

Regular Meeting

Monday, February 28, 2022 7:00 PM

Waconia City Hall, 201 S Vine Street, Waconia, MN 55387

1. **CALL TO ORDER, ADOPTION OF AGENDA, and NOTATION OF MEMBERS IN ATTENDANCE, and PLEDGE OF ALLEGIANCE** **Presenter:** Chair Geller
2. **PUBLIC COMMENT**

3. **ANNOUNCEMENTS, ACKNOWLEDGEMENTS, AND CORRESPONDENCE**

- 3.A. Upcoming Meetings:

March 14 Finance Committee 6PM @ District Office

March 21 Work Session 7PM @ WHS C107

March 28 Policy Committee 6PM @ City Hall

Regular Meeting 7PM @ City Hall

4. **PRESENTATION**

- 4.A. Manufacturing and Trades Partnership

Presenter: Paul Peterson, Sackett Waconia and Christine Fenner, Waconia Chamber of Commerce

5. **MINUTES OF PREVIOUS MEETING**

ISD 110 School Board Regular Meeting
Monday, January 31, 2022 7:00 PM Central

Waconia City Hall
201 S Vine Street
Waconia, MN 55387

1. CALL TO ORDER, ADOPTION OF AGENDA, and NOTATION OF MEMBERS IN ATTENDANCE, and PLEDGE OF ALLEGIANCE

Members present: Geller, Johnson, DeBoer, Rothstein, DeBoer, A.Myers, R.Myers, Bullis

Members absent: none

Call to order by Chair Geller at 7:00 PM

Motion by RMyers to amend agenda to include letter of retirement

Bullis second

All in favor motion carried

Motion by Bullis to adopt agenda

AMyers second

All in favor

Motion carried

2. PUBLIC COMMENT

3. ANNOUNCEMENTS, ACKNOWLEDGEMENTS, AND CORRESPONDENCE

3.A. Upcoming Meetings:

FEBRUARY

- 7 Listening Hour w/WEA 5:30P ZOOM
Finance 6:45P @ District Office
- 14 Work Session 7:00P @ WMS D110
- 28 Policy 6:00P @ City Hall
Regular Meeting 7:00P @ City Hall

4. MINUTES OF PREVIOUS MEETING

Motion by Bullis to approve the meeting minutes of December 9 and January 7

AMyers second

All in favor

Motion carried

5. CONSENT AGENDA

Motion by Bullis to approve consent agenda

AMyers second

All in favor

Motion carried

5.A. Bills and Wire Transfers

5.B. Human Resource Items:

Employment

| | | |
|------------------------------------|--|---------|
| Aguilar, Krystal New | Kids' Company Lead Part-time; hours will vary | Comm Ed |
| Haas, Cheryl Replacement | Custodial Cleaner 4 Hours/day; 261 days | WMS |
| Hoffer, Olivia Replacement | Kids' Company Aide Part-time; hours will vary | Comm Ed |
| Holm, Pamela Replacement | Educational Assistant (SPED) 6.5 hours/day; 175 days | BV |
| Podtburg, Cassandra Replacement | Kids' Company Aide Part-time; hours will vary | Comm Ed |
| Simmons, Kerianne Replacement | Kindergarten Teacher 0.43478 FTE; 184 days | LT |
| Sells, Stephanie Replacement | Educational Assistant (SPED) 6.5 Hours/day; 175 days | SV |
| Stolz, Robin Replacement | Administrative Assistant III (SPED) 8 hours/day; 261 days | ESC |
| Talton, Avery Replacement | Educational Assistant (SPED) 6.5 hours/day; 175 days | BV |

Employee Status Changes

Bosch, Al, from Night Lead Custodian to Day Lead Custodian at SV.

Johnson, David, from Custodial Cleaner at WHS to Night Lead Custodian at SV.

Kern, Elmira, Educational Assistant (SPED), from 15 hours/week at ECSE to 32.5 hours/week at LT.

Raether, Kelly Jo, Work Experience Teacher, overload added for 12/20/21 through Tri 3 at WHS.

Sherman, Monica, ELL Teacher, overload added for Trimesters 2 and 3 at BV, LT, WMS.

Stanton, Craig, from Seasonal at Comm Ed to Educational Assistant (SPED) 32.5 hours/week at WHS.

Talton, Simone, Kids' Company Lead, from casual hours to 32.5 hours/week with Comm Ed.

Leaves of Absence

Karels, Ashley, Kids Company Site Lead with Comm Ed.

Lofgren, Toni, Nutritional Assistant at BV.

Skjefte, Margo, Grade 2 Teacher at SV.

Weinzierl, Bruce, Custodial Maintenance at WHS.

Weniger, Heather, Grade 5 Teacher at BV.

Retirements/Resignations/Terminations

Anderson, Joshua, Security Monitor at WMS.

Bjerke, Eva, Kids' Company Aide at Comm Ed.

Byrne, Nathaniel, Kindergarten Teacher at LT.

Foley, David, Educational Assistant (SPED) at LT.

Johnson, Jada, Kids' Company Aide at Comm Ed.

Morrisette, Ashlie, Kids' Company Site Lead at Comm Ed.

Mumovich, Erna, Kids' Company Aide at Comm Ed.

Plagge, Lydia, Kids' Company Aide at Comm Ed.

Sailer, Sonya, Director of Human Resources at ESC.

Savitt, Erin, Kids' Company Aide at Comm Ed.

Schmisek, Cassandra, ECSE Teacher at WEC.

Stolz, Robin, Administrative Assistant III (SPED) at ESC.

5.B.1. 2022 Pay Equity Implementation Report

5.C. Receipts of Donation

\$45 donated by Wells Fargo Community Care Program for WHS Students

\$2000 donated by Meyer-Hall Technical Scholarship Fund for WHS Senior

\$125 donated by Boston Scientific for BV instructional supplies

\$1500 donated by Retel Foundation for WHS student scholarship

\$1,145.43 donated by Waconia Girls' Blue Line Club for WHS Girls Hockey

\$1500 donated by Waconia Basketball Association for WHS Boys Basketball

\$1500 donated by Waconia Basketball Association for WHS Girls Basketball

\$2000 donated by Waconia Fire Department for WHS Girls Soccer

\$2500 donated by Waconia Fire Department for WHS Robotics Club

\$2000 donated by Waconia Fire Department for WHS Conservation Club

\$4000 donated by Waconia Fire Department for WHS FACS Class - Ovens

\$250 donated by Waconia VFW Post 5462 for LT Music Program

\$250 donated by Waconia VFW Post 5462 for SV Music Program
\$250 donated by Waconia VFW Post 5462 for BV Music Program
\$250 donated by Waconia VFW Post 5462 for WMS Music Program
\$250 donated by Waconia VFW Post 5462 for WHS Music Program

6. **REPORTS**

6.A. Student Representative Report

6.B. Finance Report

6.C. Superintendent's Report

7. **ACTION ITEMS**

7.A. Revised Safe Learning Plan

Motion by Rothstein to approve revised safe learning plan

RMyers second

Motion by DeBoer to amend revised safe learning plan to strike bullet #1 under Contact Tracing and Quarantining

AMyers second

Motion by Johnson to keep Safe Learning Plan as is with no revisions

Rothstein second

Yays: RMyers, Rothstein, Johnson, Bullis, Geller

Nays: DeBoer

Abstain: AMyers

Motion carried

7.B. Resolution on Statutory Operating Debt (ROLL CALL VOTE)

Motion by Geller to adopt resolution on Statutory Operating Debt

Bullis second

Roll call vote taken

Yay: Bullis, Rothstein, RMyers, AMyers, DeBoer, Johnson, Geller

Motion carried

7.C. Second Read Board Policies

Motion by Bullis to approve second read board policies:

7.C.1. 434 Teacher Evaluation

7.C.2. 501 School Weapons Policy

7.C.3. 524 Internet Acceptable Use and Safety Policy

7.C.4. 802 Disposition of Obsolete Equipment and Material

AMyers second

All in favor

Motion carried

7.D. Removal of Policy 491

Motion by Johnson to remove policy 491

Bullis second

All in favor

Motion carried

8. **DISCUSSION ITEMS**

9. **BOARD COMMITTEE REPORTS**

9.A. Self-Governance & Superintendent Relations Committee

Geller reports Devine's retirement will be June 30,2022, outlined upcoming Superintendent Search Firm timeline, proposed board member training

9.B. Finance & Facilities Committee

9.C. Policy & Advocacy Committee

Johnson thanks constituents for feedback.

9.D. Schools for Equity in Education (SEE) Representative

9.E. Southwest Metro Intermediate District 288 Representative

9.F. Special Education Advisory Council

9.G. MSHSL Representative

9.H. Community Education Advisory Council Representative

9.I. Teaching & Learning Advisory Council Representative

9.J. City of Waconia Liaison

RMyers recognizes WMS French teacher Bittner for Teacher of the Month nomination.

10. **ADJOURNMENT**

Motion by Bullis to adjourn

AMyers second

All in favor

Motion carried

Meeting adjourned at 9:09PM

6. **CONSENT AGENDA**

6.A. Bills and Wire Transfers

| CHECK NUMBER | CHECK VENDOR | CHE DATE | CHE TYP | AMOUNT | POST MONTH |
|-----------------|--------------------------------|-------------|------------|------------|---------------|
| 603803 | EYE MED-FIDELITY SECURITY LIFE | 01/31/2022 | R | 2,159.87 | January |
| 603804 | MESSERLI & KRAMER PA | 01/31/2022 | R | 498.32 | January |
| 603805 | NCPERS GROUP LIFE INS | 01/31/2022 | R | 112.00 | January |
| 603806 | SCHOOL SERVICE EMPLOYEES | 01/31/2022 | R | 1,485.92 | January |
| 603808 | SECURITY BANK & TRUST CO | 02/01/2022 | S | 96,454.70 | February |
| 603809 | SECURITY BANK & TRUST CO | 02/01/2022 | S | 112,647.00 | February |
| 603810 | EDINA BASEBALL CLASSIC | 02/02/2022 | R | 4,000.00 | February |
| 603811 | ABRAHAMSON, TOM | 02/04/2022 | R | 82.00 | February |
| 603812 | AIRGAS USA LLC | 02/04/2022 | R | 1,473.28 | February |
| 603813 | ARTISTIC COVERINGS | 02/04/2022 | R | 1,810.00 | February |
| 603814 | BERGAMASCO, ROBERT | 02/04/2022 | R | 77.00 | February |
| 603815 | BERNDGEN, DAVID | 02/04/2022 | R | 171.00 | February |
| 603816 | BLACK, JIM | 02/04/2022 | R | 330.00 | February |
| 603818 | BROUGH, ANTHONY | 02/04/2022 | R | 96.00 | February |
| 603819 | BSN SPORTS LLC | 02/04/2022 | R | 737.33 | February |
| 603820 | BUSINESS IMPACT GROUP | 02/04/2022 | R | 3,456.30 | February |
| 603821 | CANTRELL, NATHAN | 02/04/2022 | R | 80.00 | February |
| 603822 | CARROLL, JAMES | 02/04/2022 | R | 171.00 | February |
| 603823 | CARVER COUNTY TREASURER | 02/04/2022 | R | 60.00 | February |
| 603825 | COOK, ANDREW | 02/04/2022 | R | 164.00 | February |
| 603826 | COUNTRYSIDE CUSTOM APPAREL | 02/04/2022 | R | 1,301.90 | February |
| 603827 | CRUNSTEDT, BOB | 02/04/2022 | R | 77.00 | February |
| 603828 | DELONG, KRISTA | 02/04/2022 | R | 96.00 | February |
| 603829 | DISCOUNT SCHOOL SUPPLY | 02/04/2022 | R | 280.88 | February |
| 603831 | DVS RENEWAL | 02/04/2022 | R | 329.75 | February |
| 603832 | EAM DISTRIBUTION INC | 02/04/2022 | R | 149.00 | February |
| 603833 | ELLINGSON, JIM | 02/04/2022 | R | 77.00 | February |
| 603834 | FOLLETT CONTENT SOLUTIONS LLC | 02/04/2022 | R | 758.25 | February |
| 603835 | FRISINGER, TYLER | 02/04/2022 | R | 80.00 | February |
| 603836 | GOLD MEDAL MPLS ML55 | 02/04/2022 | R | 288.10 | February |
| 603837 | GRAINGER | 02/04/2022 | R | 399.58 | February |
| 603838 | GRAMS, RYAN | 02/04/2022 | R | 265.00 | February |
| 603840 | GROVE, TYLER | 02/04/2022 | R | 188.00 | February |
| 603841 | HAAS, CASEY | 02/04/2022 | R | 467.00 | February |
| 603842 | HAMMER SPORTS LLC | 02/04/2022 | R | 270.00 | February |
| 603844 | HERZOG, JASON | 02/04/2022 | R | 188.00 | February |
| 603845 | HIESTAND, DEBORAH | 02/04/2022 | R | 82.00 | February |
| 603846 | HIGH POINT NETWORKS, LLC | 02/04/2022 | R | 7,019.00 | February |
| 603847 | HILLYARD/HUTCHINSON | 02/04/2022 | R | 145.20 | February |
| 603848 | HUGGETT, BEVERLY | 02/04/2022 | R | 416.00 | February |
| 603849 | IEA, INC | 02/04/2022 | R | 2,363.68 | February |
| 603850 | INDIANHEAD FS DISTRIBUTOR, INC | 02/04/2022 | R | 15,041.86 | February |
| 603851 | INNOVATIVE OFFICE SOLUTIONS LL | 02/04/2022 | R | 176.10 | February |
| 603852 | INNOVATIONAL WATER SOLUTIONS I | 02/04/2022 | R | 1,198.00 | February |
| 603853 | JEAN, BRUCE | 02/04/2022 | R | 82.00 | February |
| 603854 | JOHNSON CONTROLS FIRE PROTECTI | 02/04/2022 | R | 1,630.32 | February |
| 603855 | JUST FOR KIX | 02/04/2022 | R | 824.78 | February |
| 603856 | KELLER, JOHN | 02/04/2022 | R | 77.00 | February |
| 603857 | KENNEY, PATRICK | 02/04/2022 | R | 171.00 | February |
| 603858 | KOCKELMAN, DEAN | 02/04/2022 | R | 82.00 | February |
| 603859 | KODIAK CUSTOM LETTERING INC. | 02/04/2022 | R | 144.00 | February |
| 603860 | KREIL, MELISSA | 02/04/2022 | R | 22.00 | February |
| 603861 | LAKESHORE LEARNING MATERIALS | 02/04/2022 | R | 71.25 | February |
| 603862 | LANO EQUIPMENT INC | 02/04/2022 | R | 74.04 | February |
| 603863 | LAROSE, TYLER | 02/04/2022 | R | 82.00 | February |
| 603864 | LEE'S REFRIGERATION | 02/04/2022 | R | 569.00 | February |

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|-----------------|--------------------------------|---------------|------------|-----------|---------------|
| 603865 | LESKE, JACOB | 02/04/2022 | R | 120.00 | February |
| 603866 | LVC COMPANIES INC | 02/04/2022 | R | 7,118.50 | February |
| 603867 | MARKER, SOREN | 02/04/2022 | R | 20.00 | February |
| 603868 | MATTSON, RICHARD | 02/04/2022 | R | 77.00 | February |
| 603869 | MID-COUNTY CO-OP | 02/04/2022 | R | 106.11 | February |
| 603870 | MIDDAGH, THOMAS | 02/04/2022 | R | 82.00 | February |
| 603871 | MILLER, TY | 02/04/2022 | R | 40.00 | February |
| 603872 | MINI BIFF LLC | 02/04/2022 | R | 84.66 | February |
| 603873 | MN DNR - OMB | 02/04/2022 | R | 665.38 | February |
| 603874 | MUELLER, CHRISTINA | 02/04/2022 | R | 96.00 | February |
| 603875 | O'BRIAN, COLIN | 02/04/2022 | R | 89.00 | February |
| 603876 | OFFICE DEPOT | 02/04/2022 | R | 30.99 | February |
| 603877 | OFFICE OF MNIT SERVICES | 02/04/2022 | R | 38.85 | February |
| 603878 | OHM, CULLEY | 02/04/2022 | R | 160.00 | February |
| 603879 | OHM, J RILEY | 02/04/2022 | R | 220.00 | February |
| 603880 | ORIENTAL TRADING/FUN EXPRESS | 02/04/2022 | R | 61.34 | February |
| 603881 | PARPART, NATE | 02/04/2022 | R | 265.00 | February |
| 603882 | PARTS CITY WACONIA | 02/04/2022 | R | 394.33 | February |
| 603883 | PAULSON, RICHARD | 02/04/2022 | R | 77.00 | February |
| 603884 | PETERSON BROS ROOFING&CONST IN | 02/04/2022 | R | 642.50 | February |
| 603885 | PODRATZ, JERRY | 02/04/2022 | R | 101.00 | February |
| 603887 | PREP TIME PRINTING | 02/04/2022 | R | 207.00 | February |
| 603888 | RAY, CHELSEA | 02/04/2022 | R | 77.00 | February |
| 603889 | REGION V | 02/04/2022 | R | 721.25 | February |
| 603890 | PERFORMANCE FOODSERVICE | 02/04/2022 | R | 1,973.83 | February |
| 603891 | RENNEBERG HARDWOODS INC. | 02/04/2022 | R | 2,235.00 | February |
| 603892 | ROCK, PATRICK | 02/04/2022 | R | 82.00 | February |
| 603893 | ROUSAN, AUSTIN | 02/04/2022 | R | 200.00 | February |
| 603894 | SALZER, TIM | 02/04/2022 | R | 140.00 | February |
| 603895 | SANTAVY, KEVIN | 02/04/2022 | R | 165.00 | February |
| 603897 | SCHEFF, GREG | 02/04/2022 | R | 101.00 | February |
| 603899 | SCHULZE, JOEL | 02/04/2022 | R | 101.00 | February |
| 603900 | SFGFII, LLC | 02/04/2022 | R | 5,599.03 | February |
| 603901 | SNDM | 02/04/2022 | R | 500.00 | February |
| 603902 | SPEEDYBUTTONS.COM | 02/04/2022 | R | 125.92 | February |
| 603903 | STAPLES ADVANTAGE | 02/04/2022 | R | 164.32 | February |
| 603904 | STEEN, MITCHELL | 02/04/2022 | R | 160.00 | February |
| 603905 | STEVENS, ROD | 02/04/2022 | R | 170.00 | February |
| 603906 | SUCCESS BEYOND THE CLASSROOM | 02/04/2022 | R | 3,975.00 | February |
| 603907 | SUNNARBORG, STEPHANIE | 02/04/2022 | R | 77.00 | February |
| 603908 | SW PAVING, LLC | 02/04/2022 | R | 18,086.25 | February |
| 603909 | SWENDSEID, EMMETT | 02/04/2022 | R | 40.00 | February |
| 603910 | TRIMARK MARLINN LLC | 02/04/2022 | R | 10,612.80 | February |
| 603911 | TRIO SUPPLY COMPANY | 02/04/2022 | R | 515.64 | February |
| 603912 | UHL CO | 02/04/2022 | R | 463.14 | February |
| 603913 | VAN HEEL, RANDALL | 02/04/2022 | R | 101.00 | February |
| 603914 | VENDNET | 02/04/2022 | R | 364.85 | February |
| 603915 | VOIGT BUS SERVICE INC | 02/04/2022 | R | 9,295.52 | February |
| 603916 | WACONIA PUBLIC SCHOOLS | 02/04/2022 | R | 100.00 | February |
| 603917 | WACONIA MANUFACTURING | 02/04/2022 | R | 14.80 | February |
| 603918 | WASNESS, SANDY | 02/04/2022 | R | 75.00 | February |
| 603919 | WAYNE DAUWALTER PLUMBING | 02/04/2022 | R | 360.00 | February |
| 603920 | WERDAHL, KARIN | 02/04/2022 | R | 200.00 | February |
| 603921 | WILLIAMS, GREGG | 02/04/2022 | R | 171.00 | February |
| 603922 | WITCRAFT, RYAN | 02/04/2022 | R | 101.00 | February |
| 603924 | ZIMMERMAN, FRANK | 02/04/2022 | R | 154.00 | February |

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|-----------------|--------------------------------|---------------|------------|-----------|---------------|
| 603925 | AMAZON CAPITAL SERVICES | 02/04/2022 | R | 8,537.72 | February |
| 603927 | AFFINETY SOLUTIONS, INC | 02/10/2022 | R | 665.00 | February |
| 603929 | CONTRACT PAPER GROUP, INC | 02/10/2022 | R | 518.00 | February |
| 603930 | DISCOUNT SCHOOL SUPPLY | 02/10/2022 | R | 377.69 | February |
| 603931 | DVS RENEWAL | 02/10/2022 | R | 44.00 | February |
| 603932 | GATEWAY MUSIC FESTIVALS & TOUR | 02/10/2022 | R | 5,464.00 | February |
| 603933 | GREAT LAKES COCA-COLA DIST | 02/10/2022 | R | 1,085.92 | February |
| 603934 | GROTH MUSIC COMPANY | 02/10/2022 | R | 310.00 | February |
| 603936 | HILLYARD/HUTCHINSON | 02/10/2022 | R | 1,495.00 | February |
| 603938 | INDIANHEAD FS DISTRIBUTOR, INC | 02/10/2022 | R | 13,142.01 | February |
| 603939 | INNOVATIVE OFFICE SOLUTIONS LL | 02/10/2022 | R | 196.59 | February |
| 603940 | KNIGHTKRAWLER ROBTICS | 02/10/2022 | R | 175.00 | February |
| 603941 | LAKESHORE LEARNING MATERIALS | 02/10/2022 | R | 56.99 | February |
| 603944 | LOFFLER COMPANIES | 02/10/2022 | R | 2,587.89 | February |
| 603945 | MINI BIFF LLC | 02/10/2022 | R | 98.68 | February |
| 603946 | MN SAFETY COUNCIL | 02/10/2022 | R | 322.00 | February |
| 603947 | MUSIC MART | 02/10/2022 | R | 463.50 | February |
| 603948 | NEW DOMINION SCHOOL | 02/10/2022 | R | 7,311.96 | February |
| 603951 | Pick A Time | 02/10/2022 | R | 18.30 | February |
| 603952 | RANDYS ENVIRONMENTAL SERV | 02/10/2022 | R | 192.17 | February |
| 603953 | RK PHOTOGRAPHY | 02/10/2022 | R | 71.29 | February |
| 603954 | SCHOOL SPECIALTY, LLC | 02/10/2022 | R | 580.35 | February |
| 603955 | SHERWIN-WILLIAMS CO | 02/10/2022 | R | 379.10 | February |
| 603956 | STAPLES ADVANTAGE | 02/10/2022 | R | 513.46 | February |
| 603957 | STAR TRIBUNE | 02/10/2022 | R | 64.77 | February |
| 603958 | SUCCESS BEYOND THE CLASSROOM | 02/10/2022 | R | 2,226.00 | February |
| 603960 | TRIO SUPPLY COMPANY | 02/10/2022 | R | 626.21 | February |
| 603961 | WEX BANK | 02/10/2022 | R | 247.71 | February |
| 603962 | WINSOR LEARNING, INC | 02/10/2022 | R | 757.90 | February |
| 603963 | WINSTED SOLAR LLC | 02/10/2022 | R | 2,171.69 | February |
| 603964 | YETZER, SANDY | 02/10/2022 | R | 150.00 | February |
| 603965 | POLAR PLUNGE MN | 02/11/2022 | R | 7,019.20 | February |
| 603966 | WACONIA EDUCATION ASSOCIATION | 02/15/2022 | R | 12,425.85 | February |
| 603967 | ABRAKADOODLE | 02/17/2022 | R | 612.00 | February |
| 603969 | AUGUST ASH INCORPORATED | 02/17/2022 | R | 480.00 | February |
| 603970 | AVIBEN | 02/17/2022 | R | 230.04 | February |
| 603971 | BEA YOUTH BASEBALL | 02/17/2022 | R | 295.00 | February |
| 603972 | BENCHMARK EDUCATION | 02/17/2022 | R | 209.00 | February |
| 603973 | BIFFS, INC | 02/17/2022 | R | 184.00 | February |
| 603974 | BISSONETTE, ROBERT | 02/17/2022 | R | 82.00 | February |
| 603975 | BJORKLUND COMPENSATION LLC | 02/17/2022 | R | 290.00 | February |
| 603976 | CANION CREATIONS | 02/17/2022 | R | 395.00 | February |
| 603977 | CANTRELL, NATHAN | 02/17/2022 | R | 160.00 | February |
| 603978 | CGAA | 02/17/2022 | R | 425.00 | February |
| 603979 | CHARCHENKO, BRIAN | 02/17/2022 | R | 165.00 | February |
| 603980 | CITY OF WACONIA | 02/17/2022 | R | 8,019.19 | February |
| 603983 | COLLEGE ENTRANCE EXAM BOARD | 02/17/2022 | R | 1,512.00 | February |
| 603984 | CROWN COLLEGE | 02/17/2022 | R | 12,424.72 | February |
| 603985 | DEISTING, RANDY | 02/17/2022 | R | 82.00 | February |
| 603986 | DEMCO, INC | 02/17/2022 | R | 177.70 | February |
| 603987 | DEVORE, DREW | 02/17/2022 | R | 101.00 | February |
| 603988 | DYBSA | 02/17/2022 | R | 375.00 | February |
| 603989 | EHLERS & ASSOCIATES, INC | 02/17/2022 | R | 4,450.00 | February |
| 603990 | ELK RIVER BASEBALL | 02/17/2022 | R | 400.00 | February |
| 603991 | ELLINGSON, JIM | 02/17/2022 | R | 77.00 | February |
| 603992 | EPBA | 02/17/2022 | R | 400.00 | February |

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|-----------------|--------------------------------|---------------|------------|-----------|---------------|
| 603993 | EVENSON, CHAD | 02/17/2022 | R | 101.00 | February |
| 603994 | FENNER, CHRISTINE | 02/17/2022 | R | 400.00 | February |
| 603996 | FLICEK, BRAD | 02/17/2022 | R | 101.00 | February |
| 603997 | FRANKLIN PRINTING INC | 02/17/2022 | R | 653.48 | February |
| 603998 | FRISINGER, TYLER | 02/17/2022 | R | 60.00 | February |
| 603999 | GEARMAN, MICHAEL | 02/17/2022 | R | 164.00 | February |
| 604000 | GRAPHIC EDGE LLC | 02/17/2022 | R | 275.80 | February |
| 604001 | GREAT MINDS PBC | 02/17/2022 | R | 33,920.10 | February |
| 604002 | GUTHRIE THEATER | 02/17/2022 | R | 2,505.00 | February |
| 604003 | H&B SPECIALIZED PRODUCTS | 02/17/2022 | R | 345.00 | February |
| 604004 | HAMMER SPORTS LLC | 02/17/2022 | R | 675.00 | February |
| 604005 | HANSEN, TIMOTHY | 02/17/2022 | R | 171.00 | February |
| 604006 | HDL-HARDWARE DISTRIBUTORS, LTD | 02/17/2022 | R | 153.12 | February |
| 604007 | HEEBL, LAWRENCE | 02/17/2022 | R | 101.00 | February |
| 604009 | HELEN SOLAR LLC | 02/17/2022 | R | 1,876.93 | February |
| 604010 | HERZOG, JASON | 02/17/2022 | R | 171.00 | February |
| 604011 | HICKS, WILLIAM | 02/17/2022 | R | 82.00 | February |
| 604012 | HIGH POINT NETWORKS, LLC | 02/17/2022 | R | 1,011.70 | February |
| 604014 | HOLTON ELECTRIC CONTRACTORS | 02/17/2022 | R | 628.49 | February |
| 604015 | HORIZON EQUIPMENT | 02/17/2022 | R | 1,060.15 | February |
| 604016 | INDIANHEAD FS DISTRIBUTOR, INC | 02/17/2022 | R | 13,182.97 | February |
| 604017 | INNOVATIVE OFFICE SOLUTIONS LL | 02/17/2022 | R | 188.50 | February |
| 604018 | JEAN, BRUCE | 02/17/2022 | R | 82.00 | February |
| 604019 | JESSEN, CHRIS | 02/17/2022 | R | 89.00 | February |
| 604020 | KNOWBE4 INC | 02/17/2022 | R | 5,140.26 | February |
| 604021 | KNUTSON, LISA | 02/17/2022 | R | 89.00 | February |
| 604022 | KOBIELUSH, SAMUEL | 02/17/2022 | R | 101.00 | February |
| 604023 | LAKESHORE LEARNING MATERIALS | 02/17/2022 | R | 61.74 | February |
| 604024 | LAMINATOR.COM | 02/17/2022 | R | 754.30 | February |
| 604025 | LANGE, JEFF | 02/17/2022 | R | 265.00 | February |
| 604026 | LENTNER, BLAKE | 02/17/2022 | R | 171.00 | February |
| 604027 | MACKIN LIBRARY SERVICE | 02/17/2022 | R | 169.84 | February |
| 604028 | MARECK, BRENT | 02/17/2022 | R | 101.00 | February |
| 604029 | MARKER, SOREN | 02/17/2022 | R | 120.00 | February |
| 604030 | MATTSON, RICHARD | 02/17/2022 | R | 77.00 | February |
| 604032 | METRONET | 02/17/2022 | R | 1,874.08 | February |
| 604033 | MEYER, MEGAN | 02/17/2022 | R | 80.00 | February |
| 604035 | MNIAAA | 02/17/2022 | R | 365.00 | February |
| 604036 | MOE, SARAH | 02/17/2022 | R | 169.00 | February |
| 604037 | MUSIC MART | 02/17/2022 | R | 468.00 | February |
| 604038 | NICKLAUS, TODD | 02/17/2022 | R | 101.00 | February |
| 604039 | NORDNESS, OLIVER | 02/17/2022 | R | 77.00 | February |
| 604040 | NOVAK, JANICE | 02/17/2022 | R | 20.00 | February |
| 604041 | NUJBA | 02/17/2022 | R | 800.00 | February |
| 604042 | OCCUPATIONAL HLTH CNTRS MN PC | 02/17/2022 | R | 262.00 | February |
| 604043 | OHM, CULLEY | 02/17/2022 | R | 80.00 | February |
| 604044 | OHM, J RILEY | 02/17/2022 | R | 220.00 | February |
| 604046 | Pick A Time | 02/17/2022 | R | 616.00 | February |
| 604047 | PLANK ROAD PUBLISHING | 02/17/2022 | R | 47.65 | February |
| 604048 | PLANSOURCE BENEFITS ADMIN INC | 02/17/2022 | R | 2,346.00 | February |
| 604049 | PMA ASSET MANAGEMENT, LLC | 02/17/2022 | R | 185.66 | February |
| 604050 | POWDER, RIDGE | 02/17/2022 | R | 4,610.00 | February |
| 604051 | PERFORMANCE FOODSERVICE | 02/17/2022 | R | 1,326.61 | February |
| 604053 | RISDALL, PAUL | 02/17/2022 | R | 183.00 | February |
| 604054 | RIVERA, DAVID | 02/17/2022 | R | 82.00 | February |
| 604055 | ROUSAN, AUSTIN | 02/17/2022 | R | 80.00 | February |

| CHECK NUMBER | VENDOR | CHECK DATE | CHE TYP | AMOUNT | POST MONTH |
|-----------------|--------------------------------|---------------|------------|------------|---------------|
| 604056 | SALZER, TIM | 02/17/2022 | R | 160.00 | February |
| 604058 | SCHMEICHEL, DAVID | 02/17/2022 | R | 82.00 | February |
| 604059 | SELZ, ROBERT | 02/17/2022 | R | 82.00 | February |
| 604060 | SHOEMAKER, DAVE | 02/17/2022 | R | 82.00 | February |
| 604061 | SMITH, MICHAEL | 02/17/2022 | R | 101.00 | February |
| 604062 | SOUTHWEST MN STATE UNIV | 02/17/2022 | R | 6,600.00 | February |
| 604063 | STAPLES ADVANTAGE | 02/17/2022 | R | 925.72 | February |
| 604064 | STEEN, MITCHELL | 02/17/2022 | R | 120.00 | February |
| 604066 | TEACHERS SYNERGY, LLC | 02/17/2022 | R | 77.99 | February |
| 604067 | TIERNEY BROS | 02/17/2022 | R | 210.31 | February |
| 604068 | TINTES, MATTHEW | 02/17/2022 | R | 261.00 | February |
| 604069 | TRIO SUPPLY COMPANY | 02/17/2022 | R | 665.82 | February |
| 604070 | UHL CO | 02/17/2022 | R | 726.50 | February |
| 604072 | WILLIAMS, GREGG | 02/17/2022 | R | 165.00 | February |
| 604073 | WORTZ, TYLER | 02/17/2022 | R | 528.00 | February |
| 604074 | YANKE, MICK | 02/17/2022 | R | 82.00 | February |
| 604075 | YMCA CUSTOMER SERVICE CENTER | 02/17/2022 | R | 5,375.00 | February |
| 604076 | ZIMMERMAN, FRANK | 02/17/2022 | R | 77.00 | February |
| 604078 | US POSTAL SERVICE | 02/23/2022 | R | 110.90 | February |
| 604079 | 21ST CENTURY SPORTS LLC | 02/24/2022 | R | 100.00 | February |
| 604080 | A H HERMEL COMPANY | 02/24/2022 | R | 769.21 | February |
| 604081 | AMAZING ATHLETES OF CENTRAL MN | 02/24/2022 | R | 975.00 | February |
| 604082 | ANDERSON'S | 02/24/2022 | R | 495.46 | February |
| 604083 | ARCHER MECHANICAL | 02/24/2022 | R | 923.00 | February |
| 604084 | AVIBEN | 02/24/2022 | R | 493.37 | February |
| 604085 | BETTCHER, JAMES | 02/24/2022 | R | 36.81 | February |
| 604086 | CARVER COUNTY | 02/24/2022 | R | 35.00 | February |
| 604087 | CARVER COUNTY TAXPAYER SERV DE | 02/24/2022 | R | 6,837.69 | February |
| 604088 | COLONY PLAZA, INC | 02/24/2022 | R | 58.19 | February |
| 604089 | DEMCO, INC | 02/24/2022 | R | 254.55 | February |
| 604090 | EVERSONS HARDWARE HANK | 02/24/2022 | R | 571.92 | February |
| 604091 | FARMINGTON FASTPITCH ASSOC. | 02/24/2022 | R | 824.92 | February |
| 604092 | FASTENAL COMPANY | 02/24/2022 | R | 38.33 | February |
| 604093 | FOLLETT CONTENT SOLUTIONS LLC | 02/24/2022 | R | 260.12 | February |
| 604094 | GOLD MEDAL MPLS ML55 | 02/24/2022 | R | 661.80 | February |
| 604095 | GRAINGER | 02/24/2022 | R | 175.63 | February |
| 604096 | GREAT LAKES COCA-COLA DIST | 02/24/2022 | R | 2,619.34 | February |
| 604098 | HASTINGS CREAMERY LLC | 02/24/2022 | R | 5,327.31 | February |
| 604099 | HIGH POINT NETWORKS, LLC | 02/24/2022 | R | 190.00 | February |
| 604100 | HILLYARD/HUTCHINSON | 02/24/2022 | R | 6,106.71 | February |
| 604102 | HOLTON ELECTRIC CONTRACTORS | 02/24/2022 | R | 545.78 | February |
| 604103 | INDIANHEAD FS DISTRIBUTOR, INC | 02/24/2022 | R | 16,226.16 | February |
| 604104 | INNOVATIVE OFFICE SOLUTIONS LL | 02/24/2022 | R | 496.52 | February |
| 604105 | INNOVATIONAL WATER SOLUTIONS I | 02/24/2022 | R | 1,157.00 | February |
| 604106 | JOSTENS | 02/24/2022 | R | 12.30 | February |
| 604107 | KOCH SCHOOL BUS SERVICE, INC | 02/24/2022 | R | 314,376.20 | February |
| 604108 | KULLY SUPPLY COMPANY | 02/24/2022 | R | 222.26 | February |
| 604109 | LAKESHORE LEARNING MATERIALS | 02/24/2022 | R | 454.92 | February |
| 604110 | LAULAINEN, JOHN | 02/24/2022 | R | 200.00 | February |
| 604111 | LCSC | 02/24/2022 | R | 195.00 | February |
| 604112 | LEE'S REFRIGERATION | 02/24/2022 | R | 160.00 | February |
| 604113 | LOFFLER COMPANIES | 02/24/2022 | R | 562.77 | February |
| 604114 | MACKENTHUN'S FINE FOODS | 02/24/2022 | R | 2,332.33 | February |
| 604115 | MEI TOTAL ELEVATOR SOLUTIONS | 02/24/2022 | R | 571.12 | February |
| 604116 | MIDWEST BLINDS | 02/24/2022 | R | 325.00 | February |
| 604117 | MN ASA | 02/24/2022 | R | 3,420.00 | February |

| CHECK NUMBER | VENDOR | CHECK DATE | CHE TYP | AMOUNT | POST MONTH |
|-----------------|--------------------------------|---------------|------------|------------|---------------|
| 604118 | MN TRUE TEAM TRACK & FIELD | 02/24/2022 | R | 190.00 | February |
| 604119 | MTI DISTRIBUTING INC | 02/24/2022 | R | 34.58 | February |
| 604120 | OFFICE DEPOT | 02/24/2022 | R | 160.91 | February |
| 604121 | PAN-O-GOLD BAKING CO | 02/24/2022 | R | 3,202.83 | February |
| 604122 | PERFORMANCE FOODSERVICE | 02/24/2022 | R | 5,598.20 | February |
| 604124 | RENNEBERG HARDWOODS INC. | 02/24/2022 | R | 2,546.60 | February |
| 604125 | SCHOLASTIC BOOK FAIRS-15 | 02/24/2022 | R | 8,635.84 | February |
| 604126 | SGSA | 02/24/2022 | R | 400.00 | February |
| 604127 | SOUTHWEST METRO INTERMEDIATE D | 02/24/2022 | R | 37,157.80 | February |
| 604128 | STAPLES ADVANTAGE | 02/24/2022 | R | 116.81 | February |
| 604129 | SW PAVING, LLC | 02/24/2022 | R | 11,180.00 | February |
| 604130 | TRIO SUPPLY COMPANY | 02/24/2022 | R | 704.29 | February |
| 604131 | UHL CO | 02/24/2022 | R | 287.09 | February |
| 604132 | UNITED FARMERS COOPERATIVE | 02/24/2022 | R | 11,046.18 | February |
| 604133 | UNIVERSITY OF MN | 02/24/2022 | R | 3,335.00 | February |
| 604134 | VOIGT BUS SERVICE INC | 02/24/2022 | R | 9,591.36 | February |
| 604136 | WA-CO REPAIR | 02/24/2022 | R | 331.11 | February |
| 604137 | WEST MUSIC | 02/24/2022 | R | 95.98 | February |
| 604138 | WILLIAMS, GREGG | 02/24/2022 | R | 6.00 | February |
| 604139 | WORTZ, TYLER | 02/24/2022 | R | 1,776.00 | February |
| 202100755 | BLUE CROSS AND BLUE SHIELD OF | 01/14/2022 | W | 324,360.14 | January |
| 202100757 | EDUCATIONAL SUPPORT PARA UNION | 01/14/2022 | W | 1,284.25 | January |
| 202100759 | LIFE INS CO OF NORTH AMERICA | 01/14/2022 | W | 3,822.29 | January |
| 202100764 | FURTHER | 01/14/2022 | W | 5,610.88 | January |
| 202100773 | BLUE CROSS AND BLUE SHIELD OF | 01/14/2022 | W | 726.94 | January |
| 202100775 | INTERNAL REVENUE SERVICE | 01/14/2022 | W | 336.11 | January |
| 202100776 | LIFE INS CO OF NORTH AMERICA | 01/14/2022 | W | 5.84 | January |
| 202100777 | MN DEPT OF REVENUE | 01/14/2022 | W | 40.46 | January |
| 202100778 | PERA | 01/14/2022 | W | 206.62 | January |
| 202100779 | CENTERPOINT ENERGY | 01/31/2022 | W | 65,443.31 | January |
| 202100780 | INTERNAL REVENUE SERVICE | 01/14/2022 | W | 441.57 | January |
| 202100781 | LIFE INS CO OF NORTH AMERICA | 01/14/2022 | W | 4.10 | January |
| 202100782 | MN DEPT OF REVENUE | 01/14/2022 | W | 50.00 | January |
| 202100783 | MN TEACHERS RETIREMENT ASSN | 01/14/2022 | W | 360.88 | January |
| 202100784 | BLUE CROSS AND BLUE SHIELD OF | 01/31/2022 | W | 322,702.91 | January |
| 202100786 | EDUCATIONAL SUPPORT PARA UNION | 01/31/2022 | W | 1,285.40 | January |
| 202100787 | INTERNAL REVENUE SERVICE | 01/31/2022 | W | 279,582.54 | January |
| 202100788 | LIFE INS CO OF NORTH AMERICA | 01/31/2022 | W | 7,136.20 | January |
| 202100789 | MN CHILD SUPPORT PYMT CENTER | 01/31/2022 | W | 112.50 | January |
| 202100790 | MN DEPT OF REVENUE | 01/31/2022 | W | 43,828.06 | January |
| 202100791 | MN TEACHERS RETIREMENT ASSN | 01/31/2022 | W | 144,391.24 | January |
| 202100792 | PERA | 01/31/2022 | W | 48,471.88 | January |
| 202100793 | FURTHER | 01/31/2022 | W | 5,673.39 | January |
| 202100794 | AVIBEN | 01/31/2022 | W | 62,852.27 | January |
| 202100795 | APPLE ITUNES | 02/10/2022 | W | 2.99 | February |
| 202100796 | MAILCHIMP | 02/10/2022 | W | 185.00 | February |
| 202100797 | LOLA'S LAKE HOUSE | 02/10/2022 | W | 47.68 | February |
| 202100798 | WACONIA CHAMBER OF COMMERCE | 02/10/2022 | W | 1,525.00 | February |
| 202100799 | ASBO INTERNATIONAL | 02/10/2022 | W | 1,110.00 | February |
| 202100800 | TARGET BANK | 02/10/2022 | W | 498.23 | February |
| 202100801 | ANDYMARK INC | 02/10/2022 | W | 266.90 | February |
| 202100802 | PRAIRIE INN & SUITES | 02/10/2022 | W | 152.48 | February |
| 202100803 | ALDI | 02/10/2022 | W | 160.40 | February |
| 202100813 | KWIK TRIP | 02/10/2022 | W | 6.58 | February |
| 202100816 | GOLFBALLS.COM | 02/10/2022 | W | 252.82 | February |
| 202100818 | MAIN STREET FLORAL | 02/10/2022 | W | 91.27 | February |

| CHECK NUMBER | VENDOR | CHECK DATE | CHE TYP | AMOUNT | POST MONTH |
|-----------------|--------------------------------|---------------|------------|------------|---------------|
| 202100819 | PIXTON | 02/10/2022 | W | 44.97 | February |
| 202100820 | SUPER 8 PERHAM | 02/10/2022 | W | 187.64 | February |
| 202100821 | BUZZSPROUT.COM | 02/10/2022 | W | 12.00 | February |
| 202100822 | SQUARESPACE INC | 02/10/2022 | W | 20.00 | February |
| 202100823 | FLEET FARM | 02/10/2022 | W | 93.18 | February |
| 202100824 | NAFME | 02/10/2022 | W | 290.00 | February |
| 202100825 | JIMMY JOHNS | 02/10/2022 | W | 58.79 | February |
| 202100826 | MMEA | 02/10/2022 | W | 175.00 | February |
| 202100827 | COUNTRY INN & SUITES | 02/10/2022 | W | 398.70 | February |
| 202100828 | NORTHERN STAR SCOUTING | 02/10/2022 | W | 1,456.00 | February |
| 202100830 | REPUBLIC SERVICES | 02/10/2022 | W | 6,693.48 | February |
| 202100831 | MULTI-HEALTH SYSTEMS | 02/10/2022 | W | 170.00 | February |
| 202100832 | MN VALLEY ELECTRIC CORP | 02/10/2022 | W | 20,991.22 | February |
| 202100834 | TEACHERS SYNERGY, LLC | 02/10/2022 | W | 20.68 | February |
| 202100837 | UltimateSLP | 02/10/2022 | W | 279.84 | February |
| 202100838 | ATLAS CORPORATE & NOTARY SUPPL | 02/10/2022 | W | 24.70 | February |
| 202100839 | PEAR DECK | 02/10/2022 | W | 149.99 | February |
| 202100841 | CLIFTONLARSONALLEN | 02/10/2022 | W | 12,075.00 | February |
| 202100844 | CASS STREET PUBLISHERS, INC | 02/10/2022 | W | 190.00 | February |
| 202100845 | DOMINO'S PIZZA | 02/10/2022 | W | 287.77 | February |
| 202100846 | 3M | 02/10/2022 | W | 29.00 | February |
| 202100850 | XCEL ENERGY | 02/01/2022 | W | 17,505.01 | February |
| 202100851 | SECURITY BANK & TRUST CO | 01/31/2022 | W | 125.15 | January |
| 202100852 | AUTHORIZE.NET | 01/31/2022 | W | 208.70 | January |
| 202100853 | AFFINETY SOLUTIONS, INC | 01/31/2022 | W | 12,235.76 | January |
| 202100854 | KANSAS STATE BANK | 01/31/2022 | W | 8,996.03 | January |
| 202100855 | PMA | 01/31/2022 | W | 20.83 | January |
| 202100856 | INTERNAL REVENUE SERVICE | 02/01/2022 | W | 36.52 | February |
| 202100857 | MN DEPT OF REVENUE | 02/01/2022 | W | 0.00 | February |
| 202100858 | PERA | 02/01/2022 | W | 33.41 | February |
| 202100859 | QUADIENT FINANCE USA, INC | 01/24/2022 | W | 500.00 | January |
| 202100860 | AT&T MOBILITY | 01/07/2022 | W | 675.82 | January |
| 202100861 | SPRINT WIRELESS | 01/28/2022 | W | 636.74 | January |
| 202100862 | T-MOBILE | 01/10/2022 | W | 3,055.00 | January |
| 202100866 | INTERNAL REVENUE SERVICE | 02/15/2022 | W | 280,527.01 | February |
| 202100868 | MN CHILD SUPPORT PYMT CENTER | 02/15/2022 | W | 112.50 | February |
| 202100869 | MN DEPT OF REVENUE | 02/15/2022 | W | 44,147.76 | February |
| 202100870 | MN TEACHERS RETIREMENT ASSN | 02/15/2022 | W | 144,916.99 | February |
| 202100871 | PERA | 02/15/2022 | W | 48,861.56 | February |
| 202100873 | AVIBEN | 02/15/2022 | W | 63,103.58 | February |
| 212200108 | ALMQUIST, TERENCE | 02/04/2022 | A | 297.18 | February |
| 212200109 | GELLER, DANA | 02/04/2022 | A | 210.51 | February |
| 212200110 | KUBE, GREGORY | 02/04/2022 | A | 300.00 | February |
| 212200111 | OLSON, ERIK | 02/04/2022 | A | 228.50 | February |
| 212200112 | SELTZ, ANDREW | 02/04/2022 | A | 300.00 | February |
| 212200113 | FOLTZ, KARI | 02/25/2022 | A | 212.80 | February |
| 212200114 | WOYNO, IVAN | 02/25/2022 | A | 143.01 | February |

Totals for checks 2,986,262.40

FUND SUMMARY

| <u>FUND</u> | <u>DESCRIPTION</u> | <u>BALANCE SHEET</u> | <u>REVENUE</u> | <u>EXPENSE</u> | <u>TOTAL</u> |
|-------------|-----------------------------|----------------------|----------------|----------------|--------------|
| 01 | General | 1,711,198.33 | 0.00 | 985,249.45 | 2,696,447.78 |
| 02 | Food Service | 57,658.72 | 0.00 | 106,782.11 | 164,440.83 |
| 04 | Community Service | 87,025.21 | 0.00 | 33,692.09 | 120,717.30 |
| 07 | Debt Redemption | 0.00 | 0.00 | 4,450.00 | 4,450.00 |
| 45 | OPEB Irrevocable Trust Fund | 0.00 | 0.00 | 206.49 | 206.49 |
| *** | Fund Summary Totals *** | 1,855,882.26 | 0.00 | 1,130,380.14 | 2,986,262.40 |

***** End of report *****

6.B. Human Resource Items:

**Waconia Public Schools
Independent School District No. 110
Waconia, Minnesota**

BOARD OF EDUCATION

Regular Meeting – February 28, 2022

AGENDA SECTION: APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS

AGENDA ITEM: Human Resource Recommendations

ITEM ADDED BY: Christine Steffen, Human Resources Coordinator

Employment

| | | |
|--|---|---------|
| Arenas, Chris Replacement | Custodial Cleaner 8 hours/day; 261 days | WHS |
| Armstrong, Katelyn Replacement | Kids' Company Aide Part-Time, hours vary | Comm Ed |
| Bettcher, James Replacement | Drivers Education Instructor Part-Time, hours vary | Comm Ed |
| Helman, Lorelei Replacement | Administrative Assistant III - Special Education 8 hours/day, 260 days | ESC |
| Kisner, Josephine Replacement | Kids' Company Aide Part-Time, hours vary | Comm Ed |
| Kretsch, Joeli Replacement | Grade 6 Teacher Long-Term Substitute | WMS |
| Kuerschner, Clara Replacement | Social Studies Teacher Long-Term Substitute | WHS |
| Ledoux, Heather Replacement | Educational Assistant (SPED) 6.5 Hours/day; 175 days | LT |
| Pauly, Wyatt Replacement | Kids' Company Aide Part-Time, hours vary | Comm Ed |

Tautges, Emma
Replacement

Kids' Company Aide
Part-Time, hours vary

Comm Ed

Employee Status Changes

Berger, Todd, Educational Assistant (SPED) to ASD Teacher at BV (temporary through June 3).
Brown, Peter, Industrial Technology Teacher at WHS, add ¼ Overload to Trimester 3
Christian, Sarah, Visual Arts Teacher at WHS, add ¼ Overload to Trimester 3
Frisinger, Janette, Educational Assistant (SPED), from 30 hours/week to 32 hours/week at ESC.
Honnold, Lynn, Teacher, from 0.5875 FTE to 0.6962 FTE at WHS
Lehrke, Audra, PE/Health Teacher at WHS, add ¼ Overload to Trimester 3
Stanley, Colleen, Special Education Teacher at WHS, add Overload to Trimester 3
Trapp, Wayne, Science Teacher at WHS, add ¼ Overload to Trimester 3

Leaves of Absence

Aretz, Brady, Teacher at WHS
DeYoung, Stephanie, Teacher at SV
Dobratz, Paul, Custodial Cleaner at WHS
Heuer, Deb, Educational Assistant at WMS
Kuphal, Brooke, Teacher at WHS
Laumann, Tabitha, Educational Assistant at LT
Nelson, Stacy, Educational Assistant at SV
Pierson, Carl, Teacher at WHS
Prondzinski, Heather, Teacher at WHS

Retirements/Resignations/Terminations

Asplund, Tracey, Educational Assistant at WHS
Cairncross, Shelby, Teacher at SV
Devine, Pat, Superintendent at ESC
Foust, Julie, Administrative Assistant at BV
Forster, Nicole, Elementary Education Teacher
John, Jarod, Performing Arts Facilities Coordinator at Comm Ed
Machtemes, Clark, Teacher at WHS
Maiser, Karen, Educational Assistant at SV
Maiser, Thomas, Day Lead Custodian at WHS
Oliphant, Kathryn, Director of Teaching and Learning at ESC
Sandfort, Matt, Elementary Education Teacher
Schuetz, Bryanna, Health Associate at BV
Schultz, Kathleen, School Nurse at Laketown
Schultz, Kristine, Teacher at SV

Stehlik, Olivia, Teacher at WMS

It is recommended that the ISD 110 Board of Education approve the above human resource actions as proposed.

6.C. Employee Work Agreements for 2021-2023

6.C.1. Administrative Support Professionals

Administrative Support Professionals
Summary of Proposed 2021-2023 Terms and Conditions of Employment

The School District's Administrative Support Professionals are a twelve-month employee group. Their proposed two-year work agreement is for the period of July 1, 2021 through June 30, 2023. The proposed agreement includes step advancement and a 2% increase on the wage schedule for both years of the agreement. The top step of the wage schedule will be increased by an additional one-quarter of one percent in the second year of the agreement. To ensure the School District remains competitive in the job market, an entry-level wage of \$15.00 per hour is being proposed for the Administrative Assistant I position.

A domestic partner living in the home was added to the list of family members for the purposes of sick, emergency and bereavement leave.

Waconia's amazing Administrative Support Professionals deserve to be commended for their commitment to ISD 110.



Administrative Support Professionals

Terms and Conditions of Employment July 1, 2021 through June 30, 2023

Approved by the ISD 110 School Board _____.

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INDEPENDENT SCHOOL DISTRICT NO. 110

**Administrative Support Professionals
Terms and Conditions of Employment**

**ARTICLE I
Classification of Administrative Support Professionals**

Section 1. Classification of Administrative Support Professionals: This governs the terms and conditions of employment for administrative support professionals as defined by the Public Employees Labor Relations Act (PELRA). Administrative support professionals are non-exempt, hourly employees who are entitled to overtime. Overtime is owed for all hours worked in excess of forty (40) hours in a work week.

| <u>Position Grade</u> | <u>Secretarial-Clerical Position</u> |
|------------------------------|---|
| Grade 5 | Administrative Assistant I |
| Grade 10 | Accounting Clerk |
| Grade 11 | Administrative Assistant II |
| Grade 13 | Administrative Assistant III |

**ARTICLE II
Terms and Hours of Employment**

Section 1. Work Year Defined: The length of the work year for administrative support professionals will be determined by the School District and shall be 12-months inclusive of paid holidays and vacation.

Section 2. Holidays: The work year shall include the following paid holidays:

1. New Year's Day
2. Martin Luther King Jr. Day
3. Presidents' Day
4. Good Friday or Monday after Easter
5. Memorial Day
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Day before Christmas
11. Christmas Day
12. Day before New Year's Day

Part-time employees scheduled to work on any of the above holidays shall receive holiday pay on a pro rata basis based on their regularly scheduled work day.

Section 3. Holiday Observance: When a holiday occurs on a Saturday, the preceding Friday will be observed. When a holiday occurs on a Sunday, the following Monday will be observed. When a holiday occurs on a day when school is in session, an alternate holiday will be designated by the School District.

Section 4. Work Week Defined (Full-time): Five days per week, Monday through Friday, and special arrangements on Saturday made individually as necessary.

Section 5. Work Day Defined (Full-time): The work day is eight (8) hours in length. If approved by the employee's supervisor, employees may work a seven (7) hour work day during the summer and school vacations. One half hour for lunch is not included in the work day and appropriate work breaks are included in the work day. A one (1) hour lunch period may be granted on in-service and teacher work days, at the discretion of the employee's supervisor. All office hours are to be determined by the School District.

Section 6. Work Hours Defined (Full-time): Work hours will be determined by the employee's supervisor. The School District reserves the right to modify an employee's number of work hours and the work start time and work end time as necessary to meet its needs.

Administrative support professionals may receive two (2) hours of compensation time each year allowing employees to end their work day thirty (30) minutes early on the last work day prior to Thanksgiving, Christmas, Spring Break and Easter.

Section 7. Work Days/Hours (Part-time): The work days and hours for part-time employees will be determined by the employee's direct supervisor.

Section 8. Additional Work Hours: Administrative support professionals shall be compensated pursuant to applicable wage and hour law.

Section 9. District In-Services: All administrative support professionals will be expected to attend staff in-service activities sponsored by the School District.

Section 10. Anniversary Date: Administrative support professionals' anniversary date for the purpose of salary/wage advancement and benefit accrual will be July 1. Employees hired from July 1 through December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired from January 1 through June 30 will not be considered employed one year until after the second July 1 following their employment date.

Section 11. Termination of Employment: Administrative support professionals may be terminated through a two-week notice by either the district employee or the Board of Education.

ARTICLE III
Performance Review

Section 1. Performance Review: Administrative support professionals shall receive an annual written performance review by their direct supervisor. The review will be completed by June 1 of each school year. A copy of the written review will be shared with each person by the supervisor in a conference setting. A copy of the written review will be placed in the individual's personnel file.

ARTICLE IV
Employment Status

Section 1. Full-Time Employees: Full-time employees are regularly scheduled to work the entire year, 12-months, for eight (8) hours per day. Summer and school vacation work days may be seven (7) hours per day if approved by the employee's supervisor.

Section 2. Part-Time Employees: Part-time employees are regularly scheduled to work less than the entire year, 12-months, and/or less than eight (8) hours per day.

ARTICLE V
School Closings

Section 1. School Closings: When the School District is closed due to inclement weather conditions, emergencies, or other unforeseen events, employees shall not report to work unless directed to do so by the School District. Employees will be paid for their regular daily work hours and will not be required to make-up the first two (2) school closings as called by the School District in a given school year. If the School District schedules a make-up day for a third or subsequent school closing day, then employees will work the rescheduled day without additional pay. If a school closing occurs during an employee's paid absence (i.e., vacation, personal or sick leave), then the employee will be paid for their regular daily work hours and the applicable leave will be reversed and returned to the employee's accrued leave balance. If a school closing occurs during an employee's unpaid absence, then the employee will not receive school closing pay.

In the event that school starts late due to inclement weather conditions, emergencies, or other unforeseen events, employees will be paid for their regularly scheduled work day if they report to duty as directed by the School District. When school is released after arrival time, employees may leave as directed by the School District and will be paid for their regularly scheduled work day. Routine duties necessary to the daily operation of the school will be performed by employees prior to departure.

ARTICLE VI
Leaves

Section 1. Sick Leave: All full-time employees shall earn one-hundred-twenty (120) hours of

sick leave each year of service. Sick leave may accumulate to a maximum of nine-hundred-sixty (960) hours. Sick leave for part-time employees will be prorated in an amount proportional to his/her employment.

Sick leave may be granted for reasons of personal illness or family illness. **A domestic partner living in the home is considered family for the purposes of this Article.** Repeated and systematic use of sick leave may require a certificate from a physician at the request of the Superintendent, or his/her designee.

Section 2. Personal Leave: Full-time employees shall earn personal leave according to the following schedule:

| <u>Years of Service</u> | <u>Personal Leave</u> |
|--------------------------------|------------------------------|
| 0-3 years | 2 days |
| 4+ years | 3 days |

A part-time employee shall earn personal leave in a prorated amount proportional to his/her employment.

Personal leave is credited to employees as of July 1. Personal leave is non-accumulative and must be used in the year in which it was credited. Personal leave may be taken with the approval of the employee's supervisor.

No later than July 10, the School District shall provide each employee with notice of their total amount of unused personal leave days accrued that year. Upon notice to the district's Human Resources Department on or before July 20, full-time employees will be eligible to elect reimbursement for unused personal leave days as a cash payment at the rate of \$85.00 per day. A part-time employee will be eligible to elect reimbursement for unused personal leave in a prorated amount proportional to his/her employment. If an employee elects reimbursement for unused personal leave days as a cash payment under this section, then his/her total unused personal leave will be reduced in accordance with such election. Any reimbursement for unused personal leave paid pursuant to this section will be included on an employee's July 31 direct deposit.

Section 3. Unpaid Leave: Employees may be granted unpaid leave by the School District for situations that are not covered under the terms and conditions of employment provided for in this agreement.

Section 4. Family Bereavement and Emergency Leave: All employees may be granted a leave to be deducted from sick leave in the event of a death or family emergency in a person's immediate family. The employee's immediate family shall be deemed to include spouse, **domestic partner living in the home**, children, father, mother, guardian, stepparent, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, aunt, uncle, grandparent or grandchildren. Leave for other family members, and significant others, may be granted upon approval by the School District. Request for family leave must be made to the superintendent of schools, or his/her designee, at least three (3) days in advance except in the event of emergencies.

The request shall state the reason for the proposed leave.

The School District may require an employee to furnish competent evidence of family illness in order to qualify for emergency family leave. However, the final determination as to the eligibility of an employee for emergency family leave is reserved to the School District based upon competent medical evidence. The School District reserves the right to refuse to grant such leave if under the circumstances involved, the School District determines that such leave should not be granted.

Section 5. Other Bereavement Leave: In case of death of anyone not specifically addressed by the immediate family, all full-time employees shall receive non-accumulative bereavement leave each school year equivalent to the number of hours in the employee's workday, to be deducted from sick leave. A part-time employee shall receive non-accumulative bereavement leave in a prorated amount proportional to his/her employment. All leave used under this section shall be deducted from sick leave.

Section 6. Childcare/Adoption and Medical Leaves: Childcare/adoption and medical leaves will be granted in accordance with the current Master Agreement between Independent School District No. 110 and the Waconia Education Association.

