion or child birth. The Coordinator shall notify the supervisor in writing no later than the end of the sixth month of pregnancy indicating intention to utilize sick leave, and also at such time shall provide a physician's statement indicating the estimated date of delivery of the child and estimated time of confinement.

At the time the Coordinator becomes eligible to receive long-term disability compensation as provided in this Policy, the Coordinator may continue to use accrued sick leave provided the combined benefit does not exceed 100% of salary.

Upon the request of a Coordinator who is absent from work as a result of a compensable injury under the provisions of the Workers' Compensation Act, incurred while in the employ of the School District, the School District will pay the difference between the compensation received pursuant to the Workers' Compensation Act by the Coordinator's regular rate of pay to the extent of the Liaison's accrued sick leave. Upon full utilization of accrued sick leave, the Coordinator shall receive only the Workers' Compensation benefits.

The Coordinator shall be permitted to utilize the annual accrual in advance of the accrual, if he/she has performed his/her duties for at least five (5) working days. In the event that such sick leave days are utilized prior to earning thereof, such days will be deducted from future accumulations. In the event that the Coordinator who has been permitted to utilize sick leave in advance of accrual under these provisions should leave the employ of the School District, he/she shall be liable to the School District for any sick leave pay advanced beyond his/her earned accrual. Sick leave pay shall not accumulate during a period of time when the Coordinator is on unpaid leave or long-term disability.

Bereavement Leave: In the case of death in the immediate family (immediate family shall mean the Coordinator's spouse, child, parent or parent-in-law, son-in-law, daughter-in-law, brother, or sister) up to five (5) days will be allowed per death without deduction in pay.

In the case of death in the close family (close family shall mean the Coordinator's grandparents, brother-in-law, sister-in-law and grandchildren) up to two (2) days will be allowed per death without deduction in pay.

Days granted under this Section shall not be deducted from sick leave. The particular amount of leave permitted under this Section shall be at the discretion of the Superintendent depending upon the circumstances surrounding the death.

Emergency Leave: The Liaison may be granted a leave with pay at the discretion of a supervisor up to three (3) days per year, non-accumulative for situations that arise requiring the Coordinator's emergency attention which cannot be attended to when school is not in session and which are not covered under other policies. Days used will be deducted from sick leave.

Deaths, funerals, court appearances and estate settlements are examples of situations where this leave may be granted in the discretion of the supervisor.

Requests for emergency leave must be made in writing to the supervisor at least three (3) days in advance, whenever reasonably possible. The request shall state the reason for the proposed leave. The supervisor reserves the right to refuse to grant such leave if, under the circumstances involved, the supervisor determines that such leave should not be granted.

An emergency leave day normally shall not be granted for the day preceding or the day following holidays or vacations.

Additional emergency leave may be granted in extreme emergencies at the discretion of the supervisor.

Child Care Leave: The Coordinator shall be granted a child care leave of absence according to the following procedures:

The Coordinator shall notify their supervisor in writing not later than the end of the sixth month of pregnancy, and, also at such time, provide a physician's statement indicating the estimated date of delivery of the child. The Coordinator shall submit a written request to the supervisor for child care leave, including commencement date and return date. Once a child care leave commences pursuant to this Section, the Coordinator shall not be eligible for sick leave pursuant to this Policy.

The effective beginning date of such leave and its duration, or resignation if the Coordinator so elects, shall be determined by the supervisor and submitted to the School Board for its action. In recommending to the School Board the date of commencement and duration of the leave or the effective date of the resignation, the supervisor shall review each case on its individual merit taking into consideration the following:

1. The desires of the Coordinator.
2. The specific employment duties of the Coordinator involved.
3. The health and welfare of the Coordinator or unborn child.

3. service performed in accordance with section 190.08, subdivision 3.

Unpaid Leave: A Coordinator may request an unpaid leave of absence under School Board Policy.

Insurance Application: A Coordinator on unpaid leave pursuant to this Policy is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as he/she wishes to retain commencing with the beginning of the leave. It is the responsibility of the employee to make arrangements with the school business office to pay to the School District the monthly premium amounts in advance and on such date as determined by the School District. The right to continue participation in such group insurance programs, however, will discontinue upon termination of employment.

Accrued Benefits: The Coordinator on unpaid leave pursuant to this Policy shall retain such amount of experience credit for pay purposes and other accrued benefits, if any, which he/she had accrued at the time he/she went on leave for use upon his/her return. No additional experience credit for pay purposes or other benefits shall accrue for the period that an employee is on leave under this Section.

Jury Duty: The Coordinator who serves on jury duty shall be granted the day(s) necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. In the event the Coordinator serves on jury duty pursuant to this Section, the School District will compensate the Coordinator for the difference between his/her regular salary and the amount received as jury duty pay.

Eligibility: Leave benefits as outlined in this Policy shall apply only to a Coordinator who is permanently employed.

PROBATIONARY PERIOD

An employee under this Policy shall serve a probationary period of one (1) year in the School District.

