



**Board Meeting Date:** 8/11/2025

**Title:** Proposed Guidebook for Community Education Program Specialists, Leads, and Assistants

**Type:** Consent

**Presenter(s):** Sonya Sailer, Executive Director of Human Resources; Mert Woodard, Director of Finance and Operations

**Description:** The School District maintains a Guidebook outlining compensation and benefit information for non-union Community Education employees serving in at-will positions. This Guidebook applies to one hundred and eighty employees serving in various positions classified as hourly, non-exempt.

To inform proposed updates, feedback was solicited from these employees. The top three priorities identified were hourly wage adjustments, increased district contributions toward health insurance, and added basic leave.

The attached proposed Guidebook reflects many of these priorities. Language was modified to reflect improvements and to align with current practices. New and revised language is underlined, while deletions are shown with strikethrough text. All changes are highlighted in yellow. Market adjustments were incorporated where appropriate.

On July 25, 2025, the School Board's Governance Committee met with District leaders to review the proposed changes and associated costs, ensuring alignment with other employee groups.

**Highlights of the Proposed Updates:**

1. **Step Advancement** – Eligible employees will receive step increases in both the 2025–2026 and 2026–2027 fiscal years.
2. **Salary/Wage Increases** – All positions will receive a 3% increase in both years of the Guidebook.
3. **Health Insurance Contributions** – The School District will increase its contribution by \$30/month, effective July 1, 2026.
4. **Dental Insurance** – Beginning July 1, 2025, Community Education employees will receive an increased District contribution toward dental insurance that aligns with other employee groups.

The two-year total package for this proposed Guidebook is \$11,382,495, which represents an increase of \$928,029. Using the Minnesota School Board Association's costing formula, the two-year percentage increase is 8.88%. This amount is within the School Board's financial parameters and Dr. Bittman supports the recommendation.

**Recommendation:** Approve the proposed Guidebook for Community Education Program Specialists, Leads, and Assistants

**Attachments:**

1. DRAFT version of proposed Guidebook with changes highlighted in yellow
2. Final clean copy of the proposed Guidebook