Section 7. Family and Medical Leave Act: Family and medical leaves will be administered in accordance with the provisions of the Family and Medical Leave Act (Public Law 103-3; Enacted February 5, 1993) and Minnesota law.

Section 8. Support School Activity Leave: All employees will be allowed two (2) hours per year of non-accumulative time to support a school activity (i.e., reading in the classroom, helping with vision & screening, attending a performance). The leave will be granted when internal coverage can be provided and preapproval is received from the School District. Additional unpaid leave shall be granted pursuant to Minn. Stat. § 181.9412, subd. 2.

Section 9. Workers' Compensation: An employee receiving compensation pursuant to the Workers' Compensation law may elect to use sick leave in order to make up the difference between the workers' compensation payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of sick leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

Section 10. Vacation: All full-time employees shall earn the following amounts of vacation per fiscal year. On July 1 of each year, each employee will be credited with vacation time to be earned in the ensuing year. The employee may use vacation time in the fiscal year during which it is being earned, consistent with the district's operational needs. The used vacation hours will be figured at an hourly rate that is rounded up to the nearest hour. An employee terminating employment during the fiscal year shall receive payment for any vacation time earned but not used. Any employee who terminates employment during the fiscal year who has used more vacation than earned will have the amount of time overused deducted from their final paycheck.

Subd. 1. All full-time, 12-month employees shall earn annual vacation in accordance with the following schedule:

| <u>Years of Consecutive Employment</u> | <u>Vacation Hours</u> |
|--|-----------------------|
| Year One through Four | 80 hours (10 days) |
| Five years through Ten years | 120 hours (15 days) |
| Eleven years and over | 160 hours (20 days) |

Part-time employees shall receive prorated vacation hours based on the percentage of full-time hours worked. Vacation time must be taken by 12/31 in the following year it was accumulated. No vacation time shall accumulate past that date, without administrative approval. Vacation days are to be taken at the approval of the employee’s supervisor. The School District reserves the right to schedule all vacations.

ARTICLE VII
Compensation and Benefits

Section 1. Rates of Pay: The wage schedule is contained in Appendix A. All new administrative support professionals will be placed on step 1 of the wage schedule unless a higher level is approved by the Superintendent, or his/her designee. Salary payments shall be made in accordance with the calendar of pay dates established by the business office. Employees are paid on the fifteenth day of each month and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday or holiday, the payday will be the preceding work day. There are anywhere from one to sixteen work days per pay period depending upon the month and the employment start date.

Section 2. Longevity Pay: Employees will receive \$200 per year after fifteen (15) years of continuous service, \$400 per year after twenty (20) years of continuous service, and \$600 per year after twenty-five (25) years of continuous service. Longevity payments will be paid to a post-employment Health Reimbursement Account on behalf of the employee at the end of the fiscal year.

Section 3. Bachelor and Master Degrees: Employees who receive a bachelor or master’s degree from an accredited college or university shall advance an additional step on the wage schedule at the beginning of the next fiscal year. To qualify for an additional step, the degree must be deemed germane to the employee’s position and the employee must present an official transcript on or before July 1. Employees who present official transcripts after July 1 will qualify for an additional step at the beginning of the subsequent fiscal year.

Section 4. Wellness Bonus: No later than July 10, the School District shall provide each employee with an accrued sick leave balance of one-hundred twenty days or more notice of their total amount of unused sick leave days. Upon notice to the district’s Human Resources Department on or before July 20, full-time employees will be eligible to elect reimbursement for unused sick leave days as a cash payment in accordance with the following schedule:

| Total Number of Unused Sick Leave Days at the End of the Fiscal Year | Number of Unused Sick Leave Days for which an Employee May Elect Reimbursement | Reimbursement Rate Per Unused Sick Leave Day |
|--|--|--|
| 120+ | Up to 10 | \$50.00 |

A part-time employee will be eligible to elect reimbursement for unused sick leave in accordance with this subdivision in a prorated amount proportional to his/her employment.

If an employee elects reimbursement for unused sick leave days as a cash payment under this section, then his/her total unused sick leave will be reduced in accordance with such election.

Any reimbursement for unused sick leave paid pursuant to this section will be included on an employee's July 31 direct deposit.

Section 5. Hospitalization and Medical Insurance: The School District will contribute a monthly sum, not to exceed the amounts listed below, towards the cost of the premium for the current medical/hospitalization plan for each full-time employee who qualifies for and is enrolled in the group medical/hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

| School District Monthly Contribution for Full-time Employees | Effective July 1, 2021 |
|--|------------------------|
| Single | \$767.13 |
| Single + 1 | \$1,185.91 |
| Family | \$1,476.88 |

A part-time employee scheduled to work twenty (20) hours per week or more shall receive a district contribution towards health insurance in a prorated amount proportional to his/her employment.

NOTE: If the School District increases their contribution rate to the Waconia Education Association, the District will proportionately increase the contribution rate to administrative support professionals.

Section 6. High Deductible Insurance Plan: The School District will offer an additional High

Deductible Insurance Plan for single, single plus one, and family health insurance coverage. Employees selecting this option will have a contribution made to a VEBA Trust. The School District contribution towards the VEBA Trust and premium will not exceed the amounts listed in the monthly contribution amounts listed above.

Section 7. Dental Insurance: Employees working twenty (20) hours or more per week are eligible to participate in the School District's dental insurance program. Employees may use any dollar amounts not used for health insurance coverage for payment of their dental insurance.

Section 8. Income Protection Insurance (Long-term Disability): Full-time employees will receive income protection insurance in an amount equal to the group income protection insurance plan approved by the School District.

Section 9. Term Life Insurance: The School District shall provide a \$50,000 term life insurance policy for each full-time employee who is employed by the School District.

Section 10. Mileage: Employees shall receive mileage reimbursement for district travel as established by School Board policy.

Section 11. Duration of Insurance Contribution: An employee is eligible for School District contributions as provided in this article as long as the employee is employed by the School District. Upon termination of employment, all School District participation and contribution shall cease effective on the last paid working day. Employees shall be permitted to continue health and hospitalization insurance coverage upon termination of employment only as provided by law.

Full-time employees who retire after completing at least fifteen (15) years of continuous service with the School District and who are at least sixty-two (62) years of age shall be eligible for School District contribution of \$250.00 per month toward the district's existing group health and hospitalization insurance program up to the age of Medicare eligibility. It is the responsibility of the employee to make arrangements to pay to the School District the monthly premiums in advance and on such date as determined by the School District.

ARTICLE VIII

Defined Contribution Plan and Health Reimbursement Account

Section 1. Introduction: The purpose of the Defined Contribution Plan (hereafter called PLAN) is to encourage employees to develop a financial plan for their future by providing money for investment during the course of employment with the District. The PLAN will require participation by the employee coupled with a matching contribution from the district. Beginning July 1, 2012, fifty (50%) percent of the School District's matching contribution will be directed to the employee's 403(b) plan and the remaining fifty (50%) percent will be paid to a post-employment Health Reimbursement Account on behalf of the employee.

Section 2. District Matching Benefits:

| Years of Service <u>In District</u> | Board Matching Contribution | |
|--|-----------------------------|--------------------|
| | <u>403(b) Plan</u> | <u>HRA Plan</u> |
| 0 - 3 yrs. | No district match. | No district match. |
| 4 - 10 yrs. | \$250 Match | \$250 Match |
| 11 - 15 yrs. | \$425 Match | \$425 Match |
| 16 - 20 yrs. | \$600 Match | \$600 Match |
| 21 - 25 yrs. | \$750 Match | \$750 Match |
| 26 - ___yrs. | \$900 Match | \$900 Match |
| Lifetime Maximum District Contribution | | \$25,000 |

Section 3. Administration of PLAN:

1) Benefits Cannot Be Accumulated

The District contribution will begin when the employee initiates an eligible 403(b) investment program at an amount not to exceed the benefit schedule set out above.

An employee may elect to contribute to the selected 403(b) program more than the District match. The PLAN only defines the limits of the District's participation in the selected program.

The District match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after the first year of eligibility.

2) Definition - Years of Service

Years of service shall mean years of accumulated full-time equivalent service in District 110.

Years of service shall be measured as of July 1 each year.

3) Plan Year Begins July 1

The annual year for District contributions shall be July 1 through June 30. Changes in district matching amounts, based on years of service, shall occur on July 1 of each year.

Employees must establish participation in an eligible Deferred Income or TSA plan, as defined by Minnesota Statutes, before the District will begin matching contributions on behalf of the employee.

4) District Contribution is Automatic

When an employee has an eligible plan in effect, the district match shall be

automatic unless the employee requests otherwise.

5) Plan Must Comply with Federal and State Laws

The PLAN is subject to applicable code provisions of the Minnesota Statutes and IRS Code including Section 403 (b), IRS Code Section 457, and IRS Publication 502.

ARTICLE IX
Meet and Confer

Section 1. Purpose: Meetings will be held to clarify work arrangements between the administrative support professionals and the School District. The School District shall provide the facilities and set the time for such meetings to take place. The meetings shall be held twice per school year if a meeting request is made by either party.

Section 2. Membership: Administrative support professionals shall select representatives to engage in the meet and confer process with a representative or committee of the School District.

APPENDIX A

Administrative Support Professionals Wage Rates for 2021-2022 and 2022-2023

| 2021-2022 | Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|------------------------------|-------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Administrative Assistant I | 5 | \$15.00 | \$15.20 | \$15.63 | \$16.05 | \$16.45 | \$16.87 | \$17.30 | \$17.73 | \$18.16 | \$18.58 | \$19.33 |
| Accounting Clerk | 10 | \$17.14 | \$17.64 | \$18.13 | \$18.60 | \$19.09 | \$19.60 | \$20.09 | \$20.56 | \$21.06 | \$21.57 | \$22.43 |
| Administrative Assistant II | 11 | \$18.50 | \$19.13 | \$19.78 | \$20.42 | \$21.05 | \$21.71 | \$22.35 | \$22.98 | \$23.61 | \$24.27 | \$25.32 |
| Administrative Assistant III | 13 | \$20.03 | \$20.73 | \$21.42 | \$22.13 | \$22.84 | \$23.52 | \$24.24 | \$24.91 | \$25.63 | \$26.31 | \$27.44 |

| 2022-2023 | Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|------------------------------|-------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Administrative Assistant I | 5 | \$15.30 | \$15.50 | \$15.94 | \$16.37 | \$16.78 | \$17.21 | \$17.65 | \$18.08 | \$18.52 | \$18.95 | \$19.76 |
| Accounting Clerk | 10 | \$17.48 | \$17.99 | \$18.49 | \$18.97 | \$19.47 | \$19.99 | \$20.49 | \$20.97 | \$21.48 | \$22.00 | \$22.93 |
| Administrative Assistant II | 11 | \$18.87 | \$19.51 | \$20.18 | \$20.83 | \$21.47 | \$22.14 | \$22.80 | \$23.44 | \$24.08 | \$24.76 | \$25.89 |
| Administrative Assistant III | 13 | \$20.43 | \$21.14 | \$21.85 | \$22.57 | \$23.30 | \$23.99 | \$24.72 | \$25.41 | \$26.14 | \$26.84 | \$28.06 |

6.C.2. Community Education Kids' Company Site
Leads. Leads, and One-on-One Assistants

**Community Education Kids' Company Site Leads, Leads, and One-on-One Assistants
Summary of Proposed 2021-2023 Terms and Conditions of Employment**

The School District's Community Education Kids' Company Site Leads, Leads, and One-on-One Assistants are a twelve-month employee group. Their proposed two-year work agreement is for the period of July 1, 2021 through June 30, 2023. The proposed agreement includes step advancement and a 2% increase on the wage schedule for both years of the agreement. The top step of the wage schedule will be increased by an additional one-quarter of one percent in the second year of the agreement. The holiday schedule will be increased by one day for both full-time and part-time employees. To ensure the School District remains competitive in the job market, an entry-level wage of \$16.00 per hour is being proposed for the Site Lead position and \$15.00 per hour is being proposed for the Lead and One-on-One Assistant positions.

A domestic partner living in the home was added to the list of family members for the purposes of emergency and bereavement leave.

Waconia's amazing Community Education Kids' Company Site Leads, Leads, and One-on-One Assistants deserve to be commended for their commitment to ISD 110.



**Community Education
Kids' Company Site Leads and Leads
Kids' Company One-on-One Assistants**

**Terms and Conditions of Employment
July 1, 2021 through June 30, 2023**

Approved by the ISD 110 School Board _____.

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INDEPENDENT SCHOOL DISTRICT NO. 110

Community Education Kids' Company Site Leads, Leads and One-on-One Assistants Terms and Conditions of Employment

ARTICLE I Purpose

Section 1. Purpose: This handbook is a statement of general, and not specific, administrative policies of Waconia Public Schools' Community Education. Terms, conditions and policies found in this handbook are subject to change at the School District's discretion. The purpose of this general at-will agreement is to provide wage and benefits information for employees serving the School District in the following unaffiliated positions:

Kids' Company Lead
Kids' Company Site Lead
Kids' Company One-on-One Assistant

The employees working in these positions are non-exempt, hourly employees who are entitled to overtime. Overtime is owed for all hours worked in excess of forty (40) hours in a workweek.

ARTICLE II Definitions

Section 1. School Board or School District: School Board or School District shall mean the School Board of Independent School District No. 110 or its designated agents.

Section 2. Employees: Employees shall mean persons holding the positions specified in Article I, section 1 of this agreement.

Section 3. Full-time Employees: Employees regularly employed and scheduled to work thirty (30) or more hours per week (average of six (6) or more hours per day) for the entire year, twelve (12) months, are considered full-time employees.

Section 4. Part-time Employees: Employees regularly employed and scheduled to work more than twenty-five (25) hours per week (average of five (5) or more hours per day), but less than thirty (30) hours per week, for the entire year, twelve (12) months, are considered part-time employees.

Section 5. Part-time Employees II: Employees regularly employed and scheduled to work less than twenty-five (25) hours per week (average of less than five (5) hours per day), or for less than the entire year, twelve (12) months, are considered part-time employees II.

Section 6. Terms and Conditions of Employment: Terms and Conditions of Employment means the hours of employment, the compensation therefore including fringe benefits, and the School District's personnel policies affecting the working conditions of the employees.

Section 7. Prior Agreements: Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions herein, are hereby rescinded.

Section 8. Anniversary Date: The anniversary date for each employee will be July 1. Employees hired between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

ARTICLE III Employee Duties and Responsibilities

Section 1. Basic Services: Employees shall faithfully perform the services prescribed by the School District, whether or not such services are specifically described in this document or in a general job description, in accordance with applicable state and federal laws and regulations, and abide by all rules, regulations and policies as established by the School District and the State Board of Education, and any additions or amendments thereto. The employee shall maintain a valid and appropriate license, if a license is required by the State of Minnesota or the School District.

Section 2. Work Year: Employees shall work on a twelve (12) month schedule, except as otherwise arranged by the Director of Community Education.

Section 3. Work Day: The length of the work day will be established by the School District. An unpaid, thirty (30) minute meal break will be provided for employees who work eight (8) or more consecutive hours. The School District reserves the right to increase or decrease an employee's hours based upon student enrollment or budgetary concerns. In the event of a change in work hours, a one (1) week notice will be provided to the employee.

Section 4: Additional Work Hours: Employees working additional hours beyond their regularly scheduled work day must have preapproval by the Director of Community Education. Employees shall be compensated at a rate determined by the School District for additional hours worked related to special assignments (i.e., substitute duties, special projects, summer employment).

Section 5: In-Services: Employees will be expected to attend staff in-service activities as directed by their supervisor. Extra time may be claimed for such activities if they are scheduled outside an employee's regular working hours. Failure to attend mandatory in-service activities without prior approval from an employee's supervisor may result in discipline.

Section 6: School Closings: When the School District and Kids' Company Program are closed

due to inclement weather conditions, emergencies, or other unforeseen events, employees shall not report to work unless directed to do so by their supervisor. Employees will be paid for their regular daily work hours and will not be required to make-up the first two (2) school closings as called by the School District and Kids' Company Program in a given school year. If the School District and Kids' Company Program schedule a make-up day for a third or subsequent school closing day, then employees will work the rescheduled day without additional pay. If a school closing occurs during an employee's paid absence (i.e., vacation, personal or sick leave), then the employee will be paid for their regular daily work hours and the applicable leave will be reversed and returned to the employee's accrued leave balance. If a school closing occurs during an employee's unpaid absence, then the employee will not receive school closing pay.

In the event that Kids' Company opens late due to inclement weather conditions, emergencies, or other unforeseen events, employees will be paid for their regularly scheduled work day if they report to duty as directed by their supervisor. When Kids' Company closes early due to inclement weather conditions, emergencies, or other unforeseen events, employees may leave as directed by their supervisor and will be paid for their regularly scheduled work day. Routine duties necessary to the daily operation of the Kids' Company Program will be performed by employees prior to departure.

ARTICLE IV **Leaves**

Section 1. Holidays: Full-time, 12-month employees shall be entitled to ~~seven (7)~~ **eight (8)** paid holidays per year as designated by the School District. The designated holidays are Thanksgiving Day, the Friday after Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, ~~and~~ **Martin Luther King Jr. Day, and Memorial Day**. When a holiday occurs on a day when school is in session, an alternate holiday will be designated by the School District.

Part-time, 12-month employees shall earn ~~three (3)~~ **four (4)** paid holidays per year as designated by the School District. The designated holidays are Thanksgiving Day, New Year's Day, ~~and~~ **Martin Luther King Jr. Day, and Memorial Day**.

The number of hours paid for a holiday shall be equal to an employee's regular daily work schedule.

Section 2. Vacation Leave: Full-time, 12-month employees shall earn ten (10) days of vacation leave each year. Part-time, 12-month employees shall earn three (3) days of vacation leave each year. The number of hours paid for a vacation day shall be equal to an employee's regular daily work schedule.

Vacation leave is credited to employees as of July 1, but is earned over the course of the fiscal year. Vacation leave must be used by December 31 of the year subsequent to when it was credited. Vacation leave may be taken with the approval of the Director of Community Education.

An employee terminating employment during the fiscal year shall receive payment for any

vacation time earned but not used. Any employee who terminates employment during the fiscal year who has used more vacation than earned will have the amount of time overused deducted from their final paycheck.

Section 3. Personal Leave: Employees shall earn personal leave based upon their completed years of service in the School District according to the following schedule:

| <u>Years of Service</u> | <u>Number of Days</u> |
|-------------------------|-----------------------|
| 1 through 7 years | 1 day |
| 8 through 16 years | 2 days |
| 17+ years | 3 days |

The number of hours of personal leave earned by an employee will be based on an employee's regular daily work schedule. Personal leave hours are non-accumulative (i.e., do not carry over to the next year). Personal leave must be taken at the approval of the Director of Community Education.

Section 4. Sick Leave: Employees shall earn ten (10) days of sick leave each year of employment by the School District. The number of hours of sick leave earned by an employee will be based on the employee's regular daily work schedule. Unused sick leave may accumulate to a maximum of ninety (90) days of sick leave per employee, which will be based on the employee's regular daily work schedule

Section 5. Bereavement and Emergency Leave: Employees may be granted up to five (5) days, non-accumulative, of leave each year, the days to be deducted from sick leave, in the event of a death or family emergency in an employee's immediate family. "Immediate family" is defined as an employee's spouse, **domestic partner living in the home**, child, father, mother, guardian, stepparent, brother, sister, father-in-law, mother-in-law, aunt, uncle, grandparent, or grandchild. Leave for other family members, and significant others, may be granted upon approval by the School District.

Requests for bereavement and family emergency leave must be made in writing to the Director of Community Education. Written requests for leave shall state the reason for the proposed leave. The School District may require an employee to furnish competent evidence of an emergency in order to qualify for emergency family leave. The final determination as to the eligibility of an emergency family leave is reserved to the School District based upon competent medical evidence.

Section 6. Jury Duty Leave: Employees called upon to serve as a juror in a federal or state court shall be granted a leave of absence by the Board for that purpose and for those days the employee is required to be in court. The employee shall receive all pay and other benefits that would have accrued had he/she been working during the period of absence for jury duty. The employee shall remit any compensation received for jury duty to the School District, less any mileage expenses paid by the court.

Section 7. Support of School Activity Leave: With preapproval from the Director of

Community Education, employees will be allowed up to two (2) hours per school year, non-accumulative, to support a school activity (i.e., reading in the classroom, helping with vision & screening, attending a performance).

Section 8. Unpaid Leave: Employees may be granted unpaid leave at the discretion of the School District.

Section 9. Family and Medical Leave Act: Family and medical leaves will be administered in accordance with the provisions of the Family and Medical Leave Act (Public Law 103-3; Enacted February 5, 1993) and Minnesota law.

Section 10. Childcare/Adoption Leave: Child care/adoption leave shall be granted to employees in accordance with the current agreement between the School District and the Waconia Education Association.

Section 11. Military Leave: Employees shall be granted military leave pursuant to applicable law.

Section 12. Workers' Compensation: An employee receiving compensation pursuant to the Workers' Compensation law may elect to use sick leave in order to make up the difference between the workers' compensation payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of sick leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

ARTICLE V Insurance

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District.

Section 2. Health and Hospitalization Insurance: The School District will contribute a monthly sum, not to exceed the listed amounts found below, toward the cost of the premium for the current medical/hospitalization plan for each full-time and part-time employee who qualifies for and is enrolled in the group medical/hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

| <u>Monthly Contribution</u> | <u>2020-2021 2021-2022 & 2022-2023</u> |
|-----------------------------|--|
| Full-time Employees | |
| Single | \$ 767.13 |
| Single +1 | \$1,185.91 |
| Family | \$1,476.88 |
| Part-time Employees | |
| Single | \$ 383.57 |

| | |
|------------------------|-----------|
| Single +1 | \$ 592.96 |
| Family | \$ 738.44 |
| Part-time Employees II | \$ 0 |

Employees selecting the High Deductible Health Insurance Plan with HRA/VEBA option will have a contribution made to a VEBA Trust by the School District. The School District contribution towards the VEBA trust and premium will not exceed the amounts listed in the monthly contribution above.

Section 3. Dental Insurance: Employees working twenty (20) hours per week or more are eligible to participate in the School District’s dental insurance program. Employees may use any dollar amounts not used for health insurance coverage for payment of their dental insurance.

Section 4. Income Protection: The School District shall provide income protection insurance in an amount equal to the group income protection insurance plan approved by the School District to full-time employees.

Section 5. Life Insurance: The School District shall provide a \$30,000 term life insurance policy for full-time and part-time employees.

**ARTICLE VI
Performance Evaluation**

Section 1. Performance Evaluation. Employees shall receive a minimum of one (1) performance evaluation by their direct supervisor each year. The supervisor will provide a copy of the written evaluation to the employee during the performance evaluation meeting. The written evaluation will be placed in the employee’s personnel file.

**ARTICLE VII
Compensation**

Section 1. Rates of Pay: An employee will be compensated pursuant to the pay rates provided below:

Kids’ Company Site Leads

2021-2022

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| \$16.00 | \$16.16 | \$16.31 | \$16.74 | \$17.16 | \$17.60 | \$18.01 | \$18.43 | \$18.87 | \$19.27 | \$19.68 |

2022-2023

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| \$16.32 | \$16.48 | \$16.64 | \$17.07 | \$17.50 | \$17.95 | \$18.37 | \$18.80 | \$19.25 | \$19.66 | \$20.12 |

Kids' Company Leads and One-on-One Assistants

2021-2022

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| \$15.00 | \$15.11 | \$15.22 | \$15.65 | \$16.04 | \$16.46 | \$16.87 | \$17.28 | \$17.71 | \$18.13 | \$18.54 |

2022-2023

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| \$15.30 | \$15.41 | \$15.52 | \$15.96 | \$16.36 | \$16.79 | \$17.21 | \$17.63 | \$18.06 | \$18.49 | \$18.96 |

Section 2. Initial Wage and Pay Schedule: The wage for a new employee assuming a position will be established by the School District. Employees are paid on the fifteenth day of each month and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday or holiday, the payday will be the preceding work day. There are anywhere from one to sixteen work days per pay period depending upon the month and the employment start date.

Section 3. Step Advancement: Step advancements shall only occur at the beginning of a fiscal year and are contingent upon an employee working at least five-hundred-fifty (550) hours during the prior fiscal year in their Kids' Company position. Step advancements are subject to budget parameters and a satisfactory review from the employee's immediate supervisor.

Section 4. College and Advanced Degrees: Employees who present proper verification to show they have earned a Bachelor's or Master's Degree shall receive a two (2) step advancement at the beginning of the next fiscal year. Such step advancements are subject to budget parameters and a satisfactory review from the employee's immediate supervisor.

6.C.3. Community Education Preschool Teachers,
Preschool and ECFE Teacher Assistants

**Community Education Preschool Teachers, Preschool and ECFE Teacher Assistants
Summary of Proposed 2021-2023 Terms and Conditions of Employment**

The School District's Community Education Preschool Teachers, Preschool and ECFE Teacher Assistants are a nine-month employee group. Their proposed two-year work agreement is for the period of July 1, 2021 through June 30, 2023. The proposed agreement includes step advancement and a 2% increase on the wage schedule for both years of the agreement. The top step of the wage schedule will be increased by an additional one-quarter of one percent in the second year of the agreement. The holiday schedule will be increased by one day, which is consistent with other nine-month employee groups. To ensure the School District remains competitive in the job market, an entry-level wage of \$15.00 per hour is being proposed for the Preschool and ECFE Teacher Assistant positions.

A domestic partner living in the home was added to the list of family members for the purposes of emergency and bereavement leave.

Waconia's amazing Community Education Preschool Teachers, Preschool and ECFE Teacher Assistants deserve to be commended for their commitment to ISD 110.



**Community Education
Preschool Teachers
Preschool & ECFE Teacher Assistants**

**Terms and Conditions of Employment
July 1, 2021 through June 30, 2023**

Approved by the ISD 110 School Board _____.

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INDEPENDENT SCHOOL DISTRICT NO. 110

Preschool Teachers, Preschool & ECFE Teacher Assistants

Terms and Conditions of Employment

ARTICLE I

Purpose

Section 1. Purpose: This handbook is a statement of general, and not specific, administrative policies of Waconia Public Schools' Community Education. Terms, conditions and policies found in this handbook are subject to change at the School District's discretion. The purpose of this general at-will agreement is to provide wage and benefits information for employees serving the School District in the following unaffiliated positions:

Preschool Teachers
Preschool Teacher Assistants
ECFE Teacher Assistants

ARTICLE II

Definitions

Section 1. School Board or School District: School Board or School District shall mean the School Board of Independent School District No. 110 or its designated agents.

Section 2. Employees: Employees shall mean persons holding the positions specified in Article I, section 1 of this agreement.

Section 3. Full-time Employees: Employees regularly employed and scheduled to work thirty (30) or more hours per week (average of six (6) or more hours per day) during the school year are considered full-time employees.

Section 4. Part-time Employees: Employees regularly employed and scheduled to work more than twenty-five (25) hours per week (average of five (5) or more hours per day), but less than thirty (30) hours per week during the school year are considered part-time employees.

Section 5. Part-time Employees II: Employees regularly employed and scheduled to work less than twenty-five (25) hours per week (average of less than five (5) hours per day) during the school year are considered part-time employees II.

Section 6. Terms and Conditions of Employment: Terms and Conditions of Employment means the hours of employment, the compensation therefore including fringe benefits, and the School District's personnel policies affecting the working conditions of the employees.

Section 7. Prior Agreements: Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions herein, are hereby rescinded.

Section 8. Anniversary Date: The anniversary date for each employee will be July 1. Employees hired between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

ARTICLE III Employee Duties and Responsibilities

Section 1. Basic Services: Employees shall faithfully perform the services prescribed by the School District, whether or not such services are specifically described in this document or in a general job description, in accordance with applicable state and federal laws and regulations, and abide by all rules, regulations and policies as established by the School District and the State Board of Education, and any additions or amendments thereto. The employee shall maintain a valid and appropriate license, if a license is required by the State of Minnesota or the School District.

Section 2. Work Year: Employees shall work on a schedule that is commensurate with the school calendar. Employees shall generally work on student days, except with the approval of the Director of Community Education.

Section 3. Work Day: The length of the work day will be established by the School District. An unpaid, thirty (30) minute meal break will be provided for employees who work eight (8) or more consecutive hours. The School District reserves the right to increase or decrease an employee's hours based upon student enrollment or budgetary concerns. In the event of a change in work hours, a one (1) week notice will be provided to the employee.

Section 4: Additional Work Hours: Employees working additional hours beyond their regularly scheduled work day must have preapproval by the Director of Community Education. Employees shall be compensated at a rate determined by the School District for additional hours worked related to special assignments (i.e., substitute duties, special projects, summer employment).

Section 5: In-Services: Employees will be expected to attend staff in-service activities as directed by their supervisor. Extra time may be claimed for such activities if they are scheduled outside an employee's regular working hours. Failure to attend mandatory in-service activities without prior approval from an employee's supervisor may result in discipline.

Section 6: School Closings: When the School District and Preschool/ECFE Programs are closed due to inclement weather conditions, emergencies, or other unforeseen events, employees shall not report to work unless directed to do so by their supervisor. Employees will be paid for their regular daily work hours and will not be required to make-up the first two (2) school closings as

called by the School District and Preschool/ECFE Programs in a given school year. If the School District and Preschool/ECFE Programs schedule a make-up day for a third or subsequent school closing day, then employees will work the rescheduled day without additional pay. If a school closing occurs during an employee's paid absence (i.e., personal or sick leave), then the employee will be paid for their regular daily work hours and the applicable leave will be reversed and returned to the employee's accrued leave balance. If a school closing occurs during an employee's unpaid absence, then the employee will not receive school closing pay.

In the event that Preschool/ECFE Programs open late due to inclement weather conditions, emergencies, or other unforeseen events, employees will be paid for their regularly scheduled work day if they report to duty as directed by their supervisor. When Preschool/ECFE Programs close early due to inclement weather conditions, emergencies, or other unforeseen events, employees may leave as directed by their supervisor and will be paid for their regularly scheduled work day. Routine duties necessary to the daily operation of the programs will be performed by employees prior to departure.

ARTICLE IV Leaves

Section 1. Personal Leave: Employees shall earn personal leave based upon their completed years of service in the School District according to the following schedule:

| <u>Years of Service</u> | <u>Number of Days</u> |
|-------------------------|-----------------------|
| 1 through 7 years | 1 day |
| 8 through 16 years | 2 days |
| 17+ years | 3 days |

The number of hours of personal leave earned by an employee will be based on an employee's regular daily work schedule. Personal leave hours are non-accumulative (i.e., do not carry over to the next year). Personal leave must be taken at the approval of the Director of Community Education.

Section 2. Sick Leave: Employees shall earn ten (10) days of sick leave each year of employment by the School District. The number of hours of sick leave earned by an employee will be based on the employee's regular daily work schedule. Unused sick leave may accumulate to a maximum of ninety (90) days of sick leave per employee, which will be based on the employee's regular daily work schedule

Section 3. Holiday Pay: Employees shall receive ~~three (3)~~ **four (4)** paid holidays per school year, which will be observed on Thanksgiving, New Year's Day, ~~and~~ Martin Luther King Jr. Day **and Presidents' Day**. An employee will receive pay for such holiday based upon his/her regularly scheduled work day.

Section 4. Bereavement and Emergency Leave: Employees may be granted up to five (5) days, non-accumulative, of leave each year, the days to be deducted from sick leave, in the event

of a death or family emergency in an employee's immediate family. "Immediate family" is defined as an employee's spouse, domestic partner living in the home, child, father, mother, guardian, stepparent, brother, sister, father-in-law, mother-in-law, aunt, uncle, grandparent, or grandchild. Leave for other family members, and significant others, may be granted upon approval by the School District.

Requests for bereavement and family emergency leave must be made in writing to the Director of Community Education. Written requests for leave shall state the reason for the proposed leave. The School District may require an employee to furnish competent evidence of an emergency in order to qualify for emergency family leave. The final determination as to the eligibility of an emergency family leave is reserved to the School District based upon competent medical evidence.

Section 5. Jury Duty Leave: Employees called upon to serve as a juror in a federal or state court shall be granted a leave of absence by the Board for that purpose and for those days the employee is required to be in court. The employee shall receive all pay and other benefits that would have accrued had he/she been working during the period of absence for jury duty. The employee shall remit any compensation received for jury duty to the School District, less any mileage expenses paid by the court.

Section 6. Support of School Activity Leave: With preapproval from the Director of Community Education, employees will be allowed up to two (2) hours per school year, non-accumulative, to support a school activity (i.e., reading in the classroom, helping with vision & screening, attending a performance).

Section 7. Unpaid Leave: Employees may be granted unpaid leave at the discretion of the School District.

Section 8. Family and Medical Leave Act: Family and medical leaves will be administered in accordance with the provisions of the Family and Medical Leave Act (Public Law 103-3; Enacted February 5, 1993) and Minnesota law.

Section 9. Childcare/Adoption Leave: Child care/adoption leave shall be granted to employees in accordance with the current agreement between the School District and the Waconia Education Association.

Section 10. Military Leave: Employees shall be granted military leave pursuant to applicable law.

Section 11. Workers' Compensation: An employee receiving compensation pursuant to the Workers' Compensation law may elect to use sick leave in order to make up the difference between the workers' compensation payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of sick leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

ARTICLE V
Insurance

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District.

Section 2. Health and Hospitalization Insurance: The School District will contribute a monthly sum, not to exceed the listed amounts found below, toward the cost of the premium for the current medical/hospitalization plan for each full-time and part-time employee who qualifies for and is enrolled in the group medical/hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

| <u>Monthly Contribution</u> | <u>2020-2021 2021-2022 & 2022-2023</u> <u>Effective 9/1/2021</u> |
|-----------------------------|---|
| Full-time Employees | |
| Single | \$ 767.13 |
| Single +1 | \$1,185.91 |
| Family | \$1,476.88 |
| Part-time Employees | |
| Single | \$ 383.57 |
| Single +1 | \$ 592.96 |
| Family | \$ 738.44 |
| Part-time Employees II | \$ 0 |

Employees selecting the High Deductible Health Insurance Plan with HRA/VEBA option will have a contribution made to a VEBA Trust by the School District. The School District contribution towards the VEBA trust and premium will not exceed the amounts listed in the monthly contribution above.

Section 3. Dental Insurance: Employees working twenty (20) or more hours per week are eligible to participate in the School District’s dental insurance program. Employees may use any dollar amounts not used for health insurance coverage for payment of their dental insurance.

Section 4. Income Protection: The School District shall provide income protection insurance in an amount equal to the group income protection insurance plan approved by the School District to full-time employees.

Section 5. Life Insurance: The School District shall provide a \$30,000 term life insurance policy for full-time and part-time employees.

ARTICLE VI
Performance Evaluation

Section 1. Performance Evaluation. Employees shall receive a minimum of one (1)

performance evaluation by their direct supervisor each year. The supervisor will provide a copy of the written evaluation to the employee during the performance evaluation meeting. The written evaluation will be placed in the employee’s personnel file.

**ARTICLE VII
Compensation**

Section 1. Rates of Pay: An employee will be compensated pursuant to the pay rates and classifications provided below:

Preschool Teachers:

2021-2022

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| \$21.02 | \$21.82 | \$22.57 | \$23.37 | \$24.15 | \$24.93 | \$25.70 | \$26.49 | \$27.25 | \$28.04 | \$29.04 |

2022-2023

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| \$21.44 | \$22.26 | \$23.02 | \$23.84 | \$24.63 | \$25.43 | \$26.21 | \$27.02 | \$27.80 | \$28.60 | \$29.69 |

Preschool and ECFE Teacher Assistants:

2021-2022

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| \$15.00 | \$15.11 | \$15.22 | \$15.33 | \$15.44 | \$15.84 | \$16.25 | \$16.64 | \$17.04 | \$17.44 | \$17.97 |

2022-2023

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| \$15.30 | \$15.41 | \$15.52 | \$15.64 | \$15.75 | \$16.16 | \$16.58 | \$16.97 | \$17.38 | \$17.79 | \$18.37 |

Section 2. Initial Wage and Pay Schedule: The wage for a new employee assuming a position will be established by the School District. Employees are paid on the fifteenth day of each month and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday or holiday, the payday will be the preceding work day. There are anywhere from one to sixteen work days per pay period depending upon the month and the employment start date.

Section 3. Step Advancement: Step advancements shall only occur at the beginning of a fiscal year and are contingent upon an employee working at least five-hundred-fifty (550) hours during the prior fiscal year in their Rainbow Preschool or ECFE position. Step advancements are subject to budget parameters and a satisfactory review from the employee’s immediate supervisor.

Section 4. College and Advanced Degrees: Employees who present proper verification to show they have earned a Bachelor’s or Master’s Degree shall receive a two (2) step advancement at the beginning of the next fiscal year. Such step advancements are subject to budget parameters and a satisfactory review from the employee’s immediate supervisor.

6.C.4. Community Education Secretarial-Clerical

Community Education Secretarial-Clerical Employees
Summary of Proposed 2021-2023 Terms and Conditions of Employment

The School District's Community Education Secretarial-Clerical Employees are a twelve-month employee group. Their proposed two-year work agreement is for the period of July 1, 2021 through June 30, 2023. The proposed agreement includes step advancement and a 2% increase on the wage schedule for both years of the agreement. The top step of the wage schedule will be increased by an additional one-quarter of one percent in the second year of the agreement. A domestic partner living in the home was added to the list of family members for the purposes of emergency and bereavement leave.

Waconia's amazing Community Education Secretarial-Clerical Employees deserve to be commended for their commitment to ISD 110.



**Community Education
Secretarial/Clerical Employees**

**Terms and Conditions of Employment
July 1, 2021 through June 30, 2023**

Approved by the ISD 110 School Board _____.

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INDEPENDENT SCHOOL DISTRICT NO. 110

Community Education Secretarial/Clerical Employees Terms and Conditions of Employment

ARTICLE I Purpose

Section 1. Purpose: This handbook is a statement of general, and not specific, administrative policies of Waconia Public Schools' Community Education. Terms, conditions and policies found in this handbook are subject to change at the School District's discretion. The purpose of this general at-will agreement is to provide wage and benefits information for employees serving the School District in the following unaffiliated positions:

Administrative Assistant I
Administrative Assistant II
Administrative Assistant III

The employees working in these positions are non-exempt, hourly employees who are entitled to overtime. Overtime is owed for all hours worked in excess of forty (40) hours in a workweek.

ARTICLE II Definitions

Section 1. School Board or School District: School Board or School District shall mean the School Board of Independent School District No. 110 or its designated agents.

Section 2. Employees: Employees shall mean persons holding the positions specified in Article I, section 1 of this agreement.

Section 3. Full-time Employees: Full-time employees are regularly scheduled to work forty (40) hours per week (average of eight (8) hours per day) for the entire year, 12-months. Full-time employees may work thirty-seven and one-half (37.5) hours per week during the summer months if so directed by their supervisor. The School District reserves the right to modify the summer working schedule as necessary to meet the needs of the department.

Section 4. Part-time Employees: Part-time employees are regularly scheduled to work twenty-five (25) hours or more per week (average of five (5) or more hours per day) for two hundred (200) days or more, but less than full-time as defined in Section 3 of this Article.

Section 5. Part-time Employees II: Part-time employees II are regularly scheduled to work less than twenty-five (25) hours per week (average of less than five (5) hours per day) and for fewer than two hundred (200) days.

Section 6. Terms and Conditions of Employment: Terms and Conditions of Employment means the hours of employment, the compensation therefore including fringe benefits, and the School District's personnel policies affecting the working conditions of the employees.

Section 7. Prior Agreements: Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions herein, are hereby rescinded.

Section 8. Anniversary Date: The anniversary date for each employee will be July 1. Employees hired between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

ARTICLE III

Employee Duties and Responsibilities

Section 1. Basic Services: Employees shall faithfully perform the services prescribed by the School District, whether or not such services are specifically described in this document or in a general job description, in accordance with applicable state and federal laws and regulations, and abide by all rules, regulations and policies as established by the School District and the State Board of Education, and any additions or amendments thereto. The employee shall maintain a valid and appropriate license, if a license is required by the State of Minnesota or the School District.

Section 2. Duty Year: The duty year for employees is a determination by the School District based upon assignment of duties and responsibilities. The duty year for full-time employees shall be for the entire year, two hundred sixty-one (261) days. The basic workweek will include Monday through Friday business hours and on weekends for special events as needed.

Section 3: Additional Work Hours: Employees working additional hours beyond their regularly scheduled work day must have preapproval by the Director of Community Education. Employees shall be compensated at a rate determined by the School District for additional hours worked related to special assignments (i.e., substitute duties, special projects, summer employment).

Section 4: In-Services: Employees will be expected to attend staff in-service activities as directed by their supervisor. Extra time may be claimed for such activities if they are scheduled outside an employee's regular working hours. Failure to attend mandatory in-service activities without prior approval from an employee's supervisor may result in discipline.

Section 5: School Closings: When the School District is closed due to inclement weather conditions, emergencies, or other unforeseen events, employees shall not report to work unless directed to do so by the School District. Employees will be paid for their regular daily work hours and will not be required to make-up the first two (2) school closings as called by the School District in a given school year. If the School District schedules a make-up day for a third

or subsequent school closing day, then employees will work the rescheduled day without additional pay. If a school closing occurs during an employee's paid absence (i.e., vacation, personal or sick leave), then the employee will be paid for their regular daily work hours and the applicable leave will be reversed and returned to the employee's accrued leave balance. If a school closing occurs during an employee's unpaid absence, then the employee will not receive school closing pay.

In the event that school starts late due to inclement weather conditions, emergencies, or other unforeseen events, employees will be paid for their regularly scheduled work day if they report to duty as directed by the School District. When school is released after arrival time, employees may leave as directed by the School District and will be paid for their regularly scheduled work day. Routine duties necessary to the daily operation of the school will be performed by employees prior to departure.

ARTICLE IV **Holidays, Vacation and Personal Leave**

Section 1. Holidays: Full-time employees shall be entitled to twelve (12) paid holidays per year as designated by the School District. The designated holidays are: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday or Monday after Easter (as designated by the School District), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve Day. When a holiday occurs on a Saturday, the preceding Friday will be observed. When a holiday occurs on a Sunday, the following Monday will be observed. When a holiday occurs on a day when school is in session, an alternate holiday will be designated by the School District.

A part-time employee shall earn paid holidays in a prorated amount proportional to his/her employment rounded to the nearest full day. A part-time employee's specific holidays will be determined by mutual consent between the employee and his/her immediate supervisor.

Section 2. Vacation Leave: Full-time employees shall earn vacation leave in accordance with the following schedule:

| <u>Years of Consecutive Service</u> | <u>Vacation Days Earned</u> |
|-------------------------------------|-----------------------------|
| Years 1 through 4 | 10 days |
| Years 5 and above | 15 days |

A part-time employee shall earn vacation time in a prorated amount proportional to his/her employment.

Vacation leave is credited to employees as of July 1, but is accrued over the course of the fiscal year. Vacation leave must be used by December 31 of the year subsequent to when it was credited. Vacation leave may be taken with the approval of the Director of Community Education.

An employee terminating employment during the fiscal year shall receive payment for any vacation time earned but not used. Any employee who terminates employment during the fiscal year who has used more vacation than earned will have the amount of time overused deducted from their final paycheck.

Section 3. Personal Leave: Full-time employees shall earn personal leave based upon their completed years of service in the School District according to the following schedule:

| <u>Years of Service</u> | <u>Number of Days</u> |
|-------------------------|-----------------------|
| 0-3 years | 2 days |
| 4+ years | 3 days |

The number of hours of personal leave earned by an employee will be based on an employee's regular daily work schedule. Personal leave hours are non-accumulative (i.e., do not carry over to the next year). Personal leave must be taken at the approval of the Director of Community Education.

ARTICLE V Leaves

Section 1. Sick Leave: Full-time employees shall earn ten (10) days of sick leave each year, which shall be accumulated to a maximum of ninety (90) days. A part-time employee shall earn sick leave in a prorated amount proportional to his/her employment.

Section 2. Bereavement and Emergency Leave: Full-time and part-time employees may be granted up to five (5) days, non-accumulative, of leave each year, the days to be deducted from sick leave, in the event of a death or family emergency in an employee's immediate family. "Immediate family" is defined as an employee's spouse, domestic partner living in the home, child, father, mother, guardian, stepparent, brother, sister, father-in-law, mother-in-law, aunt, uncle, grandparent, or grandchild. Leave for other family members, and significant others, may be granted upon approval by the School District.

Full-time employees shall receive up to eight (8) hours, non-accumulative, of leave each school year, the hours to be deducted from sick leave, in the event of a death of anyone outside of the employee's immediate family. The number of hours of bereavement leave earned by a part-time employee will be proportionate to the employee's regular daily work schedule.

Requests for bereavement and family emergency leave must be made in writing to the Director of Community Education. Written requests for leave shall state the reason for the proposed leave. The School District may require an employee to furnish competent evidence of an emergency in order to qualify for emergency family leave. The final determination as to the eligibility of an emergency family leave is reserved to the School District based upon competent medical evidence.

Section 3. Jury Duty Leave: Employees called upon to serve as a juror in a federal or state court shall be granted a leave of absence by the Board for that purpose and for those days the

employee is required to be in court. The employee shall receive all pay and other benefits that would have accrued had he/she been working during the period of absence for jury duty. The employee shall remit any compensation received for jury duty to the School District, less any mileage expenses paid by the court.

Section 4. Support of School Activity Leave: With preapproval from the Director of Community Education, employees will be allowed up to two (2) hours per school year, non-accumulative, to support a school activity (i.e., reading in the classroom, helping with vision & screening, attending a performance).

Section 5. Unpaid Leave: Employees may be granted unpaid leave at the discretion of the School District.

Section 6. Family and Medical Leave Act: Family and medical leaves will be administered in accordance with the provisions of the Family and Medical Leave Act (Public Law 103-3; Enacted February 5, 1993) and Minnesota law.

Section 7. Childcare/Adoption Leave: Child care/adoption leave shall be granted to employees in accordance with the current agreement between the School District and the Waconia Education Association.

Section 8. Military Leave: Employees shall be granted military leave pursuant to applicable law.

Section 9. Workers' Compensation: An employee receiving compensation pursuant to the Workers' Compensation law may elect to use sick leave in order to make up the difference between the workers' compensation payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of sick leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

ARTICLE VI Insurance

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District.

Section 2. Health and Hospitalization Insurance: The School District shall contribute a monthly amount, not to exceed the amounts listed below, towards the cost of the premium for the current medical/hospitalization plan for each full-time employee who qualifies for and is enrolled in the district's medical/hospitalization plan. The cost of the premium not contributed by the School District shall be paid by the employee via payroll deduction.

| <u>Plan</u> | <u>Monthly District Contribution</u> 2020-2021 <u>2021-2022 & 2022-2023</u> |
|-------------|--|
| Single | \$ 767.13 |
| Single+1 | \$1,185.91 |
| Family | \$1,476.88 |

A part-time employee shall receive a district contribution towards health insurance in a prorated amount proportional to his/her employment.

Employees selecting the High Deductible Health Insurance Plan with HRA/VEBA option will have a contribution made to a VEBA Trust by the School District. The School District contribution towards the VEBA trust and premium will not exceed the monthly contribution amounts.

Section 3. Dental Insurance: Employees working twenty (20) hours or more per week are eligible to participate in the School District’s dental insurance program. Employees may use any dollar amounts not used for health insurance coverage for payment of their dental insurance.

Section 4. Long-Term Disability Insurance: The School District shall provide a long-term disability plan for full-time employees.

Section 5. Life Insurance: The School District shall provide a \$50,000 term life insurance policy for full-time employees.

ARTICLE VII Career Transition Trust

Section 1. Introduction: The purpose of the Career Transition Trust (hereafter referred to as the “PLAN”) is to encourage employees to develop a financial plan for their future by providing money, which would otherwise have been available at retirement, for investment during the course of employment with the School District. The PLAN will require participation by the employee coupled with a matching contribution from the School District. The objective of the PLAN is to develop a long-term solution to the concept of severance for employees.

Section 2. Defined Contribution Plan.

District Matching Benefits:

| <u>Years of Service in District</u> | <u>School District Matching Contribution</u> |
|--|---|
| 0-3 years | No District Match |
| 4-10 years | \$350 Match |
| 11-15 years | \$600 Match |
| 16-20 years | \$900 Match |
| 21-25 years | \$1,200 Match |
| 26+ years | \$1,500 Match |

Lifetime Maximum School District Contribution: \$17,000

Employees working twenty (20) hours or more per week (minimum of 688 hours per year) shall be eligible for a pro rata share of the School District's matching contribution.

Section 3. Administration of PLAN:

Subd. 1. Benefits Cannot be Accumulated. The School District contribution will begin when the employee initiates an eligible investment program at an amount not to exceed the benefit schedule set out in section two above. An employee may elect to contribute to the selected program more than the School District match. The PLAN only defines the limits of the School District's participation in the selected program. The School District match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after the first year of eligibility.

Subd. 2. Definition – Years of Service. Years of service shall mean years of accumulated full-time equivalent service in Independent School District No. 110. Years of service shall be measured as of July 1 of each year.

Subd. 3. Plan Year. The annual year for the Level I School District contributions shall be July 1 through June 30. Changes in School District matching amounts, based on years of service, shall occur on July 1 of each year. Employees must establish participation in an eligible Deferred Income or TSA plan, as defined by Minnesota Statutes, before the School District will begin matching contributions.

Subd. 4. District Contribution. When an employee has an eligible plan in effect, the District matching shall be automatic unless the employee requests otherwise.

Subd. 5. Compliance with Law. The PLAN is subject to applicable code provisions of the Minnesota Statutes, IRS Code Section 403(b), and IRS Code Section 457.

**ARTICLE VIII
Performance Evaluation**

Section 1. Performance Evaluation. Employees shall receive a minimum of one (1) performance evaluation by their direct supervisor each year. The supervisor will provide a copy of the written evaluation to the employee during the performance evaluation meeting. The written evaluation will be placed in the employee's personnel file.

**ARTICLE IX
Compensation**

Section 1. Rates of Pay: An employee's position classification and step placement will be established by the School District. An employee will be compensated pursuant to the pay rates and

classifications provided below:

Administrative Assistant I:

2021-2022

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| \$15.03 | \$15.47 | \$15.89 | \$16.33 | \$16.74 | \$17.17 | \$17.62 | \$18.03 | \$18.47 | \$18.91 | \$19.62 |

2022-2023

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| \$15.33 | \$15.78 | \$16.21 | \$16.66 | \$17.07 | \$17.51 | \$17.97 | \$18.39 | \$18.84 | \$19.29 | \$20.06 |

Administrative Assistant II:

2021-2022

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| \$18.82 | \$19.46 | \$20.11 | \$20.78 | \$21.42 | \$22.07 | \$22.74 | \$23.38 | \$24.03 | \$24.68 | \$25.70 |

2022-2023

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| \$19.20 | \$19.85 | \$20.51 | \$21.20 | \$21.85 | \$22.51 | \$23.19 | \$23.85 | \$24.51 | \$25.17 | \$26.28 |

Administrative Assistant III:

2021-2022

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| \$20.38 | \$21.08 | \$21.81 | \$22.51 | \$23.24 | \$23.94 | \$24.65 | \$25.34 | \$26.08 | \$26.75 | \$27.86 |

2022-2023

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| \$20.79 | \$21.50 | \$22.25 | \$22.96 | \$23.70 | \$24.42 | \$25.14 | \$25.85 | \$26.60 | \$27.29 | \$28.49 |

Section 2. Initial Wage and Pay Schedule: The wage for a new employee assuming a position will be established by the School District. Employees are paid on the fifteenth day of each month and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday or holiday, the payday will be the preceding work day. There are anywhere from one to sixteen work days per pay period depending upon the month and the employment start date.

Section 3. Step Advancement: Step advancements shall only occur at the beginning of a fiscal year and are contingent upon an employee working at least five-hundred-fifty (550) hours during the prior fiscal year in their secretarial/clerical position. Step advancements are subject to budget parameters and a satisfactory review from the employee’s immediate supervisor.

Section 4. College and Advanced Degrees: Employees who present proper verification to show they have earned a Bachelor’s or Master’s Degree shall receive a two (2) step advancement at the beginning of the next fiscal year. Such step advancements are subject to budget parameters and a satisfactory review from the employee’s immediate supervisor.

6.C.5. Community Education Supervisors and
Coordinators

**Community Education Supervisors and Coordinators
Summary of Proposed 2021-2023 Terms and Conditions of Employment**

The School District's Community Education Supervisors and Coordinators are a twelve-month employee group. Their proposed two-year work agreement is for the period of July 1, 2021 through June 30, 2023. The proposed agreement includes step advancement and a 2% increase on the wage schedule for both years of the agreement. The top step of the wage schedule will be increased by an additional one-quarter of one percent in the second year of the agreement. The personal leave schedule will be increased by one day beginning with an employee's fourth year of employment, which is consistent with other twelve-month employee groups. A domestic partner living in the home was added to the list of family members for the purposes of emergency and bereavement leave.

Waconia's amazing Unaffiliated Supervisors and Coordinators deserve to be commended for their commitment to ISD 110.



**Community Education
Supervisors and Coordinators**

**Terms and Conditions of Employment
July 1, 2021 through June 30, 2023**

Approved by the ISD 110 School Board _____.

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INDEPENDENT SCHOOL DISTRICT NO. 110

**Community Education Supervisors and Coordinators
Terms and Conditions of Employment**

**ARTICLE I
Purpose**

Section 1. Purpose: This handbook is a statement of general, and not specific, administrative policies of Waconia Public Schools' Community Education. Terms, conditions and policies found in this handbook are subject to change at the School District's discretion. The purpose of this general at-will agreement is to provide wage and benefits information for employees serving the School District in the following unaffiliated positions:

Athletic Facilities and Fields Coordinator
Early Childhood Program Supervisor
Kids' Company Program Supervisor
Performing Arts Facilities Coordinator
Recreation Coordinator
Youth and Adult Program Coordinator

**ARTICLE II
Definitions**

Section 1. School Board or School District: School Board or School District shall mean the School Board of Independent School District No. 110 or its designated agents.

Section 2. Employees: Employees shall mean persons holding the positions specified in Article I, section 1 of this agreement.

Section 3. Full-time Employees: Full-time employees are regularly scheduled to work the entire year, 12-months.

Section 4. Part-time Employees: Part-time employees are regularly scheduled to work less than 12-months.

Section 5. Terms and Conditions of Employment: Terms and Conditions of Employment means the hours of employment, the compensation therefore including fringe benefits, and the School District's personnel policies affecting the working conditions of the employees.

Section 6. Prior Agreements: Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions herein, are hereby rescinded.

Section 7. Anniversary Date: The anniversary date for each employee will be July 1. Employees hired between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

ARTICLE III Employee Duties and Responsibilities

Section 1. Basic Services: Employees shall faithfully perform the services prescribed by the School District, whether or not such services are specifically described in this document or in a general job description, in accordance with applicable state and federal laws and regulations, and abide by all rules, regulations and policies as established by the School District and the State Board of Education, and any additions or amendments thereto.

Section 2. Duty Year: The duty year for employees is a determination by the School District based upon assignment of duties and responsibilities. The duty year for full-time employees shall be for the entire year, 12-months. The basic workweek will include Monday through Friday business hours, evenings and weekends for special events as needed.

Section 3. School Closings: When the School District is closed due to inclement weather conditions, emergencies, or other unforeseen events, employees shall not report to work unless directed to do so by the School District. Employees will be paid for their regular daily work hours. If the School District schedules a make-up day for a school closing day, then employees will work the rescheduled day without additional pay. If a school closing occurs during an employee's paid absence (i.e., vacation, personal or sick leave), then the employee will be paid for their regular daily work hours and the applicable leave will be reversed and returned to the employee's accrued leave balance. If a school closing occurs during an employee's unpaid absence, then the employee will not receive school closing pay.

ARTICLE IV Holidays, Vacation and Personal Leave

Section 1. Holidays: Full-time employees shall be entitled to twelve (12) paid holidays per year as designated by the School District. The designated holidays are: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday or Monday after Easter (as designated by the School District), Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve Day. When a holiday occurs on a Saturday, the preceding Friday will be observed. When a holiday occurs on a Sunday, the following Monday will be observed. When a holiday occurs on a day when school is in session, an alternate holiday will be designated by the School District.

A part-time employee shall earn paid holidays in a prorated amount proportional to his/her employment rounded to the nearest full day. A part-time employee's specific holidays will be determined by mutual consent between the employee and his/her immediate supervisor.

Section 2. Vacation Leave: Unless otherwise specified at the time of hire, full-time employees shall earn vacation leave in accordance with the following schedule:

| <u>Years of Consecutive Service</u> | <u>Vacation Days Earned</u> |
|-------------------------------------|-----------------------------|
| Years 1 through 4 | 10 days |
| Years 5 through 10 | 15 days |
| Years 11 and above | 20 days |

A part-time employee shall earn vacation time in a prorated amount proportional to his/her employment.

Vacation leave is credited to employees as of July 1, but is accrued over the course of the fiscal year. Vacation leave must be used by December 31 of the year subsequent to when it was credited. Vacation leave may be taken with the approval of the Director of Community Education.

An employee terminating employment during the fiscal year shall receive payment for any vacation time earned but not used. Any employee who terminates employment during the fiscal year who has used more vacation than earned will have the amount of time overused deducted from their final paycheck.

Section 3. Personal Leave: Full-time employees shall earn one (1) day of personal leave per year. Personal leave is credited to employees as of July 1. Personal leave is non-accumulative and must be used in the year in which it was credited. Personal leave may be taken with the approval of the Director of Community Education. Full-time employees shall earn personal leave according to the following schedule:

| <u>Years of Service</u> | <u>Personal Leave</u> |
|-------------------------|-----------------------|
| 0-3 years | 2 days |
| 4+ years | 3 days |

A part-time employee shall earn personal leave in a prorated amount proportional to his/her employment.

Personal leave is credited to employees as of July 1. Personal leave is non-accumulative and must be used in the year in which it was credited. Personal leave may be taken with the approval of the Director of Community Education.

ARTICLE V Leaves

Section 1. Sick Leave: Full-time employees shall earn fifteen (15) days of sick leave each year, which shall be accumulated to a maximum of one-hundred-twenty (120) days. A part-time employee shall earn sick leave in a prorated amount proportional to his/her employment.

Section 2. Bereavement and Emergency Leave: Full-time and part-time employees may be granted up to five (5) days, non-accumulative, of leave each year, the days to be deducted from sick leave, in the event of a death or family emergency in an employee's immediate family. "Immediate family" is defined as an employee's spouse, domestic partner living in the home, child, father, mother, guardian, stepparent, brother, sister, father-in-law, mother-in-law, aunt, uncle, grandparent, or grandchild. Leave for other family members, and significant others, may be granted upon approval by the School District.

Full-time employees shall receive up to eight (8) hours, non-accumulative, of leave each school year, the hours to be deducted from sick leave, in the event of a death of anyone outside of the employee's immediate family. The number of hours of bereavement leave earned by a part-time employee will be proportionate to the employee's regular daily work schedule.

Requests for bereavement and family emergency leave must be made in writing to the Director of Community Education. Written requests for leave shall state the reason for the proposed leave. The School District may require an employee to furnish competent evidence of an emergency in order to qualify for emergency family leave. The final determination as to the eligibility of an emergency family leave is reserved to the School District based upon competent medical evidence.

Section 3. Jury Duty Leave: Employees called upon to serve as a juror in a federal or state court shall be granted a leave of absence by the Board for that purpose and for those days the employee is required to be in court. The employee shall receive all pay and other benefits that would have accrued had he/she been working during the period of absence for jury duty. The employee shall remit any compensation received for jury duty to the School District, less any mileage expenses paid by the court.

Section 4. Support of School Activity Leave: With preapproval from the Director of Community Education, employees will be allowed up to two (2) hours per school year, non-accumulative, to support a school activity (i.e., reading in the classroom, helping with vision & screening, attending a performance).

Section 5. Unpaid Leave: Employees may be granted unpaid leave at the discretion of the School District.

Section 6. Family and Medical Leave Act: Family and medical leaves will be administered in accordance with the provisions of the Family and Medical Leave Act (Public Law 103-3; Enacted February 5, 1993) and Minnesota law.

Section 7. Childcare/Adoption Leave: Child care/adoption leave shall be granted to employees in accordance with the current agreement between the School District and the Waconia Education Association.

Section 8. Military Leave: Employees shall be granted military leave pursuant to applicable law.

Section 9. Workers' Compensation: An employee receiving compensation pursuant to the Workers' Compensation law may elect to use sick leave in order to make up the difference between the workers' compensation payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of sick leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

**ARTICLE VI
Insurance**

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District.