MISCELLANEOUS

Expense Allowance: A stipend of \$165.00 per month will be paid to the Coordinator for all in-district travel. All out-of-district travel shall be authorized by the Superintendent and/or designee and shall be eligible for the normal mileage reimbursement in accordance with School Board Policy #302. The monthly allowance will increase 3% per year, effective July 1, 2008.

Conferences/Workshops: The School District shall provide time and funds for the Coordinator to attend state conferences sponsored by their association each year.

Professional Dues: The School District shall reimburse the Coordinator the full cost of professional dues to one state professional association each year.

Moving Expenses: The School District agrees to reimburse the Coordinator for moving expenses not to exceed \$2,500 who meet the following criteria:


1. The Coordinator must be moving to District #831 from another school district.
2. The Coordinator must be purchasing a home in which to live located in District #831.
3. The Coordinator must remain in the employ of District #831 a minimum of two (2) years following the reimbursement date or repay the District 50% of the amount received.
4. The Coordinator must obtain at least two (2) quotes from movers and accept the lowest quote to be eligible for reimbursement.

DURATION

Terms and Reopening Negotiations: This Policy shall remain in full force and effect for a period commencing on July 1, 2012 through June 30, 2013.

Date of Adoption: _____

IN WITNESS WHEREOF, the parties have executive this Agreement as follows:



 Targeted Services and Staff Development
 Coordinator

School Board Chair

School Board Clerk

6/26/12

Date

Date

TARGETED SERVICES AND STAFF DEVELOPMENT COORDINATOR'S SALARY

2012-13

\$69,414

6/14/12 - 3 PM

TEACHER CONTRACT/ASSIGNMENT INFORMATION SHEET

- 1) NAME: Hayley Richter
 New Hire Rehire Change in FTE (Complete Items 1-5 Only)
 Transfer from One Building to Another (Complete Items 1-5 Only)
 Long-Term Substitute On Contract
 Long-Term Substitute Not On Contract (Complete Items 1-7 Only)
 Change in Assignment Within Same Building (Complete Items 1-5 Only)
 Other: _____
- 2) BUILDING(S): Southwest Junior High
- 3) ASSIGNMENT(S)/GRADE(S): FACS 7-9
Please list FTE for each assignment and/or building.
- 4) REPLACEMENT FOR: Abby Schroeder LOA
Reason Therefore: LOA Retirement Resignation
 New Position Termination Other: _____
- 5) START DATE: 8/21/12
- 6) SALARY SCHEDULE PLACEMENT: Step: A Lane: 6
- 7) MN TEACHING LICENSE File Folder #466171 Expiration: 2017 TDIS
LICENSURE AREA: Family & Consumer Sciences 5-12
Special Permission (if applicable):
 Variance Waiver Limited License Other: _____
- 8) MISCELLANEOUS CONTRACT INFO:
(Extended Weeks, Extra Hour, Etc.)
- 9) STAR INFORMATION: Beginning Teacher: Yes No
If not a beginning teacher, previous employment:
District: State:
Highest Degree Earned: M.A. College: U of M
Major: Family Education
- Recommended By (Principal/Director): Marc Peterson 6/11/12
Approved by Director of Administration/HR: Jan M. [Signature] 6/14/12
Contract Signing Appointment if applicable: _____
Satisfactory Criminal Background Report Received on: On File-Sub Teacher
Approved by School Board on: _____

TEACHER CONTRACT/ASSIGNMENT INFORMATION SHEET

- 1) NAME: Andrea Schulte
 New Hire Rehire Change in FTE (Complete Items 1-5 Only)
 Transfer from One Building to Another (Complete Items 1-5 Only)
 Long-Term Substitute On Contract
 Long-Term Substitute Not On Contract (Complete Items 1-7 Only)
 Change in Assignment Within Same Building (Complete Items 1-5 Only)
 Other: from .3494 FTE Title I to 1.0 FTE CME Teacher
- 2) BUILDING(S): Central Montessori Elementary
- 3) ASSIGNMENT(S)/GRADE(S): CME 4-6 (1.0 FTE)
Please list FTE for each assignment and/or building.
- 4) REPLACEMENT FOR: Michael Bonach Terminate & Laurie Chelgren to ADSIS
Reason Therefore: LOA Retirement Resignation
 New Position Termination Other:
- 5) START DATE: 8/21/12
- 6) SALARY SCHEDULE PLACEMENT: Step: A Lane: 1
- 7) MN TEACHING LICENSE File Folder #449030 Expiration: 2015 TDIS
LICENSURE AREA: Elem Ed K-6 & Pre-Primary Age 3-K
Special Permission (if applicable):
 Variance Waiver Limited License Other: _____
- 8) MISCELLANEOUS CONTRACT INFO:
(Extended Weeks, Extra Hour, Etc.)
- 9) STAR INFORMATION: Beginning Teacher: Yes No
If not a beginning teacher, previous employment:
District: Forest Lake - Title I Teacher
Highest Degree Earned: College:
Major:
- Recommended By (Principal/Director): Kelly Jessman 6/18/12
Date
- Approved by Director of Administration/HR: _____
Date
- Contract Signing Appointment if applicable: _____
- Satisfactory Criminal Background Report Received on: On File
- Approved by School Board on: _____