Section 2. Health and Hospitalization Insurance: The School District shall contribute a monthly amount, not to exceed the amounts listed below, towards the cost of the premium for the current medical/hospitalization plan for each full-time employee who qualifies for and is enrolled in the district's medical/hospitalization plan. The cost of the premium not contributed by the School District shall be paid by the employee via payroll deduction.

| <u>Plan</u> | <u>Monthly District Contribution</u> 2020-2021 2021-2022 & 2022-2023 |
|-------------|--|
| Single | \$ 767.13 |
| Single+1 | \$1,185.91 |
| Family | \$1,476.88 |

A part-time employee shall receive a district contribution towards health insurance in a prorated amount proportional to his/her employment.

Employees selecting the High Deductible Health Insurance Plan with HRA/VEBA option will have a contribution made to a VEBA Trust by the School District. The School District contribution towards the VEBA trust and premium will not exceed the monthly contribution amounts.

Section 3. Dental Insurance: Employees working twenty (20) hours or more per week are eligible to participate in the School District's dental insurance program. Employees may use any dollar amounts not used for health insurance coverage for payment of their dental insurance.

Section 4. Long-Term Disability Insurance: The School District shall provide a long-term disability plan for full-time employees.

Section 5. Life Insurance: The School District shall provide a \$50,000 term life insurance policy for full-time employees.

Section 6. Duration of Insurance Contribution: Employees are eligible for district contributions as provided in this Article as long as they are employed by the School District. Upon termination of employment, all district contribution shall cease. If an employee retires from the School District, he/she shall be eligible to remain in the School District's group health, hospitalization, and dental plans at his/her own cost until reaching the age of Medicare eligibility.

Section 7. Claims Against the School District: The eligibility of employees or their dependents or beneficiaries, for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this Article. It is understood that the School District's only obligation is to purchase the insurance policies described herein and no claim shall be made against the School District as a result of denial by an insurer of insurance benefits if the School District has purchased the policies and paid the premiums described herein.

**ARTICLE VII
Career Transition Trust**

Section 1. Introduction: The purpose of the Career Transition Trust (hereafter referred to as the "PLAN") is to encourage employees to develop a financial plan for their future by providing money, which would otherwise have been available at retirement, for investment during the course of employment with the School District. The PLAN will require participation by the employee coupled with a matching contribution from the School District. The objective of the PLAN is to develop a long-term solution to the concept of severance for employees.

Section 2. Defined Contribution Plan.

District Matching Benefits:

| <u>Years of Service in District</u> | <u>School District Matching Contribution</u> |
|--|---|
| 0-3 years | No District Match |
| 4-10 years | \$500 Match |
| 11-15 years | \$850 Match |
| 16-20 years | \$1,200 Match |
| 21-25 years | \$1,500 Match |
| 26+ years | \$1,800 Match |

Lifetime Maximum School District Contribution: \$17,000

Employees working twenty (20) hours or more per week (minimum of 688 hours per year) shall be eligible for a pro rata share of the School District's matching contribution.

Section 3. Administration of PLAN:

Subd. 1. Benefits Cannot be Accumulated. The School District contribution will begin when the employee initiates an eligible investment program at an amount not to exceed the benefit schedule set out in section two above. An employee may elect to contribute to the selected program more than the School District match. The PLAN only defines the limits of the School District's participation in the selected program. The School District match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after the first year of eligibility.

Subd. 2. Definition – Years of Service. Years of service shall mean years of accumulated full-time equivalent service in Independent School District No. 110. Years of service shall be measured as of July 1 of each year.

Subd. 3. Plan Year. The annual year for the Level I School District contributions shall be July 1 through June 30. Changes in School District matching amounts, based on years of service, shall occur on July 1 of each year. Employees must establish participation in an eligible Deferred Income or TSA plan, as defined by Minnesota Statutes, before the School District will begin matching contributions.

Subd. 4. District Contribution. When an employee has an eligible plan in effect, the District matching shall be automatic unless the employee requests otherwise.

Subd. 5. Compliance with Law. The PLAN is subject to applicable code provisions of the Minnesota Statutes, IRS Code Section 403(b), and IRS Code Section 457.

ARTICLE VIII Performance Evaluation

Section 1. Performance Evaluation. Employees shall receive a minimum of one (1) performance evaluation by their direct supervisor each year. The supervisor will provide a copy of the written evaluation to the employee during the performance evaluation meeting. The written evaluation will be placed in the employee's personnel file.

ARTICLE IX Compensation

Section 1. Rates of Pay: An employee will be compensated pursuant to the annual salaries and classifications as provided in Appendix A.

Section 2. Initial Salaries and Pay Schedule: The salary for a new employee assuming a position will be established by the School District. Employees are paid on the fifteenth day of each month and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday or holiday, the payday will be the preceding work day. There are anywhere from one to sixteen work days per pay period depending upon the month and the employment start date.

Section 3. Step Advancement: Step advancements are subject to budget parameters and a satisfactory review from the employee's immediate supervisor.

Section 4. Mileage/Travel Stipend: Any incumbent to a position who is currently receiving an annual travel stipend will continue to receive such stipend during the term of this agreement. All other employees shall receive mileage reimbursement for district travel as established by School Board policy.

APPENDIX A
Community Education Supervisors and Coordinators
Annual Salaries for **2021-2022 & 2022-2023**

| 2021-2022 | Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|---|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|
| Athletic Facilities and Fields Coordinator | 16 | \$43,459 | \$44,436 | \$45,437 | \$46,459 | \$47,503 | \$48,572 | \$49,666 | \$50,784 | \$51,925 | \$53,093 | \$54,739 |
| Performing Arts Facilities Coordinator | 16 | \$43,459 | \$44,436 | \$45,437 | \$46,459 | \$47,503 | \$48,572 | \$49,666 | \$50,784 | \$51,925 | \$53,093 | \$54,739 |
| Recreation Coordinator | 16 | \$43,459 | \$44,436 | \$45,437 | \$46,459 | \$47,503 | \$48,572 | \$49,666 | \$50,784 | \$51,925 | \$53,093 | \$54,739 |
| Youth & Adult Program Coordinator | 16 | \$43,459 | \$44,436 | \$45,437 | \$46,459 | \$47,503 | \$48,572 | \$49,666 | \$50,784 | \$51,925 | \$53,093 | \$54,739 |
| Early Childhood Program Supervisor | 19 | \$65,928 | \$67,411 | \$68,927 | \$70,478 | \$72,064 | \$73,685 | \$75,342 | \$77,039 | \$78,772 | \$80,544 | \$83,529 |
| Kids' Company Program Supervisor | 19 | \$65,928 | \$67,411 | \$68,927 | \$70,478 | \$72,064 | \$73,685 | \$75,342 | \$77,039 | \$78,772 | \$80,544 | \$83,529 |

| 2022-2023 | Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|---|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|
| Athletic Facilities and Fields Coordinator | 16 | \$44,328 | \$45,325 | \$46,346 | \$47,388 | \$48,454 | \$49,544 | \$50,659 | \$51,799 | \$52,964 | \$54,155 | \$55,971 |
| Performing Arts Facilities Coordinator | 16 | \$44,328 | \$45,325 | \$46,346 | \$47,388 | \$48,454 | \$49,544 | \$50,659 | \$51,799 | \$52,964 | \$54,155 | \$55,971 |
| Recreation Coordinator | 16 | \$44,328 | \$45,325 | \$46,346 | \$47,388 | \$48,454 | \$49,544 | \$50,659 | \$51,799 | \$52,964 | \$54,155 | \$55,971 |
| Youth & Adult Program Coordinator | 16 | \$44,328 | \$45,325 | \$46,346 | \$47,388 | \$48,454 | \$49,544 | \$50,659 | \$51,799 | \$52,964 | \$54,155 | \$55,971 |
| Early Childhood Program Supervisor | 19 | \$67,246 | \$68,759 | \$70,305 | \$71,887 | \$73,505 | \$75,159 | \$76,849 | \$78,579 | \$80,347 | \$82,155 | \$85,408 |
| Kids' Company Program Supervisor | 19 | \$67,246 | \$68,759 | \$70,305 | \$71,887 | \$73,505 | \$75,159 | \$76,849 | \$78,579 | \$80,347 | \$82,155 | \$85,408 |

6.C.6. Confidential

Confidential Employees
Summary of Proposed 2021-2023 Terms and Conditions of Employment

The School District's Confidential Employees are a twelve-month employee group. Their proposed two-year work agreement is for the period of July 1, 2021 through June 30, 2023. The proposed agreement includes step advancement and a 2% increase on the wage schedule for both years of the agreement. The top step of the wage schedule will be increased by an additional one-quarter of one percent in the second year of the agreement.

A domestic partner living in the home was added to the list of family members for the purposes of sick, emergency and bereavement leave.

Waconia's amazing Confidential Employees deserve to be commended for their commitment to ISD 110.



Confidential Employees

Terms and Conditions of Employment
July 1, 2021 through June 30, 2023

Approved by the ISD 110 School Board _____.

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INDEPENDENT SCHOOL DISTRICT NO. 110

Confidential Employees
Terms and Conditions of Employment

ARTICLE I
Classification of Confidential Employees

Section 1. Classification of Confidential Employees: This governs the terms and conditions of employment for Confidential Employees as defined by the Public Employees Labor Relations Act (PELRA). Confidential employees are non-exempt, hourly employees who are entitled to overtime. Overtime is owed for all hours worked in excess of forty (40) hours in a work week.

| <u>Position Grade</u> | <u>Confidential Position</u> |
|------------------------------|--|
| Grade 11 | Administrative Assistant II |
| Grade 13 | Administrative Assistant III |
| Grade 15 | Payroll Specialist Superintendent's Executive Assistant |

ARTICLE II
Terms and Hours of Employment

Section 1. Work Year Defined: The length of the work year for confidential employees will be determined by the School District and shall be 12-months inclusive of paid holidays and vacation.

Section 2. Holidays: The work year shall include the following paid holidays:

1. New Year's Day
2. Martin Luther King Jr. Day
3. Presidents' Day
4. Good Friday or Monday after Easter
5. Memorial Day
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Day before Christmas
11. Christmas Day
12. Day before New Year's Day

Part-time employees scheduled to work on any of the above holidays shall receive holiday pay on a pro rata basis based on their regularly scheduled work day.

Section 3. Holiday Observance: When a holiday occurs on a Saturday, the preceding Friday will be observed. When a holiday occurs on a Sunday, the following Monday will be observed.

When a holiday occurs on a day when school is in session, an alternate holiday will be designated by the School District.

Section 4. Work Week Defined (Full-time): Five days per week, Monday through Friday, and special arrangements on Saturday made individually as necessary.

Section 5. Work Day Defined (Full-time): The work day is eight (8) hours in length. If approved by the employee's supervisor, employees may work a seven (7) hour work day during the summer and school vacations. One half hour for lunch is not included in the work day and appropriate work breaks are included in the work day. A one (1) hour lunch period may be granted on in-service and teacher work days, at the discretion of the employee's supervisor. All office hours are to be determined by the School District.

Section 6. Work Hours Defined (Full-time): Work hours will be determined by the employee's supervisor. The School District reserves the right to modify the confidential employees' number of work hours and the work start time and work end time as necessary to meet its needs.

Confidential Employees may receive two (2) hours of compensation time each year allowing employees to end their work day thirty (30) minutes early on the last work day prior to Thanksgiving, Christmas, Spring Break and Easter.

Section 7. Work Days/Hours (Part-time): The work days and hours for part-time employees will be determined by the employee's direct supervisor.

Section 8. Additional Work Hours: Confidential employees shall be compensated pursuant to applicable wage and hour law.

Section 9. District In-Services: All confidential employees will be expected to attend staff in-service activities sponsored by the School District.

Section 10. Anniversary Date: Confidential employees' anniversary date for the purpose of salary/wage advancement and benefit accrual will be July 1. Personnel hired from July 1 through December 31 will be considered employed one year after the first July 1 following their employment date. Personnel hired from January 1 through June 30 will not be considered employed one year until after the second July 1 following their employment date.

Section 11. Termination of Employment: School district confidential employees may be terminated through a two-week notice by either the district employee or the Board of Education.

ARTICLE III
Performance Review

Section 1. Performance Review: Confidential employees shall receive an annual written performance review by their direct supervisor. The review will be completed by June 1 of each school year. A copy of the written review will be shared with each person by the supervisor in a conference setting. A copy of the written review will be placed in the individual's personnel file.

ARTICLE IV
Employment Status

Section 1. Full-Time Employees: Full-time employees are regularly scheduled to work the entire year, 12-months, for eight (8) hours per day. Summer and school vacation work days may be seven (7) hours per day if approved by the employee's supervisor.

Section 2. Part-Time Employees: Part-time employees are regularly scheduled to work less than the entire year, 12-months, and/or less than eight (8) hours per day.

ARTICLE V
School Closings

Section 1. School Closings: When the School District is closed due to inclement weather conditions, emergencies, or other unforeseen events, employees shall not report to work unless directed to do so by the School District. Employees will be paid for their regular daily work hours and will not be required to make-up the first two (2) school closings as called by the School District in a given school year. If the School District schedules a make-up day for a third or subsequent school closing day, then employees will work the rescheduled day without additional pay. If a school closing occurs during an employee's paid absence (i.e., vacation, personal or sick leave), then the employee will be paid for their regular daily work hours and the applicable leave will be reversed and returned to the employee's accrued leave balance. If a school closing occurs during an employee's unpaid absence, then the employee will not receive school closing pay.

In the event that school starts late due to inclement weather conditions, emergencies, or other unforeseen events, employees will be paid for their regularly scheduled work day if they report to duty as directed by the School District. When school is released after arrival time, employees may leave as directed by the School District and will be paid for their regularly scheduled work day. Routine duties necessary to the daily operation of the school will be performed by employees prior to departure.

ARTICLE VI
Leaves

Section 1. Sick Leave: Full-time employees shall earn fifteen (15) days of sick leave each year, which shall be accumulated to a maximum of one-hundred-twenty (120) days. A part-time

employee shall earn sick leave in a prorated amount proportional to his/her employment.

Sick leave may be granted for reasons of personal illness or family illness. **A domestic partner living in the home is considered family for the purposes of this Article.** Repeated and systematic use of sick leave may require a certificate from a physician at the request of the superintendent, or his/her designee.

Section 2. Personal Leave: Full-time employees shall earn personal leave according to the following schedule:

| <u>Years of Service</u> | <u>Personal Leave</u> |
|--------------------------------|------------------------------|
| 0-3 years | 2 days |
| 4+ years | 3 days |

A part-time employee shall earn personal leave in a prorated amount proportional to his/her employment.

Personal leave is credited to employees as of July 1. Personal leave is non-accumulative and must be used in the year in which it was credited. Personal leave may be taken with the approval of the employee's supervisor.

No later than July 10, the School District shall provide each employee with notice of their total amount of unused personal leave days accrued that year. Upon notice to the district's Human Resources Department on or before July 20, full-time employees will be eligible to elect reimbursement for unused personal leave days as a cash payment at the rate of \$85.00 per day. A part-time employee will be eligible to elect reimbursement for unused personal leave in a prorated amount proportional to his/her employment. If an employee elects reimbursement for unused personal leave days as a cash payment under this section, then his/her total unused personal leave will be reduced in accordance with such election. Any reimbursement for unused personal leave paid pursuant to this section will be included on an employee's July 31 direct deposit.

Section 3. Unpaid Leave: Employees may be granted unpaid leave by the School District for situations that are not covered under the terms and conditions of employment provided for in this agreement.

Section 4. Family Bereavement and Emergency Leave: All employees may be granted a leave to be deducted from sick leave in the event of a death or family emergency in a person's immediate family. The employee's immediate family shall be deemed to include spouse, **domestic partner living in the home**, children, father, mother, guardian, stepparent, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, aunt, uncle, grandparent or grandchildren. Leave for other family members, and significant others, may be granted upon approval by the School District. Request for family leave must be made to the superintendent of schools, or his/her designee, at least three (3) days in advance except in the event of emergencies. The request shall state the reason for the proposed leave.

The School District may require an employee to furnish competent evidence of family illness in order to qualify for emergency family leave. However, the final determination as to the eligibility of an employee for emergency family leave is reserved to the School District based upon competent medical evidence. The School District reserves the right to refuse to grant such leave if under the circumstances involved, the School District determines that such leave should not be granted.

Section 5. Other Bereavement Leave: In case of death of anyone not specifically addressed by the immediate family, all full-time employees shall receive non-accumulative bereavement leave each school year equivalent to the number of hours in the employee's workday, to be deducted from sick leave. A part-time employee shall receive non-accumulative bereavement leave in a prorated amount proportional to his/her employment. All leave used under this section shall be deducted from sick leave.

Section 6. Childcare/Adoption and Medical Leaves: Childcare/adoption and medical leaves will be granted in accordance with the current Master Agreement between Independent School District No. 110 and the Waconia Education Association.

Section 7. Family and Medical Leave Act: Family and medical leaves will be administered in accordance with the provisions of the Family and Medical Leave Act (Public Law 103-3; Enacted February 5, 1993) and Minnesota law.

Section 8. Support School Activity Leave: All employees will be allowed two (2) hours per year of non-accumulative time to support a school activity (i.e., reading in the classroom, helping with vision & screening, attending a performance). The leave will be granted when internal coverage can be provided and preapproval is received from the School District. Additional unpaid leave shall be granted pursuant to Minn. Stat. § 181.9412, subd. 2.

Section 9. Workers' Compensation: An employee receiving compensation pursuant to the Workers' Compensation law may elect to use sick leave in order to make up the difference between the workers' compensation payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of sick leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

Section 10. Vacation: All full-time employees shall earn the following amounts of vacation per fiscal year. On July 1 of each year, each employee will be credited with vacation time to be earned in the ensuing year. The employee may use vacation time in the fiscal year during which it is being earned, consistent with the district's operational needs. The used vacation hours will be figured at an hourly rate that is rounded up to the nearest hour. An employee terminating employment during the fiscal year shall receive payment for any vacation time earned but not used. Any employee who terminates employment during the fiscal year who has used more vacation than earned will have the amount of time overused deducted from their final paycheck.

Subd. 1. All full-time, 12-month employees shall earn annual vacation in

accordance with the following schedule:

| <u>Years of Consecutive Employment</u> | <u>Vacation Hours</u> |
|---|------------------------------|
| Year One through Four | 80 hours (10 days) |
| Five years through Ten years | 120 hours (15 days) |
| Eleven years and over | 160 hours (20 days) |

Part-time employees shall receive prorated vacation hours based on the percentage of full-time hours worked. Vacation time must be taken by 12/31 in the following year it was accumulated. No vacation time shall accumulate past that date, without administrative approval. Vacation days are to be taken at the approval of the employee's supervisor. The School District reserves the right to schedule all vacations.

ARTICLE VII Compensation and Benefits

Section 1. Rates of Pay: The wage schedule is contained in Appendix A. All new confidential employees will be placed on step 1 of the wage schedule unless a higher level is approved by the superintendent, or his/her designee. Salary payments shall be made in accordance with the calendar of pay dates established by the business office. Employees are paid on the fifteenth day of each month and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday or holiday, the payday will be the preceding work day. There are anywhere from one to sixteen work days per pay period depending upon the month and the employment start date.

Section 2. Longevity Pay: Employees will receive \$200 per year after fifteen (15) years of continuous service, \$400 per year after twenty (20) years of continuous service, and \$600 per year after twenty-five (25) years of continuous service. Longevity payments will be paid to a post-employment Health Reimbursement Account on behalf of the employee at the end of the fiscal year.

Section 3. Bachelor and Master Degrees: Employees who receive a bachelor or master's degree from an accredited college or university shall advance an additional step on the wage schedule at the beginning of the next fiscal year. To qualify for an additional step, the degree must be deemed germane to the employee's position and the employee must present an official transcript on or before July 1. Employees who present official transcripts after July 1 will qualify for an additional step at the beginning of the subsequent fiscal year.

Section 4. Wellness Bonus: No later than July 10, the School District shall provide each employee with an accrued sick leave balance of one-hundred twenty days or more notice of their total amount of unused sick leave days. Upon notice to the district's Human Resources Department on or before July 20, full-time employees will be eligible to elect reimbursement for unused sick leave days as a cash payment in accordance with the following schedule:

| Total Number of Unused Sick Leave Days at the End of the Fiscal Year | Number of Unused Sick Leave Days for which an Employee May Elect Reimbursement | Reimbursement Rate Per Unused Sick Leave Day |
|--|--|--|
| 120+ | Up to 10 | \$50.00 |

A part-time employee will be eligible to elect reimbursement for unused sick leave in accordance with this subdivision in a prorated amount proportional to his/her employment.

If an employee elects reimbursement for unused sick leave days as a cash payment under this section, then his/her total unused sick leave will be reduced in accordance with such election.

Any reimbursement for unused sick leave paid pursuant to this section will be included on an employee's July 31 direct deposit.

Section 5. Hospitalization and Medical Insurance: The School District will contribute a monthly sum, not to exceed the amounts listed below, towards the cost of the premium for the current medical/hospitalization plan for each full-time employee who qualifies for and is enrolled in the group medical/hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

| School District Monthly Contribution for Full-time Employees | Effective July 1, 2021 |
|--|------------------------|
| Single | \$767.13 |
| Single + 1 | \$1,185.91 |
| Family | \$1,476.88 |

A part-time employee scheduled to work twenty (20) hours per week or more shall receive a district contribution towards health insurance in a prorated amount proportional to his/her employment.

NOTE: If the School District increases their contribution rate to the Waconia Education Association, the District will proportionately increase the contribution rate to confidential employees.

Section 6. High Deductible Insurance Plan: The School District will offer an additional High Deductible Insurance Plan for single, single plus one, and family health insurance coverage.

Employees selecting this option will have a contribution made to a VEBA Trust. The School District contribution towards the VEBA Trust and premium will not exceed the amounts listed in the monthly contribution amounts listed above.

Section 7. Dental Insurance: Employees working twenty (20) hours or more per week are eligible to participate in the School District's dental insurance program. Employees may use any dollar amounts not used for health insurance coverage for payment of their dental insurance.

Section 8. Income Protection Insurance (Long-term Disability): Full-time confidential employees will receive income protection insurance in an amount equal to the group income protection insurance plan approved by the School District.

Section 9. Term Life Insurance: The School District shall provide a \$50,000 term life insurance policy for each full-time employee who is employed by the School District.

Section 10. Mileage: Employees shall receive mileage reimbursement for district travel as established by School Board policy.

Section 11. Duration of Insurance Contribution: An employee is eligible for School District contributions as provided in this article as long as the employee is employed by the School District. Upon termination of employment, all School District participation and contribution shall cease effective on the last paid working day. Employees shall be permitted to continue health and hospitalization insurance coverage upon termination of employment only as provided by law.

Full-time employees who retire after completing at least fifteen (15) years of continuous service with the School District and who are at least sixty-two (62) years of age shall be eligible for School District contribution of \$250.00 per month toward the district's existing group health and hospitalization insurance program up to the age of Medicare eligibility. It is the responsibility of the employee to make arrangements to pay to the School District the monthly premiums in advance and on such date as determined by the School District.

ARTICLE VIII

Defined Contribution Plan and Health Reimbursement Account

Section 1. Introduction: The purpose of the Defined Contribution Plan (hereafter called PLAN) is to encourage employees to develop a financial plan for their future by providing money for investment during the course of employment with the District. The PLAN will require participation by the employee coupled with a matching contribution from the district. Beginning July 1, 2012, fifty (50%) percent of the School District's matching contribution will be directed to the employee's 403(b) plan and the remaining fifty (50%) percent will be paid to a post-employment Health Reimbursement Account on behalf of the employee.

Section 2. District Matching Benefits:

| Years of Service In District | Board Matching Contribution | |
|--|-----------------------------|--------------------|
| | 403(b) Plan | HRA Plan |
| 0 - 3 yrs. | No district match. | No district match. |
| 4 - 10 yrs. | \$250 Match | \$250 Match |
| 11 - 15 yrs. | \$425 Match | \$425 Match |
| 16 - 20 yrs. | \$600 Match | \$600 Match |
| 21 - 25 yrs. | \$750 Match | \$750 Match |
| 26 - ___yrs. | \$900 Match | \$900 Match |
| Lifetime Maximum District Contribution | | \$30,000 |

Section 3. Administration of PLAN:

1) Benefits Cannot Be Accumulated

The District contribution will begin when the employee initiates an eligible 403(b) investment program at an amount not to exceed the benefit schedule set out above.

An employee may elect to contribute to the selected 403(b) program more than the District match. The PLAN only defines the limits of the District's participation in the selected program.

The District match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after the first year of eligibility.

2) Definition - Years of Service

Years of service shall mean years of accumulated full-time equivalent service in District 110.

Years of service shall be measured as of July 1 each year.

3) Plan Year Begins July 1

The annual year for District contributions shall be July 1 through June 30. Changes in district matching amounts, based on years of service, shall occur on July 1 of each year.

Employees must establish participation in an eligible Deferred Income or TSA plan, as defined by Minnesota Statutes, before the District will begin matching contributions on behalf of the employee.

4) District Contribution is Automatic

When an employee has an eligible plan in effect, the district match shall be automatic unless the employee requests otherwise.

5) Plan Must Comply with Federal and State Laws

The PLAN is subject to applicable code provisions of the Minnesota Statutes and IRS Code including Section 403 (b), IRS Code Section 457, and IRS Publication 502.

ARTICLE IX
Meet and Confer

Section 1. Purpose: Meetings will be held to clarify work arrangements between confidential employees and the School District. The School District shall provide the facilities and set the time for such meetings to take place. The meetings shall be held twice per school year if a meeting request is made by either party.

Section 2. Membership: Confidential employees shall select representatives to engage in the meet and confer process with a representative or committee of the School District.

APPENDIX A

Confidential Employees Wage Rates for 2021-2022 and 2022-2023

| 2021-2022 | Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|--------------------------------------|-------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Administrative Assistant II | 11 | \$18.50 | \$19.13 | \$19.78 | \$20.42 | \$21.05 | \$21.71 | \$22.35 | \$22.98 | \$23.61 | \$24.27 | \$25.32 |
| Administrative Assistant III | 13 | \$19.68 | \$20.36 | \$21.04 | \$21.74 | \$22.43 | \$23.11 | \$23.81 | \$24.47 | \$25.18 | \$25.84 | \$26.95 |
| Payroll Specialist | 15 | \$21.53 | \$22.33 | \$23.09 | \$23.92 | \$24.70 | \$25.46 | \$26.29 | \$27.07 | \$27.89 | \$28.65 | \$29.96 |
| Superintendent's Executive Assistant | 15 | \$21.53 | \$22.33 | \$23.09 | \$23.92 | \$24.70 | \$25.46 | \$26.29 | \$27.07 | \$27.89 | \$28.65 | \$29.96 |

| 2022-2023 | Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|--------------------------------------|-------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Administrative Assistant II | 11 | \$18.87 | \$19.51 | \$20.18 | \$20.83 | \$21.47 | \$22.14 | \$22.80 | \$23.44 | \$24.08 | \$24.76 | \$25.89 |
| Administrative Assistant III | 13 | \$20.07 | \$20.77 | \$21.46 | \$22.17 | \$22.88 | \$23.57 | \$24.29 | \$24.96 | \$25.68 | \$26.36 | \$27.56 |
| Payroll Specialist | 15 | \$21.96 | \$22.78 | \$23.55 | \$24.40 | \$25.19 | \$25.97 | \$26.82 | \$27.61 | \$28.45 | \$29.22 | \$30.63 |
| Superintendent's Executive Assistant | 15 | \$21.96 | \$22.78 | \$23.55 | \$24.40 | \$25.19 | \$25.97 | \$26.82 | \$27.61 | \$28.45 | \$29.22 | \$30.63 |

6.C.7. Nutritional Services

Nutritional Services
Summary of Proposed 2021-2023 Terms and Conditions of Employment

The School District's Nutritional Services' Employees are a nine-month employee group. Their proposed two-year work agreement is for the period of July 1, 2021 through June 30, 2023. The proposed agreement includes step advancement and a 2% increase on the wage schedule for both years of the agreement. The top step of the wage schedule will be increased by an additional one-quarter of one percent in the second year of the agreement. To ensure the School District remains competitive in the job market, an entry-level wage of \$15.00 per hour is being proposed for the Nutritional Assistant position.

A domestic partner living in the home was added to the list of family members for the purposes of emergency and bereavement leave.

Waconia's amazing Nutritional Services' Employees deserve to be commended for their commitment to ISD 110.



Nutritional Services

Terms and Conditions of Employment
July 1, 2021 through June 30, 2023

Approved by the ISD 110 School Board _____.

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INDEPENDENT SCHOOL DISTRICT NO. 110

**Nutritional Services Employees
Terms and Conditions of Employment**

**ARTICLE I
Classification of Nutritional Services Employees**

Section 1. Classification of Employees: Nutritional Services’ job classifications are established by the School District with regard to the level of responsibility inherent in each position, the required skills in each position, and the School District’s comparable worth placement. Nutritional Services’ employees are non-exempt, hourly employees who are entitled to overtime. Overtime is owed for all hours worked in excess of forty (40) hours in a workweek.

| <u>Position Grade</u> | <u>Position Title</u> |
|------------------------------|------------------------------|
| Grade 4 | Nutritional Assistant |
| Grade 7 | Assistant Head Cook |
| Grade 10 | Café 110 Assistant |
| Grade 11 | Head Cook |

**ARTICLE II
Employment Status**

Section 1. Full-Time Employees: Employees regularly employed and scheduled to work a minimum of six (6) hours per day are considered full-time employees.

Section 2. Part-Time Employees: Employees regularly employed and scheduled to work a minimum of four and one-half (4.5) hours per day, but less than full-time are considered part-time employees.

Section 3. Part-Time Employees II: Employees employed and scheduled to work less than four and one-half (4.5) hours per day are considered part-time employees II.

**ARTICLE III
Terms and Hours of Employment**

Section 1. Work Year Defined: Nutritional Services’ employees shall work on a schedule that is commensurate with the school calendar. Employees shall generally work on student days only, except with the approval of the Director of Nutritional Services.

The School District reserves the right to alter an employee’s hours due to increases or decreases in school lunch participation levels or budgetary concerns. In the event of a change in work hours, a one (1) week notice will be given to the employee.

Section 2. Work Day Defined: The length of the work day will be established by the School

District.

Section 3. Work Breaks: Employees scheduled to work more than four (4) consecutive hours in a day will be entitled to a fifteen (15) minute break as arranged with their immediate supervisor. An unpaid, thirty (30) minute meal break will be provided for employees who work eight (8) or more consecutive hours.

Section 4. Termination of Employment: A minimum of two (2) weeks written notice to the Director of Nutritional Services shall be required from an employee before termination of employment. A minimum of a two (2) week notice shall be given the employee by the School District before layoff.

Section 5. Disciplinary Process: The School District's disciplinary process is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the School District intends that progressive discipline will be administered in most cases, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in another manner is solely at the discretion of the School District.

Section 6. District In-Services: All employees will be expected to attend staff in-service activities sponsored by the School District.

ARTICLE IV Performance Review

Section 1. Performance Review: Employees shall receive an annual written performance evaluation by their direct supervisor. The evaluation will be completed by June 1. A copy of the written evaluation will be shared with each person by the supervisor in a conference setting. A copy of the written evaluation will be placed in the employee's personnel file.

ARTICLE V School Closings

Section 1. School Closings: When the School District is closed due to inclement weather conditions, emergencies, or other unforeseen events, employees shall not report to work unless directed to do so by the School District. Employees will be paid for their regular daily work hours and will not be required to make-up the first two (2) school closings as called by the School District in a given school year. If the School District schedules a make-up day for a third or subsequent school closing day, then employees will work the rescheduled day without additional pay. If a school closing occurs during an employee's paid absence (i.e., personal or sick leave), then the employee will be paid for their regular daily work hours and the applicable leave will be reversed and returned to the employee's accrued leave balance. If a school closing occurs during an employee's unpaid absence, then the employee will not receive school closing pay.

In the event that school starts late due to inclement weather conditions, emergencies, or other unforeseen events, employees will be paid for their regularly scheduled work day if they report to duty as directed by the School District. When school is released after arrival time, employees may leave as directed by the School District and will be paid for their regularly scheduled work

day. Routine duties necessary to the daily operation of the school will be performed by employees prior to departure.

In the event that students are released to attend a state tournament event, employees will have the option to perform other duties as determined by the Director of Nutritional Services for the balance of the employee's regularly scheduled work day. Employees who would prefer to leave early may do so with the approval of their immediate supervisor. An employee's working hours during other school events will be left to the discretion of his/her immediate supervisor.

ARTICLE VI

Leaves

Section 1. Sick Leave: Employees shall earn ten (10) days of sick leave each year of employment by the School District. The number of hours of sick leave earned by an employee will be based on the employee's regular daily work schedule. Unused sick leave may accumulate to a maximum of ninety (90) days of sick leave per employee, which will be based on the employee's regular daily work schedule.

Sick leave may be granted for reasons of personal illness. An employee may utilize sick leave for the illness or injury of the employee's child pursuant to the provisions of Minn. Stat. § 181.9413. Repeated and systematic use of sick leave may require a certificate from a physician at the request of the School District.

Section 2. Personal Leave: Employees shall earn personal leave based on their completed years of service in the School District according to the following schedule:

| <u>Years of Service</u> | <u>Personal Leave</u> |
|--------------------------------|------------------------------|
| 0-5 years | 1 day |
| 6-10 years | 2 days |
| 11+ years | 3 days |

The number of hours of personal leave earned by an employee will be based on the employee's regular daily work schedule. Personal leave must be used prior to May 15 and be taken with the approval of the Director of Nutritional Services. A maximum of two (2) personal leave days may be carried over to the next school year.

Section 3. Unpaid Leave: Employees may be granted unpaid leave by the School District at the discretion of the Superintendent or his/her designee.

Section 4. Family Bereavement and Emergency Leave: All employees may be granted up to five (5) days, non-accumulative, of leave each school year, the days to be deducted from sick leave, in the event of a death or family emergency in an employee's immediate family. An employee's immediate family shall be deemed to include his/her spouse, **domestic partner living in the home**, children, father, mother, guardian, stepparent, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, aunt, uncle, grandparent or grandchildren. Leave for other family members, and significant others, may be granted upon approval by the School District.

Requests for family bereavement and emergency leave must be made in writing to the Director of Nutritional Services in advance, except in the event of emergencies. The request shall state the reason for the proposed leave.

The School District may require an employee to furnish competent evidence of family illness in order to qualify for emergency family leave. However, the final determination as to the eligibility of an employee for emergency family leave is reserved to the School District based upon competent medical evidence. The School District reserves the right to refuse to grant such leave if under the circumstances involved, the School District determines that such leave should not be granted.

Section 5. Other Bereavement Leave: In case of death of anyone not specifically addressed by the immediate family, all full-time employees shall receive non-accumulative bereavement leave each school year equivalent to the number of hours in the employee's workday, to be deducted from sick leave. A part-time employee shall receive non-accumulative bereavement leave in a prorated amount proportional to his/her employment. All leave used under this section shall be deducted from sick leave.

Section 6. Childcare/Adoption and Medical Leaves: Childcare/adoption and medical leaves will be granted in accordance with the current Master Agreement between Independent School District No. 110 and the Waconia Education Association.

Section 7. Family and Medical Leave Act: Family and medical leaves will be administered in accordance with the provisions of the Family and Medical Leave Act (Public Law 103-3; Enacted February 5, 1993) and Minnesota law.

Section 8. Support School Activity Leave: All employees will be allowed two (2) hours per year of non-accumulative time to support a school activity (i.e., reading in the classroom, helping with vision & screening, attending a performance). The leave will be granted when coverage can be provided and preapproval is received from the administration. Additional unpaid leave shall be granted pursuant to Minn. Stat. § 181.9412, subd. 2.

Section 9. Workers' Compensation: An employee receiving compensation pursuant to the Workers' Compensation law may elect to use sick leave in order to make up the difference between the workers' compensation payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of sick leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

ARTICLE VII Compensation

Section 1. Rates of Pay, Initial Wage and Pay Schedule: The wage schedule is contained in Appendix A. All new employees shall be placed on the step of the salary schedule for the appropriate classification as agreed between the School District and the new employee. Employees are paid on the fifteenth day of each month and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday or holiday, the payday will be the preceding

work day. There are anywhere from one to sixteen work days per pay period depending upon the month and the employment start date.

Section 2. Anniversary Date: An employees' anniversary date for the purpose of wage advancement and benefit accrual will be July 1. Employees hired from July 1 through December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired from January 1 through June 30 will not be considered employed one year until after the second July 1 following their employment date.

Section 3. Change in Pay Classification: An employee who transfers from a lower pay classification to a higher pay classification shall be compensated on the new pay classification at the lowest step that results in a pay increase for the employee unless otherwise determined by the School District. An employee who transfers from a higher pay classification to a lower pay classification will be compensated on the same step of the salary schedule at the lower pay classification as occupied in the higher pay classification unless otherwise determined by the School District.

Section 4. Additional Work Hours: Employees shall be compensated at their regularly scheduled wage for additional hours worked related to their yearly assignment. All hours worked in excess of forty (40) in a given workweek will be compensated at one and one-half the employee's regularly scheduled wage. Additional work hours must have preapproval by the Director of Nutritional Services.

Section 5. Saturday/Sunday Premium Rate: Employees who work on a Saturday or a Sunday will be paid a premium rate of \$5.00 per hour over their regularly scheduled hourly wage for those hours if they have not worked forty (40) hours during that workweek and, therefore, are not eligible for overtime rates.

Section 6. Secondary Head Cook Stipend: The Waconia High School and Middle School Head Cooks will each receive an annual stipend, prorated for a partial year, in the amount of \$650.00. Stipends will be paid in equal installments over the course of the school year.

Section 7. Longevity Pay: Employees will receive \$100 per year after fifteen (15) years of continuous service, \$200 per year after twenty (20) years of continuous service, and \$300 per year after twenty-five (25) years of continuous service.

Section 8. Wellness Bonus: After employed one year with the School District, as defined in the anniversary date section of this agreement, full-time and part-time employees will be paid \$300.00 annually if no sick leave is used during a school year and \$100.00 annually if no more than two (2) days of sick leave are used during a school year. A part-time employee will receive a prorated wellness bonus in an amount proportional to his/her employment. Approved bereavement leave will not be considered an absence for the purposes of this section.

Section 9. Holiday Pay: Employees shall receive four (4) paid holidays per school year, which will be observed on Thanksgiving, Friday after Thanksgiving Day, New Year's Day, and Martin Luther King Jr. Day. An employee will receive pay for such holiday based upon his/her regularly scheduled work day.

Section 10. Uniforms: The School District will provide each employee with up to five (5) uniform shirts. Employees will receive up to \$50.00 annually for the purchase of uniform pants. In order to receive reimbursement, uniform pants must be approved by the Director of Nutritional Services and the employee must provide a receipt for the purchase. Employees who terminate their employment with the School District within five (5) months of receiving new uniforms shall surrender such uniforms to the Director of Nutritional Services immediately. Failure to surrender the uniforms could result in a deduction for the cost of such uniforms from an employee’s final direct deposit.

**ARTICLE VIII
Insurance Benefits**

Section 1. Hospitalization and Medical Insurance: The School District will contribute a monthly sum, not to exceed the amounts listed below, towards the cost of the premium for the current medical/hospitalization plan for each full-time and part-time employee who qualifies for and is enrolled in the group medical/hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

| School District Monthly Contribution | Effective 9/1/2021 |
|---|---------------------------|
| Full-time Employees | |
| Single | \$ 767.13 |
| Single + 1 | \$ 1,185.91 |
| Family | \$1,476.88 |
| Part-time Employees | |
| Single | \$ 383.57 |
| Single + 1 | \$ 592.96 |
| Family | \$ 738.44 |
| Part-time Employees II | \$ 0 |

Section 2. High Deductible Insurance Plan: Employees selecting the High Deductible Insurance Plan will have a contribution made to a VEBA Trust. The School District contribution towards the VEBA Trust and premium will not exceed the amounts listed in the monthly contribution amounts listed above.

Section 3. Dental Insurance: Employees working twenty (20) hours or more per week are eligible to participate in the School District’s dental insurance program. Employees may use any dollar amounts not used for health insurance coverage for payment of their dental insurance.

Section 4. Income Protection Insurance (Long-term Disability): The School District shall provide income protection insurance in an amount equal to the group income protection insurance plan approved by the School District to full-time and part-time employees.

Section 5. Term Life Insurance: The School District shall provide a \$30,000 term life insurance policy for full-time and part-time employees.

Section 6. Hospitalization Insurance Access Upon Retirement. Pursuant to Minn. Stat. § 471.61, subd. 2b, a retired employee may access the School District’s hospitalization insurance program, at the employee’s expense, with coverage available until the employee’s sixty-fifth (65th) birthday. For purposes of this section, a retiree shall mean an employee who is eligible for or is drawing a retirement annuity from the State of Minnesota. Access shall also be available to an employee, at the employee’s expense, who is receiving a disability benefit from a Minnesota public pension plan.

**ARTICLE IX
Defined Contribution Plan and Severance**

Section 1. Introduction. The purpose of the Career Transition Trust (hereinafter called PLAN) is to encourage employees to develop a financial plan for their future by providing money for investment during the course of employment with the School District. The PLAN will require participation by the employee coupled with a matching contribution from the School District.

Section 2. Defined Contribution Plan.

The School District will make matching contributions to a 403(b) plan as follows:

| <u>Years of Service</u> | <u>District Matching Contribution</u> |
|--------------------------------|--|
| 0-3 years | No District Match |
| 4-10 years | \$375 Match |
| 11-15 years | \$625 Match |
| 16-20 years | \$925 Match |
| 21-25 years | \$1,225 Match |
| 26+ years | \$1,525 Match |

Lifetime Maximum School District Contribution \$17,000

Employees working twenty (20) hours or more per week (minimum of 688 hours per year) shall be eligible for a pro rata share of the School District’s matching contribution.

Section 3. Administration of PLAN:

Subd. 1. Benefits Cannot be Accumulated. The School District contribution will begin when the employee initiates an eligible investment program at an amount not to exceed the benefit schedule set out in Section two (2) above. An employee may elect to contribute to the selected program more than the School District match. The PLAN only

defines the limits of the School District's participation in the selected program. The School District match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after the first year of eligibility.

Subd. 2. Definition – Years of Service. Years of service is defined as full-time equivalent (FTE) service. Employees defined in this agreement as “full-time” shall receive 1.0 FTE for each year of full-time service. Employees defined in this agreement as “part-time” or “part-time II,” and who work twenty (20) hours or more per week (minimum of 688 hours per year), shall receive 0.5 FTE for each year of service.

Subd. 3. Plan Year. The annual year for the School District contributions shall be July 1 through June 30. Changes in School District matching amounts, based on years of service, shall occur on July 1 of each year. Employees must establish participation in an eligible Deferred Income or TSA plan, as defined by Minnesota Statutes, before the School District will begin matching contributions.

Subd. 4. District Contribution. When an employee has an eligible plan in effect, the District matching shall be automatic unless the employee requests otherwise.

Subd. 5. Compliance with Law. The PLAN is subject to applicable code provisions of the Minnesota Statutes, IRS Code Section 403(b), and IRS Code Section 457.

ARTICLE X Meet and Discuss

Section 1. Purpose: If requested by either the School District or the employees, meetings will be held to clarify work agreements between the employees and the School District. The School District shall schedule the meetings and provide the facilities.

ARTICLE XI Miscellaneous

Section 1. Retroactive Pay: Retroactive pay pursuant to the provisions of this agreement shall be made to all employees who are employed as of the date of School Board approval. Employees who have terminated employment prior to School Board approval of this agreement shall not be entitled to any retroactive payments.

APPENDIX A

Nutritional Services Employees Wage Rates for 2021-2022 & 2022-2023

| 2021-2022 | Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|-----------------------|-------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Head Cook | 11 | \$18.22 | \$18.87 | \$19.49 | \$20.10 | \$20.74 | \$21.35 | \$21.98 | \$22.61 | \$23.25 | \$23.87 | \$24.51 |
| Café 110 Assistant | 10 | \$17.14 | \$17.64 | \$18.13 | \$18.60 | \$19.09 | \$19.60 | \$20.09 | \$20.56 | \$21.06 | \$21.57 | \$22.43 |
| Assistant Head Cook | 7 | \$15.38 | \$15.81 | \$16.23 | \$16.66 | \$17.07 | \$17.50 | \$17.92 | \$18.34 | \$18.78 | \$19.18 | \$19.57 |
| Nutritional Assistant | 4 | \$15.00 | \$15.23 | \$15.66 | \$16.10 | \$16.50 | \$16.93 | \$17.34 | \$17.75 | \$18.18 | \$18.60 | \$19.02 |

| 2021-2022 | Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|-----------------------|-------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Head Cook | 11 | \$18.58 | \$19.25 | \$19.88 | \$20.50 | \$21.15 | \$21.78 | \$22.42 | \$23.06 | \$23.72 | \$24.35 | \$25.06 |
| Café 110 Assistant | 10 | \$17.48 | \$17.99 | \$18.49 | \$18.97 | \$19.47 | \$19.99 | \$20.49 | \$20.97 | \$21.48 | \$22.00 | \$22.93 |
| Assistant Head Cook | 7 | \$15.69 | \$16.13 | \$16.55 | \$16.99 | \$17.41 | \$17.85 | \$18.28 | \$18.71 | \$19.16 | \$19.56 | \$20.01 |
| Nutritional Assistant | 4 | \$15.30 | \$15.53 | \$15.97 | \$16.42 | \$16.83 | \$17.27 | \$17.69 | \$18.11 | \$18.54 | \$18.97 | \$19.45 |

6.C.8. Unaffiliated 9-Month

Unaffiliated 9-Month Employees
Summary of Proposed 2021-2023 Terms and Conditions of Employment

The School District's Unaffiliated 9-Month Employees are a nine-month employee group. Their proposed two-year work agreement is for the period of July 1, 2021 through June 30, 2023. The proposed agreement includes step advancement and a 2% increase on the wage schedule for both years of the agreement. The top step of the wage schedule will be increased by an additional one-quarter of one percent in the second year of the agreement.

A domestic partner living in the home was added to the list of family members for the purposes of sick leave.

Waconia's amazing Unaffiliated 9-Month Employees deserve to be commended for their commitment to ISD 110.



Unaffiliated, 9-Month Employees

Terms and Conditions of Employment July 1, 2021 through June 30, 2023

Approved by ISD 110 School Board _____.

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INDEPENDENT SCHOOL DISTRICT NO. 110

Unaffiliated, 9-Month Employees Terms and Conditions of Employment

ARTICLE I Purpose

Section 1. Purpose: The purpose of this general at-will agreement is to provide salary and benefits information for employees serving the School District in the following unaffiliated positions:

Cued Speech Transliterator
Security Monitor
Sign Language Interpreter
Speech-Language Pathologist Assistant

Unaffiliated, 9-month employees are non-exempt, hourly employees who are entitled to overtime. Overtime is owed for all hours worked in excess of forty (40) hours in a work week.

ARTICLE II Definitions

Section 1. School Board or School District: School Board or School District shall mean the School Board of Independent School District No. 110 or its designated agents.

Section 2. Employees: Employees shall mean persons holding the positions specified in Article I, section 1 of this agreement.

Section 3. Full-time Employees: Employees regularly employed and scheduled to work one thousand twenty (1,020) hours or more (average of six (6) or more hours per day) during the school year are considered full-time employees.

Section 4. Part-time Employees: Employees regularly employed and scheduled to work more than seven hundred sixty-four (764) hours per school year but less than one thousand twenty (1,020) hours (average of 4.5 hours and less than 6 hours per day) during the school year are considered part-time employees.

Section 5. Part-time Employees II: Employees regularly employed and scheduled to work less than seven hundred sixty-five (765) hours per school year (average of less than 4.5 hours per day) during the school year are considered part-time personnel II.

Section 6. Terms and Conditions of Employment: Terms and Conditions of Employment means the hours of employment, the compensation therefore including fringe benefits, and the School District's personnel policies affecting the working conditions of the employees.

Section 7. Prior Agreements: Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions herein, are hereby rescinded.

Section 8. Anniversary Date: The anniversary date for each employee will be July 1. Employees hired between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

ARTICLE III Employee Duties and Responsibilities

Section 1. Basic Services: Employees shall faithfully perform the services prescribed by the School District, whether or not such services are specifically described in this document or in a general job description, in accordance with applicable state and federal laws and regulations, and abide by all rules, regulations and policies as established by the School District and the State Board of Education, and any additions or amendments thereto. The employee shall maintain a valid and appropriate license or certification, if a license or certification is required by the State of Minnesota or the School District.

Section 2. Duty Year: The duty year for employees is a determination by the School District based upon assignment of duties and responsibilities.

ARTICLE IV Leaves

Section 1. Personal Leave: All employees shall earn one (1) day of personal leave each year of service in the employ of the School District. After five years of continuous employment, employees will accrue an additional personal leave day for a total of two (2) personal leave days each year. Beginning with the eleventh year of continuous employment, employees will accrue a total of three (3) personal leave days each year. Days are non-accumulative. A maximum of two (2) personal leave days may be carried over to the next school year. The leave will be determined at an hourly rate based on the employee's regular daily work schedule. Personal leave days may not be used during the first week of the school year or during the last two weeks of the school year and are to be taken with the approval of the School District Administration. Part-time employees will receive a prorated amount of personal leave hours based on their average daily work schedule.

Section 2. Sick Leave: All employees shall earn ten (10) days of sick leave each year of service in the employ of the School District. The sick leave will be determined at an hourly rate based on the employee's regular daily work schedule. Unused sick leave may be accumulated to ninety (90) days, which will be determined at an hourly rate. Employees whose work schedule is reduced will not lose accrued hours, but further accrual will be limited as above. Part-time employees will receive a prorated amount of sick leave hours based on their average daily work schedule.

An employee may utilize sick leave for personal illness or injury of the employee's family members pursuant to the provisions of Minn. Stat. § 181.9413. **A domestic partner living in the**

home is considered family for the purposes of this Article. The School District may require the employee to provide a medical certification from a qualified physician indicating that an absence was necessary due to illness or injury.

Section 3. Religious Leave: Employees shall be granted one (1) day of religious leave each year with no loss of pay upon verification to the Superintendent, or his/her designee, that such time is necessary for religious observances. Additional religious leave with pay may be granted at the discretion of the Superintendent, or his/her designee.

Section 4. Bereavement Leave: Employees may be granted bereavement leave because of absence due to a death. The specific amount of time granted will be at the discretion of the Superintendent. Any leave time granted will be deducted from an employee's sick leave.

Section 5. Jury Duty Leave: Employees called upon to serve as a juror in a federal or state court shall be granted a leave of absence by the Board for that purpose and for those days the employee is required to be in court. The employee shall receive all pay and other benefits that would have accrued had he/she been working during the period of absence for jury duty. The employee shall remit any compensation received for jury duty to the School District, less any mileage expenses paid by the court.

Section 6. Emergency Leave: Employees may be granted emergency leave at the discretion of the Superintendent. Any leave time granted will be deducted from an employee's sick leave.

Section 7. Family and Medical Leave Act: Family and medical leaves will be administered in accordance with the provisions of the Family and Medical Leave Act (Public Law 103-3; Enacted February 5, 1993) and Minnesota law.

Section 8. Medical Leave: Employees who are unable to perform their duties because of illness or disability and have exhausted all sick leave available or have become eligible for long-term disability compensation and have not been suspended or placed on leave of absence pursuant to Minnesota Statute section 125.12, subd. 7, shall, upon request, be granted a medical leave of absence for up to one (1) year in duration without pay. The School District may, in its discretion, extend such a leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by a written statement from a physician outlining the condition of health and estimated time at which the employee is expected to be able to assume his/her normal responsibilities.

When on a medical leave of absence, an employee is eligible to participate in the School District's group insurance programs as 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. If a leave is granted under the Family and Medical Leave Act (Public Law 103-3; Enacted February 5, 1993), the School District will continue to provide health insurance benefits during the Family and Medical Leave Act period on the same terms as if the employee had continued to work.

Section 9. Childcare/Adoption Leave: Child care/adoption leave shall be granted to employees in accordance with the current agreement between the School District and the Waconia Education Association.

Section 10. Military Leave: Employees shall be granted military leave pursuant to applicable law.

Section 11. Workers' Compensation: An employee receiving compensation pursuant to the Workers' Compensation law may elect to use sick leave in order to make up the difference between the workers' compensation payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of sick leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

Section 12. Holiday Pay: Employees shall receive four (4) paid holidays per school year, which will be observed on Thanksgiving, Friday after Thanksgiving Day, New Year's Day, and Memorial Day. An employee will receive pay for such holidays based upon his/her regularly scheduled work day.

Section 13. School Closings. When school is closed due to inclement weather conditions, emergencies, or other unforeseen events, employees shall not report to work unless directed by the School District. Employees will be paid for their regular daily work hours and will not be required to make-up the first two (2) school closings as called by the School District in a given school year. If the School District schedules a make-up day for a third or subsequent school closing day, then employees will work the rescheduled day without additional pay. If a school closing occurs during an employee's paid absence (i.e., personal or sick leave), then the employee will be paid for their regular daily work hours and the applicable leave will be reversed and returned to the employee's accrued leave balance. If a school closing occurs during an employee's unpaid absence, then the employee will not receive school closing pay.

In the event that school starts late or closes early due to inclement weather conditions, emergencies, or other unforeseen events, employees will be paid for their regularly scheduled work day if they report for duty as directed by the School District. When school is released after arrival time, employees may leave as directed by the School District. Routine duties necessary to the daily operation of the school will be performed by employees prior to departure.

In the event that students are released to attend a state tournament event, employees whose presence is not required at such event will have the option to perform other duties as determined by the building principal for the balance of the employee's regularly scheduled work day. Employees who would prefer to leave early may do so with the approval of their building principal.

ARTICLE V Wellness Bonus

Section 1. Wellness Bonus: After employed one year with the School District, as defined in the Anniversary Date section of this agreement, full-time employees will receive an annual wellness bonus as follows if:

| | <u>Annual Wellness Bonus</u> |
|---|------------------------------|
| No more than one (1) day of sick leave used: | \$300.00 |
| No more than two (2) days of sick leave used: | \$200.00 |
| No more than three (3) days of sick leave used: | \$100.00 |

Employees may apply unused personal days for sick leave days used during the year to qualify for the wellness bonus. Wellness bonuses earned at the end of a fiscal year will be paid on the first pay date of the new fiscal year. Approved bereavement leave will not be considered an absence for the purposes of this section. Part-time personnel shall receive a prorated wellness bonus based on the percentage of full-time hours worked. Wellness bonuses earned pursuant to this subdivision will be paid as a cash payment on the July 15 pay date of the new fiscal year.

**ARTICLE VI
Insurance**

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District.

Section 2. Health and Hospitalization Insurance. The School District will contribute a monthly sum, not to exceed the below listed amounts toward the cost of the premium for the current medical/ hospitalization plan for each full-time and part-time employee who qualifies for and is enrolled in the group medical/hospitalization plan. The cost of the premium not contributed by the School District shall be paid by the employee via payroll deduction

| School District Monthly Contribution | Effective September 1, 2021 |
|--|--------------------------------|
| Full-time Employees | |
| Single | \$767.13 |
| Single + 1 | \$1,185.91 |
| Family | \$1,476.88 |
| Part-time Employees | |
| Single | \$383.57 |
| Single + 1 | \$592.96 |
| Family | \$738.44 |
| Part-time Personnel II Employees | \$0 |

Section 3. Dental Insurance: Employees working twenty (20) hours or more per week are eligible to participate in the School District’s dental insurance program. Employees may use any dollar amounts not used for health insurance coverage for payment of their dental insurance.

Section 4. Long-Term Disability Insurance: The School District shall provide a long-term disability plan for full-time employees.

Section 5. Life Insurance: The School District shall provide a \$30,000 term life insurance policy for full-time employees.

Section 6. Duration of Insurance Contribution: Employees are eligible for district contributions as provided in this Article as long as they are employed by the School District. Upon termination of employment, all district contribution shall cease. If an employee retires from the School District, he/she shall be eligible to remain in the School District's group health, hospitalization, and dental plans at his/her own cost until reaching the age of Medicare eligibility.

Section 7. Claims Against the School District: The eligibility of employees or their dependents or beneficiaries, for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this Article. It is understood that the School District's only obligation is to purchase the insurance policies described herein and no claim shall be made against the School District as a result of denial by an insurer of insurance benefits if the School District has purchased the policies and paid the premiums described herein.

ARTICLE VII Performance Evaluation

Section 1. Performance Evaluation. Employees shall receive a minimum of one (1) performance evaluation by their direct supervisor each year. The supervisor will provide a copy of the written evaluation to the employee during the performance evaluation meeting. The written evaluation will be placed in the employee's personnel file.

ARTICLE VIII Deferred Compensation

Section 1. Introduction. The purpose of the Career Transition Trust (hereinafter called PLAN) is to encourage employees to develop a financial plan for their future by providing money for investment during the course of employment with the School District. The PLAN will require participation by the employee coupled with a matching contribution from the School District.

Section 2. Defined Contribution Plan.

District Matching Benefits:

| <u>Years of Service</u> | <u>District Matching Contribution</u> |
|--------------------------------|--|
| 0-3 years | No District Match |
| 4-10 years | \$350 Match |
| 11-15 years | \$600 Match |
| 16-20 years | \$900 Match |
| 21-25 years | \$1,200 Match |
| 26+ years | \$1,500 Match |

Lifetime Maximum School District Contribution \$15,000

Employees working twenty (20) hours or more per week (minimum of 688 hours per year) shall be eligible for a pro rata share of the School District's matching contribution.

Section 3. Administration of PLAN:

Subd. 1. Benefits Cannot Be Accumulated. The School District contribution will begin when the employee initiates an eligible investment program at an amount not to exceed the benefit schedule set out in Section two (2) above. An employee may elect to contribute to the selected program more than the School District match. The PLAN only defines the limits of the School District's participation in the selected program. The School District match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after the first year of eligibility.

Subd. 2. Definition – Years of Service. Years of service shall mean years of accumulated full-time equivalent service in Independent School District Number 110. Years of service shall be measured as of July 1 of each year.

Subd. 3. Plan Year. The annual year for the School District contributions shall be July 1 through June 30. Changes in School District matching amounts, based on years of service, shall occur on July 1 of each year. Employees must establish participation in an eligible Deferred Income or TSA plan, as defined by Minnesota Statutes, before the School District will begin matching contributions.

Subd. 4. District Contribution. When an employee has an eligible plan in effect, the District matching shall be automatic unless the employee requests otherwise.

Subd. 5. Compliance with Law. The PLAN is subject to applicable code provisions of the Minnesota Statutes, IRS Code Section 403(b), and IRS Code Section 457.

**ARTICLE IX
Compensation**

Section 1. Initial Salary: The salary for an employee assuming a position will be established through compliance with pay equity/comparable worth ratings, applicable rates of pay, and upon the recommendation of the Superintendent and the approval of the School Board.

Section 2. Salaries: An employee's hourly wage shall be as shown in Appendix A of this agreement for the applicable position. It is understood and agreed that the hourly wage amounts listed in Appendix A supersede any other hourly wage previously in effect. Employees are paid on the fifteenth day of each month and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday or holiday, the payday will be the preceding work day. There are anywhere from one to sixteen work days per pay period depending upon the month and the employment start date.

Section 3. Mileage: Employees shall receive mileage reimbursement for district travel as established by School Board policy.

APPENDIX A
Unaffiliated, 9-Month Employees
Wage Rates for 2021-2022 & 2022-2023

| 2021-2022 | Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|--|--------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Security Monitor | 11 | \$17.96 | \$18.57 | \$19.18 | \$19.81 | \$20.43 | \$21.04 | \$21.66 | \$22.30 | \$22.90 | \$23.50 | \$24.23 |
| Cued Speech Transliterators, Sign Language Interpreters, Speech-Language Pathologist Assistants | 13 | \$20.03 | \$20.73 | \$21.43 | \$22.12 | \$22.84 | \$23.52 | \$24.24 | \$24.92 | \$25.61 | \$26.31 | \$27.06 |

| 2022-2023 | Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|--|--------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Security Monitor | 11 | \$18.32 | \$18.94 | \$19.56 | \$20.21 | \$20.84 | \$21.46 | \$22.09 | \$22.75 | \$23.36 | \$23.97 | \$24.78 |
| Cued Speech Transliterators, Sign Language Interpreters, Speech-Language Pathologist Assistants | 13 | \$20.43 | \$21.14 | \$21.86 | \$22.56 | \$23.30 | \$23.99 | \$24.72 | \$25.42 | \$26.12 | \$26.84 | \$27.67 |

6.C.9. Unaffiliated Supervisors and Coordinators

Unaffiliated Supervisors and Coordinators
Summary of Proposed 2021-2023 Terms and Conditions of Employment

The School District's Unaffiliated Supervisors and Coordinators are a twelve-month employee group. Their proposed two-year work agreement is for the period of July 1, 2021 through June 30, 2023. The proposed agreement includes step advancement and a 2% increase on the wage schedule for both years of the agreement. The top step of the wage schedule will be increased by an additional one-quarter of one percent in the second year of the agreement. The personal leave schedule will be increased by one day beginning with an employee's fourth year of employment, which is consistent with other twelve-month employee groups.

Waconia's amazing Unaffiliated Supervisors and Coordinators deserve to be commended for their commitment to ISD 110.



Unaffiliated Supervisors and Coordinators

Terms and Conditions of Employment
July 1, 2021 through June 30, 2023

Approved by the ISD 110 School Board _____.

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INDEPENDENT SCHOOL DISTRICT NO. 110

Unaffiliated Supervisors and Coordinators Terms and Conditions of Employment

ARTICLE I Purpose

Section 1. Purpose: The purpose of this general at-will agreement is to provide salary and benefits information for employees serving the School District in the following unaffiliated positions:

Controller
Drug Free Communities Project Coordinator
Human Resources Coordinator
Human Resources Generalist

Unaffiliated supervisors and coordinators are exempt employees that are not entitled to overtime.

ARTICLE II Definitions

Section 1. School Board or School District: School Board or School District shall mean the School Board of Independent School District No. 110 or its designated agents.

Section 2. Employees: Employees shall mean persons holding the positions specified in Article I, section 1 of this agreement.

Section 3. Full-time Employees: Full-time employees are regularly scheduled to work the entire year, 12-months, for eight (8) hours per day.

Section 4. Part-time Employees: Part-time employees are regularly scheduled to work less than the entire year, 12-months, and/or less than eight (8) hours per day.

Section 5. Terms and Conditions of Employment: Terms and Conditions of Employment means the hours of employment, the compensation therefore including fringe benefits, and the School District's personnel policies affecting the working conditions of the employees.

Section 6. Prior Agreements: Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions herein, are hereby rescinded.

Section 7. Anniversary Date: The anniversary date for each employee will be July 1. Employees hired between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

ARTICLE III
Employee Duties and Responsibilities

Section 1. Basic Services: Employees shall faithfully perform the services prescribed by the School District, whether or not such services are specifically described in this document or in a general job description, in accordance with applicable state and federal laws and regulations, and abide by all rules, regulations and policies as established by the School District and the State Board of Education, and any additions or amendments thereto. The employee shall maintain a valid and appropriate license or certification, if a license or certification is required by the State of Minnesota or the School District.

Section 2. Duty Year: The duty year for employees is a determination by the School District based upon assignment of duties and responsibilities. The duty year for full-time employees shall be for the entire year, 12-months.

Section 3. School Closings: When the School District is closed due to inclement weather conditions, emergencies, or other unforeseen events, employees shall not report to work unless directed to do so by the School District. Employees will be paid for their regular daily work hours. If the School District schedules a make-up day for a school closing day, then employees will work the rescheduled day without additional pay. If a school closing occurs during an employee's paid absence (i.e., vacation, personal or sick leave), then the employee will be paid for their regular daily work hours and the applicable leave will be reversed and returned to the employee's accrued leave balance. If a school closing occurs during an employee's unpaid absence, then the employee will not receive school closing pay.

ARTICLE IV
Holidays, Vacation and Personal Leave

Section 1. Holidays: Full-time employees shall be entitled to twelve (12) paid holidays per year as designated by the School District. The designated holidays are: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday or Monday after Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve Day. When a holiday occurs on a Saturday, the preceding Friday will be observed. When a holiday occurs on a Sunday, the following Monday will be observed. When a holiday occurs on a day when school is in session, an alternate holiday will be designated by the School District.

A part-time employee shall earn paid holidays in a prorated amount proportional to his/her employment rounded to the nearest full day.

Section 2. Vacation: Unless otherwise specified at the time of hire, full-time employees shall earn vacation leave in accordance with the following schedule:

| <u>Years of Service</u> | <u>Vacation Days Earned</u> |
|--------------------------------|------------------------------------|
| Years 1 through 4 | 10 days |
| Years 5 through 10 | 15 days |
| Years 11 and above | 20 days |

A part-time employee shall earn vacation time in a prorated amount proportional to his/her employment.

Vacation leave is credited to employees as of July 1, but is earned over the course of the fiscal year. An employee terminating employment during the fiscal year shall receive payment for any vacation time earned but not used. Any employee who terminates employment during the fiscal year who has used more vacation than earned will have the amount of time overused deducted from their final paycheck.

Vacation leave must be used by December 31 of the year subsequent to when it was credited. Vacation leave may be taken with the approval of the employee's supervisor.

Section 3. Personal Leave: Full-time employees shall earn ~~one (1) day of~~ personal leave ~~per year~~ according to the following schedule:

| <u>Years of Service</u> | <u>Personal Leave</u> |
|-------------------------|-----------------------|
| 0-3 years | 2 days |
| 4+ years | 3 days |

A part-time employee shall earn personal leave in a prorated amount proportional to his/her employment.

Personal leave is credited to employees as of July 1. Personal leave is non-accumulative and must be used in the year in which it was credited. Personal leave may be taken with the approval of the employee's supervisor.

ARTICLE V Leaves

Section 1. Sick Leave: Full-time employees shall earn fifteen (15) days of sick leave each year, which shall be accumulated to a maximum of one-hundred-twenty (120) days. A part-time employee shall earn sick leave in a prorated amount proportional to his/her employment.

Section 2. Religious Leave: Employees shall be granted one (1) day of religious leave each year with no loss of pay upon verification to the Superintendent, or his/her designee, that such time is necessary for religious observances. Additional religious leave with pay may be granted at the discretion of the Superintendent, or his/her designee.

Section 3. Bereavement Leave: Employees may be granted bereavement leave because of absence due to a death. The specific amount of time granted will be at the discretion of the Superintendent, or his/her designee. Any leave time granted will be deducted from an employee's sick leave.

Section 4. Jury Duty Leave: Employees called upon to serve as a juror in a federal or state court shall be granted a leave of absence by the Board for that purpose and for those days the employee is required to be in court. The employee shall receive all pay and other benefits that would have accrued had he/she been working during the period of absence for jury duty. The employee shall remit any compensation received for jury duty to the School District, less any

mileage expenses paid by the court.

Section 5. Emergency Leave: Employees may be granted emergency leave at the discretion of the Superintendent. Any leave time granted will be deducted from an employee's sick leave.

Section 6. Family and Medical Leave Act: Family and medical leaves will be administered in accordance with the provisions of the Family and Medical Leave Act (Public Law 103-3; Enacted February 5, 1993) and Minnesota law.

Section 7. Medical Leave: Employees who are unable to perform their duties because of illness or disability and have exhausted all sick leave available or have become eligible for long-term disability compensation and have not been suspended or placed on leave of absence pursuant to Minnesota Statute section 125.12, subd. 7, shall, upon request, be granted a medical leave of absence for up to one (1) year in duration without pay. The School District may, in its discretion, extend such a leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by a written statement from a physician outlining the condition of health and estimated time at which the employee is expected to be able to assume his/her normal responsibilities.

When on a medical leave of absence, an employee is eligible to participate in the School District's group insurance programs as 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. If a leave is granted under the Family and Medical Leave Act (Public Law 103-3; Enacted February 5, 1993), the School District will continue to provide health insurance benefits during the Family and Medical Leave Act period on the same terms as if the employee had continued to work.

Section 8. Childcare/Adoption Leave: Child care/adoption leave shall be granted to employees in accordance with the current agreement between the School District and the Waconia Education Association.

Section 9. Military Leave: Employees shall be granted military leave pursuant to applicable law.

Section 10. Professional Leave: An employee may be granted leave to attend conferences, workshops, seminars or other functions that are related to such employee's position and which, in the judgment of the Superintendent, or his/her designee, would benefit the School District. The duration of any approved professional leave shall be at the discretion of the Superintendent, or his/her designee.

Section 11. Workers' Compensation: An employee receiving compensation pursuant to the Workers' Compensation law may elect to use sick leave in order to make up the difference between the workers' compensation payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of sick leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

ARTICLE VII
Insurance

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District.

Section 2. Health and Hospitalization Insurance: The School District shall contribute a monthly amount, not to exceed the amounts listed below, towards the cost of the premium for the current medical/hospitalization plan for each full-time employee who qualifies for and is enrolled in the district's medical/hospitalization plan. The cost of the premium not contributed by the School District shall be paid by the employee via payroll deduction.

| School District Monthly Contribution for Full-time Employees | Effective July 1, 2021 |
|---|-----------------------------------|
| Single | \$767.13 |
| Single + 1 | \$1,185.91 |
| Family | \$1,476.88 |

A part-time employee scheduled to work twenty (20) hours per week or more shall receive a district contribution towards health insurance in a prorated amount proportional to his/her employment.

Section 3. Dental Insurance: Employees working twenty (20) hours or more per week are eligible to participate in the School District's dental insurance program. Employees may use any dollar amounts not used for health insurance coverage for payment of their dental insurance.

Section 4. Long-Term Disability Insurance: The School District shall provide a long-term disability plan for full-time and part-time employees.

Section 5. Life Insurance: The School District shall provide a \$50,000 term life insurance policy for full-time employees.

Section 6. Duration of Insurance Contribution: Employees are eligible for district contributions as provided in this Article as long as they are employed by the School District. Upon termination of employment, all district contribution shall cease. If an employee retires from the School District, he/she shall be eligible to remain in the School District's group health, hospitalization, and dental plans at his/her own cost until reaching the age of Medicare eligibility.

Section 7. Claims Against the School District: The eligibility of employees or their dependents or beneficiaries, for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this Article. It is understood that

the School District's only obligation is to purchase the insurance policies described herein and no claim shall be made against the School District as a result of denial by an insurer of insurance benefits if the School District has purchased the policies and paid the premiums described herein.

**ARTICLE VIII
Performance Evaluation**

Section 1. Performance Evaluation. Employees shall receive a minimum of one (1) performance evaluation by their direct supervisor each year. The supervisor will provide a copy of the written evaluation to the employee during the performance evaluation meeting. The written evaluation will be placed in the employee's personnel file.

**ARTICLE IX
Deferred Compensation**

Section 1. Introduction. The purpose of the Career Transition Trust (hereinafter called PLAN) is to encourage employees to develop a financial plan for their future by providing money for investment during the course of employment with the School District. The PLAN will require participation by the employee coupled with a matching contribution from the School District.

Section 2. Defined Contribution Plan.

District Matching Benefits:

| <u>Years of Service in District</u> | <u>School District Matching Contribution</u> |
|--|---|
| 0-3 years | No District Match |
| 4-10 years | \$500 Match |
| 11-15 years | \$850 Match |
| 16-20 years | \$1,200 Match |
| 21-25 years | \$1,500 Match |
| 26+ years | \$1,800 Match |

Lifetime Maximum School District Contribution: \$15,000

Employees working twenty (20) hours or more per week (minimum of 688 hours per year) shall be eligible for a pro rata share of the School District's matching contribution.

Section 3. Administration of PLAN:

Subd. 1. Benefits Cannot Be Accumulated. The School District contribution will begin when the employee initiates an eligible investment program at an amount not to exceed the benefit schedule set out in Section two (2) above. An employee may elect to contribute to the selected program more than the School District match. The PLAN only defines the limits of the School District's participation in the selected program. The School District match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after the first year of eligibility.

Subd. 2. Definition – Years of Service. Years of service shall mean years of accumulated full-time equivalent service in Independent School District Number 110. Years of service shall be measured as of July 1 of each year.

Subd. 3. Plan Year. The annual year for the School District contributions shall be July 1 through June 30. Changes in School District matching amounts, based on years of service, shall occur on July 1 of each year. Employees must establish participation in an eligible Deferred Income or TSA plan, as defined by Minnesota Statutes, before the School District will begin matching contributions.

Subd. 4. District Contribution. When an employee has an eligible plan in effect, the District matching shall be automatic unless the employee requests otherwise.

Subd. 5. Compliance with Law. The PLAN is subject to applicable code provisions of the Minnesota Statutes, IRS Code Section 403(b), and IRS Code Section 457.

ARTICLE X Compensation

Section 1. Rates of Pay and Initial Salaries: An employee will be compensated pursuant to the annual salaries and classifications as provided in Appendix A. The salary for a new employee assuming a position will be established by the School District. Employees are paid on the fifteenth day of each month and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday or holiday, the payday will be the preceding work day. There are anywhere from one to sixteen work days per pay period depending upon the month and the employment start date.

Section 2. Step Advancement: Step advancements are subject to budget parameters and a satisfactory review from the employee's supervisor.

Section 3. Mileage: An employee shall receive mileage reimbursement for district travel as established by School Board policy.

APPENDIX A
Unaffiliated Supervisors and Coordinators
Annual Salaries for 2021-2022 and 2022-2023
12-Months/Minimum of 2,088 Hours

| 2021-2022 | Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|--|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|
| Drug Free Communities Project Coordinator | 16 | \$43,421 | \$44,397 | \$45,396 | \$46,417 | \$47,462 | \$48,530 | \$49,622 | \$50,738 | \$51,880 | \$53,047 | \$55,150 |
| Human Resources Generalist | 17 | \$51,389 | \$52,544 | \$53,727 | \$54,936 | \$56,172 | \$57,436 | \$58,728 | \$60,049 | \$61,401 | \$62,782 | \$64,741 |
| Human Resources Coordinator | 18 | \$59,356 | \$60,692 | \$62,058 | \$63,454 | \$64,882 | \$66,341 | \$67,834 | \$69,360 | \$70,921 | \$72,517 | \$74,333 |
| Controller | 20 | \$75,292 | \$76,986 | \$78,718 | \$80,489 | \$82,300 | \$84,152 | \$86,046 | \$87,982 | \$89,961 | \$91,985 | \$94,981 |

| 2022-2023 | Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|--|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|
| Drug Free Communities Project Coordinator | 16 | \$44,289 | \$45,285 | \$46,304 | \$47,346 | \$48,411 | \$49,500 | \$50,615 | \$51,753 | \$52,918 | \$54,108 | \$56,391 |
| Human Resources Generalist | 17 | \$52,416 | \$53,595 | \$54,802 | \$56,034 | \$57,295 | \$58,584 | \$59,903 | \$61,250 | \$62,629 | \$64,037 | \$66,198 |
| Human Resources Coordinator | 18 | \$60,544 | \$61,906 | \$63,299 | \$64,723 | \$66,179 | \$67,668 | \$69,191 | \$70,748 | \$72,339 | \$73,967 | \$76,005 |
| Controller | 20 | \$76,798 | \$78,526 | \$80,293 | \$82,099 | \$83,946 | \$85,835 | \$87,766 | \$89,741 | \$91,760 | \$93,825 | \$97,118 |

6.C.10. Unaffiliated Technology

Unaffiliated Technology Employees
Summary of Proposed 2021-2023 Terms and Conditions of Employment

The School District's Unaffiliated Technology Employees are a twelve-month employee group. Their proposed two-year work agreement is for the period of July 1, 2021 through June 30, 2023. The proposed agreement includes step advancement and a 2% increase on the wage schedule for both years of the agreement. The top step of the wage schedule will be increased by an additional one-quarter of one percent in the second year of the agreement.

Waconia's amazing Unaffiliated Technology Employees deserve to be commended for their commitment to ISD 110.



Unaffiliated Technology Employees

**Terms and Conditions of Employment
July 1, 2021 through June 30, 2023**

Approved by ISD 110 School Board _____.

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INDEPENDENT SCHOOL DISTRICT NO. 110

Unaffiliated Technology Employees Terms and Conditions of Employment

ARTICLE I Purpose

Section 1. Purpose: The purpose of this general at-will agreement is to provide salary and benefits information for employees serving the School District in the following unaffiliated positions:

Student Information Systems & Enrollment Specialist
Mobile Web Technology Specialist
Network Specialist
Technology Support Specialist

Unaffiliated technology employees are non-exempt, hourly employees who are entitled to overtime. Overtime is owed for all hours worked in excess of forty (40) hours in a work week.

ARTICLE II Definitions

Section 1. School Board or School District: School Board or School District shall mean the School Board of Independent School District No. 110 or its designated agents.

Section 2. Employees: Employees shall mean persons holding the positions specified in Article I, section 1 of this agreement.

Section 3. Full-time Employees: Full-time employees are regularly scheduled to work the entire year, 12-months, for eight (8) hours per day.

Section 4. Part-time Employees: Part-time employees are regularly scheduled to work less than the entire year, 12-months, and/or less than eight (8) hours per day.

Section 5. Terms and Conditions of Employment: Terms and Conditions of Employment means the hours of employment, the compensation therefore including fringe benefits, and the School District's personnel policies affecting the working conditions of the employees.

Section 6. Prior Agreements: Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions herein, are hereby rescinded.

Section 7. Anniversary Date: The anniversary date for each employee will be July 1. Employees hired between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

ARTICLE III
Employee Duties and Responsibilities

Section 1. Basic Services: Employees shall faithfully perform the services prescribed by the School District, whether or not such services are specifically described in this document or in a general job description, in accordance with applicable state and federal laws and regulations, and abide by all rules, regulations and policies as established by the School District and the State Board of Education, and any additions or amendments thereto. The employee shall maintain a valid and appropriate license or certification, if a license or certification is required by the State of Minnesota or the School District.

Section 2. Duty Year: The duty year for employees is a determination by the School District based upon assignment of duties and responsibilities. The duty year for full-time employees shall be for the entire year, 12-months.

ARTICLE IV
Holidays, Vacation and Personal Leave

Section 1. Holidays: Full-time employees shall be entitled to twelve (12) paid holidays per year as designated by the School District. The designated holidays are: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday or Monday after Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve Day. When a holiday occurs on a Saturday, the preceding Friday will be observed. When a holiday occurs on a Sunday, the following Monday will be observed. When a holiday occurs on a day when school is in session, an alternate holiday will be designated by the School District.

A part-time employee shall earn paid holidays in a prorated amount proportional to his/her employment rounded to the nearest full day. A part-time employee's specific holidays will be determined by mutual consent between the employee and his/her immediate supervisor.

Section 2. Vacation: Unless otherwise specified at the time of hire, full-time employees shall earn vacation leave in accordance with the following schedule:

| <u>Years of Service</u> | <u>Vacation Days Earned</u> |
|-------------------------|-----------------------------|
| Years 1 through 4 | 10 days |
| Years 5 through 10 | 15 days |
| Years 11 and above | 20 days |

A part-time employee shall earn vacation time in a prorated amount proportional to his/her employment.

Vacation leave is credited to employees as of July 1, but is earned over the course of the fiscal year. An employee terminating employment during the fiscal year shall receive payment for any vacation time earned but not used. Any employee who terminates employment during the fiscal year who has used more vacation than earned will have the amount of time overused deducted from their final paycheck.

Vacation leave must be used by December 31 of the year subsequent to when it was credited. Vacation leave may be taken with the approval of the employee's supervisor.

Section 3. Personal Leave: Full-time employees shall earn personal leave according to the following schedule:

| <u>Years of Service</u> | <u>Personal Leave</u> |
|--------------------------------|------------------------------|
| 0-3 years | 2 days |
| 4+ years | 3 days |

A part-time employee shall earn personal leave in a prorated amount proportional to his/her employment.

Personal leave is credited to employees as of July 1. Personal leave is non-accumulative and must be used in the year in which it was credited. Personal leave may be taken with the approval of the employee's supervisor.

No later than July 10, the School District shall provide each employee with notice of their total amount of unused personal leave days accrued that year. Upon notice to the district's Human Resources Department on or before July 20, full-time employees will be eligible to elect reimbursement for unused personal leave days as a cash payment at the rate of \$85.00 per day. A part-time employee will be eligible to elect reimbursement for unused personal leave in a prorated amount proportional to his/her employment. If an employee elects reimbursement for unused personal leave days as a cash payment under this section, then his/her total unused personal leave will be reduced in accordance with such election. Any reimbursement for unused personal leave paid pursuant to this section will be included on an employee's July 31 direct deposit.

ARTICLE V

Leaves

Section 1. Sick Leave: Full-time employees shall earn fifteen (15) days of sick leave each year, which shall be accumulated to a maximum of one-hundred-twenty (120) days. A part-time employee shall earn sick leave in a prorated amount proportional to his/her employment.

Section 2. Religious Leave: Employees shall be granted one (1) day of religious leave each year with no loss of pay upon verification to the Superintendent, or his/her designee, that such time is necessary for religious observances. Additional religious leave with pay may be granted at the discretion of the Superintendent, or his/her designee.

Section 3. Bereavement Leave: Employees may be granted bereavement leave because of absence due to a death. The specific amount of time granted will be at the discretion of the Superintendent. Any leave time granted will be deducted from an employee's sick leave.

Section 4. Jury Duty Leave: Employees called upon to serve as a juror in a federal or state court shall be granted a leave of absence by the Board for that purpose and for those days the employee is required to be in court. The employee shall receive all pay and other benefits that would have accrued had he/she been working during the period of absence for jury duty. The employee shall remit any compensation received for jury duty to the School District, less any

mileage expenses paid by the court.

Section 5. Emergency Leave: Employees may be granted emergency leave at the discretion of the Superintendent. Any leave time granted will be deducted from an employee's sick leave.

Section 6. Family and Medical Leave Act: Family and medical leaves will be administered in accordance with the provisions of the Family and Medical Leave Act (Public Law 103-3; Enacted February 5, 1993) and Minnesota law.

Section 7. Medical Leave: Employees who are unable to perform their duties because of illness or disability and have exhausted all sick leave available or have become eligible for long-term disability compensation and have not been suspended or placed on leave of absence pursuant to Minnesota Statute section 125.12, subd. 7, shall, upon request, be granted a medical leave of absence for up to one (1) year in duration without pay. The School District may, in its discretion, extend such a leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by a written statement from a physician outlining the condition of health and estimated time at which the employee is expected to be able to assume his/her normal responsibilities.

When on a medical leave of absence, an employee is eligible to participate in the School District's group insurance programs as 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. If a leave is granted under the Family and Medical Leave Act (Public Law 103-3; Enacted February 5, 1993), the School District will continue to provide health insurance benefits during the Family and Medical Leave Act period on the same terms as if the employee had continued to work.

Section 8. Childcare/Adoption Leave: Child care/adoption leave shall be granted to employees in accordance with the current agreement between the School District and the Waconia Education Association.

Section 9. Military Leave: Employees shall be granted military leave pursuant to applicable law.

Section 10. Professional Leave: An employee may be granted leave to attend conferences, workshops, seminars or other functions that are related to such employee's position and which, in the judgment of the Superintendent, or his/her designee, would benefit the School District. The duration of any approved professional leave shall be at the discretion of the Superintendent, or his/her designee.

Section 11. Workers' Compensation: An employee receiving compensation pursuant to the Workers' Compensation law may elect to use sick leave in order to make up the difference between the workers' compensation payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of sick leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

**ARTICLE VI
School Closings**

Section 1. School Closings: When the School District is closed due to inclement weather conditions, emergencies, or other unforeseen events, employees shall not report to work unless directed to do so by the School District. Employees will be paid for their regular daily work hours and will not be required to make-up the first two (2) school closings as called by the School District in a given school year. If the School District schedules a make-up day for a third or subsequent school closing day, then employees will work the rescheduled day without additional pay. If a school closing occurs during an employee's paid absence (i.e., vacation, personal or sick leave), then the employee will be paid for their regular daily work hours and the applicable leave will be reversed and returned to the employee's accrued leave balance. If a school closing occurs during an employee's unpaid absence, then the employee will not receive school closing pay.

In the event that school starts late due to inclement weather conditions, emergencies, or other unforeseen events, employees will be paid for their regularly scheduled work day if they report to duty as directed by the School District. When school is released after arrival time, employees may leave as directed by the School District and will be paid for their regularly scheduled work day. Routine duties necessary to the daily operation of the school will be performed by employees prior to departure.

**ARTICLE VII
Wellness Bonus**

Section 1. Wellness Bonus: After employed one year with the School District, as defined in the Anniversary Date section of this agreement, full-time employees will receive an annual wellness bonus as follows if:

| | <u>Annual Wellness Bonus</u> |
|---|------------------------------|
| No more than eight (8) hours of sick leave used: | \$300.00 |
| No more than sixteen (16) hours of sick leave used: | \$200.00 |
| No more than twenty-four (24) hours of sick leave used: | \$100.00 |

Employees may apply unused vacation and/or personal days for sick leave days used during the year to qualify for the wellness bonus. Wellness bonuses earned at the end of a fiscal year will be paid on the July 31 pay date of the new fiscal year. Approved bereavement leave will not be considered an absence for the purposes of this section.

Part-time personnel shall receive a prorated wellness bonus based on the percentage of full-time hours worked.

**ARTICLE VIII
Insurance**

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District.

Section 2. Health and Hospitalization Insurance: The School District shall contribute a monthly amount, not to exceed the amounts listed below, towards the cost of the premium for the current medical/hospitalization plan for each full-time employee who qualifies for and is enrolled in the district's medical/hospitalization plan. The cost of the premium not contributed by the School District shall be paid by the employee via payroll deduction.

| School District Monthly Contribution for Full-time Employees | Effective July 1, 2021 |
|---|-----------------------------------|
| Single | \$767.13 |
| Single + 1 | \$1,185.91 |
| Family | \$1,476.88 |

A part-time employee scheduled to work twenty (20) hours per week or more shall receive a district contribution towards health insurance in a prorated amount proportional to his/her employment.

Section 3. Dental Insurance: Employees working twenty (20) hours or more per week are eligible to participate in the School District's dental insurance program. Employees may use any dollar amounts not used for health insurance coverage for payment of their dental insurance.

Section 4. Long-Term Disability Insurance: The School District shall provide a long-term disability plan for full-time and part-time employees.

Section 5. Life Insurance: The School District shall provide a \$50,000 term life insurance policy for full-time employees.

Section 6. Duration of Insurance Contribution: Employees are eligible for district contributions as provided in this Article as long as they are employed by the School District. Upon termination of employment, all district contribution shall cease. If an employee retires from the School District, he/she shall be eligible to remain in the School District's group health, hospitalization, and dental plans at his/her own cost until reaching the age of Medicare eligibility.

Section 7. Claims Against the School District: The eligibility of employees or their dependents or beneficiaries, for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this Article. It is understood that the School District's only obligation is to purchase the insurance policies described herein and no claim shall be made against the School District as a result of denial by an insurer of insurance benefits if the School District has purchased the policies and paid the premiums described herein.

ARTICLE IX
Performance Evaluation

Section 1. Performance Evaluation. Employees shall receive a minimum of one (1) performance evaluation by their direct supervisor each year. The supervisor will provide a copy of the written evaluation to the employee during the performance evaluation meeting. The written evaluation will be placed in the employee's personnel file.

ARTICLE X
Deferred Compensation

Section 1. Introduction. The purpose of the Career Transition Trust (hereinafter called PLAN) is to encourage employees to develop a financial plan for their future by providing money for investment during the course of employment with the School District. The PLAN will require participation by the employee coupled with a matching contribution from the School District.

Section 2. Defined Contribution Plan.

District Matching Benefits:

| <u>Years of Service</u> | <u>District Matching Contribution</u> |
|--------------------------------|--|
| 0-3 years | No District Match |
| 4-10 years | \$500 Match |
| 11-15 years | \$850 Match |
| 16-20 years | \$1,200 Match |
| 21-25 years | \$1,500 Match |
| 26+ years | \$1,800 Match |

Lifetime Maximum School District Contribution \$20,000

Employees working twenty (20) hours or more per week (minimum of 688 hours per year) shall be eligible for a pro rata share of the School District's matching contribution.

Section 3. Administration of PLAN:

Subd. 1. Benefits Cannot Be Accumulated. The School District contribution will begin when the employee initiates an eligible investment program at an amount not to exceed the benefit schedule set out in Section two (2) above. An employee may elect to contribute to the selected program more than the School District match. The PLAN only defines the limits of the School District's participation in the selected program. The School District match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after the first year of eligibility.

Subd. 2. Definition – Years of Service. Years of service shall mean years of accumulated full-time equivalent service in Independent School District Number 110. Years of service shall be measured as of July 1 of each year.

Subd. 3. Plan Year. The annual year for the School District contributions shall be July 1 through June 30. Changes in School District matching amounts, based on years of service, shall occur on July 1 of each year. Employees must establish participation in an eligible Deferred Income or TSA plan, as defined by Minnesota Statutes, before the School District will begin matching contributions.

Subd. 4. District Contribution. When an employee has an eligible plan in effect, the District matching shall be automatic unless the employee requests otherwise.

Subd. 5. Compliance with Law. The PLAN is subject to applicable code provisions of the Minnesota Statutes, IRS Code Section 403(b), and IRS Code Section 457.

ARTICLE XI Compensation

Section 1. Initial Salary: The salary for an employee assuming a position in the unaffiliated technology group will be established through compliance with pay equity/comparable worth ratings, applicable rates of pay, and upon the recommendation of the Superintendent and the approval of the School Board.

Section 2. Rates of Pay: An employee's hourly wage shall be as shown in Appendix A of this agreement for the applicable position. It is understood and agreed that the hourly wage amounts listed in Appendix A supersede any other hourly wage previously in effect. Employees are paid on the fifteenth day of each month and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday or holiday, the payday will be the preceding work day. There are anywhere from one to sixteen work days per pay period depending upon the month and the employment start date.

Section 3. Mileage: Unaffiliated technology employees shall receive mileage reimbursement for district travel as established by School Board policy.

APPENDIX A

**Unaffiliated Technology Employees
Wage Rates for 2021-2022 and 2022-2023**

| 2021-2022 | Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|--|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|
| Student Information Systems & Enrollment Specialist | 14 | \$20.84 | \$21.57 | \$22.32 | \$23.03 | \$23.78 | \$24.51 | \$25.23 | \$25.97 | \$26.72 | \$27.44 | \$28.66 |
| Mobile Web Technology Specialist | 14 | \$20.84 | \$21.57 | \$22.32 | \$23.03 | \$23.78 | \$24.51 | \$25.23 | \$25.97 | \$26.72 | \$27.44 | \$28.66 |
| Technology Support Specialist | 14 | \$20.84 | \$21.57 | \$22.32 | \$23.03 | \$23.78 | \$24.51 | \$25.23 | \$25.97 | \$26.72 | \$27.44 | \$28.66 |
| Network Specialist | 15 | \$21.53 | \$22.33 | \$23.09 | \$23.92 | \$24.70 | \$25.46 | \$26.29 | \$27.07 | \$27.89 | \$28.65 | \$29.96 |

| 2022-2023 | Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|--|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|
| Student Information Systems & Enrollment Specialist | 14 | \$21.26 | \$22.00 | \$22.77 | \$23.49 | \$24.26 | \$25.00 | \$25.73 | \$26.49 | \$27.25 | \$27.99 | \$29.30 |
| Mobile Web Technology Specialist | 14 | \$21.26 | \$22.00 | \$22.77 | \$23.49 | \$24.26 | \$25.00 | \$25.73 | \$26.49 | \$27.25 | \$27.99 | \$29.30 |
| Technology Support Specialist | 14 | \$21.26 | \$22.00 | \$22.77 | \$23.49 | \$24.26 | \$25.00 | \$25.73 | \$26.49 | \$27.25 | \$27.99 | \$29.30 |
| Network Specialist | 15 | \$21.96 | \$22.78 | \$23.55 | \$24.40 | \$25.19 | \$25.97 | \$26.82 | \$27.61 | \$28.45 | \$29.22 | \$30.63 |

6.C.11. Miscellaneous Wage Rates

Community Education Program
Miscellaneous Wage Rates - Kids' Company Aides

Kids' Company Aides are currently paid the Minnesota minimum wage. To ensure the School District remains competitive in the job market, an increase to the wage scale as shown below is recommended. This wage scale matches the scale provided to Community Education Recreation Assistants and Field Maintenance employees.

\$11.25 per hour (Year 1 in the position)

\$11.75 per hour (Year 2 in the position)

\$12.25 per hour (Year 3 in the position)

\$12.75 per hour (Year 4 in the position)

Community Education fees will be adjusted where needed to accommodate these increases.



Miscellaneous Wage Rates*
Non-Benefit Eligible Positions
As of **April 1, 2022**

Approved by ISD 110 School Board _____.

ACTIVITIES DEPARTMENT

| | |
|---|---|
| Activities/Events Site Supervisor:..... | \$25.00 per hour |
| Student Concessions Worker:..... | \$10.00 per hour or prevailing minimum wage |
| Team W / Event Worker: | \$16.00 per hour; \$50.00 stipend incentive payment for every 35 hours of accumulated service |
| Ticket Seller / Gate Worker: | <i>Nightly Event</i> = \$35.00 per event <i>Homecoming Football Game</i> = \$55.00 per event <i>Varsity Event Double Header</i> = \$50.00 per event <i>Hockey Game</i> = \$55.00 per event <i>Special Event Hours</i> = \$60.00 for 5 hours and \$70.00 for 6 hours |

COMMUNITY EDUCATION

| | |
|--|--|
| Drivers Education Instructor:..... | \$28.00 per hour (year 1) \$29.00 per hour (year 2) |
| ECFE Screening Registered Nurse: | \$22.00 per hour (year 1) \$23.00 per hour (year 2) \$24.00 per hour (year 3) \$25.00 per hour (year 4) |
| Field Maintenance:..... | \$11.25 per hour (year 1) \$11.75 per hour (year 2) \$12.25 per hour (year 3) \$12.75 per hour (year 4) |
| Kids' Company Aide:..... | \$10.08 per hour or prevailing minimum wage \$11.25 per hour (year 1) \$11.75 per hour (year 2) \$12.25 per hour (year 3) \$12.75 per hour (year 4) |
| Recreation Assistant: | \$11.25 per hour (year 1) \$11.75 per hour (year 2) \$12.25 per hour (year 3) \$12.75 per hour (year 4) |
| Referee/Umpire – Football:..... | \$20.00 per game |
| Referee/Umpire – Soccer: | <i>U9/U10</i> = \$25.00 per game (1 Referee) <i>U11/U12</i> = \$30.00 per game (Center Referee); \$15.00 per game (Assistant Referee) <i>U13/U14</i> = \$35.00 per game (Center Referee); \$20.00 per game (Assistant Referee) <i>U15-U19</i> = \$45.00 per game (Center Referee); \$30.00 per game (Assistant Referee) |
| Referee/Umpire – Basketball: | \$20.00 per game (Referee) |
| Referee/Umpire – Metro Baseball:..... | \$35.00 per game (9-11 year olds) \$50.00 per game (12-13 year olds) \$60.00 per game (14-15 year olds) |
| Referee/Umpire – Youth Baseball/Softball:..... | \$35.00 per game (3 rd – 6 th grade) |
| Referee/Umpire – Big West Softball:..... | \$37.00 per game |

Summer Enrichment Instructor:.....\$13.72 per hour (year 1)
 \$14.13 per hour (year 2)
 \$14.52 per hour (year 3)
 \$14.92 per hour (year 4)
 \$15.31 per hour (year 5)
 \$15.71 per hour (year 6)
 \$16.10 per hour (year 7)
 \$16.49 per hour (year 8)
 \$16.89 per hour (year 9)
 \$17.29 per hour (year 10)
 \$17.69 per hour (year 11+)

NUTRITIONAL SERVICES

Nutritional Aide:.....\$10.08 per hour or prevailing minimum wage

SCHOOL DISTRICT BUILDINGS & GROUNDS

Edible Garden Assistant:\$12.25 per hour
 Grounds Maintenance (Seasonal):.....\$12.25 per hour
 Building Cleaners (Seasonal):.....\$12.25 per hour

DAILY SUBSTITUTES

Daily Substitute Custodial Cleaner:.....\$12.25 per hour
 Daily Substitute Educational Assistant:.....\$15.00 per hour
 Daily Substitute Nutritional Assistant:.....\$12.25 per hour
 Daily Substitute Teacher:.....\$130.00 per day (5 hours or more)
 \$67.50 per day (2.25-4.75 hours)
 \$22.00 per hour (2 hours or less)

**The anniversary date for an employee will be July 1. Employees hired between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date. Hourly wage increases are subject to budget parameters and are contingent upon a satisfactory review from an employee's supervisor. Miscellaneous wage positions are not eligible for fringe benefits.*

6.D. Receipts of Donation

7. **REPORTS**

7.A. Student Representative Report

7.B. Finance Report

Presenter: Todd
Swanson, Director of
Finance & Operations

Budget and Finance Report

February 28, 2022

Discussion Items:

- 1. Monthly Financial Reports**
 - Forecast Five Monthly Reports
 - OPEB Statements
 - Enrollment Update

Action Items:

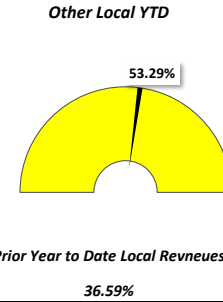
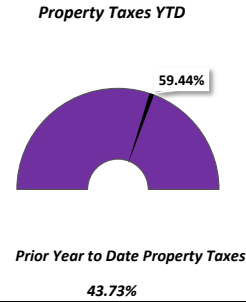
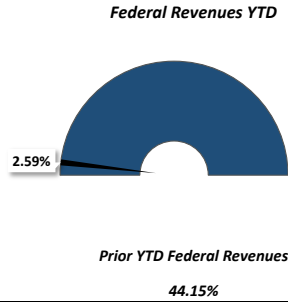
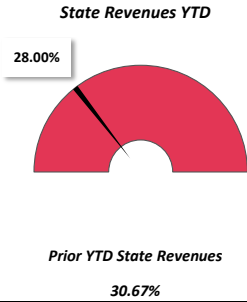
- 1. Revised Budget for 2021-2022**

Future Items:

- **LTFM Budget for 2022-2023 School Year**
- **Operating Capital Budget for 2022-2023 School Year**

7.B.1. Forecast Five Monthly Reports

YTD % Received vs. PYTD % Received

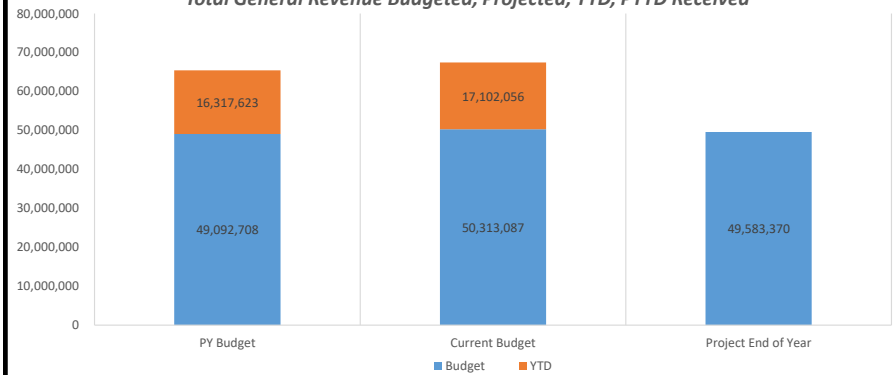


Top 5 Revenues Received YTD by Source Code 3

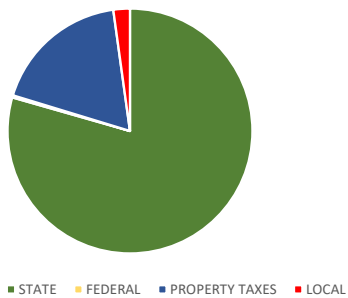
Variance from PYTD Received

| | Current YTD | Variance vs. PYTD |
|------------------------------|--------------|-------------------|
| 1 Total STATE REVENUES | \$11,127,160 | -\$794,633 |
| 2 GENERAL EDUCATION AID | \$9,025,144 | -\$1,560,398 |
| 3 Total LOCAL REVENUES | \$5,957,103 | \$2,487,133 |
| 4 PROPERTY TAX LEVY, GENERAL | \$5,352,723 | \$2,304,134 |
| 5 STATE AID FOR SPECIAL EDUC | \$1,868,813 | \$706,527 |

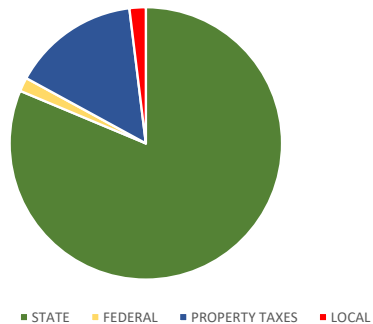
Total General Revenue Budgeted, Projected, YTD, PYTD Received



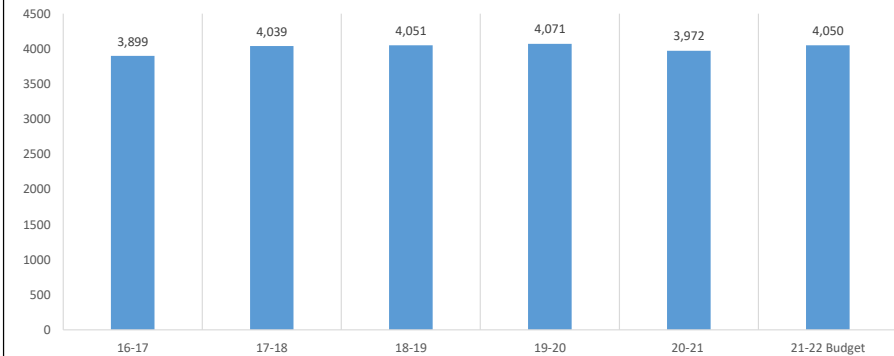
Current Year Revenue Budget



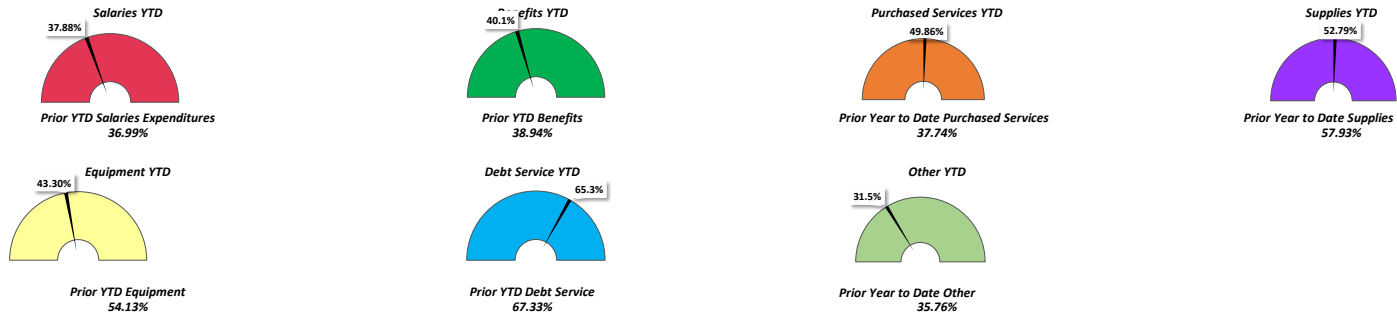
Prior Year Revenue Budget



End of Year ADM History



YTD % Expenditures vs. PYTD % Expenditures

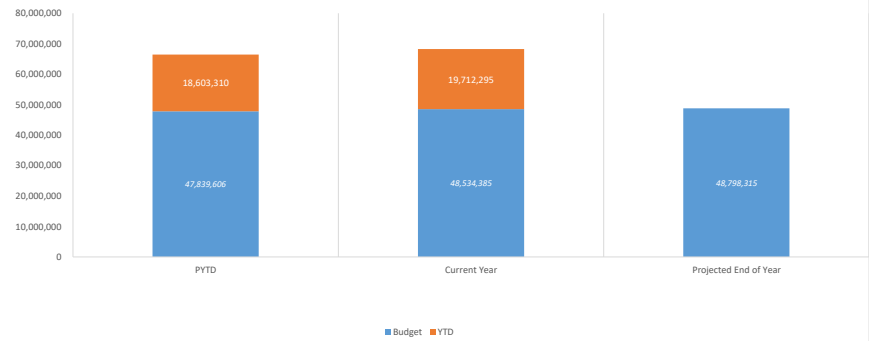


Top 10 Expenditures YTD by Object Code 3

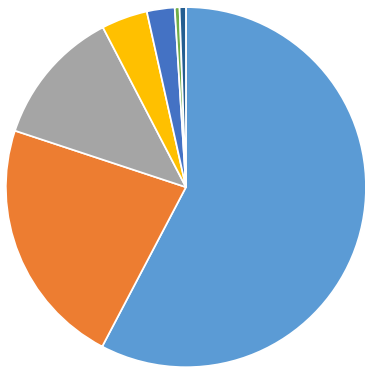
Variance from PYTD Received

| | Current YTD | Variance vs. PYTD Received |
|------------------------------|--------------|----------------------------|
| 1 TOTAL SALARIES AND WAGES | \$10,624,640 | \$427,001 |
| 2 LICENSED CLASSROOM TEACHER | \$5,431,077 | \$100,345 |
| 3 TOTAL EMPLOYEE BENEFITS | \$4,302,554 | \$139,728 |
| 4 TOTAL PURCHASED SERVICES | \$2,999,039 | \$781,418 |
| 5 HEALTH INSURANCE | \$2,155,369 | \$13,599 |
| 6 ADMINISTRATION/SUPERVISION | \$1,195,319 | -\$2,483 |
| 7 TRANSPORT CONTR <=\$25,000 | \$1,060,995 | \$172,082 |
| 8 FICA/MEDICARE | \$768,765 | \$29,520 |
| 9 NON-INSTRUCTIONAL SUPPORT | \$757,565 | \$6,558 |
| 10 TRA | \$638,688 | \$48,083 |

Total General Expenditures Budgeted, Projected, YTD and , PYTD Expended

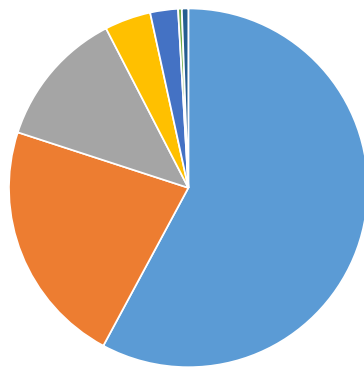


Prior Year Final



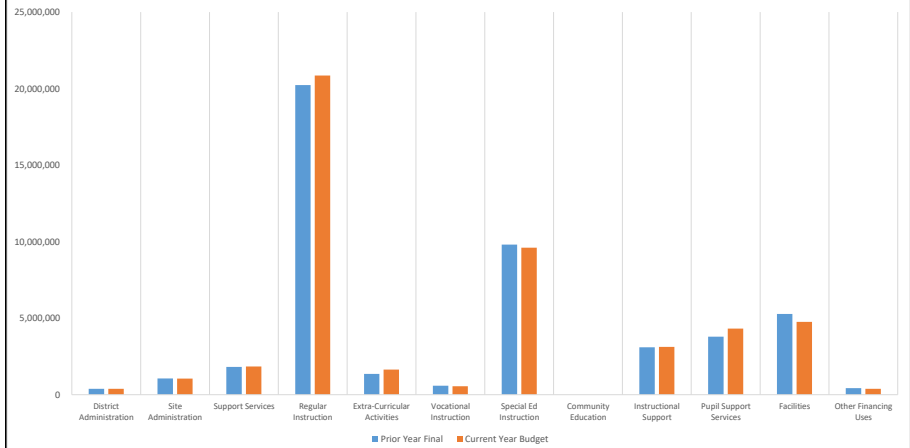
SALARIES, BENEFITS, PURCHASED SERVICES, GENERAL SUPPLIES, CAPITAL EXPENSES, DEBT SERVICE, DUES & OTHER

Current Year Budget



SALARIES, BENEFITS, PURCHASED SERVICES, GENERAL SUPPLIES, CAPITAL EXPENSES, DEBT SERVICE, DUES & OTHER

Prior Year Final and Current Budget by Program



REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

WACONIA | December 31, 2021

| REVENUE CATEGORIES | | | | December | December | December | | | | Current YTD vs. PYTD | December 31, 2020 | December 31, 2019 |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------------|-----------------------|-----------------------|----------------------|-------------------|-------------------|
| | June 30, 2020 | June 30, 2021 | Adopted Budget | 31, 2021 | 31, 2020 | 31, 2019 | % of Budget Received | % of Actuals Received | % of Actuals Received | | | |
| STATE | 37,757,828 | 38,867,352 | 39,741,795 | 37,912,128 | 11,127,160 | 28,614,635 | 28.00% | 30.67% | 31.83% | (794,633) | 11,921,793 | 12,016,788 |
| FEDERAL | 865,974 | 2,073,894 | 418,801 | 348,677 | 10,863 | 407,938 | 2.59% | 44.15% | 7.39% | (904,783) | 915,646 | 63,986 |
| PROPERTY TAXES | 6,872,049 | 7,225,981 | 9,059,691 | 10,284,619 | 5,475,778 | 3,583,913 | 60.44% | 44.27% | 43.88% | 2,276,614 | 3,199,164 | 3,015,287 |
| LOCAL SALES, INS RECOVERY & JUDGEMENTS | 4,958 | 9,456 | 7,800 | 7,479 | 6,930 | 870 | 88.85% | 108.02% | 117.19% | (3,284) | 10,214 | 5,811 |
| SALE OF BONDS & LOANS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| INCOMING TRANSFERS FROM OTH FUNDS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| LOCAL (FEES, INTEREST, ETC.) | 1,069,146 | 916,025 | 1,085,000 | 1,030,467 | 481,325 | 603,675 | 44.36% | 29.56% | 78.28% | 210,519 | 270,806 | 836,958 |
| TOTALS | 46,569,956 | 49,092,708 | 50,313,087 | 49,583,370 | 17,102,056 | 33,211,031 | 33.99% | 33.24% | 34.23% | 784,433 | 16,317,623 | 15,938,831 |

| EXPENDITURES (OBJECT SERIES) | | | | December | December | December | | | | Current YTD vs. PYTD | December 31, 2020 | December 31, 2019 |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------------|-----------------------|-----------------------|----------------------|-------------------|-------------------|
| | June 30, 2020 | June 30, 2021 | Adopted Budget | 31, 2021 | 31, 2020 | 31, 2019 | % of Budget Expended | % of Actuals Expended | % of Actuals Expended | | | |
| SALARIES & WAGES | 27,402,735 | 27,567,826 | 28,047,677 | 28,090,494 | 10,624,640 | 17,423,037 | 37.88% | 36.99% | 37.99% | 427,001 | 10,197,639 | 10,410,803 |
| EMPLOYEE BENEFITS | 10,012,564 | 10,690,251 | 10,732,746 | 10,867,270 | 4,302,554 | 6,430,192 | 40.09% | 38.94% | 38.42% | 139,728 | 4,162,826 | 3,846,707 |
| PURCHASED SERVICES | 5,802,884 | 5,875,417 | 6,014,548 | 6,497,723 | 2,999,039 | 3,015,509 | 49.86% | 37.74% | 45.90% | 781,418 | 2,217,621 | 2,663,632 |
| SUPPLIES | 1,431,258 | 1,976,695 | 2,019,499 | 1,929,740 | 1,066,006 | 953,493 | 52.79% | 57.93% | 39.70% | (79,112) | 1,145,118 | 568,245 |
| EQUIPMENT | 922,652 | 1,192,150 | 1,213,398 | 910,018 | 525,455 | 687,943 | 43.30% | 54.13% | 55.02% | (119,812) | 645,267 | 507,676 |
| DEBT SERVICE | 262,889 | 205,445 | 161,287 | 154,372 | 105,326 | 55,961 | 65.30% | 67.33% | 50.85% | (33,005) | 138,331 | 133,684 |
| OTHER EXPENDITURES | 267,597 | 269,862 | 283,230 | 286,699 | 89,274 | 193,956 | 31.52% | 35.76% | 30.75% | (7,234) | 96,508 | 82,287 |
| OTHER FINANCING USES | 62,578 | 61,960 | 62,000 | 62,000 | 0 | 62,000 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| TOTALS | 46,165,156 | 47,839,606 | 48,534,385 | 48,798,315 | 19,712,295 | 28,822,090 | 40.62% | 38.89% | 39.45% | 1,108,984 | 18,603,310 | 18,213,033 |

| EXPENDITURES (PROGRAM SERIES) | | | | December | December | December | | | | Current YTD vs. PYTD | December 31, 2020 | December 31, 2019 |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------------|-----------------------|-----------------------|----------------------|-------------------|-------------------|
| | June 30, 2020 | June 30, 2021 | Adopted Budget | 31, 2021 | 31, 2020 | 31, 2019 | % of Budget Expended | % of Actuals Expended | % of Actuals Expended | | | |
| SITE ADMINISTRATION | 1,035,339 | 1,061,869 | 1,052,277 | 1,088,759 | 506,495 | 545,782 | 48.13% | 47.19% | 47.00% | 5,367 | 501,128 | 486,578 |
| DISTRICT ADMINISTRATION | 366,112 | 380,640 | 383,610 | 395,665 | 199,493 | 184,117 | 52.00% | 49.19% | 48.88% | 12,263 | 187,230 | 178,948 |
| SUPPORT SERVICES | 1,841,889 | 1,814,086 | 1,846,740 | 1,862,459 | 924,243 | 922,497 | 50.05% | 53.26% | 61.06% | (41,913) | 966,156 | 1,124,729 |
| REGULAR INSTRUCTION | 19,689,350 | 20,228,608 | 20,853,827 | 20,390,112 | 7,223,997 | 13,629,830 | 34.64% | 34.97% | 34.89% | 149,992 | 7,074,005 | 6,869,090 |
| EXTRA-CURRICULAR ACTIVITIES | 1,539,160 | 1,357,464 | 1,642,440 | 1,391,825 | 513,245 | 1,129,195 | 31.25% | 14.55% | 36.70% | 315,780 | 197,466 | 564,806 |
| VOCATIONAL INSTRUCTION | 569,607 | 584,005 | 550,674 | 498,991 | 142,825 | 407,849 | 25.94% | 33.62% | 42.77% | (53,520) | 196,346 | 243,646 |
| SPECIAL EDUCATION | 9,295,875 | 9,810,623 | 9,607,951 | 9,660,670 | 3,589,097 | 6,018,854 | 37.36% | 33.70% | 35.32% | 283,367 | 3,305,730 | 3,283,062 |
| COMMUNITY SERVICES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| INSTRUCTIONAL SUPPORT | 2,950,040 | 3,098,230 | 3,126,822 | 3,539,045 | 1,962,945 | 1,163,877 | 62.78% | 52.43% | 47.13% | 338,416 | 1,624,529 | 1,390,316 |
| PUPIL SUPPORT SERVICES | 3,978,447 | 3,796,083 | 4,322,863 | 4,423,448 | 1,623,996 | 2,698,867 | 37.57% | 37.13% | 37.31% | 214,365 | 1,409,630 | 1,484,493 |
| FACILITIES | 4,526,975 | 5,278,542 | 4,761,681 | 5,012,713 | 2,602,411 | 2,159,270 | 54.65% | 51.72% | 49.13% | (127,606) | 2,730,017 | 2,224,230 |
| OTHER FINANCING USES | 372,362 | 429,456 | 385,500 | 534,626 | 423,547 | (38,047) | 109.87% | 95.72% | 97.52% | 12,475 | 411,072 | 363,136 |
| TOTALS | 46,165,156 | 47,839,606 | 48,534,385 | 48,798,315 | 19,712,295 | 28,822,090 | 40.62% | 38.89% | 39.45% | 1,108,984 | 18,603,310 | 18,213,033 |

REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

WACONIA | December 31, 2021

| ACTIVITY - OTHER FUNDS | | | | | | December | December | December | | | | |
|------------------------|-------------------|-------------------|-------------------|-----------------------|------------------|----------------------|-----------------------|-----------------------|-----------------------|--------------------|-------------------|------------------|
| | June 30, 2020 | June 30, 2021 | Adopted Budget | Projected End Of Year | Received YTD | 31, 2021 | 31, 2020 | 31, 2019 | Current YTD vs. PYTD | December 31, 2020 | December 31, 2019 | |
| REVENUE | | | | | | % of Budget Received | % of Actuals Received | % of Actuals Received | | | | |
| FOOD SERVICE | 2,128,103 | 3,131,241 | 3,483,750 | 2,407,295 | 1,379,239 | 2,104,511 | 39.59% | 72.72% | 7.66% | (897,774) | 2,277,013 | 162,970 |
| COMMUNITY EDUCATION | 2,734,449 | 2,757,648 | 3,145,327 | 3,356,156 | 1,923,058 | 1,222,269 | 61.14% | 51.25% | 65.15% | 509,768 | 1,413,289 | 1,781,443 |
| CONSTRUCTION | 189,101 | 24,033 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 96.50% | (1) | 1 | 182,486 |
| DEBT SERVICE | 8,967,320 | 9,464,153 | 9,570,847 | 8,657,612 | 4,395,387 | 5,175,460 | 45.92% | 61.06% | 60.98% | (1,383,776) | 5,779,163 | 5,468,635 |
| TRUST | 9,873 | 9,049 | 11,500 | 6,839 | 0 | 11,500 | 0.00% | 25.26% | 22.34% | (2,286) | 2,286 | 2,205 |
| CUSTODIAL | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| INTERNAL SERVICE | 391,593 | 370,835 | 427,500 | 349,775 | 202,103 | 225,397 | 47.28% | 49.29% | 50.93% | 19,314 | 182,790 | 199,454 |
| OPEB REVOCABLE TRUST | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| OPEB IRREVOCABLE TRUST | 80,084 | 52,573 | 40,000 | 94,031 | 39,155 | 845 | 97.89% | 1.52% | -17.81% | 38,355 | 800 | (14,259) |
| OPEB DEBT SERVICE | 857 | 248 | 0 | 0 | 0 | 0 | 0.00% | 56.69% | -21.49% | (141) | 141 | (184) |
| TOTALS | 14,501,380 | 15,809,780 | 16,678,924 | 14,871,708 | 7,938,941 | 8,739,983 | 47.60% | 61.07% | 53.67% | (1,716,539) | 9,655,480 | 7,782,750 |
| | | | | | | | | | | | | |
| EXPENDITURES | | | | | | December | December | December | | | | |
| | June 30, 2020 | June 30, 2021 | Adopted Budget | Projected End Of Year | Expended YTD | 31, 2021 | 31, 2020 | 31, 2019 | Current YTD vs. PYTD | December 31, 2020 | December 31, 2019 | |
| FOOD SERVICE | 2,318,322 | 2,195,386 | 3,092,620 | 2,997,695 | 1,150,757 | 1,941,863 | 37.21% | 40.20% | 43.24% | 268,114 | 882,644 | 1,002,474 |
| COMMUNITY EDUCATION | 2,942,512 | 2,756,700 | 2,892,975 | 2,948,477 | 1,406,647 | 1,486,328 | 48.62% | 46.90% | 52.60% | 113,769 | 1,292,878 | 1,547,622 |
| CONSTRUCTION | 1,109,170 | (0) | 0 | 0 | 0 | 0 | 0.00% | ##### | 91.44% | 62,485 | (62,485) | 1,014,250 |
| DEBT SERVICE | 9,261,475 | 9,154,756 | 9,404,619 | 7,498,745 | 1,880,128 | 7,524,491 | 19.99% | 21.67% | 22.97% | (103,300) | 1,983,428 | 2,127,016 |
| TRUST | 14,694 | 10,797 | 9,500 | 5,850 | 0 | 9,500 | 0.00% | 22.62% | -1.20% | (2,443) | 2,443 | (177) |
| CUSTODIAL | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| INTERNAL SERVICE | 386,667 | 420,816 | 423,500 | 423,648 | 219,505 | 203,995 | 51.83% | 88.00% | 59.08% | (150,799) | 370,304 | 228,442 |
| OPEB REVOCABLE TRUST | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| OPEB IRREVOCABLE TRUST | 231,864 | 291,426 | 230,000 | 231,061 | 1,061 | 228,939 | 0.46% | 0.04% | 0.05% | 936 | 125 | 125 |
| OPEB DEBT SERVICE | 0 | 73,957 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| TOTALS | 16,264,704 | 14,903,838 | 16,053,214 | 14,105,476 | 4,658,098 | 11,395,116 | 29.02% | 29.99% | 36.40% | 188,761 | 4,469,337 | 5,919,752 |
| | | | | | | | | | | | | |
| SUMMARY - ALL FUNDS | | | | | | December | December | December | | | | |
| | June 30, 2020 | June 30, 2021 | Adopted Budget | Projected End Of Year | YTD | 31, 2021 | 31, 2020 | 31, 2019 | Current YTD vs. PYTD | December 31, 2020 | December 31, 2019 | |
| SUMMARY | | | | | | | % of Budget Expended | % of Actuals Expended | % of Actuals Expended | | | |
| REVENUE | 61,071,336 | 64,902,488 | 66,992,011 | 64,455,078 | 25,040,997 | 41,951,014 | 37.38% | 40.02% | 38.84% | (932,107) | 25,973,103 | 23,721,581 |
| EXPENDITURES | 62,429,860 | 62,743,444 | 64,587,599 | 62,903,791 | 24,370,393 | 40,217,206 | 37.73% | 36.77% | 38.66% | 1,297,746 | 23,072,647 | 24,132,786 |
| SPENDING VARIANCE | (1,358,523) | 2,159,044 | 2,404,412 | 1,551,287 | 670,604 | N/A | N/A | N/A | N/A | (2,229,852) | 2,900,456 | (411,205) |

GENERAL FUND - REVENUE SUMMARY

WACONIA | December 31, 2021

| DESCRIPTION | June 30, 2020 | June 30, 2021 | Current Budget | Projected End Of Year | Revenue YTD | Budget Remaining | December 31, 2021 | December 31, 2020 | December 31, 2019 | Current YTD vs. Prior YTD | December 31, 2020 | December 31, 2019 |
|--|-------------------|-------------------|-------------------|-----------------------|-------------------|-------------------|----------------------|-----------------------|-----------------------|---------------------------|-------------------|-------------------|
| | | | | | | | % of Budget Received | % of Actuals Received | % of Actuals Received | | | |
| LOCAL REVENUES | | | | | | | | | | | | |
| 001 PROPERTY TAX LEVY, GENERAL | 6,711,150 | 6,971,926 | 9,005,324 | 10,118,306 | 5,352,723 | 3,652,601 | 59.44% | 43.73% | 43.41% | 2,304,134 | 3,048,588 | 2,913,553 |
| 004 MUNICIPAL/TAX INCR FINANCE | 239 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 100.00% | 0 | 0 | 239 |
| 009 FISCAL DISPARITY | 70,429 | 118,034 | 0 | 111,687 | 111,687 | (111,687) | 0.00% | 99.54% | 99.69% | (5,801) | 117,488 | 70,207 |
| 010 COUNTY APPORTIONMENT | 54,367 | 66,088 | 54,367 | 47,123 | 3,865 | 50,502 | 7.11% | 17.25% | 16.33% | (7,535) | 11,400 | 8,876 |
| 019 MISC TAX REV PAID BY COUNTY | 35,864 | 69,934 | 0 | 7,503 | 7,503 | (7,503) | 0.00% | 31.01% | 62.49% | (14,184) | 21,687 | 22,411 |
| 021 TUITION/REIMB MN DISTRICTS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 031 TUITION/OUT OF STATE SCHOOLS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 040 TUITION FROM PATRONS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 050 FEES FROM PATRONS | 435,078 | 299,999 | 564,650 | 505,676 | 319,863 | 244,787 | 56.65% | 54.74% | 92.66% | 155,631 | 164,232 | 403,157 |
| 060 ADMISSIONS & STUDENT ACTIVITY REV | 89,800 | 41,432 | 75,100 | 100,179 | 75,203 | (103) | 100.14% | 32.55% | 76.99% | 61,717 | 13,486 | 69,136 |
| 071 MA REV/DEPT OF HUMAN SVCS | 147,005 | 186,948 | 140,000 | 162,350 | 51,177 | 88,823 | 36.56% | 34.80% | 20.00% | (13,884) | 65,061 | 29,407 |
| 092 INTEREST EARNINGS | 63,196 | 60,057 | 50,000 | 12,034 | 914 | 49,087 | 1.83% | 5.48% | 121.07% | (2,379) | 3,293 | 76,509 |
| 093 RENT | 9,602 | 150 | 10,000 | 11,200 | 5,724 | 4,276 | 57.24% | 100.00% | 61.24% | 5,574 | 150 | 5,880 |
| 096 GIFTS AND BEQUESTS | 12,540 | 8,250 | 8,750 | 5,793 | 2,700 | 6,050 | 30.86% | 66.67% | (2,800) | 5,500 | 8,450 | |
| 099 MISC REV FROM LOCAL SOURCES | 311,925 | 319,189 | 236,500 | 233,234 | 25,745 | 210,755 | 10.89% | 5.98% | 78.36% | 6,661 | 19,083 | 244,418 |
| Total LOCAL REVENUES | 7,941,196 | 8,142,006 | 10,144,691 | 11,315,086 | 5,957,103 | 4,187,588 | 58.72% | 42.62% | 48.51% | 2,487,133 | 3,469,969 | 3,852,245 |
| STATE REVENUES | | | | | | | | | | | | |
| 201 ENDOWMENT FUND APPORTIONMENT | 182,437 | 171,615 | 171,615 | 169,705 | 83,190 | 88,425 | 48.47% | 50.43% | 49.59% | (3,361) | 86,550 | 90,476 |
| 211 GENERAL EDUCATION AID | 30,724,828 | 30,671,185 | 31,717,968 | 28,360,844 | 9,025,144 | 22,692,824 | 28.45% | 34.51% | 38.92% | (1,560,398) | 10,585,542 | 11,958,787 |
| 212 LITERACY INCENTIVE AID | 228,158 | 234,150 | 234,149 | 242,863 | 739 | 233,410 | 0.32% | -2.92% | -2.97% | 7,584 | (6,845) | (6,779) |
| 213 SHARED TIME AID | 8,963 | 12,812 | 12,812 | 28,373 | 18,979 | (6,167) | 148.13% | 34.97% | 7.04% | 14,499 | 4,480 | 631 |
| 227 ABATEMENT AID | 9,450 | 6,091 | 6,091 | 7,521 | 5,848 | 243 | 96.02% | 90.00% | 76.42% | 367 | 5,482 | 7,221 |
| 229 DISPARITY REDUCTION AID | 54 | 54 | 54 | 54 | 0 | 54 | 0.74% | 0.80% | 0.44% | (0) | 0 | 0 |
| 234 AGRICULTURE MARKET VALUE CR | 6,648 | 6,503 | 7,500 | 7,554 | 0 | 7,500 | 0.00% | 0.01% | -4.30% | (0) | 0 | (286) |
| 258 OTHER STATE CR/EXEMPT PROP REIMB | 2,093 | 1,387 | 1,500 | 1,475 | 1 | 1,499 | 0.06% | -0.02% | 13.66% | 1 | (0) | 286 |
| 300 STATE AID (REQUIRES FIN CODE) | 201,140 | 271,926 | 181,358 | 267,083 | 101,510 | 79,848 | 55.97% | 30.32% | 2.40% | 19,065 | 82,445 | 4,833 |
| 301 NONPUBLIC AID | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 309 DEBT SERVICE EQUALIZATION AID | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 317 LONG TERM FACILITY MAINT AID | 102,286 | 122,647 | 134,247 | 135,398 | (3,940) | 138,187 | -2.94% | -3.67% | -4.87% | 564 | (4,504) | (4,978) |
| 360 STATE AID FOR SPECIAL EDUCATION | 5,990,520 | 7,222,517 | 7,027,225 | 8,421,434 | 1,868,813 | 5,158,412 | 26.59% | 16.09% | -0.75% | 706,527 | 1,162,287 | (45,007) |
| 369 OTHER REV, OTHER STATE AGENCIES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 370 OTHER, MN DEPT OF EDUCATION | 166,304 | 16,180 | 17,640 | 40,188 | 26,875 | (9,235) | 152.35% | 39.29% | 6.98% | 20,519 | 6,356 | 11,604 |
| 397 TRA & PERA SPEC SITUATIONS PENSION | 134,947 | 130,286 | 229,636 | 229,636 | 0 | 229,636 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| Total STATE REVENUES | 37,757,828 | 38,867,352 | 39,741,795 | 37,912,128 | 11,127,160 | 28,614,635 | 28.00% | 30.67% | 31.83% | (794,633) | 11,921,793 | 12,016,788 |
| FEDERAL REVENUES RECEIVED FROM STATE | | | | | | | | | | | | |
| 400 FEDERAL AID/MDE (REQUIRES FIN) | 789,078 | 2,061,597 | 406,001 | 335,305 | 8,758 | 397,243 | 2.16% | 44.41% | 0.21% | (906,888) | 915,646 | 1,644 |
| 405 FEDERAL AID THRU OTHER AGENCY | 76,896 | 12,297 | 12,800 | 13,372 | 2,105 | 10,695 | 16.45% | 0.00% | 81.07% | 2,105 | 0 | 62,342 |
| 471 SCHOOL LUNCH PROGRAM | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 472 SPECIAL ASSIST, NEEDY CHILD | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 473 COMMODITY CASH REBATE PROGRAM | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 474 COMMODITY DISTRIBUTION PROGRAM | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 475 SPECIAL MILK PROGRAM | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 476 SCHOOL BREAKFAST PROGRAM | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 479 SUMMER FOOD SERVICE PROGRAM | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| Total EVENUES RECEIVED FROM STATE | 865,974 | 2,073,894 | 418,801 | 348,677 | 10,863 | 407,938 | 2.59% | 44.15% | 7.39% | (904,783) | 915,646 | 63,986 |
| LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS | | | | | | | | | | | | |
| 601 FOOD SERVICE SALES TO PUPILS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 606 FOOD SERVICE SALES TO ADULTS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 608 SPECIAL FUNCTION FOOD SALES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 614 CONTRIB TO POST EM BENEFITS TRUST | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 619 COST MATERIALS/REV PROD (CONTRA) | (9,865) | (1,810) | (2,000) | (154) | 0 | (2,000) | 0.00% | 53.67% | 36.31% | 971 | (971) | (3,582) |
| 620 SALES/REV PRODUCING ACTIVITIES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 621 SALE/MATERIALS FOR RESALE (NET TX) | 9,378 | 1,810 | 9,600 | 668 | 0 | 9,600 | 0.00% | 95.58% | 98.02% | (1,730) | 1,730 | 9,193 |
| 623 SALE OF REAL PROPERTY | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 624 SALE OF EQUIPMENT | 200 | 0 | 200 | 34 | 0 | 200 | 0.00% | 0.00% | 100.00% | 0 | 0 | 200 |
| 625 INSURANCE RECOVERY | 5,245 | 9,456 | 0 | 6,930 | 6,930 | (6,930) | 0.00% | 100.00% | 0.00% | (2,526) | 9,456 | 0 |
| Total LOCAL SALES, INSURANCE RECOVERY, AND JUDGEMENTS | 4,958 | 9,456 | 7,800 | 7,479 | 6,930 | 870 | 88.85% | 108.02% | 117.19% | (3,284) | 10,214 | 5,811 |
| SALE OF BONDS AND LOANS | | | | | | | | | | | | |

| DESCRIPTION | June 30, 2020 | June 30, 2021 | Current Budget | Projected End Of Year | Revenue YTD | Budget Remaining | December | December | December | Current YTD vs. Prior YTD | December 31, 2020 | December 31, 2019 |
|--|-------------------|-------------------|-------------------|--------------------------|-------------------|---------------------|----------------------------|-----------------------------|-----------------------------|---------------------------------|----------------------|----------------------|
| | | | | | | | 31, 2021 | 31, 2020 | 31, 2019 | | | |
| | | | | | | | % of Budget Received | % of Actuals Received | % of Actuals Received | | | |
| 631 SALE OF BONDS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 635 CERTIFICATE OF PARTICIPATION | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 639 OTHER STATE/NON STATE LOANS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| Total SALE OF BONDS AND LOANS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| INCOMING TRANSFERS FROM OTHER FUNDS | | | | | | | | | | | | |
| 649 PERMANENT TRANSFERS/OTHER FUND | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| Total INCOMING TRANSFERS FROM OTHER FUNDS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| GENERAL FUND TOTAL | 46,569,956 | 49,092,708 | 50,313,087 | 49,583,370 | 17,102,056 | 33,211,031 | 33.99% | 33.24% | 34.23% | 784,433 | 16,317,623 | 15,938,831 |

GENERAL FUND - EXPENDITURES BY PROGRAM CODE

WACONIA | December 31, 2021

| DESCRIPTION | June 30, 2020 | June 30, 2021 | Adopted Budget | Projected End Of Year | Expenses YTD | Budget Remaining | December 31, 2021 | December 31, 2020 | December 31, 2019 | Current YTD vs. Prior YTD | December 31, 2020 | December 31, 2019 |
|--|-------------------|-------------------|-------------------|-----------------------|------------------|-------------------|----------------------|-----------------------|-----------------------|---------------------------|-------------------|-------------------|
| | | | | | | | % of Budget Expended | % of Actuals Expended | % of Actuals Expended | | | |
| DISTRICT ADMINISTRATION | | | | | | | | | | | | |
| 010 BOARD OF EDUCATION | 57,961 | 77,340 | 92,313 | 98,762 | 54,215 | 38,098 | 58.73% | 56.58% | 59.81% | 10,456 | 43,759 | 34,666 |
| 020 OFFICE OF THE SUPERINTENDENT | 308,151 | 296,900 | 291,297 | 296,903 | 145,278 | 146,019 | 49.87% | 46.17% | 46.82% | 8,207 | 137,072 | 144,282 |
| 030 INSTRUCTIONAL ADMINISTRATION | 0 | 6,400 | 0 | 0 | 0 | (0) | 0.00% | 100.00% | 0.00% | (6,400) | 6,400 | 0 |
| TOTAL - DISTRICT ADMINISTRATION | 366,112 | 380,640 | 383,610 | 395,665 | 199,493 | 184,117 | 52.00% | 49.19% | 48.88% | 12,263 | 187,230 | 178,948 |
| SITE ADMINISTRATION | | | | | | | | | | | | |
| 050 SCHOOL ADMINISTRATION | 1,035,339 | 1,061,869 | 1,052,277 | 1,088,759 | 506,495 | 545,782 | 48.13% | 47.19% | 47.00% | 5,367 | 501,128 | 486,578 |
| TOTAL - SITE ADMINISTRATION | 1,035,339 | 1,061,869 | 1,052,277 | 1,088,759 | 506,495 | 545,782 | 48.13% | 47.19% | 47.00% | 5,367 | 501,128 | 486,578 |
| SUPPORT SERVICES | | | | | | | | | | | | |
| 105 GENERAL ADMINISTRATIVE SUPPORT | 543,873 | 529,769 | 523,882 | 560,552 | 285,364 | 238,518 | 54.47% | 53.30% | 51.67% | 2,993 | 282,371 | 281,007 |
| 107 OTHER ADMINISTRATIVE SUPPORT | 180,083 | 193,900 | 179,300 | 183,802 | 87,181 | 92,119 | 48.62% | 51.04% | 46.67% | (11,781) | 98,962 | 84,048 |
| 108 ADMINISTRATIVE TECHNOLOGY SVC | 344,254 | 340,856 | 358,545 | 357,240 | 166,218 | 192,327 | 46.36% | 52.80% | 49.66% | (13,760) | 179,978 | 170,964 |
| 110 BUSINESS SUPPORT SERVICES | 773,679 | 749,561 | 785,013 | 760,865 | 385,481 | 399,532 | 49.10% | 54.01% | 76.09% | (19,364) | 404,844 | 588,709 |
| TOTAL - SUPPORT SERVICES | 1,841,889 | 1,814,086 | 1,846,740 | 1,862,459 | 924,243 | 922,497 | 50.05% | 53.26% | 61.06% | (41,913) | 966,156 | 1,124,729 |
| REGULAR INSTRUCTION | | | | | | | | | | | | |
| 201 EDUCATION, KINDERGARTEN | 1,267,927 | 1,668,734 | 1,548,627 | 1,467,694 | 478,200 | 1,070,427 | 30.88% | 39.98% | 33.49% | (188,930) | 667,130 | 424,692 |
| 203 EDUCATION, ELEMENTARY GENERAL | 7,393,690 | 7,755,538 | 8,233,255 | 7,860,348 | 2,656,372 | 5,576,883 | 32.26% | 35.03% | 35.24% | (60,398) | 2,716,769 | 2,605,292 |
| 204 TITLE II, PART A TRAINING & RECRUITING | 45,268 | 43,071 | 37,300 | 23,834 | 1,570 | 2,730 | 4.21% | 2.74% | 8.27% | 392 | 1,178 | 3,742 |
| 206 TITLE IV, PART A SAFE/DRUG FREE SCHOOLS | 14,225 | 15,775 | 10,000 | 12,918 | 9,469 | 531 | 94.69% | 98.23% | 52.72% | (6,027) | 15,496 | 7,500 |
| 211 EDUCATION, SECONDARY GENERAL | 1,228,253 | 1,375,744 | 1,470,389 | 1,418,091 | 679,426 | 790,963 | 46.21% | 36.68% | 41.80% | 174,751 | 504,675 | 513,364 |
| 212 VISUAL ART | 520,767 | 479,906 | 486,020 | 485,748 | 172,034 | 313,986 | 35.40% | 33.97% | 36.06% | 9,025 | 163,009 | 187,792 |
| 215 BUSINESS | 87,716 | 93,751 | 92,560 | 90,981 | 30,617 | 61,943 | 33.08% | 32.73% | 32.87% | (68) | 30,685 | 28,828 |
| 216 TITLE I, PART A IMPROVE ACHIEVE/DISADV | 71,778 | 77,095 | 66,100 | 90,287 | 50,091 | 16,009 | 75.78% | 4.14% | 75.70% | 46,902 | 3,189 | 54,339 |
| 217 ASSURANCE OF MASTERY | 48,856 | 357 | 37,715 | 24,916 | 183 | 37,532 | 0.48% | 38.94% | 32.90% | 44 | 139 | 16,072 |
| 218 GIFTED & TALENTED | 62,416 | 57,964 | 57,506 | 40,429 | 3,840 | 53,666 | 6.68% | 8.30% | 34.28% | (971) | 4,811 | 21,395 |
| 219 ENGLISH LEARNER | 156,629 | 172,637 | 171,019 | 172,827 | 61,057 | 109,962 | 35.70% | 31.76% | 33.12% | 6,229 | 54,828 | 51,870 |
| 220 ENGLISH, LANGUAGE ARTS | 1,886,666 | 1,474,811 | 1,527,408 | 1,623,499 | 630,676 | 896,732 | 41.29% | 33.75% | 33.00% | 132,911 | 497,766 | 622,649 |
| 230 FOREIGN/NATIVE LANGUAGE | 869,124 | 845,555 | 839,341 | 865,199 | 318,482 | 520,859 | 37.94% | 33.45% | 32.97% | 35,606 | 282,876 | 286,554 |
| 240 HEALTH, PHYSICAL ED & RECREATION | 1,133,037 | 1,163,517 | 1,174,247 | 1,159,658 | 398,000 | 776,247 | 33.89% | 34.90% | 34.90% | 7,005 | 390,995 | 395,419 |
| 250 FAMILY LIVING SCIENCE | 100,480 | 105,732 | 101,123 | 101,412 | 35,932 | 65,191 | 35.53% | 33.34% | 35.57% | 681 | 35,251 | 35,737 |
| 255 INDUSTRIAL EDUCATION | 128,032 | 129,472 | 130,261 | 140,508 | 58,495 | 71,767 | 44.91% | 32.93% | 34.29% | 15,862 | 44,633 | 43,899 |
| 256 MATHEMATICS | 1,626,498 | 1,635,475 | 1,785,626 | 1,729,832 | 564,243 | 1,221,383 | 31.60% | 36.02% | 33.64% | (24,872) | 589,115 | 547,202 |
| 257 COMPUTER SCIENCE/TECHNOLOGY ED | 105,619 | 105,988 | 109,182 | 72,747 | 2,395 | 106,787 | 2.19% | 33.19% | 32.68% | (32,778) | 35,174 | 34,518 |
| 258 MUSIC | 875,329 | 836,433 | 845,596 | 834,683 | 287,807 | 557,789 | 34.04% | 34.92% | 34.35% | (4,291) | 292,098 | 300,683 |
| 260 NATURAL SCIENCES | 992,408 | 1,011,767 | 1,017,477 | 1,038,944 | 376,619 | 640,858 | 37.01% | 33.11% | 33.44% | 41,581 | 335,038 | 331,831 |
| 270 SOCIAL SCIENCES/SOCIAL STUDIES | 1,074,632 | 1,179,285 | 1,113,075 | 1,135,557 | 408,489 | 704,586 | 36.70% | 34.86% | 33.10% | (2,661) | 411,150 | 355,712 |
| TOTAL - REGULAR INSTRUCTION | 19,689,350 | 20,228,608 | 20,853,827 | 20,390,112 | 7,223,997 | 13,629,830 | 34.64% | 34.97% | 34.89% | 149,992 | 7,074,005 | 6,869,090 |
| EXTRA-CURRICULAR | | | | | | | | | | | | |
| 291 CO, CURRICULAR ACTIVITIES, NON ATHLETICS | 0 | 0 | 2,000 | (97,486) | (98,788) | 100,788 | -4939.40% | 0.00% | 0.00% | (18,345) | (80,443) | (90,349) |
| 292 BOYS/GIRLS ATHLETICS | 429,839 | 422,699 | 441,335 | 506,814 | 274,847 | 166,488 | 62.28% | 43.17% | 40.61% | 92,367 | 182,480 | 174,540 |
| 294 BOYS ATHLETICS | 389,645 | 350,452 | 347,908 | 325,200 | 140,147 | 207,761 | 40.28% | 15.38% | 47.64% | 86,237 | 53,910 | 185,617 |
| 296 GIRLS ATHLETICS | 369,602 | 360,863 | 357,239 | 351,563 | 158,648 | 198,591 | 44.41% | 17.34% | 52.61% | 96,069 | 62,579 | 194,436 |
| 298 EXTRA, CURRICULAR ACTIVITIES | 350,074 | 223,450 | 493,958 | 305,734 | 38,391 | 455,567 | 7.77% | -9.43% | 28.73% | 59,452 | (21,061) | 100,562 |
| TOTAL - EXTRA-CURRICULAR ACTIVITIES | 1,539,160 | 1,357,464 | 1,642,440 | 1,391,825 | 513,245 | 1,129,195 | 31.25% | 14.55% | 36.70% | 315,780 | 197,466 | 564,806 |
| VOCATIONAL INSTRUCTION | | | | | | | | | | | | |
| 301 AGRICULTURAL EDUCATION | 93,426 | 88,830 | 79,570 | 85,781 | 34,021 | 45,549 | 42.76% | 37.53% | 33.80% | 683 | 33,338 | 31,582 |
| 331 FAMILY & CONSUMER SCIENCE | 92,220 | 84,691 | 111,370 | 98,818 | 28,628 | 82,742 | 25.71% | 30.98% | 35.81% | 2,387 | 26,241 | 33,023 |
| 341 BUSINESS & OFFICE EDUCATION | 104,418 | 95,419 | 92,112 | 91,818 | 33,068 | 59,044 | 35.90% | 35.15% | 38.08% | (470) | 33,538 | 39,764 |
| 361 TRADE & INDUSTRIAL EDUCATION | 274,957 | 271,689 | 261,867 | 206,644 | 34,982 | 226,885 | 13.36% | 31.67% | 39.29% | (51,051) | 86,033 | 108,041 |
| 380 SPECIAL NEEDS | 4,586 | 43,375 | 5,755 | 15,930 | 12,127 | (6,372) | 210.72% | 39.64% | 681.11% | (5,069) | 17,196 | 31,236 |
| TOTAL - VOCATIONAL INSTRUCTION | 569,607 | 584,005 | 550,674 | 498,991 | 142,825 | 407,849 | 25.94% | 33.62% | 42.77% | (53,520) | 196,346 | 243,646 |
| SPECIAL ED INSTRUCTION | | | | | | | | | | | | |
| 400 GENERAL SPECIAL EDUCATION | 16,885 | 1,665 | 21,150 | 9,070 | 1,442 | 19,708 | 6.82% | 14.11% | 93.71% | 1,207 | 235 | 15,823 |
| 401 SPEECH/LANGUAGE IMPAIRED | 343,846 | 538,492 | 571,547 | 559,670 | 202,545 | 369,002 | 35.44% | 35.71% | 33.84% | 10,263 | 192,282 | 116,344 |
| 402 MILD, MODERATE COGNITIVE DISAB | 681,926 | 593,959 | 631,420 | 641,634 | 241,895 | 389,525 | 38.31% | 37.26% | 34.46% | 20,562 | 221,333 | 235,025 |
| 403 SEVERE, PROFOUND COGNITIVE DISAB | 269,109 | 374,027 | 345,771 | 420,599 | 204,258 | 141,513 | 59.07% | 27.72% | 33.73% | 100,596 | 103,662 | 90,777 |
| 404 PHYSICALLY IMPAIRED | 140,517 | 118,466 | 122,262 | 126,432 | 49,088 | 73,174 | 40.15% | 36.30% | 31.58% | 6,085 | 43,003 | 44,371 |
| 405 DEAF, HARD OF HEARING | 252,750 | 194,917 | 203,924 | 193,147 | 70,281 | 133,643 | 34.46% | 38.97% | 42.58% | (5,670) | 75,951 | 107,610 |
| 406 VISUALLY IMPAIRED | 14,198 | 13,240 | 7,420 | 7,657 | 2,388 | 5,032 | 32.19% | 25.44% | 48.35% | (981) | 3,369 | 6,865 |
| 407 SPECIFIC LEARNING DISABILITY | 1,331,131 | 1,455,994 | 1,472,413 | 1,498,936 | 547,726 | 924,687 | 37.20% | 33.66% | 35.25% | 57,640 | 490,086 | 469,167 |

| DESCRIPTION | June 30, 2020 | June 30, 2021 | Adopted Budget | Projected End Of Year | Expenses YTD | Budget Remaining | December 31, 2021 | December 31, 2020 | December 31, 2019 | Current YTD vs. Prior YTD | December 31, 2020 | December 31, 2019 |
|---|-------------------|-------------------|-------------------|-----------------------|-------------------|-------------------|----------------------|-----------------------|-----------------------|---------------------------|-------------------|-------------------|
| | | | | | | | % of Budget Expended | % of Actuals Expended | % of Actuals Expended | | | |
| EMOTIONAL/BEHAVIORAL DISORDER | 851,622 | 1,047,018 | 1,072,939 | 1,040,235 | 347,842 | 725,097 | 32.42% | 33.73% | 35.73% | (5,306) | 353,147 | 304,285 |
| 409 DEAF, BLIND | 13,312 | 13,871 | 13,849 | 13,682 | 4,638 | 9,211 | 33.49% | 32.99% | 32.88% | 61 | 4,576 | 4,377 |
| 410 OTHER HEALTH DISABILITIES | 808,279 | 733,923 | 743,390 | 734,412 | 255,210 | 488,180 | 34.33% | 34.24% | 36.84% | 3,946 | 251,265 | 297,790 |
| 411 AUTISTIC SPECTRUM DISORDERS | 1,762,156 | 1,696,858 | 1,784,581 | 1,776,281 | 639,309 | 1,145,272 | 35.82% | 36.37% | 35.54% | 22,099 | 617,210 | 626,348 |
| 412 DEVELOPMENTALLY DELAYED | 1,027,690 | 1,000,191 | 1,035,859 | 1,040,881 | 383,673 | 652,186 | 37.04% | 38.18% | 39.91% | 1,828 | 381,845 | 410,178 |
| 414 TRAUMATIC BRAIN INJURY | 49,621 | 54,264 | 54,975 | 50,542 | 15,669 | 39,306 | 28.50% | 33.17% | 28.79% | (2,332) | 18,001 | 14,288 |
| 416 SEVERELY MULTIPLY IMPAIRED | 225,373 | 170,923 | 165,392 | 184,122 | 79,330 | 86,062 | 47.96% | 35.05% | 33.34% | 19,429 | 59,901 | 75,145 |
| 420 SPECIAL ED, AGGREGATE 3+ | 1,261,078 | 1,536,566 | 1,173,773 | 1,187,380 | 483,464 | 690,309 | 41.19% | 28.06% | 32.48% | 52,320 | 431,144 | 409,597 |
| 421 PROGRAM | 0 | 125 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 422 SPECIAL ED, STUDENTS W/O DISABILITIES | 246,382 | 266,122 | 187,286 | 175,991 | 60,339 | 126,947 | 32.22% | 22.07% | 22.35% | 1,618 | 58,721 | 55,073 |
| TOTAL - SPECIAL ED INSTRUCTION | 9,295,875 | 9,810,623 | 9,607,951 | 9,660,670 | 3,589,097 | 6,018,854 | 37.36% | 33.70% | 35.32% | 283,367 | 3,305,730 | 3,283,062 |
| COMMUNITY EDUCATION | | | | | | | | | | | | |
| 505 GENERAL COMMUNITY EDUCATION | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 510 ADULTS WITH DISABILITIES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 570 SCHOOL AGE CARE | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 571 PROGRAM | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 578 OPTIONAL FEE, BASED PROGRAMS FOR KINDEI | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 580 EARLY CHILDHOOD & FAMILY ED | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 582 SCHOOL READINESS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 583 EARLY CHILDHOOD SCREENING | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 585 YOUTH DEV/AFTER SCHOOL ENRICH | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 590 OTHER COMMUNITY PROGRAMS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| TOTAL - COMMUNITY EDUCATION | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| INSTRUCTIONAL SUPPORT | | | | | | | | | | | | |
| 605 GENERAL INSTRUCTIONAL SUPPORT | 729,972 | 729,319 | 717,578 | 699,904 | 300,466 | 417,112 | 41.87% | 43.44% | 43.25% | (16,340) | 316,806 | 315,697 |
| 610 CURRICULUM CONSULT & DEV | 677,984 | 630,446 | 639,510 | 708,791 | 352,394 | 287,116 | 55.10% | 47.78% | 45.68% | 51,137 | 301,257 | 309,678 |
| 620 LIBRARY MEDIA CENTER | 442,253 | 440,992 | 451,883 | 506,447 | 221,816 | 230,067 | 49.09% | 34.91% | 35.50% | 67,860 | 153,956 | 156,996 |
| 630 INSTRUCTION, RELATED TECHNOLOGY | 937,533 | 1,154,520 | 1,074,977 | 1,381,105 | 958,743 | 116,234 | 89.19% | 66.30% | 54.88% | 193,283 | 765,461 | 514,472 |
| 640 STAFF DEVELOPMENT | 162,298 | 142,952 | 242,874 | 242,798 | 129,526 | 113,348 | 53.33% | 60.89% | 57.59% | 42,477 | 87,049 | 93,472 |
| TOTAL - INSTRUCTIONAL SUPPORT | 2,950,040 | 3,098,230 | 3,126,822 | 3,539,045 | 1,962,945 | 1,163,877 | 62.78% | 52.43% | 47.13% | 338,416 | 1,624,529 | 1,390,316 |
| PUPIL SUPPORT SERVICES | | | | | | | | | | | | |
| 710 SECONDARY COUNSELING/GUIDANCE | 584,390 | 634,548 | 691,238 | 658,689 | 218,168 | 473,070 | 31.56% | 33.50% | 32.32% | 5,576 | 212,592 | 188,853 |
| 712 ELEMENTARY COUNSELING/GUIDANCE | 159,361 | 160,516 | 168,207 | 165,704 | 55,988 | 112,219 | 33.29% | 34.05% | 32.71% | 1,337 | 54,651 | 52,125 |
| 715 SCHOOL SECURITY | 94,168 | 68,838 | 177,561 | 109,140 | 28,437 | 149,124 | 16.02% | 44.76% | 39.14% | (2,377) | 30,813 | 36,861 |
| 718 OTHER SCHOOL SAFETY | 0 | 4,900 | 0 | 750 | 750 | (750) | 0.00% | 0.00% | 0.00% | 750 | 0 | 0 |
| 720 HEALTH SERVICES | 215,404 | 340,211 | 404,019 | 415,508 | 163,317 | 240,702 | 40.42% | 44.43% | 66.40% | 12,176 | 151,140 | 143,038 |
| 740 SOCIAL WORK SERVICES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 760 PUPIL TRANSPORTATION | 2,900,967 | 2,563,787 | 2,859,838 | 3,054,548 | 1,157,325 | 1,702,513 | 40.47% | 37.46% | 36.66% | 196,904 | 960,421 | 1,063,616 |
| 770 FOOD SERVICES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 790 OTHER PUPIL SUPPORT SERVICES | 24,157 | 23,284 | 22,000 | 19,109 | 11 | 21,989 | 0.05% | 0.05% | 0.00% | (1) | 13 | 0 |
| TOTAL - PUPIL SUPPORT SERVICES | 3,978,447 | 3,796,083 | 4,322,863 | 4,423,448 | 1,623,996 | 2,698,867 | 37.57% | 37.13% | 37.31% | 214,365 | 1,409,630 | 1,484,493 |
| FACILITIES | | | | | | | | | | | | |
| 810 OPERATIONS & MAINTENANCE | 3,470,832 | 3,962,347 | 3,579,161 | 3,958,217 | 2,052,898 | 1,526,263 | 57.36% | 50.98% | 48.82% | 32,733 | 2,020,165 | 1,694,454 |
| 811 PROGRAM | 0 | 0 | 0 | 340 | 340 | (340) | 0.00% | 0.00% | 0.00% | 340 | 0 | 0 |
| 850 CAPITAL FACILITIES | 547,230 | 1,038,904 | 718,399 | 600,989 | 308,511 | 409,888 | 42.94% | 46.52% | 21.43% | (174,802) | 483,313 | 117,295 |
| 865 LTFM NOT PRO 866,867,868 | 508,913 | 277,292 | 464,121 | 453,167 | 240,663 | 223,458 | 51.85% | 81.70% | 81.05% | 14,123 | 226,539 | 412,481 |
| 866 LTFM \$100,000, \$1.99M FIN 358,363,366 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 870 BUILDING CONSTRUCTION | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| TOTAL - FACILITIES | 4,526,975 | 5,278,542 | 4,761,681 | 5,012,713 | 2,602,411 | 2,159,270 | 54.65% | 51.72% | 49.13% | (127,606) | 2,730,017 | 2,224,230 |
| OTHER FINANCING USES | | | | | | | | | | | | |
| 910 RETIRE LONG TERM OBLIGATIONS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 920 RETIRE NON-BONDED OBLIGATIONS | 181,602 | 124,158 | 80,000 | 73,086 | 24,039 | 55,961 | 30.05% | 45.94% | 28.85% | (33,005) | 57,044 | 52,397 |
| 930 EMPLOYEE BENEFITS, CLEARING | 0 | 0 | 0 | 146,644 | 146,644 | (146,644) | 0.00% | 0.00% | 0.00% | 35,954 | 110,690 | 182,557 |
| 935 POST EMPLOYMENT BENEFITS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 940 INSURANCE | 128,183 | 243,338 | 243,500 | 252,896 | 252,863 | (9,363) | 103.85% | 100.00% | 100.00% | 9,525 | 243,338 | 128,183 |
| 950 TRANSFERS | 62,578 | 61,960 | 62,000 | 62,000 | 0 | 62,000 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 960 OTHER NONRECURRING ITEMS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| TOTAL - OTHER FINANCING USES | 372,362 | 429,456 | 385,500 | 534,626 | 423,547 | (38,047) | 109.87% | 95.72% | 97.52% | 12,475 | 411,072 | 363,136 |
| GENERAL FUND TOTAL | 46,165,156 | 47,839,606 | 48,534,385 | 48,798,315 | 19,712,295 | 28,822,090 | 40.62% | 38.89% | 39.45% | 1,108,984 | 18,603,310 | 18,213,033 |

GENERAL FUND - EXPENDITURES BY FIN CODE

WACONIA | December 31, 2021

| DESCRIPTION | June 30, 2020 | June 30, 2021 | Current Budget | Expenses YTD | Budget Remaining | December 31, 2021 | December 31, 2020 | December 31, 2019 | Current YTD vs. Prior YTD | December 31, 2020 | December 31, 2019 |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|----------------------|-----------------------|-----------------------|---------------------------|-------------------|-------------------|
| | | | | | | % of Budget Expended | % of Actuals Expended | % of Actuals Expended | | | |
| DISTRICT WIDE | | | | | | | | | | | |
| 000 DISTRICT WIDE | 28,349,306 | 28,601,689 | 30,022,547 | 12,701,472 | 17,321,075 | 42.31% | 40.57% | 40.07% | 1,097,608 | 11,603,863 | 11,360,558 |
| Total DISTRICT WIDE | 28,349,306 | 28,601,689 | 30,022,547 | 12,701,472 | 17,321,075 | 42.31% | 40.57% | 40.07% | 1,097,608 | 11,603,863 | 11,360,558 |
| FEDERALLY SUPPORTED SOURCES | | | | | | | | | | | |
| 150 ARP SUMMER ACAD ENRICH | 0 | 0 | 108,164 | 7,998 | 100,166 | 7.39% | 0.00% | 0.00% | 7,998 | 0 | 0 |
| 151 ESSER 90% FORMULA ALLOCATION | 4,083 | 55,500 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 152 ESSER 9.5% STATE DIRECTED GRANT | 0 | 34,205 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 153 GEER GOVERNOR'S EMERGENCY ED | 19,347 | 9,146 | 0 | 0 | 0 | 0.00% | 73.67% | 0.00% | (6,738) | 6,738 | 0 |
| 154 CORONAVIRUS RELIEF FUND | 0 | 915,640 | 0 | 0 | (0) | 0.00% | 100.00% | 0.00% | (915,640) | 915,640 | 0 |
| 155 ESSER II - 90% | 0 | 243,838 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 160 ESSER III-90% ALLOC | 0 | 0 | 0 | 276,695 | (276,695) | 0.00% | 0.00% | 0.00% | 276,695 | 0 | 0 |
| 161 ESSER III-90% LEARNING LOSS | 0 | 0 | 109,525 | 1,200 | 108,325 | 1.10% | 0.00% | 0.00% | 1,200 | 0 | 0 |
| 163 EXPANDED SUMMER LEARNING - ESS | 0 | 2,532 | 47,550 | 17,962 | 29,588 | 37.77% | 0.00% | 0.00% | 17,962 | 0 | 0 |
| 170 FINANCE | 0 | 0 | 0 | 2,249 | (2,249) | 0.00% | 0.00% | 0.00% | 2,249 | 0 | 0 |
| ARP IDEA PART B 611 | 0 | 0 | 0 | 9,950 | (9,950) | 0.00% | 0.00% | 0.00% | 9,950 | 0 | 0 |
| Total FEDERALLY SUPPORTED SOURCES | 23,430 | 1,260,861 | 265,239 | 316,054 | (50,815) | 119.16% | 73.15% | 0.00% | (606,324) | 922,378 | 0 |
| STATE SUPPORTED PROGRAMS | | | | | | | | | | | |
| 302 OPERATING CAPITAL | 1,141,340 | 1,360,260 | 1,408,677 | 568,270 | 840,407 | 40.34% | 47.03% | 56.33% | (71,494) | 639,764 | 642,915 |
| 303 AREA LEARNING CENTER | 509,788 | 440,779 | 503,000 | 181,171 | 321,829 | 36.02% | 33.08% | 39.09% | 35,356 | 145,815 | 199,283 |
| 309 BASIC SKILLS FOR EXTENDED TIME | 0 | 0 | 3,908 | 0 | 3,908 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 311 TELECOMMUNICATIONS ACCESS COS | 30,033 | 83,963 | 19,250 | 107,027 | (87,777) | 555.98% | 100.00% | 31.27% | 23,064 | 83,963 | 9,390 |
| 316 GENERAL EDUCATION FOR STAFF DE | 395,449 | 381,827 | 489,834 | 237,997 | 251,837 | 48.59% | 54.72% | 52.61% | 29,052 | 208,945 | 208,030 |
| 317 BASIC SKILLS | 240,477 | 172,993 | 208,734 | 61,239 | 147,495 | 29.34% | 31.77% | 34.41% | 6,272 | 54,967 | 82,740 |
| 319 TEACHER DEVELOPMENT & EVAL REV | 443,937 | 386,565 | 391,190 | 212,098 | 179,092 | 54.22% | 46.11% | 43.90% | 33,851 | 178,247 | 194,874 |
| 320 AMERICAN INDIAN EDUCATION AID | 20,938 | 21,790 | 0 | 3,549 | (3,549) | 0.00% | 0.11% | 0.00% | 3,524 | 25 | 0 |
| 321 COMMUNITY EDUCATION | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 325 ECFE | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 328 HOME VISITING | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 330 LEARNING & DEVELOPMENT | 1,079,983 | 1,460,737 | 1,273,710 | 66,736 | 1,206,974 | 5.24% | 4.45% | 33.49% | 1,679 | 65,057 | 361,696 |
| 332 AFTER SCHOOL ENRICHMENT | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 337 EARLY LEARNING SCHOLARSHIP/PATI | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 338 EARLY LEARNING SCHOLARSHIP/PATI | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 342 SAFE SCHOOLS LEVY | 298,568 | 163,738 | 177,561 | 29,187 | 148,374 | 16.44% | 18.82% | 12.35% | (1,627) | 30,813 | 36,861 |
| 344 SCHOOL READINESS | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 347 PHYSICAL HAZARDS | 48,620 | 24,431 | 51,199 | 34,222 | 16,977 | 66.84% | 66.41% | 51.42% | 17,997 | 16,225 | 25,001 |
| 349 OTHER HAZARDOUS MATERIALS | 10,128 | 3,471 | 13,500 | 967 | 12,533 | 7.16% | 37.42% | 45.34% | (332) | 1,299 | 4,591 |
| 350 AID TO NONPUBLIC HEALTH SERVICE: | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 351 AID NONPUBLIC BOOKS/TESTS/TECH | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 352 ENVIRONMENTAL H&S MANAGEMENT | 85,334 | 72,688 | 88,422 | 6,001 | 82,421 | 6.79% | 11.10% | 17.87% | (2,071) | 8,072 | 15,253 |
| 353 AID NONPUBLIC GUIDANCE/COUNSEL | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 354 EARLY CHILDHOOD SCREENING PROG | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 358 ASBESTOS REMOVAL & ENCAPSULAT | 19,460 | 3,339 | 0 | 2,683 | (2,683) | 0.00% | 75.08% | 22.49% | 176 | 2,507 | 4,376 |
| 362 YOUTH DEVELOPMENT/YOUTH SERVI | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 363 FIRE SAFETY | 28,992 | 24,221 | 35,000 | 12,263 | 22,737 | 35.04% | 47.84% | 7.68% | 677 | 11,586 | 2,227 |
| 366 INDOOR AIR QUALITY | 2,977 | 518 | 1,000 | 339 | 661 | 33.92% | 27.27% | 9.21% | 198 | 141 | 274 |
| 367 ACCESSIBILITY | 204 | 56 | 0 | 0 | 0 | 0.00% | 20524.69% | 100.00% | (11,436) | 11,436 | 204 |
| 368 BUILDING ENVELOPE (EXCLUDE ROOF | 4,350 | 42,990 | 115,000 | 92,904 | 22,096 | 80.79% | 100.00% | 100.00% | 49,914 | 42,990 | 4,350 |

| DESCRIPTION | June 30, 2020 | June 30, 2021 | Current Budget | Expenses YTD | Budget Remaining | December 31, 2021 | December 31, 2020 | December 31, 2019 | Current YTD vs. Prior YTD | December 31, 2020 | December 31, 2019 |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|----------------------|-----------------------|-----------------------|---------------------------|-------------------|-------------------|
| | | | | | | % of Budget Expended | % of Actuals Expended | % of Actuals Expended | | | |
| 369 BUILDING HARDWARE & EQUIPMENT | 10,350 | 1,623 | 30,000 | 0 | 30,000 | 0.00% | 71.17% | 54.11% | (1,155) | 1,155 | 5,600 |
| 370 ELECTRICAL | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | (18,589) | 18,589 | 0 |
| 372 MEDICAL ASSISTANCE,3RD PARTY RE | 145,407 | 131,764 | 142,000 | 8,994 | 133,006 | 6.33% | -19.01% | -19.67% | 34,039 | (25,044) | (28,603) |
| 379 INTERIOR SURFACES | 14,217 | 19,277 | 20,000 | 5,619 | 14,381 | 28.10% | 230.41% | 98.58% | (38,797) | 44,416 | 14,015 |
| 380 MECHANICAL SYSTEMS | 18,465 | 37,963 | 35,000 | 43,232 | (8,232) | 123.52% | 128.90% | 187.28% | (5,704) | 48,936 | 34,581 |
| 381 PLUMBING | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | (1,221) | 1,221 | 0 |
| 383 ROOFING SYSTEMS | 33,885 | 0 | 40,000 | 0 | 40,000 | 0.00% | 0.00% | 9.65% | 0 | 0 | 3,270 |
| 384 SITE PROJECTS | 231,930 | 46,717 | 35,000 | 42,800 | (7,800) | 122.29% | 38.46% | 128.81% | 24,833 | 17,967 | 298,738 |
| 385 DEFERRED MAINTENANCE | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 388 GIFTED & TALENTED | 62,416 | 57,964 | 57,506 | 3,840 | 53,666 | 6.68% | 8.30% | 34.28% | (971) | 4,811 | 21,395 |
| Total STATE SUPPORTED PROGRAMS | 4,877,248 | 4,939,672 | 5,139,491 | 1,721,140 | 3,418,351 | 33.49% | 32.67% | 43.90% | 107,239 | 1,613,902 | 2,141,063 |
| FEDERAL AID RECEIVED FROM STATE | | | | | | | | | | | |
| 401 TITLE I, PART A ACADEMIC ACH/DISAC | 71,778 | 72,671 | 66,100 | 50,091 | 16,009 | 75.78% | 4.39% | 75.70% | 46,902 | 3,189 | 54,339 |
| 414 TITLE II, PART A TEACH/PRINCIPAL TN | 43,042 | 43,071 | 37,300 | 1,570 | 35,730 | 4.21% | 2.74% | 8.69% | 392 | 1,178 | 3,742 |
| 419 IDEA, PART B (611) INDIV W/DISAB AGI | 609,893 | 628,480 | 0 | 0 | 0 | 0.00% | 27.52% | 26.30% | (172,929) | 172,929 | 160,387 |
| 420 IDEA, PART B (619) PRESCH AGE 3-5 V | 15,987 | 15,862 | 15,862 | 0 | 15,862 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 422 IDEA BIRTH THROUGH TWO | 10,723 | 11,553 | 11,500 | 0 | 11,500 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 428 CARL PERKINS VOC & APPLIED TECH | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 499 MISC FEDERAL REVENUE/MDE | 14,225 | 15,775 | 10,000 | 9,469 | 531 | 94.69% | 98.23% | 52.72% | (6,027) | 15,496 | 7,500 |
| 628 CARL PERKINS VOC & APPLIED TECH | 14,728 | 12,297 | 12,760 | 2,951 | 9,809 | 23.12% | 6.99% | 12.53% | 2,091 | 860 | 1,846 |
| Total FEDERAL AID RECEIVED FROM STATE | 780,375 | 799,708 | 153,522 | 64,081 | 89,441 | 41.74% | 24.22% | 29.19% | (129,571) | 193,652 | 227,814 |
| CHILD NUTRITION | | | | | | | | | | | |
| 701 NATIONAL SCHOOL LUNCH | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 705 SCHOOL BREAKFAST | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 707 A LA CARTE/OTHER | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| Total CHILD NUTRITION | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| TRANSPORTATION | | | | | | | | | | | |
| 720 REGULAR TO AND FROM SCHOOL | 1,138,383 | 1,079,081 | 1,359,838 | 818,359 | 541,479 | 60.18% | 71.39% | 71.28% | 47,960 | 770,399 | 811,452 |
| 723 SPECIAL EDUCATION TRANSPORTATION | 1,537,620 | 1,164,456 | 1,406,425 | 342,525 | 1,063,900 | 24.35% | 11.13% | 16.87% | 212,955 | 129,569 | 259,407 |
| 728 SPECIAL TRANSPORT OF SELECTED F | 237,612 | 261,505 | 100,000 | 0 | 100,000 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 733 NON,AUTHORIZED TRANSPORTATION | 144,438 | 105,658 | 94,435 | 40,274 | 54,161 | 42.65% | 14.76% | 32.82% | 24,683 | 15,591 | 47,405 |
| Total TRANSPORTATION | 3,058,053 | 2,610,700 | 2,960,698 | 1,201,158 | 1,759,540 | 40.57% | 35.07% | 36.57% | 285,598 | 915,559 | 1,118,264 |
| SPECIAL EDUCATION | | | | | | | | | | | |
| 740 STATE,SPECIAL ED AGE BIRTH-21 | 8,484,053 | 9,019,591 | 9,412,214 | 3,565,565 | 5,846,649 | 37.88% | 35.01% | 36.87% | 407,955 | 3,157,610 | 3,127,933 |
| Total SPECIAL EDUCATION | 8,484,053 | 9,019,591 | 9,412,214 | 3,565,565 | 5,846,649 | 37.88% | 35.01% | 36.87% | 407,955 | 3,157,610 | 3,127,933 |
| LEVY SUPPORTED PROGRAMS | | | | | | | | | | | |
| 791 PROJECT CERT OF PARTICIP/LEASE,F | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 797 OPEB PAY AS YOU GO | 41,043 | 25,231 | 35,000 | 0 | 35,000 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 798 CHILDREN/DISAB SCHOOL AGE CARE | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| Total LEVY SUPPORTED PROGRAMS | 41,043 | 25,231 | 35,000 | 0 | 35,000 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| CAREER TECH AND FED FUNDED GRANTS | | | | | | | | | | | |
| 830 CAREER & TECH EDUCATION REV | 548,011 | 540,630 | 544,919 | 130,699 | 414,220 | 23.98% | 33.14% | 37.13% | (48,451) | 179,150 | 203,450 |
| 835 CAREER & TECH,CHILDREN/DISAB | 3,637 | 41,524 | 755 | 12,127 | (11,372) | 1606.18% | 41.41% | 933.61% | (5,069) | 17,196 | 33,952 |
| Total CAREER TECH AND FED FUNDED GRANTS | 551,648 | 582,154 | 545,674 | 142,825 | 402,849 | 26.17% | 33.73% | 43.04% | (53,520) | 196,346 | 237,402 |
| GENERAL FUND TOTAL | 46,165,156 | 47,839,606 | 48,534,385 | 19,712,295 | 28,822,090 | 40.62% | 38.89% | 39.45% | 1,108,984 | 18,603,310 | 18,213,033 |

GENERAL FUND - EXPENDITURES BY OBJECT CODE

WACONIA | December 31, 2021

| DESCRIPTION | June 30, 2020 | June 30, 2021 | Adopted Budget | Projected End Of Year | Expenses YTD | Budget Remaining | December 31, 2021 | December 31, 2020 | December 31, 2019 | Current YTD vs. Prior YTD | December 31, 2020 | December 31, 2019 |
|---------------------------------------|-------------------|-------------------|-------------------|-----------------------|-------------------|-------------------|----------------------|-----------------------|-----------------------|---------------------------|-------------------|-------------------|
| | | | | | | | % of Budget Expended | % of Actuals Expended | % of Actuals Expended | | | |
| 110 ADMINISTRATION/SUPERVISION | 2,415,102 | 2,430,505 | 2,423,727 | 2,417,590 | 1,195,319 | 1,228,408 | 49.32% | 49.28% | 49.03% | (2,483) | 1,197,802 | 1,184,106 |
| 120 EC/ABE/SCHOOL READINESS, ABE AD | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 140 LICENSED CLASSROOM TEACHER | 16,026,838 | 15,832,616 | 16,259,755 | 16,197,397 | 5,431,077 | 10,828,678 | 33.40% | 33.67% | 33.69% | 100,345 | 5,330,732 | 5,398,935 |
| 141 NON,LIC CLASSROOM PERSONNEL | 167,303 | 463,144 | 254,247 | 226,034 | 74,315 | 179,932 | 29.23% | 43.06% | 37.26% | (125,126) | 199,442 | 62,342 |
| 143 LICENSED INSTRUCTIONAL SUPPORT | 677,888 | 754,996 | 757,286 | 815,324 | 297,007 | 460,279 | 39.22% | 32.35% | 30.71% | 52,773 | 244,234 | 208,172 |
| 144 NON,LIC INSTRUCTIONAL SUPPORT | 131,112 | 110,019 | 103,706 | 109,119 | 45,341 | 58,365 | 43.72% | 39.09% | 37.61% | 2,339 | 43,002 | 49,313 |
| 145 SUBSTITUTE TEACHER,LICENSED | 419,324 | 430,057 | 517,813 | 537,391 | 225,797 | 292,016 | 43.61% | 41.44% | 55.79% | 47,589 | 178,208 | 233,939 |
| 146 SUBSTITUTE NON,LIC CLASSROOM | 8,677 | 7,850 | 8,714 | 17,206 | 12,405 | (3,691) | 142.36% | 34.22% | 66.28% | 9,719 | 2,686 | 5,751 |
| 150 PHYSICAL THERAPIST | 27,753 | 21,202 | 29,013 | 29,191 | 14,385 | 14,628 | 49.58% | 66.31% | 49.90% | 325 | 14,060 | 13,848 |
| 151 OCCUPATIONAL THERAPIST | 163,006 | 181,116 | 213,560 | 206,402 | 81,798 | 131,762 | 38.30% | 42.15% | 40.98% | 5,464 | 76,334 | 66,805 |
| 152 SPEECH/LANGUAGE PATHOLOGIST | 242,789 | 382,046 | 412,952 | 397,056 | 138,457 | 274,495 | 33.53% | 35.59% | 32.98% | 2,484 | 135,973 | 80,080 |
| 154 SCHOOL NURSE | 241,114 | 262,983 | 273,488 | 280,809 | 105,797 | 167,691 | 38.68% | 39.58% | 35.53% | 1,717 | 104,080 | 85,674 |
| 155 LICENSED NURSING SERVICES | 85,844 | 81,499 | 106,424 | 101,617 | 38,334 | 68,090 | 36.02% | 41.18% | 46.02% | 4,770 | 33,564 | 39,509 |
| 156 SOCIAL WORKER | 76,517 | 79,827 | 81,330 | 81,283 | 26,872 | 54,458 | 33.04% | 32.93% | 32.87% | 584 | 26,288 | 25,151 |
| 157 SCHOOL PSYCHOLOGIST | 224,959 | 199,187 | 201,548 | 205,053 | 69,895 | 131,653 | 34.68% | 32.84% | 32.81% | 4,487 | 65,408 | 73,807 |
| 161 CERTIFIED PARA/PCA | 1,439,164 | 1,339,519 | 1,270,879 | 1,375,945 | 569,258 | 701,621 | 44.79% | 33.55% | 36.38% | 119,793 | 449,465 | 523,528 |
| 162 CERTIFIED ONE ON ONE PARA | 540,204 | 522,205 | 540,918 | 498,530 | 149,876 | 391,042 | 27.71% | 34.77% | 36.46% | (31,706) | 181,582 | 196,968 |
| 163 FOREIGN LANGUAGE INTERPRETER | 4,440 | 4,823 | 6,376 | 6,389 | 2,841 | 3,536 | 44.55% | 45.75% | 49.19% | 634 | 2,207 | 2,184 |
| 164 INTERPRETER FOR THE DEAF | 33,740 | 464 | 1,025 | 665 | 0 | 1,025 | 0.00% | 100.00% | 34.30% | (464) | 464 | 11,572 |
| 165 SCHOOL COUNSELOR | 599,021 | 632,460 | 659,348 | 671,556 | 233,012 | 426,336 | 35.34% | 34.17% | 32.89% | 16,869 | 216,142 | 197,002 |
| 170 NON,INSTRUCTIONAL SUPPORT | 1,617,376 | 1,497,297 | 1,622,945 | 1,593,453 | 757,565 | 865,380 | 46.68% | 50.16% | 48.98% | 6,558 | 751,007 | 792,145 |
| 173 ORIENTATION & MOBILITY SPECIALIST | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 174 REC SERVICES/DAPE SPECIALIST | 74,658 | 84,632 | 85,792 | 86,088 | 28,512 | 57,280 | 33.23% | 32.66% | 33.21% | 874 | 27,638 | 24,797 |
| 176 SOCIAL WORKER/INTERAGENCY | 1,302,485 | 1,351,524 | 1,353,251 | 1,323,002 | 647,336 | 705,915 | 47.84% | 48.72% | 50.08% | (11,136) | 658,472 | 652,240 |
| 182 OBJECT | 0 | 0 | 0 | 6,382 | 6,382 | (6,382) | 0.00% | 0.00% | 0.00% | 6,382 | 0 | 0 |
| 185 OTHER LICENSED/CERTIFIED SALARY | 690,244 | 674,893 | 749,614 | 749,734 | 358,214 | 391,400 | 47.79% | 33.65% | 54.73% | 131,125 | 227,089 | 377,760 |
| 186 OTHER NON LICENSED SALARY | 187,421 | 222,961 | 158,846 | 202,158 | 114,844 | 44,002 | 72.30% | 14.24% | 56.12% | 83,084 | 31,760 | 105,175 |
| 191 SEVERANCE | 5,758 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 195 INTERDEPART SALARIES (CHGBK) | 0 | 0 | (44,880) | (44,880) | 0 | (44,880) | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 199 SALARY ADJ CAFETERIA PLAN/IN LIEU | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| TOTAL SALARIES AND WAGES | 27,402,735 | 27,567,826 | 28,047,677 | 28,090,494 | 10,624,640 | 17,423,037 | 37.88% | 36.99% | 37.99% | 427,001 | 10,197,639 | 10,410,803 |
| EMPLOYEE BENEFITS | | | | | | | | | | | | |
| 210 FICA/MEDICARE | 1,951,778 | 1,998,292 | 2,077,316 | 2,064,383 | 768,765 | 1,308,551 | 37.01% | 36.99% | 37.81% | 29,520 | 739,245 | 737,963 |
| 214 PERA | 448,682 | 461,235 | 463,038 | 456,506 | 200,398 | 262,640 | 43.28% | 44.35% | 45.06% | (4,143) | 204,541 | 202,188 |
| 218 TRA | 1,665,586 | 1,696,440 | 1,686,465 | 1,750,856 | 638,688 | 1,047,777 | 37.87% | 34.81% | 35.60% | 48,083 | 590,605 | 592,920 |
| 220 HEALTH INSURANCE | 4,922,890 | 5,454,262 | 5,393,344 | 5,475,441 | 2,155,369 | 3,237,975 | 39.96% | 39.27% | 37.65% | 13,599 | 2,141,769 | 1,853,426 |
| 225 OBJECT | 0 | 0 | 0 | 21 | 21 | (21) | 0.00% | 0.00% | 0.00% | 21 | 0 | 0 |
| 230 LIFE INSURANCE | 28,877 | 29,533 | 34,648 | 32,533 | 13,292 | 21,356 | 38.36% | 44.67% | 44.42% | 100 | 13,192 | 12,826 |
| 235 DENTAL INSURANCE | 108,548 | 133,829 | 133,044 | 140,729 | 59,712 | 73,332 | 44.88% | 38.02% | 35.10% | 8,832 | 50,880 | 38,102 |
| 240 LONG TERM DISABILITY INSURANCE | 44,108 | 45,464 | 44,925 | 45,219 | 17,029 | 27,896 | 37.90% | 37.20% | 37.06% | 117 | 16,912 | 16,348 |
| 250 TSA/DEFERRED COMP | 446,202 | 454,682 | 452,863 | 455,171 | 168,216 | 284,647 | 37.14% | 36.75% | 36.88% | 1,104 | 167,112 | 164,571 |
| 251 TAX ADVANTAGE EMPLOYER HLTH AF | 115,215 | 222,086 | 219,283 | 248,230 | 134,422 | 84,861 | 61.30% | 57.58% | 39.57% | 6,541 | 127,881 | 45,589 |
| 270 WORKERS COMPENSATION | 217,980 | 169,199 | 192,000 | 165,917 | 146,644 | 45,356 | 76.38% | 65.42% | 83.75% | 35,954 | 110,690 | 182,557 |
| 280 UNEMPLOYMENT COMPENSATION | 21,638 | 0 | 10,000 | 6,442 | 0 | 10,000 | 0.00% | 0.00% | 1.01% | 0 | 0 | 218 |
| 291 OPEB (PAY AS YOU GO) | 41,043 | 25,231 | 35,000 | 35,000 | 0 | 35,000 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 295 INTERDEPART BENEFITS (CHGBK) | 0 | 0 | (9,180) | (9,180) | 0 | (9,180) | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 299 OTHER EMPLOYEE BENEFITS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| TOTAL EMPLOYEE BENEFITS | 10,012,564 | 10,690,251 | 10,732,746 | 10,867,270 | 4,302,554 | 6,430,192 | 40.09% | 38.94% | 38.42% | 139,728 | 4,162,826 | 3,846,707 |
| PURCHASED SERVICES | | | | | | | | | | | | |
| 300 PURCHASED SERVICES | 0 | 4,900 | 0 | 750 | 750 | (750) | 0.00% | 0.00% | 0.00% | 750 | 0 | 0 |
| 303 FEDERAL SUB AWARD <=\$25000 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 305 CONSULTING FEES/FEES FOR SERVIC | 822,525 | 675,211 | 822,123 | 845,868 | 374,227 | 447,896 | 45.52% | 39.03% | 66.51% | 110,661 | 263,566 | 547,055 |
| 306 SPEC ED LITIGATION COSTS | 1,157 | 1,665 | 4,000 | 1,508 | 1,029 | 2,971 | 25.73% | 14.11% | 8.13% | 794 | 235 | 94 |
| 308 FEDERAL TUITION PAYMENT <=\$2500 | 0 | 25,000 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 309 FEDERAL TUITION PAYMENT >\$25000 | 0 | 313,480 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 315 REPAIRS & MAINT FOR TECHNOLOGY | 15,696 | 9,291 | 37,000 | 18,783 | 6,959 | 30,041 | 18.81% | 64.79% | 71.79% | 940 | 6,019 | 11,268 |

| DESCRIPTION | June 30, 2020 | June 30, 2021 | Adopted Budget | Projected End Of Year | Expenses YTD | Budget Remaining | December 31, 2021 | December 31, 2020 | December 31, 2019 | Current YTD vs. Prior YTD | December 31, 2020 | December 31, 2019 |
|---------------------------------------|------------------|------------------|------------------|-----------------------|------------------|------------------|----------------------|-----------------------|-----------------------|---------------------------|-------------------|-------------------|
| | | | | | | | % of Budget Expended | % of Actuals Expended | % of Actuals Expended | | | |
| 317 OBJECT | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 319 COMPUTER & TECHNOLOGY SVCS | 1,988 | 19,513 | 60,949 | 26,725 | 11,139 | 49,810 | 18.28% | 71.50% | 100.00% | (2,813) | 13,952 | 1,988 |
| 320 COMMUNICATION SERVICES | 133,229 | 211,717 | 113,640 | 208,315 | 138,925 | (25,285) | 122.25% | 72.22% | 20.10% | (13,983) | 152,907 | 26,773 |
| 329 POSTAGE & PARCEL SERVICES | 15,577 | 15,227 | 18,195 | 14,441 | 5,217 | 12,978 | 28.67% | 54.26% | 43.38% | (3,046) | 8,262 | 6,758 |
| 330 UTILITY SERVICES | 755,223 | 665,355 | 587,175 | 629,645 | 285,423 | 301,752 | 48.61% | 37.04% | 42.52% | 38,970 | 246,452 | 321,150 |
| 331 OBJECT | 0 | 0 | 0 | 477 | 477 | (477) | 0.00% | 0.00% | 0.00% | 477 | 0 | 0 |
| 332 OBJECT | 0 | 0 | 0 | 5,407 | 5,407 | (5,407) | 0.00% | 0.00% | 0.00% | 5,407 | 0 | 0 |
| 335 SHORT TERM LEASE | 0 | 0 | 0 | 8,807 | 8,807 | (8,807) | 0.00% | 0.00% | 0.00% | 8,807 | 0 | 0 |
| 340 INSURANCE | 128,183 | 243,338 | 243,500 | 252,896 | 252,863 | (9,363) | 103.85% | 100.00% | 100.00% | 9,525 | 243,338 | 128,183 |
| 350 REPAIRS & MAINTENANCE | 150,440 | 253,136 | 288,486 | 579,220 | 462,865 | (174,379) | 160.45% | 50.37% | 106.88% | 335,367 | 127,499 | 160,788 |
| 353 CERTIFIED PARA/PCA >\$25000 | 80,227 | 74,638 | 71,986 | 77,162 | 45,043 | 26,943 | 62.57% | 52.09% | 44.32% | 6,162 | 38,881 | 35,560 |
| 358 INTERPRETER/LANGUAGE <=\$25000 | 1,610 | 3,593 | 1,600 | 1,168 | 665 | 935 | 41.53% | 89.23% | 41.93% | (2,541) | 3,206 | 675 |
| 360 TRANSPORT CONTR <=\$25,000 | 2,865,649 | 2,535,101 | 2,663,974 | 2,755,002 | 1,060,995 | 1,602,979 | 39.83% | 35.06% | 35.11% | 172,082 | 888,912 | 1,006,185 |
| 365 INTERDEPART TRANSPORT (CHGBK) | 0 | 0 | 150,000 | 150,000 | 0 | 150,000 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 366 TRAVEL CONVENTIONS/CONFERENCE | 107,853 | 91,438 | 138,398 | 165,652 | 95,329 | 43,069 | 68.88% | 33.72% | 53.59% | 64,497 | 30,833 | 57,801 |
| 368 OUT OF STATE TRAVEL/FEDERAL REII | 465 | 0 | 1,046 | 301 | 0 | 1,046 | 0.00% | 0.00% | 100.00% | 0 | 0 | 465 |
| 369 ENTRY FEES/STUDENT TRAVEL ALLOI | 57,587 | 8,148 | 73,738 | 85,973 | 38,365 | 35,373 | 52.03% | 51.98% | 46.36% | 34,130 | 4,235 | 26,696 |
| 370 OPERATING LEASE/RENTAL | 157,459 | 87,095 | 151,578 | 60,750 | 0 | 151,578 | 0.00% | 4.76% | 104.67% | (4,144) | 4,144 | 164,805 |
| 390 PYMT FOR ED PURPOSE TO MN DISTF | 255,632 | 335,268 | 298,000 | 335,086 | 127,544 | 170,456 | 42.80% | 38.18% | 26.01% | (475) | 128,019 | 66,487 |
| 391 PYMT TO MN SCHOOL (COST SHARE) | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 392 PYMT FOR ED PURP OUT OF STATE/O | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 393 SPEC ED TRANSITION/CHILD W/DISAB | 0 | 0 | 0 | 12,009 | 12,009 | (12,009) | 0.00% | 0.00% | 0.00% | 12,009 | 0 | 0 |
| 394 PYMT FOR ED TO OTHER AGENCY | 144,125 | 121,826 | 140,000 | 115,175 | 38,811 | 101,189 | 27.72% | 45.06% | 52.70% | (16,085) | 54,896 | 75,955 |
| 396 SPEC ED SALARY/OTHER DISTRICT | 84,575 | 98,224 | 111,780 | 103,883 | 20,334 | 91,446 | 18.19% | 22.04% | 49.95% | (1,314) | 21,648 | 42,248 |
| 397 SPEC ED BENEFITS/OTHER DISTRICT | 23,686 | 25,033 | 25,800 | 24,664 | 5,857 | 19,943 | 22.70% | 22.61% | 49.42% | 196 | 5,661 | 11,707 |
| 398 INTERDEPART SERVICES (CHGBK) | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 399 CONTRACT SPEC ED/OTHER DIST/COI | 0 | 57,222 | 11,580 | 18,056 | 0 | 11,580 | 0.00% | -43.77% | 0.00% | 25,044 | (25,044) | (29,010) |
| TOTAL PURCHASED SERVICES | 5,802,884 | 5,875,417 | 6,014,548 | 6,497,723 | 2,999,039 | 3,015,509 | 49.86% | 37.74% | 45.90% | 781,418 | 2,217,621 | 2,663,632 |
| SUPPLIES | | | | | | | | | | | | |
| 401 SUPPLIES.NON INSTRUCTIONAL | 408,967 | 720,190 | 462,330 | 182,967 | (117,243) | 579,573 | -25.36% | 48.24% | -18.80% | (464,654) | 347,411 | (76,881) |
| 405 NON,INSTRUCTIONAL SOFTWARE LICI | 183,579 | 194,217 | 189,272 | 205,990 | 194,718 | (5,446) | 102.88% | 108.07% | 96.48% | (15,174) | 209,892 | 177,112 |
| 406 INSTRUCTIONAL SOFTWARE LICENSE | 151,713 | 214,247 | 191,707 | 195,297 | 178,569 | 13,138 | 93.15% | 87.14% | 88.81% | (8,119) | 186,689 | 134,736 |
| 430 SUPPLIES & MATERIALS NON INDIV IN | 158,393 | 188,398 | 388,842 | 289,477 | 119,159 | 269,683 | 30.64% | 41.84% | 55.40% | 40,331 | 78,828 | 87,746 |
| 433 SUPPLIES & MATERIALS INDIV INSTRU | 67,567 | 82,235 | 105,914 | 86,234 | 51,056 | 54,858 | 48.21% | 56.91% | 62.50% | 4,256 | 46,800 | 42,231 |
| 440 FUELS | 257,672 | 290,381 | 303,000 | 330,627 | 92,301 | 210,699 | 30.46% | 28.65% | 25.49% | 9,096 | 83,206 | 65,673 |
| 455 NONINSTRUCTIONAL TECH SUPPLIES | 4,180 | 5,980 | 10,000 | 10,709 | 6,667 | 3,333 | 66.67% | 79.54% | 76.02% | 1,911 | 4,756 | 3,177 |
| 456 INSTRUCTIONAL TECH SUPPLIES | 18 | 605 | 11,055 | 13,785 | 8,237 | 2,818 | 74.51% | 25.94% | 0.00% | 8,080 | 157 | 0 |
| 460 TEXTBOOKS | 152,158 | 86,013 | 193,218 | 143,380 | 125,885 | 67,333 | 65.15% | 87.36% | 91.78% | 50,745 | 75,140 | 139,650 |
| 461 STANDARDIZED TESTS | 22,603 | 32,541 | 31,000 | 11,477 | (13,094) | 44,094 | -42.24% | -4.65% | -49.47% | (11,581) | (1,513) | (11,181) |
| 465 NONINSTRUCTIONAL TECH DEVICES | 0 | 3,411 | 725 | 447 | 0 | 725 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 466 INSTRUCTIONAL TECH DEVICES | 6,558 | 138,088 | 112,557 | 417,960 | 387,589 | (275,032) | 344.35% | 78.07% | -3.60% | 279,778 | 107,811 | (236) |
| 470 MEDIA RESOURCES | 17,851 | 20,389 | 19,879 | 41,390 | 32,162 | (12,283) | 161.79% | 29.14% | 34.82% | 26,220 | 5,941 | 6,216 |
| 490 FOOD | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 491 COMMODITIES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 495 MILK | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| TOTAL SUPPLIES | 1,431,258 | 1,976,695 | 2,019,499 | 1,929,740 | 1,066,006 | 953,493 | 52.79% | 57.93% | 39.70% | (79,112) | 1,145,118 | 568,245 |
| SUPPLIES & EQUIPMENT | | | | | | | | | | | | |
| 505 CAPITALIZED NONINSTRUCTION SOFT | 3,000 | 71 | 3,000 | 4,592 | 3,000 | 0 | 100.00% | 0.00% | 100.00% | 3,000 | 0 | 3,000 |
| 510 SITE OR GROUNDS ACQUISITION | 239,505 | 121,974 | 125,000 | 125,657 | 117,564 | 7,436 | 94.05% | 74.00% | 116.20% | 27,305 | 90,259 | 278,303 |
| 520 BUILDING ACQ OR CONSTRUCTION | 417,688 | 204,848 | 110,000 | 106,263 | 55,384 | 54,616 | 50.35% | 83.04% | 5.61% | (114,729) | 170,113 | 23,450 |
| 530 OTHER EQUIPMENT PURCHASE | 100,950 | 74,358 | 131,266 | 87,513 | 48,276 | 82,990 | 36.78% | 64.00% | 59.66% | 690 | 47,586 | 60,226 |
| 533 EQUIP SP ED DIRECT INSTRUCTION | 0 | 9,231 | 10,788 | (2,108) | 794 | 9,994 | 7.36% | 100.00% | 0.00% | (8,437) | 9,231 | 4,849 |
| 535 CAPITAL LEASES | 588,136 | 256,796 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 555 CAPITAL NONINSTR TECH HARDWARE | 35,480 | (595) | 2,144 | 543 | 0 | 2,144 | 0.00% | 261.91% | 83.20% | 1,559 | (1,559) | 29,518 |
| 556 CAPITALIZED INSTR TECH HARDWARE | 63,340 | 131,221 | 172,405 | 63,293 | 39,392 | 133,013 | 22.85% | 65.15% | 99.37% | (46,095) | 85,487 | 62,940 |
| 580 PRINCIPAL ON CAPITAL LEASE | 62,689 | 438,476 | 449,595 | 299,779 | 141,519 | 308,076 | 31.48% | 31.06% | 72.41% | 5,342 | 136,177 | 45,391 |
| 581 INTEREST ON CAPITAL LEASE | 0 | 212,567 | 209,200 | 204,485 | 99,525 | 109,675 | 47.57% | 50.79% | 0.00% | (8,448) | 107,973 | 0 |
| 589 LEASE TRANSACTIONS/INSTALL SALE | (588,136) | (256,796) | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 590 OTHER CAPITAL EXPENDITURES | 0 | 0 | 0 | 20,000 | 20,000 | (20,000) | 0.00% | 0.00% | 0.00% | 20,000 | 0 | 0 |
| TOTAL SUPPLIES & EQUIPMENT | 922,652 | 1,192,150 | 1,213,398 | 910,018 | 525,455 | 687,943 | 43.30% | 54.13% | 55.02% | (119,812) | 645,267 | 507,676 |
| DEBT SERVICE | | | | | | | | | | | | |
| 710 BOND, REDEMPTION OF PRINCIPAL | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |

| DESCRIPTION | June 30, 2020 | June 30, 2021 | Adopted Budget | Projected End Of Year | Expenses YTD | Budget Remaining | December 31, 2021 | December 31, 2020 | December 31, 2019 | Current YTD vs. Prior YTD | December 31, 2020 | December 31, 2019 |
|--------------------------------------|-------------------|-------------------|-------------------|-----------------------|-------------------|-------------------|----------------------|-----------------------|-----------------------|---------------------------|-------------------|-------------------|
| | | | | | | | % of Budget Expended | % of Actuals Expended | % of Actuals Expended | | | |
| 720 BOND, INTEREST | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 730 LOANS, REDEMPTION OF PRINCIPAL | 81,287 | 81,287 | 81,287 | 81,287 | 81,287 | 0 | 100.00% | 100.00% | 100.00% | 0 | 81,287 | 81,287 |
| 740 LOANS, INTEREST | 166,802 | 109,788 | 65,000 | 71,082 | 22,239 | 42,761 | 34.21% | 39.23% | 22.54% | (20,830) | 43,069 | 37,597 |
| 790 OTHER DEBT SVC EXPENDITURES | 14,800 | 14,370 | 15,000 | 2,003 | 1,800 | 13,200 | 12.00% | 97.25% | 100.00% | (12,175) | 13,975 | 14,800 |
| TOTAL DEBT SERVICE | 262,889 | 205,445 | 161,287 | 154,372 | 105,326 | 55,961 | 65.30% | 67.33% | 50.85% | (33,005) | 138,331 | 133,684 |
| OTHER EXPENDITURES | | | | | | | | | | | | |
| 820 DUES, MEMBERSHIP, LICENSE, FEES | 67,396 | 63,872 | 61,267 | 63,007 | 52,472 | 8,795 | 85.64% | 93.18% | 83.42% | (7,046) | 59,518 | 56,221 |
| 891 TRA & PERA SPEC SITUATION PENSIO | 134,947 | 130,286 | 147,051 | 147,051 | 0 | 147,051 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 895 FED/NONPUBLIC INDIRECT (CHGBK) | (3,014) | (3,300) | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 896 TAXES & SPECIAL ASSESSMENTS | 68,267 | 79,004 | 74,912 | 76,641 | 36,802 | 38,110 | 49.13% | 46.82% | 38.18% | (188) | 36,990 | 26,066 |
| 898 SCHOLARSHIPS | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 899 MISCELLANEOUS EXPENDITURES | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| TOTAL OTHER EXPENDITURES | 267,597 | 269,862 | 283,230 | 286,699 | 89,274 | 193,956 | 31.52% | 35.76% | 30.75% | (7,234) | 96,508 | 82,287 |
| OTHER FINANCING USES | | | | | | | | | | | | |
| 910 PERMANENT TRANSFER/OTHER FUNC | 62,578 | 61,960 | 62,000 | 62,000 | 0 | 62,000 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| 920 BOND REFUNDING PAYMENT | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| TOTAL OTHER FINANCING USES | 62,578 | 61,960 | 62,000 | 62,000 | 0 | 62,000 | 0.00% | 0.00% | 0.00% | 0 | 0 | 0 |
| GENERAL FUND TOTAL | 46,165,156 | 47,839,606 | 48,534,385 | 48,798,315 | 19,712,295 | 28,822,090 | 40.62% | 38.89% | 39.45% | 1,108,984 | 18,603,310 | 18,213,033 |

7.B.2. OPEB Statements



MN TRUST Monthly Statement

(30553-301) 2008 OPEB BONDS (Municipal Advisory Account)

Statement Period
Dec 1, 2021 to Dec 31, 2021

Statement for the Account of:

WACONIA ISD 110

ACTIVITY SUMMARY

INVESTMENT POOL SUMMARY

| | IS |
|--------------------------|--------------------|
| Beginning Balance | \$540.39 |
| Dividends | \$0.90 |
| Credits | \$300,574.00 |
| Checks Paid | \$0.00 |
| Other Debits | (\$249,920.83) |
| Ending Balance | \$51,194.46 |
| Average Monthly Rate | 0.01% |

THE FUND WILL BE CLOSED JANUARY 17TH IN
OBSERVANCE OF THE MARTIN LUTHER KING, JR.
HOLIDAY

| | |
|-----------------|--------------------|
| TOTAL IS | \$51,194.46 |
|-----------------|--------------------|

| | |
|---------------------------|-----------------------|
| TOTAL FIXED INCOME | \$1,263,201.01 |
|---------------------------|-----------------------|

| | |
|----------------------|-----------------------|
| ACCOUNT TOTAL | \$1,314,395.47 |
|----------------------|-----------------------|

WACONIA ISD 110
MARY OVERBY
512 INDUSTRIAL BLVD
WACONIA, MN 55387



WACONIA ISD 110

Statement Period

Dec 1, 2021 to Dec 31, 2021

TRANSACTION ACTIVITY

| BEGINNING BALANCE | | | | | | | \$540.39 |
|---------------------------|------------|-------------|--|-----------------------|---------------------|-------------|-------------------------|
| MN TRUST PORTFOLIO | | | | | | | |
| Transaction | Trade Date | Settle Date | Description | Redemption/Debit | Purchase/Credit | Share Price | Shares this Transaction |
| 754187 | 12/01/21 | 12/01/21 | Fund Purchase from FRI Maturity CD-286685-1 WESTERN ALLIANCE BANK / TORREY PINES BANK, CA | | \$100,000.00 | \$1.00 | 100,000.000 |
| 754188 | 12/01/21 | 12/01/21 | Fund Purchase from FRI Maturity CD-286686-1 FIRST BANK OF OHIO, OH | | \$200,000.00 | \$1.00 | 200,000.000 |
| 754197 | 12/01/21 | 12/01/21 | Fund Purchase from FRI Interest CD-286685-1 WESTERN ALLIANCE BANK / TORREY PINES BANK, CA | | \$154.00 | \$1.00 | 154.000 |
| 754198 | 12/01/21 | 12/01/21 | Fund Purchase from FRI Interest CD-286686-1 FIRST BANK OF OHIO, OH | | \$245.00 | \$1.00 | 245.000 |
| 755390 | 12/09/21 | 12/09/21 | Phone Redemption for FRI | (\$249,900.00) | | \$1.00 | (249,900.000) |
| 756531 | 12/21/21 | 12/21/21 | Associated Banking Fee Redemption OPEB account maintenance - October 2021 | (\$20.83) | | \$1.00 | (20.830) |
| 757821 | 12/31/21 | 12/31/21 | Fund Purchase from FRI Interest SEC - 49576 - US TREASURY N/B | | \$175.00 | \$1.00 | 175.000 |
| 757988 | 12/31/21 | 12/31/21 | Dividend Reinvest | | \$0.90 | \$1.00 | 0.900 |
| TOTALS FOR PERIOD | | | | (\$249,920.83) | \$300,574.90 | | 50,654.070 |
| ENDING BALANCE | | | | | | | \$51,194.46 |



WACONIA ISD 110

Statement Period

Dec 1, 2021 to Dec 31, 2021

FIXED INCOME INVESTMENTS

PURCHASES

| Type | Holding ID | Trade | Settle | Maturity | Description | Cost | Rate | Face/Par |
|---------------------------|------------|----------|----------|----------|-----------------------|---------------------|--------|---------------------|
| CD | 292724-1 | 12/09/21 | 12/09/21 | 06/15/22 | THIRD COAST BANK, SSB | \$249,900.00 | 0.052% | \$249,967.13 |
| Totals for Period: | | | | | | \$249,900.00 | | \$249,967.13 |



WACONIA ISD 110

Statement Period

Dec 1, 2021 to Dec 31, 2021

FIXED INCOME INVESTMENTS

MATURITIES

| Type | M | Holding ID | Settle Date | Transaction Date | Maturity Date | Description | Cost | Face/Par |
|---------------------------|---|------------|-------------|------------------|---------------|---|---------------------|---------------------|
| CD | M | 286685-1 | 12/01/20 | 12/01/21 | 12/01/21 | CD-286685-1 WESTERN ALLIANCE BANK / TORREY PINES BANK, CA | \$100,000.00 | \$100,154.00 |
| CD | M | 286686-1 | 12/01/20 | 12/01/21 | 12/01/21 | CD-286686-1 FIRST BANK OF OHIO, OH | \$200,000.00 | \$200,245.00 |
| Totals for Period: | | | | | | | \$300,000.00 | \$300,399.00 |



WACONIA ISD 110

Statement Period

Dec 1, 2021 to Dec 31, 2021

FIXED INCOME INVESTMENTS

INTEREST

| Type | Holding ID | Transaction Date | Description | Interest |
|---------------------------|------------|------------------|---|-----------------|
| CD | 286685-1 | 12/01/21 | CD-286685-1 WESTERN ALLIANCE BANK / TORREY PINES BANK, CA | \$154.00 |
| CD | 286686-1 | 12/01/21 | CD-286686-1 FIRST BANK OF OHIO, OH | \$245.00 |
| SEC | 49576 | 12/31/21 | SEC - 49576 - US TREASURY N/B | \$175.00 |
| Totals for Period: | | | | \$574.00 |



WACONIA ISD 110

Statement Period

Dec 1, 2021 to Dec 31, 2021

CURRENT PORTFOLIO

| Type | Code | Holding ID | Trade | Settle | Maturity | Description | Cost | Rate | Face/Par | Market Value |
|---------------------------|------|------------|----------|----------|----------|------------------------------------|-----------------------|--------|-----------------------|-----------------------|
| IS | | | | 12/31/21 | | IS Account Balance | \$51,194.46 | 0.010% | \$51,194.46 | \$51,194.46 |
| CD | N | 292724-1 | 12/09/21 | 12/09/21 | 06/15/22 | THIRD COAST BANK, SSB | \$249,900.00 | 0.052% | \$249,967.13 | \$249,900.00 |
| SEC | 6 | 49576-1 | 11/09/21 | 11/10/21 | 06/30/23 | US TREASURY N/B (0.125%) 91282CCK5 | \$279,770.31 | 0.175% | \$280,000.00 | \$278,118.68 |
| SEC | 15 | 48591-1 | 07/08/21 | 07/12/21 | 08/01/23 | NEW YORK (1.980%) 64966MEE5 | \$486,830.70 | 0.230% | \$470,000.00 | \$478,469.40 |
| CD | N | 291225-1 | 08/25/21 | 08/25/21 | 08/23/24 | BANK OF THE VALLEY | \$246,700.00 | 0.311% | \$248,998.24 | \$246,700.00 |
| Totals for Period: | | | | | | | \$1,314,395.47 | | \$1,300,159.83 | \$1,304,382.54 |

Weighted Average Portfolio Yield: 0.235 %

Weighted Average Portfolio Maturity: 565.12 Days

Deposit Codes:

N) Single FEIN

Security Codes:

6) Treasury Note

15) Municipal Bond

Portfolio Summary:

| Type | Allocation (%) | Allocation (\$) | Description |
|------|----------------|-----------------|---|
| IS | 3.92% | \$51,194.46 | IS Activity |
| CD | 38.07% | \$496,600.00 | Certificate of Deposit |
| SEC | 58.00% | \$756,588.08 | Security (see applicable security code) |

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments (excluding SDA investments).

"Cost" is comprised of the total amount you paid for the investment including any fees and commissions.

"Rate" is the Net Yield to Maturity.

"Face/Par" is the amount received at maturity.

"Market Value" reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and Commercial Paper and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost".



MN TRUST Monthly Statement



About Your Account and Statement

Securities and municipal advisory brokerage services (investments purchased with proceeds from a municipal securities issuance), and investments cleared through our clearing firm, Pershing LLC, are offered through PMA Securities, LLC, a broker-dealer and municipal advisor registered with the SEC and MSRB, and a member of FINRA and SIPC. All other products and brokerage services are generally provided by PMA Financial Network, LLC. Thus, certificates of deposit ("CD"), savings deposit accounts ("SDA") and commercial paper ("CP") may be executed through either PMA entity, as applicable, depending on whether the investment was purchased with proceeds derived from municipal securities. PMA Securities, LLC and PMA Financial Network, LLC are operated under common ownership and are affiliated with Prudent Man Advisors, LLC.

Fixed Rate Investment Activity

This section shows all of the fixed term investments purchased and sold, maturities, interest received, and activity. This will include all CD, SDA, CP, securities and money market funds purchased through PMA Financial Network, LLC or PMA Securities, LLC as applicable. It also shows the approximate market value of each security whose price is obtained from an independent source believed to be reliable. However, PMA cannot guarantee their accuracy. This data is provided for informational purposes only. Listed values should not be interpreted as an offer to buy or sell at a specific price. CD's and CP are listed at their original cost. Redemption of a CD prior to maturity may result in early withdrawal penalties. Market values are based on the last day of the month for which this report date range is ending. If the run date of this report is prior to the end of the current month, the market values are listed as equivalent to the cost values.

MN Trust Activity

This section shows all of the activity in the MN Trust Investment Shares. The Average Rate represents the average net interest rate over the previous month which is then annualized. Income Summary represents the interest earned for the Month and Fiscal Year to Date.

Information regarding the MN Trust investment objectives, risks, charges and expenses can be found in the MN Trust information statement, which can be obtained at www.investmntrust.com or by calling PMA at the phone number listed.

An investment in the Investment Shares or any Term Series is not a bank deposit and it is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other governmental or private agency. Although the Investment Shares each seeks to maintain a stable value of \$1.00 per share, it is possible to lose money by investing in a Term Series, which may impose a substantial penalty for redemption prior to the full term of the Series.

Money Market Fund

The Rate shown for the money market fund represents the average net interest rate over the previous month which is then annualized. Information regarding the money market fund's investment objectives, risks, charges and expenses can be found in the money market fund's prospectus, which can be obtained by calling PMA at the phone numbers listed. The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

Additional Disclosures

All funds, and/or securities are located and safe kept in an account under the client's name at their custodial bank. Any certificates of deposit listed are located in the client's name at the respective bank. Any money market fund shares are held directly with the money market fund. It is recommended that any oral communications be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act.

Debt Securities

Some debt securities are subject to redemption prior to maturity. In the event of a partial or whole call of a security, the securities call will be automatically selected on a random basis as is customary in the securities industry. The probability that your securities will be selected is proportional to the amount of your holdings relative to the total holdings. Redemption prior to maturity could affect the yield represented. Additional information is available upon request.

A financial statement of PMA Securities, LLC is available for inspection at its office or a copy will be mailed to you upon written request.

PLEASE ADVISE PMA AND OUR CLEARING FIRM, PERSHING LLC, IMMEDIATELY OF ANY INACCURACY OR DISCREPANCY ON YOUR STATEMENT. FOR A CHANGE OF ADDRESS OR QUESTIONS REGARDING YOUR ACCOUNT, PLEASE NOTIFY YOUR PMA REPRESENTATIVE. ANY ORAL COMMUNICATIONS SHOULD BE RE-CONFIRMED IN WRITING.

How to Contact PMA

Please call (630) 657-6400 or write to us at PMA, 2135 CityGate Lane, 7th Floor, Naperville, Illinois 60563.

How to Contact Pershing, LLC

Please call (201) 413-3530 or write to Pershing, LLC, One Pershing Plaza, Jersey City, New Jersey, 07399

In accordance with FINRA Rule 2267, PMA Securities, LLC is providing the following information in the event you wish to contact FINRA. You may call (301) 590-6500 or write to FINRA at 1735 K Street NW, Washington, D.C. 20006-1500. In addition to the public disclosure number (800) 289-9999, FINRA provides an investor brochure which describes their Public Disclosure Program. Additional information is also available at www.finra.org.

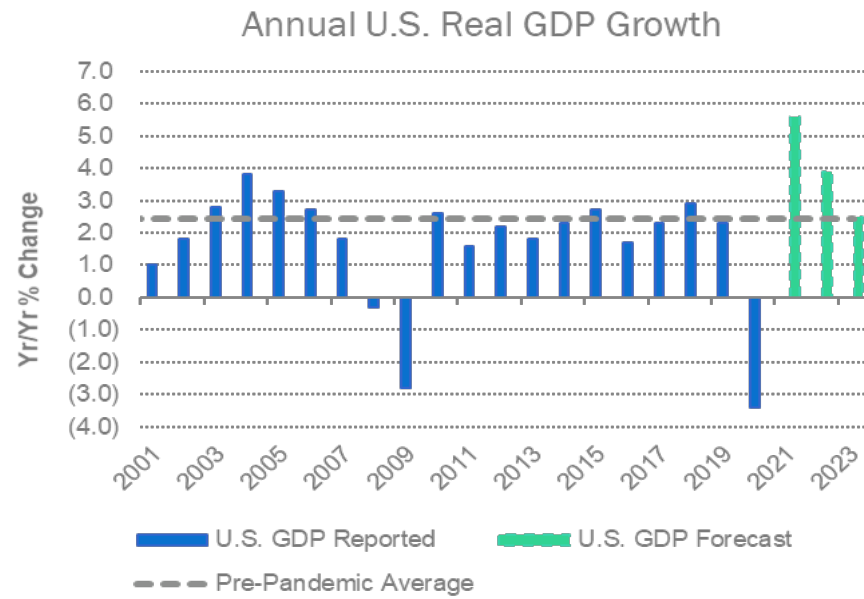
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PMA[®]
ASSET MANAGEMENT

ISD No 110 OPEB Waconia MN Equ Investment Review

December 1 - December 31, 2021

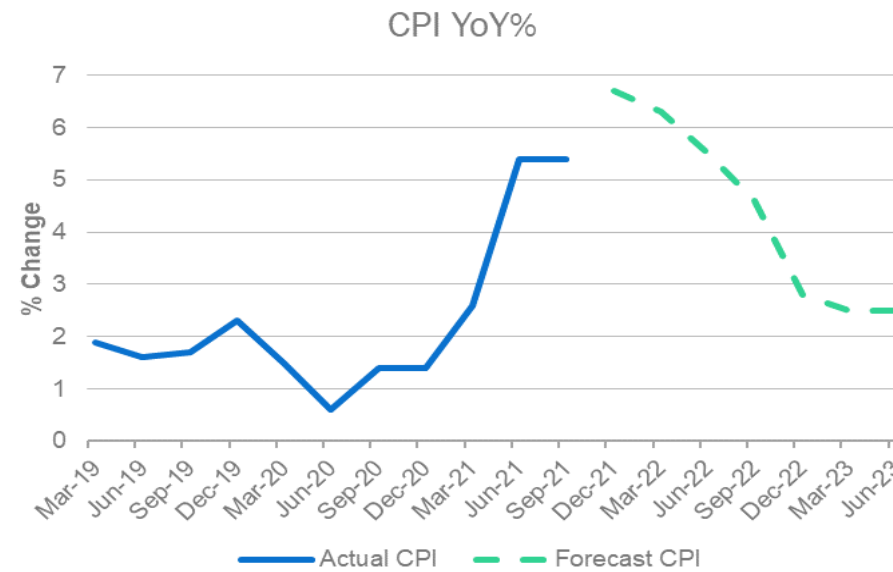


Source: Bloomberg

As we close out 2021, the current forecast for the full year Gross Domestic Product (GDP) is 5.6%, approximately 2.4 times higher than pre-pandemic averages. The projection of 5.6% includes an estimate for Q4 GDP of 6.5%, a rebound from the weaker Q3 numbers, due to stronger than expected economic activity and a strong consumer in October and November.

While a significant portion of the strong 2021 results is due to a relative boost from negative GDP growth in 2020, the recovery has still been remarkable. The U.S. has recovered the real GDP lost in 2020 and is back on trend with historical GDP levels.

Current projections for 2022 are a moderating of this activity to between 3.5% and 4%. While 3.5% would be lower than what the U.S. has experienced in 2021, it would still be significantly higher than pre-pandemic levels and includes spending from the bipartisan infrastructure package. We expect this moderation due to persisting inflation, the Omicron variant, continued supply chain challenges and a tight labor market, and a tightening Fed by the second half of the year.



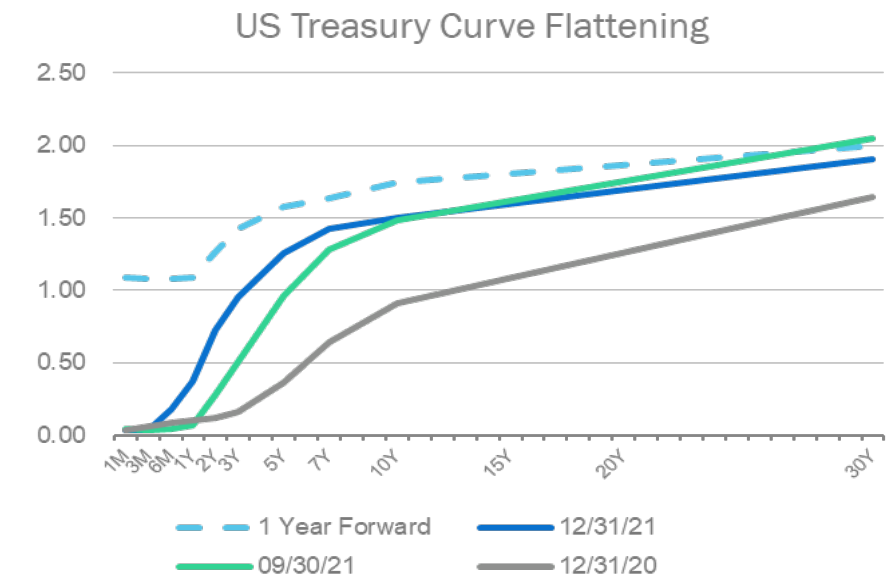
Source: Bloomberg

The current projection for the full year Consumer Price Index (CPI) for 2021 is 6.7%. The Federal Reserve's (Fed's) long-term target for inflation is 2%, and many - including us - wonder if the Fed is late to the discussion on policy changes, given this higher inflation.

We do agree with the Fed's more recent assessments that inflation is persistent, not permanent. The higher numbers in 2021 is due to a number of factors, including relativity to lower levels in 2020, supply chain costs that have successfully been passed along to consumers, and a strong energy rebound.

The expectation is for inflation to moderate in 2022. The relativity to a low inflation year will be no longer, the supply chain should improve over the year, and input costs are likely to decrease. Average CPI will remain high until some of the large hikes in 2021 are no longer in the numbers, but the expectation is for inflation to be near 3.5% by the end of 2022.

The breakeven inflation rate is a measure of expected inflation derived from U.S. Treasury notes and Treasury Inflation-Protected Securities (TIPS). The 5-year and 10-year Treasury breakeven rates have hovered between 2.5 and 3.0, suggesting that inflationary pressures will ease.

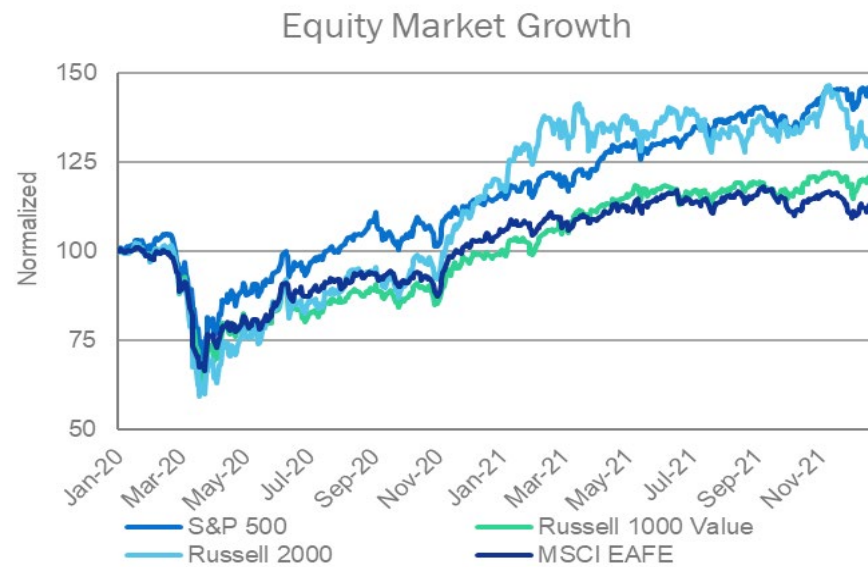


Source: Bloomberg

Treasury yields increased on the short end during the fourth quarter, as markets began to price in an expectation for Fed rate increases earlier in 2022. The Fed began tapering during the quarter and then increased the pace of the taper, planning to now reduce their monthly net asset purchases by \$30B per month in January 2022. The expectation for the Fed is now for 2-3 rate hikes in 2022, versus the 1 previously projected. One year treasuries increased 30 basis points (bps) and 2 year treasuries saw the largest bump of 45 bps.

However, the long end of the curve, from 5 to 30 years, flattened significantly during the period as the long end came in. The spread from 5 to 30 years decreased from 110 bps, already fairly low at the beginning of the quarter, to approximately 65 bps as of December 31st. At one point during the quarter, the curve between 20 and 30 years inverted.

Long-term rates have been driven lower by the same expectation for Fed tightening. The markets are expecting the higher inflation and Fed tightening to lead to slower economic growth over the next several years. This same flattening occurred in many global developed bond markets as Central Banks around the world tightened their policies.

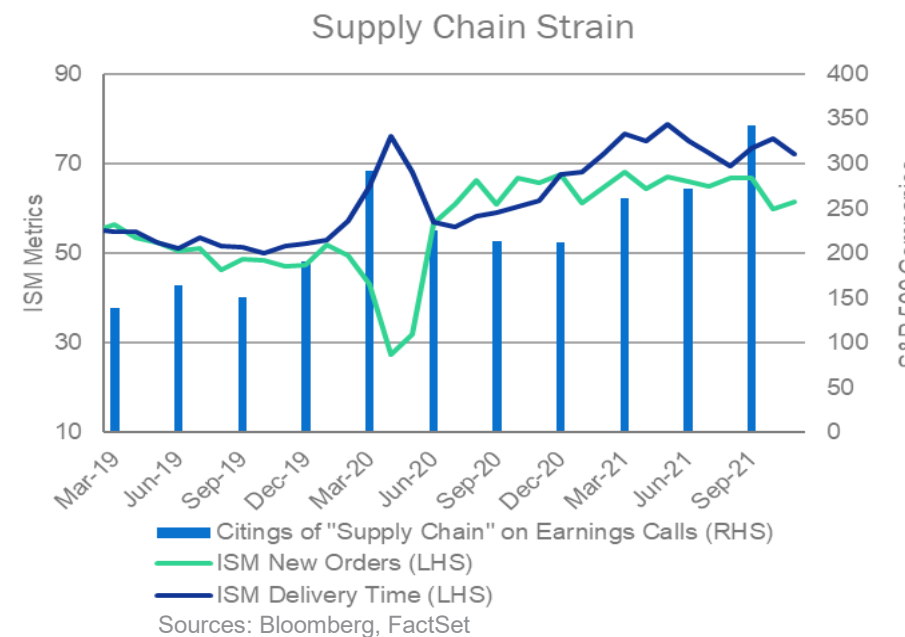


Source: Bloomberg

Equity markets have recovered well from the pandemic. The S&P 500, representing large cap core stocks, returned 28.7% in 2021. The Russell 1000 Value, Russell 2000, and MSCI EAFE returned 25.2%, 14.8%, and 10.1%, respectively.

Small cap and large cap value outperformed large growth in the first quarter on optimism regarding reopening. However, the trend for large growth outperformance reasserted itself through the rest of 2021, overpowering value, small cap, and international. Larger companies outperformed by 13%, driven by their ability to more easily navigate supply chain challenges, capitalize on their pricing power, and their perceived "safety" relative to smaller companies.

While strong equity returns have been supported by economic and EPS growth, a relatively small number of companies account for the majority of the performance, with five companies accounting for 50% of the S&P's returns since April. This narrow market leadership breadth, along with Fed tightening and regulatory pressures on the tech leaders, could suggest coming volatility and a potential change in market leadership in 2022. The 2021 reversion and the potential for market volatility and leadership changes in 2022 highlight the need to remain diversified.

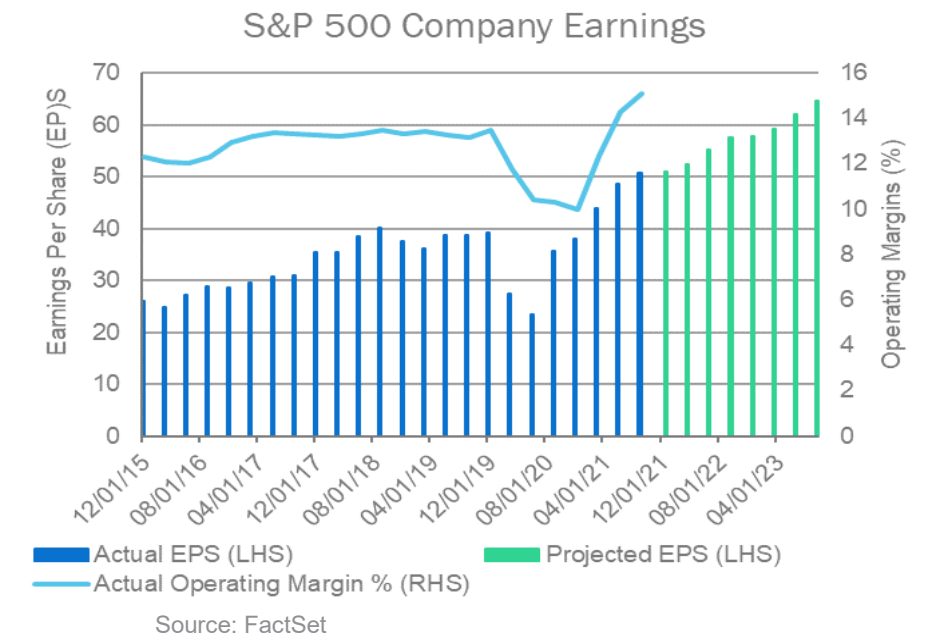


Sources: Bloomberg, FactSet

One of the drivers of both 2021 inflation and equity market leadership has been the challenges regarding the supply chain. This microeconomic consideration has had macroeconomic impacts during the year.

The Institute for Supply Management (ISM) data demonstrates that New Orders continue to be strong after the pandemic shut down. Almost every monthly reading in 2021 was over 60, well over the 50 margin for expansionary activity. However, the ISM Delivery Time index was also over 60 every month in 2021. Unlike New Orders, the ISM Delivery Time Index is an inverse index, meaning that the higher the Index number (over 50), the slower the deliveries.

As both New Orders remained high and Delivery Times remained slow, the number of companies citing challenges increased significantly. During 3Q earnings calls, 70% of S&P 500 companies cited "supply chain" challenges, up from approximately 40% at the end of 2020. Those companies that have been able to adjust their inputs or supply chains more quickly, and those that have been able to pass along costs to their consumers, had significant advantages in 2021. Looking into 2022, supply chain challenges are expected to improve, barring significant additional shut downs due to new COVID variants.



Source: FactSet

While supply chain challenges, labor shortages, the Delta and Omicron variants of COVID-19, shifting work-from-home dynamics, and changing domestic and international policy frameworks have all presented headwinds to U.S. companies in 2021, Earnings per Share (EPS) and Operating Margins have strengthened.

EPS for S&P 500 companies for Q3 2021 were 50.68, relative to 38.02 at the end of 2020 and 39.29 at the end of 2019. 2022 EPS projections are for 8% growth. Additionally, margins have improved, reaching 15%, compared to levels near 13% in the more recent pre-pandemic era. These metrics are supportive of strong equity market returns and help mitigate some of the concerns regarding higher equity valuations.

The health of both measures has been supported by pandemic cost-cutting measures and companies' pricing power, or their ability to pass along higher input costs to their consumers. While this has been positive for U.S. corporations and stock prices, clearly the concern remains regarding the long-term transmission to inflation. The current expectation is for input costs to decrease over the next 12 months, but it remains to be seen how much of that decrease will be passed along to consumers that have now demonstrated a willingness and an ability to pay more.

CLIENT

ISD No 110 OPEB Waconia
MN Equ

INCEPTION DATE

07/02/2021

RELATIONSHIP TEAM

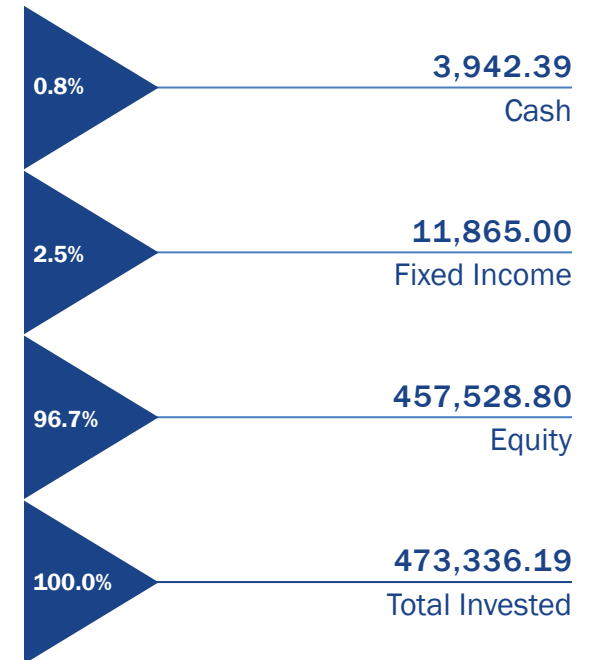
Mercy Ndungu
Institutional Portfolio
Manager
(612) 509-2583
mndungu@pmanetwork.
com

Steve Pumper
VP, Investment Services
(612) 509-2565
spumper@pmanetwork.com

PORTFOLIO OVERVIEW

| | Value |
|-------------------------------|-------------------|
| Beginning Market Value | 456,244.06 |
| Contributions | 0.00 |
| Withdrawals | 0.00 |
| Net Investment Income | 1,692.47 |
| Unrealized Gain/Loss | 15,361.60 |
| Realized Gain/Loss | 38.06 |
| Ending Market Value | 473,336.19 |

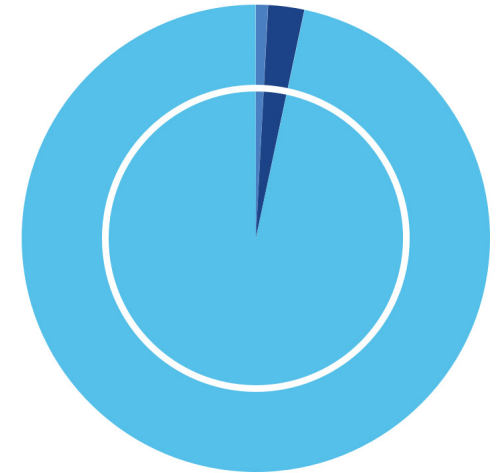
| Compliance | Status |
|------------------|-----------|
| As of 12/31/2021 | Compliant |



INVESTMENT ALLOCATION

| Sector | Amount | Allocation | Change | % |
|------------------------------|-------------------|----------------|--------------------|-----------------|
| Cash | | | | |
| TOTAL Cash | 3,942.39 | 0.83% | 1,933.18 | 96.22% |
| Fixed Income | | | | |
| TOTAL Credit | 11,865.00 | 2.51% | (16,323.60) | (57.91%) |
| Funds - Corporate | 11,865.00 | 2.51% | (16,323.60) | (57.91%) |
| TOTAL Fixed Income | 11,865.00 | 2.51% | (16,323.60) | (57.91%) |
| Equity | | | | |
| TOTAL Domestic Equity | 457,528.80 | 96.66% | 31,482.55 | 7.39% |
| Funds - Large Cap | 457,528.80 | 96.66% | 31,482.55 | 7.39% |
| TOTAL Equity | 457,528.80 | 96.66% | 31,482.55 | 7.39% |
| TOTAL Invested | 473,336.19 | 100.00% | 17,092.13 | 3.75% |

CURRENT PERIOD ALLOCATION



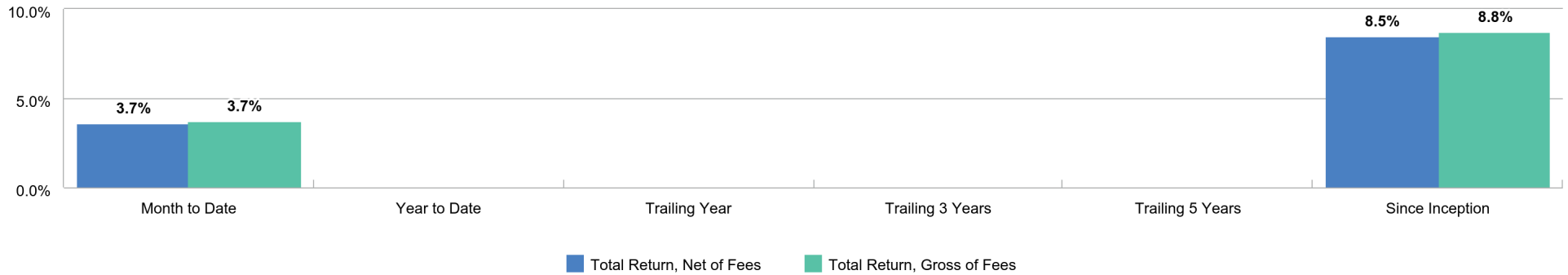
Asset Class

- Cash - 0.8%
- Fixed Income - 2.5%
- Equity - 96.7%

Sector

- Cash - 0.8%
- Credit - 2.5%
- Domestic Equity - 96.7%

HISTORICAL PERFORMANCE



HISTORICAL PERFORMANCE

| | Month to Date | Year to Date | Trailing Year | Trailing 3 Years | Trailing 5 Years | Since Inception |
|-----------------------------|---------------|--------------|---------------|------------------|------------------|-----------------|
| Total Return, Net of Fees | 3.70% | — | — | — | — | 8.54% |
| Total Return, Gross of Fees | 3.75% | — | — | — | — | 8.82% |

Since Inception Date: July 02, 2021

Periods greater than 1 year are annualized. Year to Date returns are presented fiscal year to date.

PERFORMANCE BY ASSET CLASS

| Asset Class | Ending Market Value | Weight | Gross Total Return | Contribution |
|------------------------|---------------------|----------------|--------------------|--------------|
| Cash | 3,942.39 | 0.56% | 0.00% | 0.00% |
| Fixed Income | 11,865.00 | 2.80% | 0.38% | 0.01% |
| Equity | 457,528.80 | 96.64% | 3.86% | 3.73% |
| Portfolio Total | 473,336.19 | 100.00% | 3.75% | 3.75% |



Transaction and Interest Summary

December 1 - December 31, 2021

| Trade Date | Settle Date | Quantity | Security | Ticker | Identifier | Unit Price | Amount | Gain / Loss |
|-----------------------------------|-------------|-----------------|---|--------|------------|------------|--------------------|--------------|
| Cash | | | | | | | | |
| <i>Money Market Fund Interest</i> | | | | | | | | |
| 12/31/2021 | 12/31/2021 | 0.00 | GOLDMAN:FS GOVT INST | FGTXX | 38141W273 | — | 0.05 | — |
| — | — | 0.00 | Total Money Market Fund Interest | — | — | — | 0.05 | — |
| Funds - Corporate | | | | | | | | |
| <i>Capital Gain Distribution</i> | | | | | | | | |
| 12/29/2021 | 12/29/2021 | 0.00 | VANGUARD TOT BD ETF | BND | 921937835 | — | 18.20 | — |
| — | — | 0.00 | Total Capital Gain Distribution | — | — | — | 18.20 | — |
| <i>Equity Dividend</i> | | | | | | | | |
| 12/01/2021 | 12/06/2021 | 0.00 | VANGUARD TOT BD ETF | BND | 921937835 | — | 44.52 | — |
| 12/23/2021 | 12/29/2021 | 0.00 | VANGUARD TOT BD ETF | BND | 921937835 | — | 19.72 | — |
| — | — | 0.00 | Total Equity Dividend | — | — | — | 64.24 | — |
| Sell | | | | | | | | |
| 12/03/2021 | 12/07/2021 | (190.00) | VANGUARD TOT BD ETF | BND | 921937835 | 85.7895 | 16,299.06 | 19.86 |
| — | — | (190.00) | Total Sales | — | — | — | 16,299.06 | 19.86 |
| Funds - Large Cap | | | | | | | | |
| <i>Buy</i> | | | | | | | | |
| 12/03/2021 | 12/07/2021 | 70.00 | VANGUARD TSM IDX ETF | VTI | 922908769 | 229.6600 | (16,076.55) | — |
| — | — | 70.00 | Total Purchases | — | — | — | (16,076.55) | — |
| <i>Equity Dividend</i> | | | | | | | | |
| 12/27/2021 | 12/30/2021 | 0.00 | VANGUARD TSM IDX ETF | VTI | 922908769 | — | 1,628.18 | — |
| — | — | 0.00 | Total Equity Dividend | — | — | — | 1,628.18 | — |

| Ticker | Identifier | Current Units | Description | Rating | Coupon Rate | Effective Maturity | Final Maturity | Original Cost | Market Price | Market Value + Accrued | Interest / Dividend Income | Dividend Yield | Yield | Book Yield |
|--------------------------|------------|-----------------|----------------------|------------|--------------|--------------------|----------------|-------------------|--------------|------------------------|----------------------------|----------------|--------------|--------------|
| Cash | | | | | | | | | | | | | | |
| <i>Cash</i> | | | | | | | | | | | | | | |
| FGTXX | 38141W273 | 3,942.34 | GOLDMAN:FS GOVT INST | AAA | 0.03% | 12/31/2022 | 12/31/2022 | 3,942.34 | 1.0000 | 3,942.34 | 1.76 | — | 0.03% | 0.03% |
| USD | CCYUSD | 0.05 | Receivable | AAA | 0.00% | 12/31/2022 | 12/31/2022 | 0.05 | 1.0000 | 0.05 | 0.00 | — | 0.00% | 0.00% |
| — | — | 3,942.39 | — | AAA | 0.03% | — | — | 3,942.39 | — | 3,942.39 | 1.76 | — | 0.03% | 0.03% |
| Fixed Income | | | | | | | | | | | | | | |
| <i>Credit</i> | | | | | | | | | | | | | | |
| <i>Funds - Corporate</i> | | | | | | | | | | | | | | |
| BND | 921937835 | 140.00 | VANGUARD TOT BD ETF | — | — | — | — | 11,995.20 | 84.7500 | 11,865.00 | 64.24 | 2.12% | — | — |
| — | — | 140.00 | — | NA | — | — | — | 11,995.20 | — | 11,865.00 | 64.24 | 2.12% | — | — |
| Equity | | | | | | | | | | | | | | |
| <i>Domestic Equity</i> | | | | | | | | | | | | | | |
| <i>Funds - Large Cap</i> | | | | | | | | | | | | | | |
| VTI | 922908769 | 1,895.00 | VANGUARD TSM IDX ETF | — | — | — | — | 424,374.13 | 241.4400 | 457,528.80 | 3,033.13 | 1.21% | — | — |
| — | — | 1,895.00 | — | — | — | — | — | 424,374.13 | — | 457,528.80 | 3,033.13 | 1.21% | — | — |
| Total Invested | | 5,977.39 | — | AAA | 0.03% | — | — | 440,311.72 | — | 473,336.19 | 3,099.13 | 1.24% | 0.03% | 0.03% |

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Review of Report

Please review the pages of this report carefully. If you think there are any errors, missing account information or if you need more information about transactions, please contact PMA within 60 days of receipt. If you have other questions or concerns, you should contact your Institutional Portfolio Manager.



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7.B.3. Enrollment Update

Waconia Public Schools
Budget / Projected ADM Served - 2-4-2022

| Grade Level | ADM Served 2018-2019 | ADM Served 2019-2020 | ADM Served 2020-2021 | Current ADM | Budget 2021-2022 |
|------------------------|-----------------------------|-----------------------------|-----------------------------|--------------------|-------------------------|
| ECSE | 34 | 31 | 28 | 25 | 30 |
| K | 277 | 284 | 257 | 282 | 285 |
| 1 | 298 | 278 | 275 | 266 | 280 |
| 2 | 283 | 306 | 262 | 278 | 285 |
| 3 | 314 | 288 | 302 | 260 | 280 |
| 4 | 290 | 321 | 282 | 309 | 305 |
| 5 | 291 | 290 | 320 | 302 | 295 |
| Subtotal - K-5 | 1,753 | 1,767 | 1,698 | 1,697 | 1,730 |
| 6 | 320 | 307 | 291 | 341 | 335 |
| 7 | 324 | 328 | 308 | 296 | 295 |
| 8 | 305 | 323 | 329 | 309 | 310 |
| Subtotal - 6-8 | 949 | 958 | 928 | 946 | 940 |
| 9 | 318 | 339 | 358 | 343 | 335 |
| 10 | 320 | 321 | 330 | 357 | 340 |
| 11 | 301 | 275 | 287 | 332 | 315 |
| 12 | 284 | 279 | 261 | 303 | 280 |
| Subtotal - 9-12 | 1,223 | 1,214 | 1,236 | 1,335 | 1,270 |
| WLC & Transitions | 65 | 71 | 60 | 63 | 45 |
| Extended Day Programs | 21 | 17 | 15 | 15 | 15 |
| Special Ed - Tuition | 27 | 31 | 24 | 20 | 20 |
| Total | 4,072 | 4,089 | 3,989 | 4,101 | 4,050 |

| | | | |
|------------------------------|-----------|-------------|------------|
| Year to Year Increase | 17 | -100 | 112 |
|------------------------------|-----------|-------------|------------|

7.C. Superintendent's Report

Presenter: Pat
Devine,
Superintendent

LEADERSHIP HIGHLIGHTS

February 2022

Elementary:

The Elementary Schools hosted Parent Teacher Conferences in early February. This is a great opportunity to partner with parents to help ensure every child is successful here at ISD110. Thank you to our staff and families for the strong partnership and engagement in parent teacher conferences.

2022-2023 Kindergarten Registration is in full swing! New Kindergarten families were invited to attend a virtual kindergarten information night. In early May students and families will participate in on-site kindergarten preview night that includes exploring the school, meeting our wonderful teachers, and engaging in fun hands-on activities. There is great excitement in welcoming the Class of 2035 into the Wildcat Family!

February is I Love To Read Month! All our elementary schools are celebrating reading and building our stamina for reading long and strong! From mystery readers, flashlight reading and cozy up with your stuffed animal to reading with beach attire, book trivia, wear your words, and crazy socks, we have planned many fun activities throughout the month of February to motivate our students to enjoy reading!

Bus Driver Appreciation: On Wednesday, February 23rd we celebrated bus driver appreciation day. We are so appreciative of all our bus drivers do to support students and help transport our students safely to and from school daily. For many of our students, their bus driver is the first and last person they interact with on school days and we are so thankful to have such compassionate and caring bus drivers. The Bayview, Laketown, Southview, and Waconia Middle School PTO's provided coffee and pastries to our bus drivers to show our appreciation.

School Board Appreciation: We are grateful to you, our Waconia Public Schools School Board Members! This week we share our appreciation and gratitude for your leadership, service, time, effort. We thank and honor our ISD 110 School Board members for your commitment to our community of Waconia and our students.

Waconia Middle School:

For the first time this year, WMS received zero confirmed cases of Covid-19 during the week of **2/21/2022-2/25/2022**.

Third quarter, midterm **Parent-Teacher Conferences** took place Thursday, Feb. 24th in-person and virtually on Monday, Oct. 4th 3:30-8:00. A night of in-person and virtual were planned to accommodate the needs of many families, and families were encouraged to pick the night or format that works best for them. Thank you to the WMS PTO for providing faculty meals on both nights of conferences.

The week before spring break we will be celebrating middle school week. Plans include student dress up days, daily prize drawings for Wacoia wear and an all school celebration on Thursday.

Middle School Week Dress up days:

- Monday- Dress to Impress
- Tuesday- Tie Dye Day
- Wednesday- Twins day
- Thursday- School Spirit Day

Kindness Week

Feb 14-18th we celebrated Kindness Week. Students learned about kindness through their Connect classes with lessons focused on what kindness means and how we can show our kindness to others. Students dressed up for kindness week, signed the school kindness banner, created locker signs with inspirational quotes and messages, wrote thank you notes to someone who showed them kindness, and displayed their kindness towards others through Random Acts of Kindness. Students who displayed kindness towards others had the opportunity to win small prizes. Prizes were donated by the PTO and Unified Sports committee.

Dress-up Days for Kindness Week:

- Monday-wear pink or red for Valentine's Day--show your caring heart for others!
- Tuesday-wear beach or Hawaiian attire--ride the kindness wave,
- Wednesday-Pajama Day--be comfortable in who you are and others are
- Thursday-Throwback/Decade Day--kindness lasts through time
- (6th grade 60's, 7th grade 70's, 8th grade 80's),
- Friday-Wear Blue--the color of kindness.

Waconia High School & Activities:

The high school completed the 2nd trimester Parent-Teacher Conferences virtually. Participation numbers were very good, with many positive comments from parents and teachers. We will likely continue to use the virtual option for parent-teacher conferences instead of the "arena-style" conferences we've used in the past. This seems to be a very efficient way for parents and teachers to communicate and discuss the progress of their students.

Trimester 2 will be completed on Thursday, March 3rd. Trimester 3 classes will begin on Monday, March 14th.

Registration for the 2021-22 school year continues. We will be in a position of determining our sectioning and staffing needs very soon.

Show choir hosted their "Star Power" on Saturday, February 19th. WHS was busy from before sun up until well after sun down. The talent that graced the auditorium stage was amazing. WHS Power Company performed at 10:30PM. Being we were hosting, we were not allowed to be a part of the competition. This might be a biased opinion, but Power Company absolutely rocked the stage and were hands-down the best performance of the night!

Community Ed:

The Community Education summer brochure will go live online on Monday, March 14, 2022. The deadline for youth recreation baseball and softball leagues is Wednesday, March 16, 2022. Current families in our Kids' Company and Wildcat Preschool program can start registering for next year and the summer program begins on Monday, February 28. New families can start registering on Tuesday, March 22.

Support Services:

- Friday, February 18th during the 2 hour early release, the special education ESPs were trained by Carver County staff about mandatory reporting. In addition, they completed their self-review using the new performance review rubric.
- The end of trimester 3 is approaching and special education staff will be completing the required progress reports for their students' goals.
- Unified Week at the high school was completed and lots of great activities took place.
- A few special education staff (teachers/ESPs) have resigned/retired from their positions effective next fall.
- Special education continues to qualify new students and our numbers continue to grow.

Communications:

The month of February was rollout month for the crisis communications app VOLO. This technology is a quite powerful communications tool to be used in case of an emergency anywhere in the district. VOLO provides instant communication with those near an incident and also provides administration and first responders with the location of the emergency situation. Staff in every building were trained over the course of the month. The next step in the rollout process is to bring in law enforcement and emergency responders. Those trainings will happen in March. Staff will then begin using VOLO for all drills (weather, fire, lock down, etc.).

Waconia High School students in the Hi-Five Productions class produced a video to raise awareness about Unified Sports and how ONE10 is moving towards being a Unified District. Watch video: [Unified District](#)

Hi-Five Productions also produced a marketing and awareness video for Gather and Grow in Waconia. Watch video: [Gather and Grow](#)

The digital media productions students also wrapped up a third video in February for Waconia Wildcat Preschool. The video was shown during a virtual open house. Watch video: [Waconia Wildcat Preschool](#)

And, finally, students continue to produce and post new episodes of their podcast on Spotify. Search "Pod(cast) Bros" to listen.

Superintendent:

School Board Recognition Week

Each February, MSBA sponsors **Minnesota School Board Recognition Week** to recognize school board members for their commitment to Minnesota's public school students. The 2022 Minnesota School Board Recognition Week was scheduled for **February 21-25, 2022**.

We are living through one of the most challenging times to be a school board member anywhere across the country. We want to give a big thank you to our ONE10 school board members for all their hard work, dedication and support over the past year. Your continued hard work through difficult times at ONE10 is appreciated.

Recent Events in Local MN Activities Results in Action Taken

Recently, we have become aware of some area school activities where inappropriate and unacceptable comments were made between student groups. At ONE10, we pride ourselves for showing great sportsmanship and being welcoming and inclusive at all times. We are very proud of our students and the way they present themselves. With that being said, we realize that we are one misbehavior away from being in the local news and on social media. It is important that we all work together....parents, staff and community to help our students continue to make good choices and present themselves well with their actions. Many MN School supportive organizations have put together a document and proposed process to address these concerns. [Memorandum](#)

Weekly ONE10 Report of Positive COVID Cases Trends

The weekly Covid report from February is encouraging; 24, 19, 29, 16. We are starting to average about 3 Covid cases reported each day which is way less than our nearly 20 cases a day in January. Hopefully we have seen the worst of Covid and there are better days ahead. Here are the current [Covid numbers](#). We will continue to monitor our numbers and keep staff and students safe. Thanks to all for their understanding and support throughout this pandemic.

MN Legislative Session has begun....Feel Free to Advocate for Public Schools

Each year MN legislators look at ways to support public schools. This year, MN has a large surplus budget, which makes it a great time to resolve some MN school funding issues. Hopefully the MN legislature will create changes that will make a difference at ONE10.

Hiring Process for HR Director

To keep you in the loop. We are currently in the process of hiring a replacement for Sonya Sailer who finished her last day at ONE10 on 2/18/22. We expect to have a candidate named by early March.

Unified Basketball is a Result of Polar Plunge Support

WHS hosted a Unified Sports Basketball Tournament on Wednesday. This is a huge hit at the high school and our ONE10 students do a wonderful job of showing support of all the Unified Sports students that compete at the tournament. The tournament is possible due to the funding

from the Polar Plunge fundraiser. This year the Polar Plunge at Lake Waconia was a huge success. A Big Thanks to all that supported it by volunteering, plunging, cheering and donating. Check out the pictures on the [MN Polar Plunge website](#). WE Are ONE10!!

Enjoy the Winter Season!!

Thanks for All You Do!

WE Are ONE10!!

7.C.1. Update to Preliminary Budget

8. **ACTION ITEMS**

8.A. Waconia Education Association Contract for
2021-2023

Waconia Education Association
Summary of 2021-2023 Tentative Agreement

The Waconia Education Association has ratified a tentative collective bargaining agreement for a two-year term effective July 1, 2021 through June 30, 2023.

Economic highlights of the tentative agreement include step and lane advancement in both years of the agreement. The salary schedule will be increased by two percent in both years of the agreement. The career increment step of the salary schedule will be increased by one-quarter of one percent for teachers with nineteen years of teaching service or more in the second year of the agreement. The lifetime maximum for matching contributions towards the district's 403(b) plan will increase to \$50,000 in 2021-2022 and to \$55,000 in 2022-2023. The sick leave reimbursement provision was modified to provide an eligible teacher with a deposit to a Minnesota State Retirement System Health Care Savings Plan at the time of retirement, in exchange for the removal of the language providing for an annual reimbursement.

Language highlights include the addition of a domestic partner living in the home to the list of family members for the purpose of sick leave and bereavement leave. Teachers will have the option of carrying over up to three days of personal leave to the subsequent school year, which is an increase of one day from the current language. DECA was added to the extracurricular activities list.

The negotiation teams dedicated themselves to working collaboratively to reach compromises that both provided an acceptable result and respected the School District's current financial situation. Waconia's amazing faculty deserve to be commended for their commitment to ISD 110.

MASTER AGREEMENT

BETWEEN

INDEPENDENT SCHOOL DISTRICT NO. 110

WACONIA, MINNESOTA

AND

WACONIA EDUCATION ASSOCIATION

**Effective Dates: July 1, ~~2019~~ 2021 through June 30,
~~2021~~ 2023**

Ratified by the WEA _____. Approved by the ISD 110 School Board _____.

**DISTRICT 110 AND WEA
MASTER AGREEMENT**

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ARTICLE I

PURPOSE

Section 1. Parties: THIS AGREEMENT is entered into between Independent School District No. 110, Waconia, Minnesota (hereinafter referred to as the “School District”) and the Waconia Education Association (hereinafter referred to as the “Exclusive Representative” or “Association”) pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, (hereinafter referred to as P.E.L.R.A.) to provide the terms and conditions of employment for teachers during the duration of this Agreement.

ARTICLE II

RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with P.E.L.R.A., the School District recognizes the Waconia Education Association as the exclusive representative of teachers employed by Independent School District No. 110, which exclusive representative shall have those rights and duties as prescribed by P.E.L.R.A., and as described in the provisions of the Agreement.

Section 2. Representation: The exclusive representative shall represent all the teachers of the school district as defined in this Agreement and in P.E.L.R.A.

ARTICLE III

DEFINITIONS

Section 1. Terms and Conditions of Employment: Terms and conditions of employment means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, and the employer’s personnel policies affecting the working conditions of the employees. In the case of professional employees the terms does not mean educational policies of a school district. The terms in both cases are subject to the provisions of P.E.L.R.A. regarding the rights of public employees and the scope of negotiations.

Section 2. Teacher: “Teacher” shall mean any person as defined by current Minnesota statutes.

Section 3. School Board or School District: For purposes of administration of this agreement, the word/term District/School shall mean the School Board or its designees.

Section 4. Communications Representative: The President of the Waconia Education Association will be the communications representative on behalf of the exclusive representative.

Subd. 1. Terms and Conditions of Employment Representatives: The teachers shall be represented by the WEA President and the WEA Negotiations Team in all matters involving terms and conditions of employment related to this Agreement.

Section 5. Term: Term is defined as a division in a school year during which instruction is regularly given to students (i.e. Trimester, Semester or Year).

Section 6. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by P.E.L.R.A.

ARTICLE IV

SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel, and these and other managerial rights, unless expressly delegated in this Agreement, are reserved to the School District.

Section 2. Management Responsibilities: The School District has the right and obligation to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: All employees covered by this Agreement shall perform the teaching and teaching-related services prescribed by the School District rules, regulations, directives and orders, issued by properly designated officials of the School District, insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement. All provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations of the Minnesota Department of Education and rules, regulations and orders of State and Federal governmental agencies. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

ARTICLE V

TEACHER RIGHTS

Section 1. Right to Views: Pursuant to PELRA, nothing contained in this Agreement shall be construed to limit, impair or affect the right of any teacher or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative if there be one.

Section 2. Right to Join: Teachers shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Teachers in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such teachers.

Section 3. Personnel Files: Pursuant to Minn. Stat. § 122A.40, subd. 19, as amended, all evaluations and files generated within the School District relating to each individual teacher shall be available during regular school business hours to each individual teacher upon his/her request. A teacher will be notified in writing of all evaluative material added to his/her file. The teacher shall

have the right to reproduce any of the contents of the files at the teacher's expense and to submit for inclusion in the file written response to any material contained therein. However, the school district may destroy such files as provided by law.

Section 4. Assignment Changes: A written notification by a building administrator of a change in grade level or subject taught should be submitted to the affected teacher by May 15. Extenuating circumstances such as a late resignation, new staff acquisition or budget considerations may necessitate this timeline not being adhered to.

Section 5. Request for Dues Check Off: Teachers shall have the right to request and be allowed dues check off for the teacher organization of their selection, provided that dues check off and the proceeds thereof shall not be allowed any teacher organization that has lost its right to dues check off pursuant to P.E.L.R.A. Upon receipt of a properly executed authorization card of the teacher involved, the School District will deduct from the teacher's paycheck the dues that the teacher has agreed to pay to the teacher organization during the period provided in said authorization. When a bargaining unit member has so authorized a dues deduction, such authorization shall only be canceled by the School District upon written notice of termination of the authorization in writing from the Association.

The Association hereby warrants and covenants that it will defend, indemnify, and hold the School District harmless from any and all actions, suits, claims, damages, judgments, and executions, or other forms of liability, which any person may have or claim to have, now or in the future, arising out of or by reason of the deductions of the request for dues check-off.

Section 6. Other Rights: Nothing contained herein shall be construed to deny or restrict any teacher of any rights under the Minnesota School Laws or other applicable laws and regulations.

ARTICLE VI

ASSOCIATION RIGHTS

Section 1. Association Representative: Representatives of the Association and their respective affiliates may be permitted to transact official Association business on school property at reasonable times, provided that this activity shall not interfere with or interrupt school operations. Any non-employee representative of the Association will contact the building administrator upon entering the building.

Section 2. School Building and Facilities: The Association shall have the same rights to such usage of school equipment, buildings and facilities as is permitted by Board policy relating to any other private organization, and subject to the right of the School District to assess charges for such usage consistent with the policies relating to private organizations. This shall not apply during any period in which a strike of teachers is occurring.

Section 3. Bulletin Boards: The School District shall provide reasonable bulletin board space in each building for use by the Association in areas not normally accessible to students.

Section 4. School Mail: The Association shall have the right to reasonable use of the School District mail service, teacher mail boxes, e-mail, and regular communication sheets to communicate with teachers in quantities which do not interfere with the regular school mail operation.

Section 5. Information: The parties agree that the Association shall have access, upon reasonable notice, to such information as required by law necessary for the Association to exercise its responsibilities as Exclusive Representative. Copies of School Board agendas for meetings not permitted by law to be private shall be furnished the Exclusive Representative in advance of such meetings, and copies of approved School Board open meeting minutes will be furnished to the representative.

Section 6. Association Leave: The Exclusive Representative shall be entitled to five days paid leave as of the beginning of each school year, noncumulative, for the purpose of attending meetings or other functions of the Exclusive Representative. The Exclusive Representative shall be entitled to three additional days, noncumulative leave for the same purposes, provided the Exclusive Representative reimburses the school district for required substitute teacher expenses. In addition to the eight identified association leave days, the Exclusive Representative shall be entitled to five days, noncumulative, leave for the same purposes, provided the Exclusive Representative reimburse the school district in the amount of 1/184 of the absent teacher's annual salary on or before the date such leave is taken. The President of the Association shall designate individuals to attend such meetings or functions and must give the Superintendent at least three days written notice prior to the utilization of such leave. The days specified in this Section may be taken outside of the school year (i.e., during winter, spring and summer breaks) with mutual agreement between the Exclusive Representative and Superintendent that such time would be mutually beneficial for both parties. Leave under this Section shall be limited to a maximum of five teachers per day.

During each school year, the school district shall grant a waiver of non-curricular, non-professional training assignments (e.g., bus duty, hallway duty, lunch duty, school committees) for the reigning WEA President. On non-student contact days, the school district shall grant such WEA President a waiver of his/her attendance at non-curricular, non-professional training events.

If the Exclusive Representative and the school district jointly agree to enter contract mediation (i.e., negotiation of the terms and conditions of a labor contract), then the leave provided under this Section shall be increased in the amount necessary to allow attendance at such contract mediation by all members of the negotiations' team. Teachers filing a grievance, or on whose behalf a grievance has been filed, shall not be entitled to leave with pay under this provision for time absent to attend any meeting, hearing or other activity connected with such grievance.

ARTICLE VII

WORKING CONDITIONS

Section 1. Basic Day: The full-time teacher's basic day, exclusive of lunch, shall be seven and one-half hours. The basic work day or work week may be changed, providing the number of hours per week shall not be increased, to allow greater flexibility in scheduling at the building level.

Buildings will use non-instructional time for professional development, professional learning communities, review of student data, teacher preparation and planning time, or other needs as determined at the building level. Teachers shall be afforded a minimum of 30 days' notice for any work day that exceeds 8 hours (exclusive of 30 minute duty free lunch).

In addition to the basic school day, teachers may be required to reasonably participate in school activities beyond the teachers' basic day to attend to other professional teaching responsibilities requiring their attention. Faculty meetings will be scheduled – days and times (may begin 30 minutes prior to the start of the teacher day) – by building leadership teams. The tentative schedule will be established by September 15 for the first trimester and December 15 for the second trimester and March 15 for the third trimester. Teachers are to remain for a sufficient period after the close of the pupil school day to attend to those matters which properly require attention at that time.

Section 2. Part-Time Teachers: Part-time teachers are teachers whose daily teaching assignment is less than full-time (1.0 FTE). Part-time teachers will receive the equivalent rate of pay, leaves of absence, preparation time and supervision assignment (i.e., lunchroom supervision) time as it relates to the teaching assignment (i.e., .5 teacher would receive .5 of mentioned conditions).

Extra time (beyond the employee's contracted FTE) related to required open house attendance, district wide work days, district wide in-service days, and building wide parent/teacher conferences will be compensated on an hourly rate as per their step and lane placement if it extends beyond their equivalent FTE. Administrative pre-approval is required and part-time teachers are responsible for requesting this extra pay within 30 days of providing the service.

Section 3. Building Hours: The specific hours at any individual building may vary according to the needs of the educational program of the School District. The specific hours for each building will be designated by the School Board. Opportunity shall be afforded the Association to meet and confer with the Board prior to any change in the specific hours at an individual building. Teachers shall be informed of any change in building hours at least two weeks prior to the change.

Section 4. Duty Free Lunch: Teachers shall have a duty free lunch period of not less than 30 minutes except in cases of emergency as determined by the School District. If the day is shortened, the duty free lunch time may be shortened.

Section 5. Preparation Time: The School District will provide each teacher a duty free preparation time during the student day. It is recognized that intermittent schedule changes for special events, assemblies, field trips, etc. may interfere with a teacher's preparation time during a given day. Preparation time should be approximately 50 minutes per day. Where possible, it is preferred that these minutes be consecutive.

Section 6. Parent-Teacher Conferences and Open Houses: Scheduled school-wide parent-teacher conferences occurring beyond the teacher school day shall be compensated by an exchange of teacher work time. Open Houses held during the workshop week will be compensated by an equal exchange of teacher work time during that week.

Teachers who are absent from a scheduled school-wide parent-teacher conference or open house due to illness may use sick leave hours to receive compensation for the time absent or they may

work with their building principal/director to arrange an alternative parent-teacher conference/open house schedule.

Section 7. Children of Teachers: Teachers may enroll their children in the building in which they teach regardless of residence.

ARTICLE VIII

TITLE I

Section 1. Lead Teacher Position: The Title I Lead Teacher will receive a prorated rate of pay, leaves of absence, preparation time and supervision assignment (i.e., lunchroom supervision) time as it relates to the teaching assignment (i.e., .3 lead teacher would receive .3 of mentioned conditions) of all non-Title I teachers addressed in this agreement.

Section 2. Teacher Rate of Pay: The hourly rate of pay for Title I teachers will be as follows:

| | <u>1-2 Yrs.</u> | <u>3-5 Yrs.</u> | <u>6+ Yrs.</u> |
|---------------------------------------|-----------------|-----------------|----------------|
| 2019/2020 <u>2021/2022</u> | \$23.00 | \$25.00 | \$27.50 |
| 2020/2021 <u>2022/2023</u> | \$23.00 | \$25.00 | \$27.50 |

Section 3. Unrequested Leave of Absence:

Subd. 1. There will be two separate seniority lists for Title I teachers. One list will include only the Title I Lead Teacher. The second list will include all Title I teachers including the lead teacher.

Subd. 2. All other provisions of the negotiated agreement unrequested leave provisions apply to Title I teachers including timelines, procedure for layoff and procedure for reinstatement.

Section 4. Insurance Provisions: Title I teachers will have the option to participate in the insurance programs at their own expense if permitted by the insurance carrier. Title I teachers scheduled an average of 22.5 hours per week (at least 720 hours per school year) shall be eligible for a District contribution towards such insurance as provided to ECFE teachers in Article XVIII, Section 8 of this Agreement.

Section 5. Leave of Absence:

Subd. 1. Federal Family and Medical Leave Act: All family and medical leaves are subject to the provisions of the Family Leave Act (P.L. 103.3, passed February 5, 1993). Provisions of this Act are applicable to all employees covered by this agreement effective upon ratification date of the agreement.

Subd. 2. Sick Leave: Fifteen days of sick leave will be granted to Title I teachers each full year of employment. Unused sick leave may be accumulated to 20 working days. Part time teachers will be prorated based on the percentage of full time each teacher works.

Sick leave may be granted for reasons of personal illness or family illness. Repeated or systematic use of sick leave may require a certificate from a physician at the request of the School District.

Subd. 3. Personal Leave: One personal day per year will be granted to each Title I teacher and must be used in the school year in which it is earned. The written request should be submitted to the building principal one week in advance of the requested date. Approval of the date of leave will be at the discretion of the School District.

Additional personal leave may be granted as approved by the School District and will be deducted from sick leave.

Section 6. Retirement Contributions: Title I teachers shall be members of the Minnesota Teacher Retirement Association Pension Plan.

Section 7. Benefits: Title I teachers shall not be eligible for the school district severance pay benefits or wellness bonus.

Section 8. Leaves: Leaves for illness, emergencies and other extenuating circumstances may be granted for up to one year.

Section 9. Federal Funds: The parties recognize that the Title I program is a federally funded supplemental program which is offered by the Board of Education at no cost to the school district. Further, the parties recognize that the Board has the right to continue, modify or discontinue the program based on the educational needs of the School District and the availability of federal funds.

ARTICLE IX

BASIC COMPENSATION

Section 1. Rates of Pay: The wages and salaries reflected in Schedule A and B, attached hereto, shall be a part of this Agreement for the ~~2019-2020~~ **2021-2022** school year and of the ~~2020-2021~~ **2022-2023** school year. Teachers shall advance on the salary schedule one step for each year of full-time employment (reference Art. IX, Section 5, Subd. 2), subject to the right of the School District to withhold increment or lane change salary increases in individual cases for just cause; provided, however, written notice of such salary increase denial is given to the teacher prior to April 1, and prior to April 1 the teacher has been notified, in writing, of possible unsatisfactory service and has had the opportunity to have consulted and worked with his/her immediate supervisor in raising the level of job performance. An action withholding an increment or lane change salary increase shall be subject to the grievance procedure.

Section 2. Career Increment: Teachers shall qualify for the career increment above the basic salary schedule after a year's credit on the last step of the BA+60/MA, MA+15, MA+30 or MA+45 lane. Beginning ~~April 1, 2020,~~ **in 2022-2023,** the annual salary including the career increment equates to a ~~4.0%~~ **4.25%** increase over the last step of the BA+60/MA, MA+15, MA+30 or MA+45 lane.

Section 3. Status of Salary Schedule: In the event a successor contract is not executed prior to commencement of the ~~2021-2022~~ **2023-2024** school year, teachers shall be compensated in

accordance with the last individual contract executed between the teacher and School District until such time that a successor agreement is executed.

Section 4. Lane Placement on Salary Schedule: The following rules shall be applicable in determining placement of a teacher on the appropriate salary schedule.

Subd. 1. Germane: Credits to be considered for application on any lane of the salary schedule must be germane to the teaching assignment as determined by the superintendent.

Subd. 2. College Credits: Credits to be considered for application on any lane of the salary schedule must be (1) applicable toward an advanced degree or fifth year program and (2) in the field of the teaching assignment, unless otherwise approved by the superintendent. Credits to apply to lanes beyond a particular degree lane must be earned subsequent to the earning of the degree. Credits beyond the M.A. level need not be part of an advanced degree program. No more than six video credits obtained from an accredited university may apply towards a lane change.

Subd. 2A. Credit Values: Reference to credits in this Article shall mean quarter credits or their equivalent. One semester credit is equal to one and one-half quarter credits.

Subd. 3. Professional-Development Credit: Teachers satisfactorily completing approved professional-development training programs will receive credits for such activities as follows:

- a. A teacher may apply a maximum of six professional-development credit hours in each 15 credit educational lane change.
- b. Teachers enrolling in professional-development programs shall be required to provide proof of completion.
- c. For the purpose of educational increment credit, clock hours for all professional-development activities shall convert, using the guidelines as follows:

6 or less clock hours = 1/2 quarter credit hour

7 – 13 clock hours = 1 quarter credit hour

14 – 20 clock hours = 2 quarter credit hours

21 – 27 clock hours = 3 quarter credit hours

28 – 34 clock hours = 4 quarter credit hours

Subd. 4. Prior Approval: All college or professional development training credits in order to be considered for application on the salary schedule, must be approved by the superintendent or his/her designee in writing prior to the taking of the course or professional development activity.

Subd. 5. Effective Date: The training level of the teacher as of August 31 will be the basis of pay for that school year except eligible credits submitted by December 15 and March 31. These shall be used in determining the basis of pay for the remainder of the school year. Applications for a salary adjustment due to a change in the training level of a teacher shall be made to the responsible administrator by the submission of an official transcript prior to the

above mentioned dates. If a transcript is not available by these dates, other satisfactory evidence of the completion of a course will be recognized pending the receipt of the official transcript. Employees may change lanes on the following dates: August 31, December 15, or March 31.

Subd. 6. Advanced Degree Program: A teacher shall be paid on the master's degree or higher degree lane only if the degree program is germane to the teaching assignment and the degree program is approved in writing by the superintendent in advance.

Subd. 7. Payment of Present Salary: The rules contained herein relating to the application of credits on the salary schedule shall not deprive any teacher of any salary schedule placement already recognized and actually being paid.

Subd. 8. Prior Experience: A teacher new to the District may be placed on a step and lane of the salary schedule up to full credit for prior teaching experience in another school district(s) accredited by a recognized accrediting agency.

- a. Teachers may also be granted credit for related full-time work experience in the area of their teaching assignment. Related work includes such experience as a computer teacher working in the area of computers and vocational instructors working in their area of vocational certification.
- b. Experience credit may be granted for teaching experiences in foreign countries and teacher exchange programs prior to employment with the school district.

Section 5. Step Advancement:

Subd. 1. Leave Experience: Teachers obtaining contracted employment while on unrequested leave or on leave to teach in a foreign country or teacher exchange program will accrue experience credit upon completion of equivalent teaching time.

Subd. 2. Experience Credit: To receive a year of credit for experience, a full-time teacher must be employed at least 100 days during a school year under contract in the School District. Part-time teachers covered by this Agreement must be assigned at least half-time (0.5 FTE or more) during the year in order to receive credit for a year's experience. Part-time teachers assigned to less than half-time (0.499 FTE or less) shall advance on the salary schedule when they have obtained the equivalent of one year of teaching. Salary increases will be processed as of the next salary lane change date (August 31, December 15, March 31).

Part-time teachers in the School District who subsequently become full time teachers who before they have qualified for a full year of experience under the terms of the first paragraph of this subdivision are subject to the following provisions: Such teachers will receive one year's experience credit if their part time experience totals at least .5 or half time. If their part time experience totals less than .5 or half time at the time they become a full time teacher, they do not receive one year of experience credit for their part time work.

A full-time teacher who has been appointed to a position by the school district in lieu of their regular duties shall be compensated at the regular rate of pay and advance on the salary schedule.

Section 6. Absence Without Leave: In case of absence without leave, the teacher shall repay the School District the full amount of 1/184 of the annual salary for each day's absence. In the case of absence without leave for less than a full school day, the repayment may be prorated as determined by the superintendent. Repayment must be made prior to the first payday following discovery of the unauthorized absence or the appropriate amount will be deducted from such salary, check. Nothing herein shall be construed to waive or limit from the school district's right to pursue its remedies against such teacher under Minn. Stat. § 122A.40.

Section 7. Substitute Teachers: Substitute teachers shall be compensated pursuant to school district policy.

Section 8. Pay Periods: Salary payments shall be issued using direct deposit on the 15th and last day of each month. If either pay day falls on a weekend or a holiday, the salary payment will be deposited on the preceding business day.

ARTICLE X

EXTRA COMPENSATION

Section 1. Additional Assignments: Extra assignments associated with additional compensation shall not be construed to be part of the continuing contract unless expressly so provided in the individual contract.

Section 2. Extra-Curricular Compensation: The wages and salaries reflected in Schedule C, attached hereto, shall be a part of this Agreement for the ~~2019-2020~~ 2021-2022 school year, and the wages and salaries reflected in Schedule D, attached hereto, shall be part of this Agreement for the ~~2020-2021~~ 2022-2023 school year.

Subd. 1. Extra-curricular positions shall be offered to qualified, as determined by the school district, licensed staff members if the position becomes vacant.

Subd. 2. Positions held by a person outside of the school district teaching staff shall be compensated at a rate determined by the school board not to exceed the rates reflected in Schedules C and D for the position.

Section 3. Additional Employment Compensation:

Subd. 1. Summer school shall be compensated at an hourly rate of \$30.00 per hour for the ~~2019-2020~~ 2021-2022 and ~~2020-2021~~ 2022-2023 school years.

Subd. 2. Curriculum writing shall be compensated at a rate of \$30.00 per hour for the ~~2019-2020~~ 2021-2022 and ~~2020-2021~~ 2022-2023 school years.

Subd. 3. Teachers who perform an extension of their regular duties, as directed by the superintendent, over and above the basic number of duty days, shall be compensated at their regular rate of pay under schedules A and B on a pro-rata basis for extra services.

Subd. 4. Homebound teaching will be compensated at a rate of \$30.00 per hour for the ~~2019-2020~~ 2021-2022 and ~~2020-2021~~ 2022-2023 school years. Mileage and prep time compensation are additional.

Subd. 5. Targeted services will be compensated at a rate of \$30.00 per hour for the ~~2019-2020~~ 2021-2022 and ~~2020-2021~~ 2022-2023 school years.

Subd. 6. The rates of pay in Section 3 become effective the day the ~~2019-2021~~ 2021-2023 contract has been accepted by the Association and the Board and remain in effect until the next contract is signed.

Section 4. Creation of Extra-Curricular Positions: The school board reserves the basic right to create new extra-curricular positions and establish the compensation for such positions through the meet and confer process unless negotiations are open.

Section 5. Substitute Compensation: Members of the bargaining unit who substitute for another teacher during their preparation time shall be paid at the rate of \$40.00 per period (not to exceed 60 minutes) or \$45.00 per period (not to exceed 70 minutes) for the term of this Agreement. A 30 minute period will be compensated at \$20.00 for the term of this Agreement. A teacher will receive a \$50.00 incentive payment for every five (5) times that he/she substitutes for another teacher during their preparation time for a 60 or 70 minute class period. A teacher will receive a \$25 incentive payment for every five (5) times that he/she substitutes for another teacher for a 30 minute class period. Substitute assignments for fewer than 30 minutes do not qualify for incentive pay.

Incentive payments will be paid on December 31 (substitute services provided through November 30) and July 15 (substitute services provided from December 1 through the last day of the school year).

Members of the bargaining unit who teach (including all lesson planning, grading, etc.) an additional class (minimum of a 60 minute duration) during their preparation time for sixteen consecutive days or more for the same absent teacher will be paid a prorated amount of the overload rate found in Article X, section 8, subd. 2. Teachers receiving compensation pursuant to this paragraph are not eligible to receive incentive pay in addition to the prorated overload rate.

Section 6. Extra Duties Compensation:

Subd. 1. The School District will determine extra duties requiring chaperones and supervisors. The School District will determine the number of chaperones and supervisors required for duties and will determine the chaperone/supervisor assignment schedule.

Subd. 2. The School District will determine the minimum number of chaperones

/supervisors required to complete the duties in a given school year. Each year, teachers will have the first opportunity to sign for chaperone/supervisor duties with no maximum number determined.

Teachers signing for these duties have the responsibility to meet the School District’s assignment schedule needs and, if necessary, can be assigned a duty.

If the minimum number of chaperones/supervisors required to complete the duties in a given year is not met by teachers signing, the School District will provide other School District employees the opportunity to sign for the duties until the minimum number is reached.

Subd. 3. Chaperones and supervisors shall be compensated at \$16.00 per hour per person for up to four hours. For every 35 hours of accumulated service a chaperone or supervisor will receive a \$50.00 stipend. The service hours for the stipend must be documented and approved by an administrator.

Subd. 4. Any event exceeding four hours will be contracted by the administrator or designee with the teacher or volunteer. All chaperoning and supervising of varsity football games will be paid a minimum of four hours service.

Subd. 5. Each year, teachers signing for chaperone and supervisor duties will be required to attend a maximum of a two hour training session for no pay to assist them in performing their duties.

Subd. 6. Teachers who are required to supervise the lunchrooms will receive one adult lunch on the days they are required to supervise the lunchroom in their assigned building.

Section 7. Compensation for Travel Between Buildings: The school district will pay the established district mileage (established annually by the school board) reimbursement for travel between school buildings if the teacher assignment involves travel between buildings to complete classroom duties in the same day. Payment will be made at the end of each term and shall be requested by the teacher and approved by the building administrator. One-way mileage will be as follows:

| | Southview | Bayview | Laketown | WMS | WHS/WLC | ESC/WEC |
|-----------|------------|-----------|-----------|-----------|------------|-----------|
| Southview | | 0.5 miles | 1.7 miles | 1.5 miles | 1.75 miles | 1.0 mile |
| Bayview | 0.5 miles | | 1.8 miles | 1.5 miles | 2.1 miles | 1.4 miles |
| Laketown | 1.7 miles | 1.8 miles | | 2.7 miles | 3.2 miles | 2.1 miles |
| WMS | 1.5 miles | 1.5 miles | 2.7 miles | | 0.6 miles | 1.0 mile |
| WHS/WLC | 1.75 miles | 2.1 miles | 3.2 miles | 0.6 miles | | 1.6 miles |
| ESC/WEC | 1.0 mile | 1.4 miles | 2.1 miles | 1.0 miles | 1.6 miles | |

Section 8. Overload Assignment: Teachers who are currently assigned to classroom instruction may volunteer to teach an overload assignment under the following arrangements: An overload assignment is the assignment of an additional course to a volunteering teacher in lieu of a supervision assignment and/or preparation time. Teachers will receive additional pay for an overload assignment. The school district will determine the use of either the supervision assignment or preparation time. The overload assignment may be a trimester, semester or quarter in length. A maximum class size of 27 students will be allowed in an overload assignment.

Subd. 1. The school district will determine the need to offer an overload assignment. The building administrator will meet with the department to problem solve the overload assignment and discuss possible teachers interested in volunteering for an overload assignment.

An overload assignment will be based on the following criteria:

- Appropriate licensure
- Experience and expertise with the course content
- Least recently assigned
- Most senior

Subd. 2. Rate of Pay: Overload assignments will be paid at a yearly rate of \$7,815 for a 40-45 minute class period and \$15,630 for a 70 to 90 minute class period. If the overload is not a year-long class, the amount will be pro-rated based on the length of the term. The payment of the overload assignment will be made during the same term as the overload assignment.

Section 9. National Board Certification: Teachers who are National Board Certified in one or more areas will receive \$1,000 annual stipend at the end of each school year they remain certified.

ARTICLE XI

GROUP INSURANCE

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District subject to the right of the Association to meet and confer on such matter. The Board agrees, however, not to reduce the level of benefits of existing coverage during the term of this Agreement except by mutual agreement of the parties, or as permitted by law.

Section 2. Insurance:

Subd. 1. The School District shall contribute under this subdivision an insurance coverage allowance not to exceed the following monthly amount:

| Year | Effective Date | Single Coverage | Single + One Coverage | Family Coverage |
|-----------|----------------|-----------------|-----------------------|-----------------|
| 2019-2020 | 9/01/2019 | \$681.23 | \$986.00 | \$1,234.50 |
| 2019-2020 | 3/01/2020 | \$713.28 | \$1,060.59 | \$1,324.94 |

| | | | | |
|------------------|------------------|-----------------|-------------------|-------------------|
| 2020-2021 | 9/01/2020 | \$767.13 | \$1,185.91 | \$1,476.88 |
| <u>2021-2022</u> | <u>9/01/2021</u> | <u>\$767.13</u> | <u>\$1,185.91</u> | <u>\$1,476.88</u> |
| <u>2022-2023</u> | <u>9/01/2022</u> | <u>\$767.13</u> | <u>\$1,185.91</u> | <u>\$1,476.88</u> |

Full-time teachers shall be required to purchase at least single coverage health insurance. Any additional cost of the premium(s) shall be borne by the teacher and paid by payroll deduction. For teachers not on continuing contract, school district coverage becomes effective the first day of employment.

Teachers working one-half time or more may elect to purchase dental insurance. Any amounts remaining after purchasing at least single coverage health insurance will be paid as a salary addition.

Subd. 2. Part-Time Teachers' Coverage: Part-time teachers under contract, excluding Title I and substitute teachers, shall be eligible for health insurance as listed:

- .5 to .7 FTE will receive 75% of the district contribution,
- .71 to .85 FTE will receive 85% of the district contribution,
- .86 to .99 FTE will receive the school district's full contribution for health insurance.

The balance of the premium cost shall be paid by the teacher through payroll deduction.

Part-time teachers under contract employed less than one-half time shall not be eligible for district contribution under this section.

Subd. 3. Where married spouses are both teachers in the school district, and both are eligible for a district contribution towards health insurance and enrolled in the district health insurance plan, then they may pool their district insurance contributions. Married teachers without insurance eligible children will each qualify for the district contribution provided for a single + 1 health insurance plan and married teachers with insurance eligible children will each qualify for the district contribution provided for a family health insurance plan.

Any balance remaining after married spouses have pooled their district contributions towards a health insurance plan may be applied toward the district dental insurance plan with any amount remaining returned to the school district.

Section 3. Income Protection Insurance (Disability Insurance): The School District shall pay the premium for the current income protection plan in effect in the School District for each full-time teacher.

Section 4: Claims Against the School District: The parties agree that any description of insurance benefits contained in this Article are intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. 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.

Section 5: Term Life Insurance: The school district shall provide a \$50,000 term life insurance policy for each full-time teacher who is employed by the school district and covered by this Agreement.

Section 6: Duration of Insurance Contribution:

Subd. 1. A teacher is eligible for board contribution as provided in this Article as long as the employee is employed by the School District as a teacher. Upon termination of employment as a teacher, all board participation and contribution shall cease, effective on the last day of the final pay period. Teachers shall be permitted to continue coverage upon termination of employment only as provided by law applicable to teachers.

Subd. 2. Teachers who apply for early retirement, or have retired, shall be eligible to remain in the existing group health and hospitalization insurance program. Teachers who have completed at least fifteen (15) years of continuous service within the School District and are at least fifty-three (53) years of age, shall be eligible for district contribution of ~~\$510.00 per month (September 1, 2019 through February 29, 2020) and \$535.50 per month (March 1, 2020 through August 31, 2020) for the 2019-2020 school year and \$578.34 per month for the 2020-2021~~ 2021-2022 (September 1, 2020 2021 through August 31, 2021 2022) and 2022-2023 (September 1, 2022 through August 31, 2023) school years toward such insurance coverage up to the age of Medicare eligibility. It is the responsibility of the teacher to make arrangements with the school business office to pay to the School District the monthly premiums in advance and on such date as determined by the School District.

Section 7. Availability of Policy: A copy of the medical hospitalization insurance policy and income protection plan shall be available in the District Office for examination by any teacher upon request.

ARTICLE XII

LEAVES OF ABSENCE

Section 1. Federal Family and Medical Leave Act: All family and medical leaves are subject to the provisions of the Family Leave Act (P.L. 103.3, passed February 5, 1993). Provisions of this act are applicable to all eligible employees covered by this agreement.

Section 2. Sick Leave:

Subd. 1. All full-time teachers shall earn sick leave at the rate of 112.5 hours (7.5 hour duty days x 15 days) each year of service in the employ of the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the teacher's work year. Teachers that are scheduled for less than full time assignments shall receive proportionate sick leave consistent with their scheduled day.

All used sick leave will be calculated on an hourly rate basis with 7.5 hours equaling one day for a full-time teacher. The used sick leave will be figured at an hourly rate that is rounded up to the nearest hour.

Unpaid leave of thirty (30) days or less will not affect a full-time teacher's annual sick leave accrual. Unpaid leave of more than thirty (30) days will result in an adjusted FTE and sick leave accrual for that school year. (For example: 184 duty days minus 40 unpaid days = 144 days. 144 duty days equates to a 0.78 FTE. Teacher's annual sick leave would be calculated using the 0.78 FTE for that school year.) This understanding will be administered for part-time teachers on a prorated basis according to their FTE.

Subd. 2. Unused sick leave days may accumulate to a maximum credit of 900 hours (7.5 hour duty day x 120 days) of sick leave per teacher.

~~Subd. 3. No later than seven (7) calendar days before the last teacher work day, the School District shall provide each teacher with notice of their total amount of unused sick leave days accrued that year in accordance with subdivision 1 above and carried forward from prior years. Upon notice to the district's Human Resources Department on or before the last teacher workday, full time teachers will be eligible to elect reimbursement for unused sick leave days as a cash payment in accordance with the following schedule:~~

| Total Number of Unused Sick Leave Days at the End of the School Year | Number of Unused Sick Leave Days for which a Teacher May Elect Reimbursement | Reimbursement Rate Per Unused Sick Leave Day |
|--|--|---|
| Less than 45 | 0 | Not eligible for reimbursement. All unused sick leave days accrued during the school year will be added to the teacher's total sick leave and carried forward to the next school year. |
| 45-59 | Up to 4 | \$75.00 |
| 60-89 | Up to 6 | \$75.00 |
| 90-119 | Up to 8 | \$75.00 |
| 120+ | Up to 10 | \$75.00 |

~~A part-time teacher will be eligible to elect reimbursement for unused sick leave in accordance with this subdivision in a prorated amount proportional to his/her employment.~~

~~If a teacher elects reimbursement for unused sick leave days as a cash payment under this subdivision, then his/her total unused sick leave will be reduced in accordance with such election.~~

Subd. 3. Full-time teachers who have completed at least fifteen (15) years of continuous service with the School District, are at least fifty-five (55) years of age, and provide a written notice of retirement to the School District no later than March 1 that is effective at the conclusion of the school year, will automatically receive a deposit equal to 100% of the balance of the teacher's accrued and unused sick leave into a Minnesota State Retirement System (MSRS) Health Care Saving Plan (HCSP) at the rate of seventy-five dollars (\$75.00) per day up to a maximum of one-hundred and thirty-five (135) days. A part-time teacher will be eligible for a deposit in accordance with this subdivision in a prorated amount proportional to their employment. The deposit will be made within sixty (60) days following the teacher's last date of employment. The School District's only obligation is to make the contribution to the MSRS HCSP as agreed to in this subdivision and no claim shall be made against the School District as a result of the MSRS HCSP.

Upon the teacher's death, any contribution owed but not yet paid to the HCSP will be paid in cash to the teacher's designated beneficiary.

Subd. 4. Sick leave shall be allowed by the School District whenever a teacher's absence is found to have been due to illness or disability which prevented his/her attendance at school and performance of duties on that day or days or as otherwise allowed under the provisions of this Section. Pursuant to Minn. Stat. § 181.9413, teachers shall be allowed sick leave for illness/injury involving the teacher's child.

Subd. 5. Sick leave may also be used for illness/injury involving the teacher's spouse, **domestic partner living in the home**, parent or guardian, stepparent, sister, brother, mother or father-in-law, grandparents and grandchildren. The specific amount of leave allowed under this Section shall be within the discretion of the superintendent, who shall be guided in his/her determination by what is reasonable under the particular circumstances involved.

Subd. 6. In the event of concern on the part of the School District regarding abuse of sick leave, the School District may require the teacher to furnish a medical certificate from a qualified physician indicating such absence was due to illness or disability, in order to qualify for sick leave pay.

Subd. 7. In the event that a medical certificate will be required the teacher will be so advised at the time the illness or disability is reported, or within a reasonable time after such report. If the report validates the absence, the District will reimburse any out of pocket expenses borne by the teacher.

Subd. 8. Sick leave allowed shall be deducted from the accrued sick leave days earned by the teacher.

Subd. 9. Each teacher will be notified at the beginning of each school year as to his\her accumulated number of sick leave days.

Subd. 10. When a teacher is injured on the job in the service of the School District and collecting workers' compensation insurance as well as drawing on sick leave and receiving full salary from the School District, his/her salary shall be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from his/her accrued sick leave.

Subd. 11. A teacher in the School District shall be permitted to utilize the annual 15 day accrual, in advance of accrual, if he/she has performed his/her duties for at least five (5) working days. In the event that such sick days are utilized herein prior to the earning thereof, such days will be deducted from future accumulations. In the event that a teacher 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.

Subd. 12. Sick Leave Bank: A sick leave bank is established under the guidelines printed below:

(a) Participation Requirements:

1. Teachers must be full-time to participate in sick bank.
2. Qualified teachers must contribute to sick bank to participate in the WEA Sick Leave Bank.
3. Qualified teachers must contribute by September 30 if the contract is within 30 days of contract ratification of a negotiation year. Qualified teachers must contribute by Sept. 30 of a non-negotiation year. Newly hired qualified teachers must contribute by September 30 if hired prior to the start of the school year within 30 days of hiring during the school year.
4. Qualified teachers may not participate in the sick bank leave unless they have met the requirements identified above.
5. Teachers who have become part-time during the membership period due to staff reductions are still eligible to withdraw from the Sick Leave Bank for the same number of membership periods they contributed to the bank.

(b) Administration of Bank:

1. WEA will administrate the bank with two representatives from each building and one nonvoting administrator (hereinafter referred to as the “Committee”).
2. WEA is responsible for notifying qualified teachers of the participation eligibility.

(c) Contribution to Bank:

1. Teachers can contribute only one day per voluntary membership period to the sick bank.
2. The WEA is responsible for receiving the membership in the sick bank.

(d) Committee identifies and receives voluntary membership into WEA Sick Leave Bank

1. Contributed days will not impact the wellness bonus.
2. Contributed days not refundable.
3. Complete individual sick bank form and submit to the District Office.

(e) Teachers who contribute to sick bank may participate in the WEA Sick Bank Leave.

(f) Committee forwards new members to Business Office by October 5th of each year.

(g) Business Office and Committee verify WEA Sick Leave Bank Database.

(h) Maximum number of available sick bank days is 140 days per year for each member of the association.

(i) Business office removes donated sick leave day from individual teachers upon receiving database.

(j) Written application for a teacher to use the sick bank is made to Committee.
-Personal appearance by teacher and another spokesperson may be necessary.

(k) The Committee will decide on the application and number of days allocated from the WEA Sick Bank Days.

1. The Committee’s decision is non-grievable.
2. Complete request donation form and submit to the District Office.
3. Proper use of sick leave is required as documented in Article XII.

(l) When the sick bank reduces to 20 days in the membership period, the Committee will return to the WEA for new voluntary membership.

Section 3. Personal Leave:

Subd. 1. Each teacher will be granted personal leave days based on their completed years of experience in the school district according to the following schedule:

| | |
|-------------|--------|
| 0-10 years | 2 days |
| 11-20 years | 3 days |
| 21+ years | 4 days |

The online request should be submitted to the building principal/department director at least one week in advance of the requested date. Approval of the date of leave will be at the discretion of the School District with the following table to be used to determine the number of teachers who may use personal days on a given day.

| <u>Number of Teachers per building</u> | <u>Number of Teachers on Personal Leave</u> |
|--|---|
| 0-40 | 3 |
| 41-50 | 4 |
| 51-60 | 5 |
| 61-70 | 6 |
| <u>71-80</u> | <u>7</u> |

A maximum of ~~2~~ **3** days of personal leave may be carried over to the next school year.

Subd. 2. No later than seven (7) calendar days before the last teacher work day, the School District shall provide each teacher with notice of their total amount of unused personal leave days accrued that year in accordance with subdivision 1 above and carried forward from the previous year. Upon notice to the district's Human Resources Department on or before the last teacher workday, full-time teachers will be eligible to elect reimbursement for unused personal leave days as a cash payment at the rate of \$150.00 per day.

A part-time teacher will be eligible to elect reimbursement for unused personal leave days in accordance with this subdivision in a prorated amount proportional to his/her employment.

If a teacher elects reimbursement for unused personal leave days as a cash payment under this subdivision, then his/her total unused personal leave will be reduced in accordance with such election.

Subd. 3. A teacher may be granted additional personal leave days by the School District for situations which arise that cannot be attended to when school is not in session and which are not covered under other leaves. The School District may:

(a) approve an additional personal leave day and require the teacher to pay the School District the cost of a substitute teacher,

(b) approve an additional personal leave day and require the teacher to repay the School District the full amount of 1/184 of the annual salary for each day's absence.

Section 4. Bereavement Leave:

Subd. 1. A teacher shall be granted leave because of death in his/her immediate family; the specific amount of time to be subject to the discretion of the School District considering the circumstances surrounding the death.

Subd. 2. For purposes of this Section, the immediate family means the teacher's spouse, **domestic partner living in the home**, child, parent, or guardian, stepparent, sister, brother, mother or father-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, aunt, and uncle. Leave for other family members, and significant others, may be granted upon approval by the School District.

Subd. 3. In the case of death of anyone not specifically addressed by Subd. 2, seven and one-half (7.5) non-accumulative hours of bereavement leave will be granted to a teacher each school year. Teachers scheduled less than full time shall receive proportionate bereavement leave consistent with their scheduled day.

Subd. 4. All leave time granted with pay under this Section shall be deducted from the teacher's accumulated sick leave.

Section 5. Child Care Leave:

Subd. 1. A child care leave shall be granted by the school district subject to the provisions of this Section. Child care leave shall be granted because of the need to prepare and provide parental care for a child or children of the teacher for an extended period of time.

Subd. 2. A teacher making application for child care leave shall inform the Human Resources Department in writing of intention to take the leave at least 90 calendar days before commencement of the intended leave. A teacher will also provide at the time of the leave application, a statement from the attending physician indicating the expected date of delivery.

If a child care leave is occasioned by adoption, the teacher shall inform the Human Resources Department in writing of intention to take the leave at the earliest possible date. A teacher will also provide at the time of the leave application, a statement from the adoption agency indicating the expected date of delivery.

Subd. 3. If the reason for the child care leave is occasioned by adoption or the birth of the teacher's child, a teacher may elect to:

- (a) Request up to 6 calendar weeks of accumulated sick leave,
- (b) Request up to 12 months leave of absence without pay,
- (c) Request up to a combination of (a) and (b) not to exceed 12 months.

A teacher shall be eligible for sick leave benefits for pregnancy related conditions up to the day on which her child care leave is to commence. Sick leave may not be taken while the teacher is on child care leave.

Subd. 4. The School District may adjust the proposed beginning or ending of a child care leave so that the dates of the leave are coincident with some natural break in the school year – i.e., winter vacation, spring vacation, semester break or quarter break, end of a grading period, end of a term, end of the school year, or the like.

Subd. 5. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:

- (a) Grant any leave more than twelve (12) months in duration.
- (b) Permit the teacher to return to his/her employment prior to the date designated in the request for child care leave.

Subd. 6. A teacher returning from child care leave shall be reemployed in a position which he/she is licensed unless previously discharged or placed on unrequested leave.

Subd. 7. Failure of the teacher to return pursuant to the date determined under this Section shall constitute grounds for termination unless the School District and the teacher mutually agree to an extension in the leave.

Subd. 8. A teacher who returns from child care leave within the provisions of this Section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The teacher shall not accrue additional experience credit for pay purposes or leave time during the period of absence for child care leave.

Subd. 9. A teacher on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the teacher wishes to retain, commencing with the beginning of the child care leave. Such premiums shall be payable in advance monthly. The right to continue participation in such group insurance programs, however, will terminate if the teacher does not return to the school district pursuant to this Section.

Subd. 10. Leave under this Section shall be without pay or fringe benefits.

Section 6. Medical Leave:

Subd. 1. A continuing contract teacher who is unable to teach because of illness or injury, and has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, shall, upon request, be granted a medical leave of absence, without pay, up to one year. The School District may, in its discretion, renew such a leave and request for renewal shall also be accompanied by a written doctor's statement.

Subd. 2. A request for leave of absence under this Section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the teacher is expected to be able to assume his/her normal responsibilities.

Subd. 3. A teacher who fails to comply with the provisions of this Section or who fails to seek a leave as provided in this Section shall be terminated by the School District. If a teacher is not granted a medical leave of absence or a renewal of a medical leave of absence, at the discretion of the school district, such teacher's employment will be terminated.

Section 7. Professional Leave: A teacher may be granted leave to attend conferences, workshops, seminars or other functions which are related to such teacher's teaching assignment and which, in the judgment of the administration, would benefit the teacher and students. The duration of such leave shall be at the discretion of the superintendent.

Section 8. Military Leave: Military leave shall be granted to a teacher pursuant to applicable law.

Section 9. Extended Leave of Absence: A teacher may be granted an extended leave of absence pursuant to Minn. Stat. § 122A.46.

Section 10. Jury Duty: Any teacher called upon to serve as a juror in a federal or state court shall be granted a leave of absence by the Board for that purpose and for those days the teacher is required to be in court. The teacher shall receive all pay and other benefits that would have accrued had he/she been teaching during the period of absence for jury duty, less all per diem allowances paid by the court.

Section 11. Insurance Application: A teacher on leave under Sections 5 and/or 6 of this Article 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 said teacher wishes to retain commencing with the beginning of the leave. It is the responsibility of the teacher to make arrangements with the 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.

Section 12. Experience Credit: A teacher on leave under Section 5 and/or 6 of this Article shall retain such amounts of experience credit for pay purposes and other accrued benefits, if any, which had accrued at the time leave commenced for use upon said teacher's return. No additional experience credit for pay purposes or other benefits shall accrue for the period of time that a teacher

is on leave under this Section. Leaves under this section shall be without pay or fringe benefits with the exception of accumulated sick leave.

Section 13. Seniority: For purposes of seniority standing, a teacher on leave, pursuant to this Article, shall maintain seniority based on date of employment.

ARTICLE XIII

MEET AND CONFER

Section 1. Meet and Confer: The School Board will meet and confer with the Association pursuant to P.E.L.R.A.

Section 2. Representatives: The teachers shall select representatives to meet and confer with a representative or committee of the board on matters not specified under Minn. Stat. § 179A.08, subd. 2 relating to services provided to the public.

Section 3. Facilities: The Board shall provide the facilities and set the time for such conferences to take place, provided that the parties shall meet together at least once each four months if either party makes a request for such meetings.

ARTICLE XIV

TEACHER EVALUATION

Section 1. Evaluation: Probationary teachers will be evaluated annually. At least three observations will be conducted with prior notice. Continuing contract teachers will be evaluated annually. All evaluations will include, but are not limited to at least one observation, where prior notice of the observation has been given. A follow up conference concerning each observation will be held within ten working days.

A copy of the evaluation will be shared at a conference, with the teacher having an opportunity to include a written comment. A copy of the written evaluation shall be placed in the teacher's personnel file. Criteria for the evaluation will be pursuant to Minn. Stat. § 122A.40, subd. 8.

Section 2. Teacher Evaluation Policy: The School District will maintain a district policy related to teacher evaluation. Opportunities shall be afforded the exclusive representative to meet and confer regarding any modifications in the teacher policy prior to Board action for a revision.

Section 3. Peer Coaching and Assistance: Teacher peer coaching and assistance is intended to enhance the professional growth of teachers involved in the program. Teachers will be able to access the peer coaching and assistance program as defined by district policy. In no case may information gathered through the district's Peer Coaching Program be used to form the basis for any disciplinary action or used to judge the competency of a given teacher.

Section 4. Teacher Discipline and Discharge: Disciplinary actions may be imposed on teachers for just cause and are subject to the grievance procedure established by this contract.

Subd. 1. Discipline shall include only the following, but not necessarily in this order:

- > oral reprimand
- > written reprimand
- > suspension
- > discharge

Subd. 2. The School District shall not meet with a teacher for the purpose of questioning the teacher during an investigation that may lead to discipline without first offering the teacher an opportunity for representation from the Association. If the teacher waives the right to such representation, he/she must do so in writing prior to the questioning. The teacher shall be advised of the nature of the allegations prior to the questioning.

Subd. 3. Oral reprimands shall be clearly identified as such at the time the disciplinary action is administered.

Subd. 4. A copy of a written reprimand shall be given to the teacher prior to having such reprimand placed in the personnel file.

Subd. 5. The School District shall not discharge a permanent teacher without just cause.

Subd. 6. In order that no unwarranted disciplinary action will be taken against a teacher, the school district will make a full and comprehensive investigation of any alleged violation of this agreement, the district policies and regulations, and state and local laws. If preliminary investigation indicates there will be sufficient cause for possible disciplinary action, the involved teacher will be so informed that the investigation will continue and that the teacher may be involved in the investigation. The School District reserves the right to suspend any teacher with pay during an investigation.

ARTICLE XV

LENGTH OF THE SCHOOL YEAR

Section 1. Teacher Duty Days: The School Board shall, prior to June 1 of each school year, establish the number of school days and teacher duty days for the ~~2019-2020~~ 2021-2022 and ~~2020-2021~~ 2022-2023 school years, and teachers shall perform services on those days as determined by the school district, including those legal holidays on which the School District is authorized to conduct school, and pursuant to such authority has determined to conduct school. Opportunity shall be afforded the Exclusive Representative to meet and confer in regard to the calendar prior to adoption. There shall be 184 teacher duty days for both the ~~2019-2020~~ 2021-2022 and ~~2020-2021~~ 2022-2023 school years, with a minimum of 6 teacher workdays.

Section 2. Emergency Closing: In the event a teacher duty day is lost due to an emergency school closing, the following procedure will be implemented:

- a) teachers are not required to report on emergency closing days;

- b) teachers will not be required to make up the first two emergency closings as called by the School District in a given year;
- c) the School District has the right to require teachers to make up emergency closing days beginning on the third closing day in a given year. If a day is made up, the School District will determine whether the day will be an instructional or non-instructional day;
- d) if emergency necessitates a late start or early dismissal, teachers are able to arrive late in accordance with the length of the time in delay, and leave when students have departed;
- e) if a school closing occurs during a teacher's unpaid leave of absence of thirty days or more, then the teacher will not receive school closing pay.

Section 3. Modifications in Calendar, Length of School Day:

Subd. 1. In the event of more than two emergency days, the School District further reserves the right to modify the length of the school day or calendar as the School Board shall determine, provided that the total number of hours per week shall not exceed the hours worked during a regular five day week.

Subd. 2. The WEA President and the WEA Negotiations Team shall be afforded an opportunity to meet with the School District to discuss any changes in the calendar or the length of the workday.

ARTICLE XVI

UNREQUESTED LEAVE OF ABSENCE AND SENIORITY

Section 1. Purpose: The purpose of this Article is to implement the provisions of Minn. Stat. § 122A.40, subd. 10, which, when adopted, shall constitute a plan for unrequested leave because of discontinuance of position, lack of pupils, financial limitations or merger of classes caused by consolidation of districts.

Section 2. Definitions:

Subd. 1. For purposes of this Article, the terms defined shall have the meaning respectively ascribed to them.

Subd. 2. "Teacher" means a member of the appropriate unit as defined in this Agreement.

Subd. 3. "Qualified" shall mean a teacher who is licensed in the subject matter category and has successfully taught such subject matter category within the past five years in the school district, except that nothing herein stated shall prevent the School District from making incidental assignments in subject matters for which a teacher is licensed to complete the teacher's schedule provided it shall not exceed two class assignments per day. Teachers on special assignment as of June 1, 2003, and beyond, shall be considered qualified pursuant to their certification and need not have taught in their subject matter within the last 5 years.

These incidental assignments may be made regardless of the teacher's placement or lack of placement on the seniority list only if they do not place a more senior staff person on unrequested leave.

Subd. 4. Non-Aligned Classes: Teachers teaching classes for which there is no specific certification shall be placed on a separate identified seniority list commencing with the first day of teaching in that assignment.

Subd. 5. A teacher may not be assigned into an area for which a seniority list is established, at the expense of others on the list, if the assignment exceeds the "incidental" two period assignment.

Subd. 6. A teacher who commences teaching in an area for which they are licensed but for which they were not initially hired, shall be placed on the additional seniority list commencing with the date they begin the additional assignment.

Subd. 7. A teacher who is employed by the District in an area for which they are licensed or in a non-aligned seniority category, and who has successfully taught the majority of his/her classes in that area for 3 consecutive years, shall maintain seniority in that area even though his/her teaching assignment may change to another area or certification on the seniority list.

Subd. 8. "Subject Matter" shall mean teachers in the following categories:

Elementary Categories: (1) Elementary Teacher; (2) Title I; (3) Academically Talented; (4) Computer; (5) Kindergarten; (6) ECSE.

Secondary Categories: (1) Agriculture; (2) Business Education; (3) Family/Consumer Science; (4) Industrial Education; (5) Language Arts; (6) Mathematics; (7) Science; (8) Social Studies; (9) Health; (10) Drivers Education; (11) Computer; (12) Academically Talented; (13) Work Experience Coordinator.

K-12 Categories: (1) Health Coordinator; (2) Speech Clinician; (3) Unique Learner Coordinator; (4) Physical Education; (5) Adaptive Physical Education; (6) Vocal Music; (7) Instrumental Music; (8) Library Media Specialist; (9) LD; (10) MMMI; (11) DCD; (12) EBD; (13) Title I Lead Teacher; (14) ESL Teacher; (15) School Psychologist; (16) Occupational Therapist; (17) Autism Teacher; (18) DHH; (19) School Social Worker; (20) Licensed School Nurse; (21) School Counselor; (22) Physical Therapist; (23) Art; (24) Reading; (25) French; (26) Spanish.

It is understood that for seniority purposes coordinators of work study programs (e.g., T & I, Distributive Education, etc.) will be considered as part of the subject matter area most closely related to the teacher's current assignment.

Subd. 9. "Seniority" means the number of days of continuous service of the regular school year (excluding summer sessions, extended employment, etc.) by a continuing contract teacher commencing with the first day of actual service in the School District and

shall exclude probationary teachers, and those teachers who are acting incumbents for teachers on authorized military, or other leaves of absence. Part-time continuing contract teachers who are members of the appropriate unit shall have seniority pursuant to this Article, except the seniority of all part-time teachers shall be subordinate to full-time continuing contract teachers within areas of subject matter category. A teacher who commences teaching in an area for which they are licensed but for which they were not initially hired, shall be placed on the additional seniority list, commencing with the date they begin the additional assignment.

In determining the length of seniority, a teacher whose employment has been legally terminated by resignation, or termination pursuant to Minn. Stat. § 122A.40, but whose employment was subsequently reinstated, by action of the School District and the teacher, without interruption of regular service, shall retain his/her original seniority date.

Subd. 10. “School Board” means the local governing board of the school district.

Section 3. Unrequested Leaves of Absence:

Subd. 1. The School District may place on unrequested leave of absence for a period not exceeding three calendar years from the time such leave is commenced, without pay or fringe benefits, such teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes. Such leave shall be effective no later than the close of the school year or at such earlier time as mutually agreed between the teacher and the school district.

Subd. 2. Teachers placed on such leave shall receive notice by July 1st of the school year prior to the commencement of such leave with reasons and with the opportunity for a hearing applicable to unrequested leave.

Subd. 3. Teachers placed on unrequested leave shall be done in inverse order of seniority in the subject matter categories covered by this Agreement. No teacher shall be placed on unrequested leave if there is any other qualified teacher with less seniority in the same subject matter category, except under provisions of Article XVI, Section 2, Subd. 3 and 5.

Subd. 4. In the event of a staff reduction affecting teachers whose first date of employment commenced on the same date, and have equal seniority, seniority shall be determined by the signing date of their initial employment contract. If the teachers’ signing date is the same then the selection of the teacher for the purposes of discontinuance shall be determined by the following: 1. The offer date of employment. 2. The teachers’ years of total experience including out of district experience.

Subd. 5. Any teacher placed on such leave may engage in teaching or any other occupation during such period and may be eligible for unemployment compensation if otherwise eligible under that law for such compensation and such leave will not result in a loss of credit for years of service in the School District earned prior to the commencement of such leave.

Section 4. Reinstatement:

Subd. 1. No new teacher shall be employed by the School District while any qualified teacher is on unrequested leave of absence in the subject matter category in positions covered by this Agreement. Teachers placed on unrequested leave of absence shall be reinstated to the position from which they have been given leave, or any other available position in the School District covered by this Agreement in the subject matter categories in which they are qualified as such positions become available. The order of reinstatement shall be in inverse order in which teachers were placed on unrequested leave.

Subd. 2. When placed on unrequested leave, a teacher shall file his/her name and address with the school district Human Resources Department to which any notice of reinstatement or availability of position shall be mailed. Proof of service by the person in the School District depositing such notice to the teacher by certified mail at the last known address shall be sufficient and it shall be the responsibility of any teacher on unrequested leave to provide for forwarding of mail or for address changes. Failure of a notice to reach a teacher shall not be the responsibility of the School District if any notice has been mailed as provided herein.

Subd. 3. If a position becomes available for a qualified teacher on unrequested leave, the School District shall mail the notice to such teacher who shall have 20 calendar days from the date of such notice to accept reemployment prior to August 1. After August 1, until three days before the beginning of the teacher work year, the teacher will be required to respond within a ten working day period of time. If the ten days extend to within three working days of the start of the teacher work year, the teacher will need to respond prior to three days before the first teacher duty day. Failure to reply in writing within the required period or accept such reemployment offered if equal to that existing at the time of placement on unrequested leave, shall constitute waiver on the part of any teacher to any further rights of employment or reinstatement and shall forfeit any future reinstatement or employment rights.

Subd. 4. A teacher who has been placed on unrequested leave, but who then accepts a position less than that in effect at the time of being placed on unrequested leave, shall have rights of reinstatement up to the amount equal to that existing at the time of being placed on unrequested leave.

Subd. 5. If a teacher is offered a teaching position that is less than that which they had at the time of being placed on leave, and refuses that position, this does not negate their being offered the position the following year, if they are senior to the person currently holding the part-time position.

Subd. 6. Reinstatement rights shall automatically cease five years from the date unrequested leave was commenced and no further rights to reinstatement shall exist unless extended by written mutual consent with each qualified teacher.

Subd. 7. A teacher on leave of absence under this Article shall retain such number of leave days, experience credit for pay purposes, and other accrued benefits, if any, at the time

he/she went on leave for use upon his/her return. No additional leave, experience credit for pay purposes, or other benefits shall accrue for the period of time that a teacher is on leave.

Section 5. Establishment of Seniority List:

Subd. 1. On or before October 1 of each school year the School District shall cause a seniority list (by name, date of employment, qualification and subject matter category) to be prepared from its records. It shall thereupon post such list in an official place in each school building of the District and send one copy to the WEA President to be distributed to each building's representative.

Subd. 2. Any person whose name appears on such list and who may disagree with the findings of the School District and the order of seniority in said list shall have 30 days from the date of posting to supply written documentation, proof and request for seniority change to the School District.

Subd. 3. Within 30 calendar days thereafter, the School District shall evaluate any and all such written communications regarding the order of seniority contained in said list and may make such changes the School District deems warranted. A final seniority list shall thereupon be prepared by the School District, which list as revised shall be binding on the School District and any teacher. Each year thereafter the School District shall cause such seniority list to be updated to reflect any addition or deletion of personnel caused by retirement, death, resignation, or other cessation of service, or new employees. Such yearly revised list shall govern the application of the unrequested leave of absence policy until thereafter revised.

Subd. 4. If seniority language changes affect teacher assignments, those changes will go into effect at the next natural break agreeable to the Association and the Board or its designee.

Section 6. Dual Licensure: Notwithstanding any language in this Article to the contrary, a teacher who is hired and appropriately licensed to teach a grade level or class shall maintain the license for the grade or class for which they were hired. In the event a teacher does not keep the license for the grade level or class for which they were hired current, or surrenders a license, the teacher shall have no seniority in the position for which they were hired and the District shall not be required to reassign or realign a teacher position to create a position for such teacher.

Section 7. Effect: This Article shall be effective at the beginning date of this Agreement and shall be governed by its duration clause. This Article shall govern all teachers as defined therein and shall not be construed to limit the rights of any other licensed employee not covered by this Agreement or other Agreement affecting such licensed employee.

ARTICLE XVII

CAREER TRANSITION TRUST

Section 1. Introduction, Explanation, Retirement Notification: The purpose of the Career Transition Trust (hereafter called "PLAN") is to encourage teachers to develop a financial plan for

their future by providing money, which would otherwise have been available at retirement, for investment during the course of employment with the School District.

The PLAN will require participation by the teacher coupled with a matching contribution from the school district.

A teacher will notify the District of the intention to retire by March 1 for retirement at the end of the school year. Teachers will be approved for a mid-school year retirement with a 60 day notice. Modifications to this notification deadline may be made between the Superintendent and an individual teacher in the event that this notification is not possible due to extenuating circumstances.

Section 2. Defined Contribution Program (District Matching Benefit):

For purposes of calculating “Years of Service” under this Section, the parties shall recognize experience consistent with the terms of Article IX, Section 5, Subd. 2 as follows: To receive credit for a year of experience, a full-time teacher must be employed at least 100 days during a school year under contract in the School District. Part-time teachers covered by this Agreement must be assigned at least 4 clock hours per day of duty time and 75% of the district’s scheduled duty days during the year in order to receive credit for a year’s experience. Part-time teachers that do not qualify for a full year of experience shall achieve a “Year of Service” when they have obtained the equivalent of one year of teaching.

Subd. 1. The School District shall contribute, under this subdivision, matching funds according to the following schedule not to exceed the yearly amount as listed.

| <u>Years of Service In District</u> | <u>District Matching Contribution</u> |
|---|---|
| Probationary | No district match. |
| Continuing Contract-4 yrs. | \$525 Match |
| 5-8 yrs. | \$900 Match |
| 9-12 yrs. | \$1,400 Match |
| 13-16 yrs. | \$2,200 Match |
| 17-20 yrs. | \$2,400 Match |
| 21+ yrs. | \$2,825 Match |

Lifetime Maximum District Contribution ~~\$45,000~~ **\$50,000 (As of September 1, 2021)**
Lifetime Maximum District Contribution \$55,000 (As of September 1, 2022)

Subd. 2. Eligibility: Continuing contract teachers employed one-half time or more shall be eligible for a pro-rata share of the School District's matching contribution, excluding Title I and substitute teachers.

Subd. 3. Administration of PLAN-Defined Contribution Program (District Matching Benefit):

- a) Benefits Cannot be Accumulated: The District Matching Benefit will begin when the teacher initiates an eligible investment program.

A teacher may elect to contribute to the selected program more than the School District Matching Benefit.

The District Matching Benefit cannot be accumulated on a year-to-year basis if a teacher elects to begin participation after the first year of eligibility.

- b) Definition – Years of Service: Years of service shall mean completed years of accumulated full-time equivalent service in District 110, including current school year, as defined in Article XVII, Section 2.

Years of service shall be measured as of July 1 each year.

- c) Plan Year Begins September 1: The annual year for the District Matching Benefit contribution shall be September 1 through August 31. Changes in District Matching Benefit amounts, based on years of service, shall occur on September 1 of each year.

- d) Plan Must Comply with Federal and State Laws: The PLAN is subject to applicable code provisions of the Minnesota Statutes, IRS Code Section 403(b), and IRS Code Section 457.

Subd. 4. Selection of Vendors: When considering vendors under federal Internal Revenue Code section 403(b), the School District and the Exclusive Representative shall consider all of the factors set out in Minn. Stat. § 123B.02, subd. 15(b).

Subd. 5. Vendors: Participation in the benefits of this Article is limited to teachers who select one of the following vendors:

Ameriprise Financial
Educators Financial Services, Inc.
Horace Mann
VOYA Financial
Thrivent Financial
Edward Jones

Additional vendors may be utilized with pre-approval by the School District's business office.

Section 3. Retiree Insurance: Refer to Article XI, Section 6, Subd. 2 for District insurance contribution benefit available to retirees.

ARTICLE XVIII

EARLY CHILDHOOD FAMILY EDUCATION

Section 1. Applicable Staff: The provisions of this Agreement shall apply to Early Childhood Family Education (ECFE) teachers employed by the Community Education Program of this School District, except as otherwise noted in this Article.

Section 2. Contract Rights: The parties agree that pursuant to Minn. Stat. § 122A.40, “A license which is required for an instructor in a Community Education Program shall not be construed to bring an individual within the definition of teacher for the purpose of Minn. Stat. §§ 122A.40 or 122A.41, subd. 1(a).” Thus, ECFE teachers do not have continuing contract rights provided by Minnesota Law.

Section 3. Probationary Period: ECFE teachers shall serve a probationary period of three school years from their first day of actual service. After completion of the probationary period, the teacher may be suspended or discharged only for just cause and such employee shall have access to the grievance procedure.

Section 4. Seniority: After completion of the probationary period, ECFE teachers shall accrue seniority from their first day of continuous service. ECFE teachers shall have a separate seniority list and shall have employment rights only within the ECFE program. Other district teachers shall not have bumping rights into the ECFE program.

Section 5. Working Conditions: Recognizing the unique nature of the ECFE teachers’ program, which is delivered via a nontraditional duty day and duty year, the parties agree that Article VII, Working Conditions, does not cover ECFE teachers’ employment. Instead, the parties agree to the following:

The School District will determine the hours of assignment, including instructional time, non-instructional time, and preparation time. Non-instructional time will be used for teacher preparation and planning time and other needs as determined at the department level. The School District will provide each ECFE teacher with a duty free preparation time on student days in an amount equal to or greater than the amount of time provided to non-ECFE teachers covered under this Agreement. Where possible, it is preferred that these minutes be consecutive. It is recognized that intermittent schedule changes for special events, assemblies, field trips, etc. may interfere with a teacher’s preparation time during a given day.

When additional hours are available, the Community Education Director in conjunction with the Early Childhood Program Supervisor shall determine which of the staff is properly licensed for the position. In the event two or more teachers are qualified, the assignment shall be offered in seniority order, not to exceed a maximum of forty hours per week.

When it is necessary to reduce the number of ECFE teachers, the release shall be in reverse seniority order. ECFE teachers whose hours are reduced, or who are laid off, shall be given at least 7 calendar days' notice prior to such reduction/layoff. If a teacher is provided with less than a 7 day notice due to a cancelled class, then he/she will be compensated for 35% of the previously assigned hours for such class in the form of an alternate assignment that has been mutually agreed upon by the teacher and the Early Childhood Program Supervisor.

Section 6. Leaves of Absence:

Subd. 1. ECFE teachers shall earn sick and bereavement leave on pro-rata basis equivalent to that accrued by K-12 teachers and are eligible for personal leave. Such leaves shall be granted pursuant to Article XII, Sections 2, 3, and 4 of this Agreement.

Subd. 2. ECFE teachers who work at least 1120 hours per year shall be eligible for four (4) paid holidays: Thanksgiving, Christmas, New Year's Day, and Presidents' Day.

Subd. 3. Additionally, ECFE teachers are eligible for the following leave provisions in Article XII of this Agreement: Section 1, Family and Medical Leave Act; Section 5, Child Care Leave; Section 6, Medical Leave; Section 7, Professional Leave; Section 8, Military Leave; Section 9, Extended Leave of Absence; and Section 10, Jury Duty.

Section 7. Teacher Evaluation: ECFE teachers shall be covered by all provisions contained in Article XIV, Teacher Evaluation.

Section 8. Group Insurance: ECFE teachers will have the option of participating in the insurance programs at their own expense if permitted by the insurance carrier.

Subd. 1. The selection of the insurance carrier and policy shall be made by the School District subject to the right of the Association to meet and confer on such matter. The Board agrees, however, not to reduce the level of benefits of existing coverage during the term of this Agreement except by mutual agreement of the parties, or as permitted by law.

Subd. 2. Full-time ECFE teachers (at least 1,120 hours per school year) shall be eligible for a District contribution toward the cost of the premium for the current District health insurance plan as indicated below. The cost of the premium not contributed by the School District shall be borne by the teacher and paid by payroll deduction.

| <u>Plan</u> | <u>2019-2020 (9/1/19-2/29/20)</u> | <u>2019-2020 (3/1/20-8/31/20)</u> | <u>2020-2021 (9/1/20-8/31/21)</u> |
|----------------------|--|--|-----------------------------------|
| Single | \$681.23 per month | \$ 713.28 per month | \$ 767.13 per month |
| Single + 1 | \$986.00 per month | \$1,060.59 per month | \$1,185.91 per month |
| Family | \$1,234.50 per month | \$1,324.94 per month | \$1,476.88 per month |
| <u>Plan</u> | <u>2021-2022 (9/1/21-8/31/22)</u> | <u>2022-2023 (9/1/22-8/31/23)</u> | |
| <u>Single</u> | <u>\$ 767.13 per month</u> | <u>\$ 767.13 per month</u> | |

| | | |
|-----------------|-----------------------------|-----------------------------|
| Single+1 | \$1,185.91 per month | \$1,185.91 per month |
| Family | \$1,476.88 per month | \$1,476.88 per month |

Part-time teachers who are scheduled an average of at least 22.5 hours per week (720 hours per school year) will receive a pro rata share of the School District’s contribution for health insurance.

Subd. 3. ECFE teachers may use any dollar amounts not used for medical/hospitalization insurance coverage for payment of their dental insurance. The District’s dental insurance program is the only eligible dental program. Any remaining unused dollar amounts remain with the ECFE teacher as salary.

Section 9. Salary Schedule:

2019-2020

| <u>Step</u> | <u>Teacher</u> | <u>Teacher w/M.A.</u> |
|-------------|--------------------|-----------------------|
| 1 | \$28.35 | \$30.46 |
| 2 | \$29.25 | \$31.47 |
| 3 | \$30.17 | \$32.50 |
| 4 | \$31.12 | \$33.58 |
| 5 | \$32.14 | \$34.71 |
| 6 | \$33.17 | \$35.87 |

2020-2021

| <u>Step</u> | <u>Teacher</u> | <u>Teacher w/M.A.</u> |
|-------------|--------------------|-----------------------|
| 1 | \$28.78 | \$30.91 |
| 2 | \$29.69 | \$31.95 |
| 3 | \$30.62 | \$32.99 |
| 4 | \$31.59 | \$34.08 |
| 5 | \$32.63 | \$35.23 |
| 6 | \$33.67 | \$36.41 |

2021-2022

| <u>Step</u> | <u>Teacher</u> | <u>Teacher w/M.A.</u> |
|-------------|-----------------------|-----------------------|
| 1 | <u>\$29.36</u> | <u>\$31.53</u> |
| 2 | <u>\$30.28</u> | <u>\$32.59</u> |
| 3 | <u>\$31.23</u> | <u>\$33.65</u> |
| 4 | <u>\$32.22</u> | <u>\$34.76</u> |
| 5 | <u>\$33.28</u> | <u>\$35.94</u> |
| 6 | <u>\$34.34</u> | <u>\$37.13</u> |

2022-2023

| <u>Step</u> | <u>Teacher</u> | <u>Teacher w/M.A.</u> |
|-------------|----------------|-----------------------|
|-------------|----------------|-----------------------|

| | | |
|---|----------------|----------------|
| 1 | <u>\$29.94</u> | <u>\$32.16</u> |
| 2 | <u>\$30.88</u> | <u>\$33.24</u> |
| 3 | <u>\$31.86</u> | <u>\$34.32</u> |
| 4 | <u>\$32.87</u> | <u>\$35.46</u> |
| 5 | <u>\$33.94</u> | <u>\$36.66</u> |
| 6 | <u>\$35.03</u> | <u>\$37.88</u> |

Section 10. Lane Placement on Salary Schedule: To be considered for application on the salary schedule, a master’s degree must be conferred by an accredited university and deemed germane to an ECFE teacher’s assignment unless otherwise approved by the superintendent or his/her designee.

Section 11. Official Transcript and Lane Change Effective Date: The educational level of an ECFE teacher as of August 31 will be the basis of pay for that school year except eligible master degrees conferred by December 15 and March 31. These shall be used in determining the basis of pay for the remainder of the school year. Applications for a salary adjustment due to the educational level of an ECFE teacher shall be made to the Human Resources Department by the submission of an official transcript that shows that a master’s degree has been conferred prior to the above-mentioned dates. If an official transcript is not available by these dates, other satisfactory evidence of the award of a master’s degree will be recognized pending the receipt of an official transcript. ECFE teachers may move to the master’s degree lane on the following dates: August 31, December 15, or March 31.

Section 12. End of Employment: ECFE teachers who complete fifteen (15) years of service may cash out up to fifteen (15) unused accumulated sick leave days at the time they retire or resign their employment with the District.

Section 13. Defined Contribution Program (District Matching Benefit): ECFE teachers will be eligible for a District contribution to a 403(b), as established in provisions of Article XVII, Section 2, Subd. 1 with the following criteria:

- a. A teacher who works at least 1120 hours per year will receive the district matching contribution in the following school year.
- b. Teachers working less than 1120 hours per year will receive the district matching contribution in the year following accumulation of 1120 hours.

Section 14. Additional Provisions: In addition to the provisions outlined in this Article, the following Articles in this Agreement shall also apply to ECFE teachers: Articles I, II, III, IV, V, VI, XI-Section 3, XI-Section 5 (full-time ECFE teachers only), XII, XIV, XV-Sections 2 and 3 only, XVIII, and XIX. Those Articles not noted do not apply to ECFE teachers.

ARTICLE XIX

MISCELLANEOUS

Section 1. Mileage Allowance: Mileage reimbursement will be established by the School Board on a district-wide basis.

Section 2. Teacher Restrooms: Where existing facilities permit, teacher restrooms, separate for each sex and separate from the students' restrooms, shall be provided.

Section 3. Parking Facilities: Adequate off-street paved parking facilities shall be identified for the exclusive use of school personnel and visitors. This clause shall not, however, require the construction of additional off-street paved parking facilities.

Section 4. Teacher Facilities:

Subd. 1. Each school building shall have a teacher lounge facility comparable in size and furnishing to the lounge facility which currently exists.

Subd. 2. A separate, private dining area for the exclusive use of school personnel shall be provided.

Subd. 3. Vending machines shall be allowed in the teachers' lounge and teacher lunchroom areas.

Section 5. Copies of Agreement: Copies of this Agreement shall be printed at the expense of the School District as soon as practical after the Agreement is signed and presented to all teachers in the system and to each new teacher. Further, the board shall furnish (5) copies of the Agreement to the Association for its use.

Section 6. Tax Sheltered Annuities: Teachers will be eligible to participate in a tax sheltered annuity plan permitted by law.

Section 7. Grievances: Grievances concerning this Agreement shall be governed by Attachment E.

Section 8. Written Notice of Assignment and Salary Information: The School District shall give each teacher written notice of their specific assignment, salary schedule step and lane placement, and annual salary. Such notice will be given no later than September 1 of each year. If negotiations for a new collective bargaining agreement are not completed by September 1 in any odd-numbered year, the written notice will be distributed within thirty (30) days after the ratification of the collective bargaining agreement.

Section 9. Retroactive Application: This Agreement shall apply to any teacher who is employed in the School District during the contract term or any portion thereof.

ARTICLE XX

DURATION

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, ~~2019~~ **2021** through June 30, ~~2021~~ **2023** and thereafter until modifications are made pursuant to P.E.L.R.A. If either party desires to modify or amend this Agreement commencing on July 1, ~~2019~~ **2021** it shall give written notice of such intent no later than

February 14, ~~2021~~ **2023**. Unless otherwise mutually agreed, the parties shall commence negotiations at least 120 days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the school board and the exclusive representative representing the teachers of the school district. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions. Nothing in this Agreement shall be construed to obligate the School District to continue or discontinue existing or past practices, or prohibit the School District from exercising all management rights and prerogatives, except insofar as this exercise would be in express violation of any terms of this Agreement.

Section 3. Finality: Unless otherwise mutually agreed by the parties, any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 4. Severability: If any provision of this Agreement or the application of any such provision is found to be contrary to law, that provision shall be severable and it shall not affect any other provisions of this Agreement or the application of any provision thereof.

IN WITNESS WHEREOF, The parties have executed this Agreement as follows:

FOR
WACONIA EDUCATION ASSOCIATION

FOR
INDEPENDENT SCHOOL DIST. NO. 110

Kari Klein
WEA President

Dana Geller
School Board Chair

Michael Jensen
WEA Secretary

Jackie Johnson
School Board Clerk

Dave Aeling
WEA Chief Negotiator

Dated this ____ day of _____ 2022.

Dated this ____ day of _____ 2022.

2019-2020 2021-2022 Salary Schedule

| STEP | BA | BA+15 QTR | BA+30 | BA+45 | BA+60/MA | MA+15 | MA+30 | MA+45 |
|--|--------|-----------|-----------|-----------|--------------|-----------|-----------|-----------|
| | BA | BA+10 SEM | BA+20 SEM | BA+30 SEM | BA+40 MA SEM | MA+10 SEM | MA+20 SEM | MA+30 SEM |
| A | 42,603 | 44,064 | 45,576 | 47,139 | 48,755 | 50,429 | 52,158 | 53,946 |
| B | 43,816 | 45,320 | 46,873 | 48,482 | 50,145 | 51,865 | 53,643 | 55,484 |
| C | 45,066 | 46,611 | 48,210 | 49,864 | 51,574 | 53,343 | 55,173 | 57,065 |
| D | 46,350 | 47,939 | 49,583 | 51,285 | 53,043 | 54,864 | 56,745 | 58,692 |
| E | 47,671 | 49,306 | 50,997 | 52,745 | 54,556 | 56,426 | 58,362 | 60,364 |
| F | 49,029 | 50,710 | 52,450 | 54,250 | 56,111 | 58,035 | 60,025 | 62,084 |
| G | 50,427 | 52,158 | 53,946 | 55,795 | 57,710 | 59,689 | 61,737 | 63,854 |
| H | 51,864 | 53,643 | 55,483 | 57,385 | 59,355 | 61,390 | 63,496 | 65,674 |
| I | | 55,172 | 57,064 | 59,021 | 61,046 | 63,140 | 65,304 | 67,545 |
| J | | | | 60,704 | 62,786 | 64,939 | 67,167 | 69,470 |
| K | | | | 62,434 | 64,574 | 66,791 | 69,081 | 71,450 |
| L | | | | | 66,415 | 68,693 | 71,049 | 73,487 |
| M | | | | | 68,308 | 70,650 | 73,074 | 75,580 |
| N | | | | | 70,256 | 72,665 | 75,157 | 77,734 |
| O | | | | | 72,258 | 74,735 | 77,299 | 79,951 |
| P | | | | | 74,316 | 76,865 | 79,503 | 82,228 |
| Q | | | | | 76,435 | 79,056 | 81,768 | 84,572 |
| R | | | | | 78,612 | 81,309 | 84,098 | 86,983 |
| | | | | | | | | |
| | | | | | | | | |
| The Career Increment will begin after the last step of the BA+60/MA, MA+15, MA+30 or MA+45 lane. | | | | | | | | |
| Please refer to Article IX, Section 2. | | | | | | | | |
| 2021-2022 Salary Including Career Increment | | | | | | | | |
| | | | | | | | | |
| | | | | | BA+60/MA QTR | MA+15 QTR | MA+30 QTR | MA+45 QTR |
| | | | | | BA+40 MA SEM | MA+10 SEM | MA+20 SEM | MA+30 SEM |
| Career Increment | | | | | 81,757 | 84,562 | 87,462 | 90,462 |

2020-2021 ~~2022-2023~~ Salary Schedule

| STEP | BA | BA+15 QTR | BA+30 | BA+45 | BA+60/MA | MA+15 | MA+30 | MA+45 |
|--|--------|-----------|-----------|-----------|--------------|-----------|-----------|-----------|
| | BA | BA+10 SEM | BA+20 SEM | BA+30 SEM | BA+40 MA SEM | MA+10 SEM | MA+20 SEM | MA+30 SEM |
| A | 43,455 | 44,945 | 46,487 | 48,082 | 49,730 | 51,437 | 53,201 | 55,025 |
| B | 44,692 | 46,226 | 47,811 | 49,451 | 51,148 | 52,902 | 54,716 | 56,594 |
| C | 45,967 | 47,543 | 49,175 | 50,861 | 52,606 | 54,410 | 56,276 | 58,206 |
| D | 47,277 | 48,898 | 50,575 | 52,310 | 54,104 | 55,961 | 57,880 | 59,866 |
| E | 48,624 | 50,292 | 52,017 | 53,800 | 55,647 | 57,555 | 59,530 | 61,571 |
| F | 50,010 | 51,725 | 53,499 | 55,335 | 57,233 | 59,196 | 61,225 | 63,326 |
| G | 51,435 | 53,201 | 55,025 | 56,911 | 58,864 | 60,883 | 62,971 | 65,131 |
| H | 52,901 | 54,716 | 56,593 | 58,533 | 60,542 | 62,618 | 64,766 | 66,987 |
| I | | 56,275 | 58,205 | 60,202 | 62,267 | 64,403 | 66,611 | 68,896 |
| J | | | | 61,918 | 64,042 | 66,238 | 68,510 | 70,860 |
| K | | | | 63,683 | 65,866 | 68,126 | 70,462 | 72,879 |
| L | | | | | 67,744 | 70,067 | 72,470 | 74,957 |
| M | | | | | 69,675 | 72,063 | 74,535 | 77,092 |
| N | | | | | 71,661 | 74,118 | 76,660 | 79,289 |
| O | | | | | 73,703 | 76,230 | 78,845 | 81,550 |
| P | | | | | 75,803 | 78,402 | 81,093 | 83,873 |
| Q | | | | | 77,963 | 80,637 | 83,404 | 86,264 |
| R | | | | | 80,185 | 82,935 | 85,780 | 88,722 |
| | | | | | | | | |
| The Career Increment will begin after the last step of the BA+60/MA, MA+15, MA+30 or MA+45 lane. | | | | | | | | |
| Please refer to Article IX, Section 2. | | | | | | | | |
| 2022-2023 Salary Including Career Increment | | | | | | | | |
| | | | | | | | | |
| | | | | | BA+60/MA QTR | MA+15 QTR | MA+30 QTR | MA+45 QTR |
| | | | | | BA+40 MA SEM | MA+10 SEM | MA+20 SEM | MA+30 SEM |
| Career Increment | | | | | 83,593 | 86,460 | 89,426 | 92,493 |

Extra-Curricular Salary Schedules
Schedule C & D Rates

| | | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> |
|---------------------------|---------------|-------------------------|---------------|--------------------|--------------------|--------------------|
| | | Year 1-2 | Year 3-5 | Year 6-10 | Year 11-15 | Year 16+ |
| Multiplier | 2021-2022 | 47,939 | | Step 2 plus \$ 200 | Step 3 plus \$ 200 | Step 4 plus \$ 300 |
| | 2022-2023 | 48,898 | | | | |
| Cross Country | | Percent of BA15, Step D | | | | |
| | Head | 11.0 | 12.0 | 12.0 | 12.0 | 12.0 |
| | Assistant | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| | Middle School | 5.0 | 5.5 | 5.5 | 5.5 | 5.5 |
| Swimming | | | | | | |
| | Head | 13.0 | 14.0 | 14.0 | 14.0 | 14.0 |
| | Assistant | 9.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| | Diving | 8.0 | 9.0 | 9.0 | 9.0 | 9.0 |
| | Middle School | 6.0 | 7.0 | 7.0 | 7.0 | 7.0 |
| Football | | | | | | |
| | Head | 13.0 | 14.0 | 14.0 | 14.0 | 14.0 |
| | Assistant | 9.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| | 9th Grade | 8.0 | 9.0 | 9.0 | 9.0 | 9.0 |
| | Middle School | 6.0 | 7.0 | 7.0 | 7.0 | 7.0 |
| Tennis - Girls | | | | | | |
| | Head | 11.0 | 12.0 | 12.0 | 12.0 | 12.0 |
| | Assistant | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| Volleyball - Girls | | | | | | |
| | Head | 13.0 | 14.0 | 14.0 | 14.0 | 14.0 |
| | Assistant | 9.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| | 9th Grade | 8.0 | 9.0 | 9.0 | 9.0 | 9.0 |
| | Middle School | 6.0 | 7.0 | 7.0 | 7.0 | 7.0 |
| Soccer - Boys | | | | | | |
| | Head | 13.0 | 14.0 | 14.0 | 14.0 | 14.0 |
| | Assistant | 9.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| | 9th Grade | 8.0 | 9.0 | 9.0 | 9.0 | 9.0 |
| | Middle School | 6.0 | 7.0 | 7.0 | 7.0 | 7.0 |

Soccer - Girls

| | | | | | |
|---------------|------|------|------|------|------|
| Head | 13.0 | 14.0 | 14.0 | 14.0 | 14.0 |
| Assistant | 9.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| 9th Grade | 8.0 | 9.0 | 9.0 | 9.0 | 9.0 |
| Middle School | 6.0 | 7.0 | 7.0 | 7.0 | 7.0 |

Dance Team

| | | | | | |
|---------------|------|------|------|------|------|
| Head | 13.5 | 14.5 | 14.5 | 14.5 | 14.5 |
| Assistant | 9.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| Middle School | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |

Basketball - Boys

| | | | | | |
|---------------|------|------|------|------|------|
| Head | 14.0 | 15.0 | 15.0 | 15.0 | 15.0 |
| Assistant | 10.0 | 11.0 | 11.0 | 11.0 | 11.0 |
| 9th Grade | 9.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| Middle School | 8.0 | 9.0 | 9.0 | 9.0 | 9.0 |

Basketball - Girls

| | | | | | |
|---------------|------|------|------|------|------|
| Head | 14.0 | 15.0 | 15.0 | 15.0 | 15.0 |
| Assistant | 10.0 | 11.0 | 11.0 | 11.0 | 11.0 |
| 9th Grade | 9.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| Middle School | 8.0 | 9.0 | 9.0 | 9.0 | 9.0 |

Gymnastics

| | | | | | |
|---------------|------|------|------|------|------|
| Head | 13.5 | 14.5 | 14.5 | 14.5 | 14.5 |
| Assistant | 9.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| Middle School | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |

Wrestling

| | | | | | |
|---------------|------|------|------|------|------|
| Head | 13.5 | 14.5 | 14.5 | 14.5 | 14.5 |
| Assistant | 9.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| Middle School | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |

Hockey

| | | | | | |
|-----------|------|------|------|------|------|
| Head | 14.0 | 15.0 | 15.0 | 15.0 | 15.0 |
| Assistant | 10.0 | 11.0 | 11.0 | 11.0 | 11.0 |

Baseball

| | | | | | |
|---------------|------|------|------|------|------|
| Head | 11.0 | 12.0 | 12.0 | 12.0 | 12.0 |
| Assistant | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| 9th Grade | 6.0 | 7.0 | 7.0 | 7.0 | 7.0 |
| Middle School | 5.0 | 5.5 | 5.5 | 5.5 | 5.5 |

Golf - Boys

| | | | | | |
|---------------|------|------|------|------|------|
| Head | 11.0 | 12.0 | 12.0 | 12.0 | 12.0 |
| Assistant | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| Middle School | 5.0 | 5.5 | 5.5 | 5.5 | 5.5 |

Golf - Girls

| | | | | | |
|---------------|------|------|------|------|------|
| Head | 11.0 | 12.0 | 12.0 | 12.0 | 12.0 |
| Assistant | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| Middle School | 5.0 | 5.5 | 5.5 | 5.5 | 5.5 |

Lacrosse

| | | | | | |
|-----------|------|------|------|------|------|
| Head | 11.0 | 12.0 | 12.0 | 12.0 | 12.0 |
| Assistant | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |

Softball - Girls

| | | | | | |
|---------------|------|------|------|------|------|
| Head | 11.0 | 12.0 | 12.0 | 12.0 | 12.0 |
| Assistant | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| 9th Grade | 6.0 | 7.0 | 7.0 | 7.0 | 7.0 |
| Middle School | 5.0 | 5.5 | 5.5 | 5.5 | 5.5 |

Tennis - Boys

| | | | | | |
|-----------|------|------|------|------|------|
| Head | 11.0 | 12.0 | 12.0 | 12.0 | 12.0 |
| Assistant | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |

Track - Boys

| | | | | | |
|---------------|------|------|------|------|------|
| Head | 11.0 | 12.0 | 12.0 | 12.0 | 12.0 |
| Assistant | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| Middle School | 5.0 | 5.5 | 5.5 | 5.5 | 5.5 |

Track - Girls

| | | | | | |
|---------------|------|------|------|------|------|
| Head | 11.0 | 12.0 | 12.0 | 12.0 | 12.0 |
| Assistant | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| Middle School | 5.0 | 5.5 | 5.5 | 5.5 | 5.5 |

Strength Coach

| | | | | | |
|--|------|------|------|------|------|
| | 13.0 | 14.0 | 14.0 | 14.0 | 14.0 |
|--|------|------|------|------|------|

Cheerleading

| | | | | | |
|-------------------|-----|-----|-----|-----|-----|
| Head Fall Advisor | 5.5 | 6.0 | 6.0 | 6.0 | 6.0 |
|-------------------|-----|-----|-----|-----|-----|

Publications

| | | | | | |
|------------------------------|------|------|------|------|------|
| High School Yearbook Advisor | 11.0 | 12.0 | 12.0 | 12.0 | 12.0 |
|------------------------------|------|------|------|------|------|

| | | | | | |
|----------------------------------|------|------|------|------|------|
| Middle School Yearbook Advisor | 3.0 | 3.5 | 3.5 | 3.5 | 3.5 |
| HS Yearbook Photographer Advisor | 11.0 | 12.0 | 12.0 | 12.0 | 12.0 |
| Speech | | | | | |
| Director | 6.0 | 7.0 | 7.0 | 7.0 | 7.0 |
| Drama | | | | | |
| Fall Musical Director | 9.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| Fall Musical Asst. Director | 5.0 | 5.5 | 5.5 | 5.5 | 5.5 |
| Vocal Director | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| Instrumental Director | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| Spring Play Director | 9.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| Spring Play Assistant | 5.0 | 5.5 | 5.5 | 5.5 | 5.5 |
| Middle School Play | 5.0 | 5.5 | 5.5 | 5.5 | 5.5 |
| Middle School Play Assistant | 2.3 | 2.5 | 2.5 | 2.5 | 2.5 |
| Music | | | | | |
| Vocal Ensembles | 4.5 | 5.0 | 5.0 | 5.0 | 5.0 |
| Jazz Ensemble | 4.5 | 5.0 | 5.0 | 5.0 | 5.0 |
| Pep Band | 4.0 | 4.5 | 4.5 | 4.5 | 4.5 |
| Instrumental Ensembles | 4.5 | 5.0 | 5.0 | 5.0 | 5.0 |
| Middle Sch. Instr. Ens. | 2.5 | 3.0 | 3.0 | 3.0 | 3.0 |
| Middle Sch. Vocal Ens. | 2.0 | 2.5 | 2.5 | 2.5 | 2.5 |
| Conservation | | | | | |
| Head | 11.0 | 12.0 | 12.0 | 12.0 | 12.0 |
| Assistant | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| Student Government | | | | | |
| Senior High Student Council | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| Middle School Student Council | 3.0 | 4.0 | 4.0 | 4.0 | 4.0 |
| Prom Advisor | 5.0 | 6.0 | 6.0 | 6.0 | 6.0 |
| Elementary Student Council | 2.0 | 2.5 | 2.5 | 2.5 | 2.5 |
| Youth Groups, National | | | | | |
| FCCLA-Senior High | 11.0 | 12.0 | 12.0 | 12.0 | 12.0 |
| FCCLA-Senior High Assistant | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| FCCLA-Middle School | 4.0 | 5.0 | 5.0 | 5.0 | 5.0 |
| National Honor Society | 2.0 | 2.5 | 2.5 | 2.5 | 2.5 |
| Academic Lettering | 2.0 | 2.5 | 2.5 | 2.5 | 2.5 |

| | | | | | |
|--|------|------|------|------|------|
| Marching Band | | | | | |
| Head | 13.0 | 14.0 | 14.0 | 14.0 | 14.0 |
| Assistant | 9.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| Show Choir | | | | | |
| Head | 13.0 | 14.0 | 14.0 | 14.0 | 14.0 |
| Assistant | 9.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| 9th Grade | 8.0 | 9.0 | 9.0 | 9.0 | 9.0 |
| Middle School | 6.0 | 7.0 | 7.0 | 7.0 | 7.0 |
| Unified Sports | | | | | |
| Head | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| Assistant | 3.0 | 3.5 | 3.5 | 3.5 | 3.5 |
| Academic Challenge (Knowledge Bowl) | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| Arts and Culture Club | 3.0 | 3.5 | 3.5 | 3.5 | 3.5 |
| Math League | 3.0 | 3.5 | 3.5 | 3.5 | 3.5 |
| Math Counts | 2.0 | 2.5 | 2.5 | 2.5 | 2.5 |
| School Patrol | 1.5 | 2.0 | 2.0 | 2.0 | 2.0 |
| Science Club | 3.0 | 3.5 | 3.5 | 3.5 | 3.5 |
| EC - Garden Manager | 11.0 | 12.0 | 12.0 | 12.0 | 12.0 |
| International Club | 3.0 | 3.5 | 3.5 | 3.5 | 3.5 |
| Robotics Club - Head | 11.0 | 12.0 | 12.0 | 12.0 | 12.0 |
| Robotics Club - Assistant | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| DECA Club - Head | 11.0 | 12.0 | 12.0 | 12.0 | 12.0 |
| DECA Club - Assistant | 7.0 | 8.0 | 8.0 | 8.0 | 8.0 |

Extra-Curricular Salary Schedules
Schedule C
~~2019-2020~~ **2021-2022**

| <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> |
|---------------|---------------|---------------|---------------|---------------|
| Years | Years | Years | Years | Years |
| 1-2 | 3-5 | 6-10 | 11-15 | 16+ |

| | | | | | |
|------------|-----------|--------|--------|--------|--------|
| Multiplier | 2021-2022 | 47,939 | Step 2 | Step 3 | Step 4 |
| | 2022-2023 | 48,898 | plus | plus | plus |
| | | | \$ | \$ | \$ |
| | | | 200 | 200 | 300 |

Cross Country

Percent of BA15, Step D

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 5,273 | 5,753 | 5,953 | 6,153 | 6,453 |
| Assistant | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |
| Middle School | 2,397 | 2,637 | 2,837 | 3,037 | 3,337 |

Swimming

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 6,232 | 6,711 | 6,911 | 7,111 | 7,411 |
| Assistant | 4,315 | 4,794 | 4,994 | 5,194 | 5,494 |
| Diving | 3,835 | 4,315 | 4,515 | 4,715 | 5,015 |
| Middle School | 2,876 | 3,356 | 3,556 | 3,756 | 4,056 |

Football

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 6,232 | 6,711 | 6,911 | 7,111 | 7,411 |
| Assistant | 4,315 | 4,794 | 4,994 | 5,194 | 5,494 |
| 9th Grade | 3,835 | 4,315 | 4,515 | 4,715 | 5,015 |
| Middle School | 2,876 | 3,356 | 3,556 | 3,756 | 4,056 |

Tennis - Girls

| | | | | | |
|-----------|-------|-------|-------|-------|-------|
| Head | 5,273 | 5,753 | 5,953 | 6,153 | 6,453 |
| Assistant | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |

Volleyball - Girls

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 6,232 | 6,711 | 6,911 | 7,111 | 7,411 |
| Assistant | 4,315 | 4,794 | 4,994 | 5,194 | 5,494 |
| 9th Grade | 3,835 | 4,315 | 4,515 | 4,715 | 5,015 |
| Middle School | 2,876 | 3,356 | 3,556 | 3,756 | 4,056 |

Soccer - Boys

| | | | | | |
|-----------------------|-------|-------|-------|-------|-------|
| Head | 6,232 | 6,711 | 6,911 | 7,111 | 7,411 |
| Assistant | 4,315 | 4,794 | 4,994 | 5,194 | 5,494 |
| 9th Grade (9th Grade) | 3,835 | 4,315 | 4,515 | 4,715 | 5,015 |
| Middle School | 2,876 | 3,356 | 3,556 | 3,756 | 4,056 |

Soccer - Girls

| | | | | | |
|-----------------------|-------|-------|-------|-------|-------|
| Head | 6,232 | 6,711 | 6,911 | 7,111 | 7,411 |
| Assistant | 4,315 | 4,794 | 4,994 | 5,194 | 5,494 |
| 9th Grade (9th Grade) | 3,835 | 4,315 | 4,515 | 4,715 | 5,015 |
| Middle School | 2,876 | 3,356 | 3,556 | 3,756 | 4,056 |

Dance Team

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 6,472 | 6,951 | 7,151 | 7,351 | 7,651 |
| Assistant | 4,315 | 4,794 | 4,994 | 5,194 | 5,494 |
| Middle School | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |

Basketball - Boys

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 6,711 | 7,191 | 7,391 | 7,591 | 7,891 |
| Assistant | 4,794 | 5,273 | 5,473 | 5,673 | 5,973 |
| 9th Grade | 4,315 | 4,794 | 4,994 | 5,194 | 5,494 |
| Middle School | 3,835 | 4,315 | 4,515 | 4,715 | 5,015 |

Basketball - Girls

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 6,711 | 7,191 | 7,391 | 7,591 | 7,891 |
| Assistant | 4,794 | 5,273 | 5,473 | 5,673 | 5,973 |
| 9th Grade | 4,315 | 4,794 | 4,994 | 5,194 | 5,494 |
| Middle School | 3,835 | 4,315 | 4,515 | 4,715 | 5,015 |

Gymnastics

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 6,472 | 6,951 | 7,151 | 7,351 | 7,651 |
| Assistant | 4,315 | 4,794 | 4,994 | 5,194 | 5,494 |
| Middle School | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |

Wrestling

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 6,472 | 6,951 | 7,151 | 7,351 | 7,651 |
| Assistant | 4,315 | 4,794 | 4,994 | 5,194 | 5,494 |
| Middle School | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |

Hockey

| | | | | | |
|-----------|-------|-------|-------|-------|-------|
| Head | 6,711 | 7,191 | 7,391 | 7,591 | 7,891 |
| Assistant | 4,794 | 5,273 | 5,473 | 5,673 | 5,973 |

Baseball

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 5,273 | 5,753 | 5,953 | 6,153 | 6,453 |
| Assistant | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |
| 9th Grade | 2,876 | 3,356 | 3,556 | 3,756 | 4,056 |
| Middle School | 2,397 | 2,637 | 2,837 | 3,037 | 3,337 |

Golf - Boys

| | | | | | |
|------|-------|-------|-------|-------|-------|
| Head | 5,273 | 5,753 | 5,953 | 6,153 | 6,453 |
|------|-------|-------|-------|-------|-------|

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Assistant | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |
| Middle School | 2,397 | 2,637 | 2,837 | 3,037 | 3,337 |

Golf - Girls

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 5,273 | 5,753 | 5,953 | 6,153 | 6,453 |
| Assistant | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |
| Middle School | 2,397 | 2,637 | 2,837 | 3,037 | 3,337 |

Lacrosse

| | | | | | |
|-----------|-------|-------|-------|-------|-------|
| Head | 5,273 | 5,753 | 5,953 | 6,153 | 6,453 |
| Assistant | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |

Softball - Girls

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 5,273 | 5,753 | 5,953 | 6,153 | 6,453 |
| Assistant | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |
| 9th Grade | 2,876 | 3,356 | 3,556 | 3,756 | 4,056 |
| Middle School | 2,397 | 2,637 | 2,837 | 3,037 | 3,337 |

Tennis - Boys

| | | | | | |
|-----------|-------|-------|-------|-------|-------|
| Head | 5,273 | 5,753 | 5,953 | 6,153 | 6,453 |
| Assistant | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |

Track - Boys

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 5,273 | 5,753 | 5,953 | 6,153 | 6,453 |
| Assistant | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |
| Middle School | 2,397 | 2,637 | 2,837 | 3,037 | 3,337 |

Track - Girls

| | | | | | |
|------|-------|-------|-------|-------|-------|
| Head | 5,273 | 5,753 | 5,953 | 6,153 | 6,453 |
|------|-------|-------|-------|-------|-------|

| | | | | | |
|-------------------------------------|-------|-------|-------|-------|-------|
| Assistant | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |
| Middle School | 2,397 | 2,637 | 2,837 | 3,037 | 3,337 |
| Strength Coach | 6,232 | 6,711 | 6,911 | 7,111 | 7,411 |
| Cheerleading | | | | | |
| Head Fall Advisor | 2,637 | 2,876 | 3,076 | 3,276 | 3,576 |
| Publications | | | | | |
| High School Yearbook Advisor | 5,273 | 5,753 | 5,953 | 6,153 | 6,453 |
| Middle School Yearbook Advisor | 1,438 | 1,678 | 1,878 | 2,078 | 2,378 |
| HS Yearbook Photographer Advisor | 5,273 | 5,753 | 5,953 | 6,153 | 6,453 |
| Speech | | | | | |
| Director | 2,876 | 3,356 | 3,556 | 3,756 | 4,056 |
| Drama | | | | | |
| Fall Musical Director | 4,315 | 4,794 | 4,994 | 5,194 | 5,494 |
| Fall Musical Asst. Director | 2,397 | 2,637 | 2,837 | 3,037 | 3,337 |
| Vocal Director | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |
| Instrumental Director | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |
| Spring Play Director | 4,315 | 4,794 | 4,994 | 5,194 | 5,494 |
| Spring Play Assistant | 2,397 | 2,637 | 2,837 | 3,037 | 3,337 |
| Middle School Play | 2,397 | 2,637 | 2,837 | 3,037 | 3,337 |
| Middle School Play Assistant | 1,103 | 1,198 | 1,398 | 1,598 | 1,898 |
| Music | | | | | |
| Vocal Ensembles | 2,157 | 2,397 | 2,597 | 2,797 | 3,097 |

| | | | | | |
|---------------------------|-------|-------|-------|-------|-------|
| Jazz Ensemble | 2,157 | 2,397 | 2,597 | 2,797 | 3,097 |
| Pep Band | 1,918 | 2,157 | 2,357 | 2,557 | 2,857 |
| Instrumental Ensembles | 2,157 | 2,397 | 2,597 | 2,797 | 3,097 |
| Middle Sch. Instr. Ens. | 1,198 | 1,438 | 1,638 | 1,838 | 2,138 |
| Middle Sch. Vocal Ens. | 959 | 1,198 | 1,398 | 1,598 | 1,898 |

Conservation

| | | | | | |
|-----------|-------|-------|-------|-------|-------|
| Head | 5,273 | 5,753 | 5,953 | 6,153 | 6,453 |
| Assistant | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |

Student Government

| | | | | | |
|-------------------------------|-------|-------|-------|-------|-------|
| Senior High Student Council | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |
| Middle School Student Council | 1,438 | 1,918 | 2,118 | 2,318 | 2,618 |
| Prom Advisor | 2,397 | 2,876 | 3,076 | 3,276 | 3,576 |
| Elementary Student Council | 959 | 1,198 | 1,398 | 1,598 | 1,898 |

Youth Groups, National

| | | | | | |
|-----------------------------|-------|-------|-------|-------|-------|
| FCCLA-Senior High | 5,273 | 5,753 | 5,953 | 6,153 | 6,453 |
| FCCLA-Senior High Assistant | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |
| FCCLA-Middle School | 1,918 | 2,397 | 2,597 | 2,797 | 3,097 |
| National Honor Society | 959 | 1,198 | 1,398 | 1,598 | 1,898 |
| Academic Lettering | 959 | 1,198 | 1,398 | 1,598 | 1,898 |

Marching Band

| | | | | | |
|-----------|-------|-------|-------|-------|-------|
| Head | 6,232 | 6,711 | 6,911 | 7,111 | 7,411 |
| Assistant | 4,315 | 4,794 | 4,994 | 5,194 | 5,494 |

Show Choir

| | | | | | |
|--|-------|-------|-------|-------|-------|
| Head | 6,232 | 6,711 | 6,911 | 7,111 | 7,411 |
| Assistant | 4,315 | 4,794 | 4,994 | 5,194 | 5,494 |
| 9th Grade | 3,835 | 4,315 | 4,515 | 4,715 | 5,015 |
| Middle School | 2,876 | 3,356 | 3,556 | 3,756 | 4,056 |
| Unified Sports | | | | | |
| Head | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |
| Assistant | 1,438 | 1,678 | 1,878 | 2,078 | 2,378 |
| Academic Challenge (Knowledge Bowl) | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |
| Arts and Culture Club | 1,438 | 1,678 | 1,878 | 2,078 | 2,378 |
| Math League | 1,438 | 1,678 | 1,878 | 2,078 | 2,378 |
| Math Counts | 959 | 1,198 | 1,398 | 1,598 | 1,898 |
| School Patrol | 719 | 959 | 1,159 | 1,359 | 1,659 |
| Science Club | 1,438 | 1,678 | 1,878 | 2,078 | 2,378 |
| EC - Garden Manager | 5,273 | 5,753 | 5,953 | 6,153 | 6,453 |
| International Club | 1,438 | 1,678 | 1,878 | 2,078 | 2,378 |
| Robotics Club - Head | 5,273 | 5,753 | 5,953 | 6,153 | 6,453 |
| Robotics Club - Assistant | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |
| DECA Club - Head | 5,273 | 5,753 | 5,953 | 6,153 | 6,453 |
| DECA Club - Assistant | 3,356 | 3,835 | 4,035 | 4,235 | 4,535 |

Extra-Curricular Salary Schedules
 Schedule D
~~2020-2021~~ 2022-2023

| | | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> |
|------------|-----------|---------------|---------------|---------------|---------------|---------------|
| | | Years | Years | Years | Years | Years |
| | | 1-2 | 3-5 | 6-10 | 11-15 | 16+ |
| Multiplier | 2021-2022 | 47,939 | | Step 2 | Step 3 | Step 4 |
| | | | | plus | plus | plus |
| | 2022-2023 | 48,898 | | \$ | \$ | \$ |
| | | | | 200 | 200 | 300 |

Cross Country

Percent of BA15, Step D

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 5,379 | 5,868 | 6,068 | 6,268 | 6,568 |
| Assistant | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
| Middle School | 2,445 | 2,689 | 2,889 | 3,089 | 3,389 |

Swimming

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 6,357 | 6,846 | 7,046 | 7,246 | 7,546 |
| Assistant | 4,401 | 4,890 | 5,090 | 5,290 | 5,590 |
| Diving | 3,912 | 4,401 | 4,601 | 4,801 | 5,101 |
| Middle School | 2,934 | 3,423 | 3,623 | 3,823 | 4,123 |

Football

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 6,357 | 6,846 | 7,046 | 7,246 | 7,546 |
| Assistant | 4,401 | 4,890 | 5,090 | 5,290 | 5,590 |
| 9th Grade | 3,912 | 4,401 | 4,601 | 4,801 | 5,101 |
| Middle School | 2,934 | 3,423 | 3,623 | 3,823 | 4,123 |

Tennis - Girls

| | | | | | |
|------|-------|-------|-------|-------|-------|
| Head | 5,379 | 5,868 | 6,068 | 6,268 | 6,568 |
|------|-------|-------|-------|-------|-------|

| | | | | | |
|---------------------------|-------|-------|-------|-------|-------|
| Assistant | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
| Volleyball - Girls | | | | | |
| Head | 6,357 | 6,846 | 7,046 | 7,246 | 7,546 |
| Assistant | 4,401 | 4,890 | 5,090 | 5,290 | 5,590 |
| 9th Grade | 3,912 | 4,401 | 4,601 | 4,801 | 5,101 |
| Middle School | 2,934 | 3,423 | 3,623 | 3,823 | 4,123 |
| Soccer - Boys | | | | | |
| Head | 6,357 | 6,846 | 7,046 | 7,246 | 7,546 |
| Assistant | 4,401 | 4,890 | 5,090 | 5,290 | 5,590 |
| 9th Grade | 3,912 | 4,401 | 4,601 | 4,801 | 5,101 |
| Middle School | 2,934 | 3,423 | 3,623 | 3,823 | 4,123 |
| Soccer - Girls | | | | | |
| Head | 6,357 | 6,846 | 7,046 | 7,246 | 7,546 |
| Assistant | 4,401 | 4,890 | 5,090 | 5,290 | 5,590 |
| 9th Grade | 3,912 | 4,401 | 4,601 | 4,801 | 5,101 |
| Middle School | 2,934 | 3,423 | 3,623 | 3,823 | 4,123 |
| Dance Team | | | | | |
| Head | 6,601 | 7,090 | 7,290 | 7,490 | 7,790 |
| Assistant | 4,401 | 4,890 | 5,090 | 5,290 | 5,590 |
| Middle School | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
| Basketball - Boys | | | | | |
| Head | 6,846 | 7,335 | 7,535 | 7,735 | 8,035 |
| Assistant | 4,890 | 5,379 | 5,579 | 5,779 | 6,079 |

| | | | | | |
|---------------------------|-------|-------|-------|-------|-------|
| 9th Grade | 4,401 | 4,890 | 5,090 | 5,290 | 5,590 |
| Middle School | 3,912 | 4,401 | 4,601 | 4,801 | 5,101 |
| Basketball - Girls | | | | | |
| Head | 6,846 | 7,335 | 7,535 | 7,735 | 8,035 |
| Assistant | 4,890 | 5,379 | 5,579 | 5,779 | 6,079 |
| 9th Grade | 4,401 | 4,890 | 5,090 | 5,290 | 5,590 |
| Middle School | 3,912 | 4,401 | 4,601 | 4,801 | 5,101 |
| Gymnastics | | | | | |
| Head | 6,601 | 7,090 | 7,290 | 7,490 | 7,790 |
| Assistant | 4,401 | 4,890 | 5,090 | 5,290 | 5,590 |
| Middle School | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
| Wrestling | | | | | |
| Head | 6,601 | 7,090 | 7,290 | 7,490 | 7,790 |
| Assistant | 4,401 | 4,890 | 5,090 | 5,290 | 5,590 |
| Middle School | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
| Hockey | | | | | |
| Head | 6,846 | 7,335 | 7,535 | 7,735 | 8,035 |
| Assistant | 4,890 | 5,379 | 5,579 | 5,779 | 6,079 |
| Baseball | | | | | |
| Head | 5,379 | 5,868 | 6,068 | 6,268 | 6,568 |
| Assistant | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
| 9th Grade | 2,934 | 3,423 | 3,623 | 3,823 | 4,123 |
| Middle School | 2,445 | 2,689 | 2,889 | 3,089 | 3,389 |

Golf - Boys

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 5,379 | 5,868 | 6,068 | 6,268 | 6,568 |
| Assistant | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
| Middle School | 2,445 | 2,689 | 2,889 | 3,089 | 3,389 |

Golf - Girls

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 5,379 | 5,868 | 6,068 | 6,268 | 6,568 |
| Assistant | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
| Middle School | 2,445 | 2,689 | 2,889 | 3,089 | 3,389 |

Lacrosse

| | | | | | |
|-----------|-------|-------|-------|-------|-------|
| Head | 5,379 | 5,868 | 6,068 | 6,268 | 6,568 |
| Assistant | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |

Softball - Girls

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 5,379 | 5,868 | 6,068 | 6,268 | 6,568 |
| Assistant | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
| 9th Grade | 2,934 | 3,423 | 3,623 | 3,823 | 4,123 |
| Middle School | 2,445 | 2,689 | 2,889 | 3,089 | 3,389 |

Tennis - Boys

| | | | | | |
|-----------|-------|-------|-------|-------|-------|
| Head | 5,379 | 5,868 | 6,068 | 6,268 | 6,568 |
| Assistant | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |

Track - Boys

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 5,379 | 5,868 | 6,068 | 6,268 | 6,568 |
| Assistant | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
| Middle School | 2,445 | 2,689 | 2,889 | 3,089 | 3,389 |

Track - Girls

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 5,379 | 5,868 | 6,068 | 6,268 | 6,568 |
| Assistant | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
| Middle School | 2,445 | 2,689 | 2,889 | 3,089 | 3,389 |

Strength Coach

| | | | | | |
|-------------------|-------|-------|-------|-------|-------|
| Head Fall Advisor | 2,689 | 2,934 | 3,134 | 3,334 | 3,634 |
|-------------------|-------|-------|-------|-------|-------|

Publications

| | | | | | |
|----------------------------------|-------|-------|-------|-------|-------|
| High School Yearbook Advisor | 5,379 | 5,868 | 6,068 | 6,268 | 6,568 |
| Middle School Yearbook Advisor | 1,467 | 1,711 | 1,911 | 2,111 | 2,411 |
| HS Yearbook Photographer Advisor | 5,379 | 5,868 | 6,068 | 6,268 | 6,568 |

Speech

| | | | | | |
|----------|-------|-------|-------|-------|-------|
| Director | 2,934 | 3,423 | 3,623 | 3,823 | 4,123 |
|----------|-------|-------|-------|-------|-------|

Drama

| | | | | | |
|------------------------------|-------|-------|-------|-------|-------|
| Fall Musical Director | 4,401 | 4,890 | 5,090 | 5,290 | 5,590 |
| Fall Musical Asst. Director | 2,445 | 2,689 | 2,889 | 3,089 | 3,389 |
| Vocal Director | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
| Instrumental Director | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
| Spring Play Director | 4,401 | 4,890 | 5,090 | 5,290 | 5,590 |
| Spring Play Assistant | 2,445 | 2,689 | 2,889 | 3,089 | 3,389 |
| Middle School Play | 2,445 | 2,689 | 2,889 | 3,089 | 3,389 |
| Middle School Play Assistant | 1,125 | 1,222 | 1,422 | 1,622 | 1,922 |

Music

| | | | | | |
|-------------------------|-------|-------|-------|-------|-------|
| Vocal Ensembles | 2,200 | 2,445 | 2,645 | 2,845 | 3,145 |
| Jazz Ensemble | 2,200 | 2,445 | 2,645 | 2,845 | 3,145 |
| Pep Band | 1,956 | 2,200 | 2,400 | 2,600 | 2,900 |
| Instrumental Ensembles | 2,200 | 2,445 | 2,645 | 2,845 | 3,145 |
| Middle Sch. Instr. Ens. | 1,222 | 1,467 | 1,667 | 1,867 | 2,167 |
| Middle Sch. Vocal Ens. | 978 | 1,222 | 1,422 | 1,622 | 1,922 |

Conservation

| | | | | | |
|-----------|-------|-------|-------|-------|-------|
| Head | 5,379 | 5,868 | 6,068 | 6,268 | 6,568 |
| Assistant | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |

Student Government

| | | | | | |
|-------------------------------|-------|-------|-------|-------|-------|
| Senior High Student Council | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
| Middle School Student Council | 1,467 | 1,956 | 2,156 | 2,356 | 2,656 |
| Prom Advisor | 2,445 | 2,934 | 3,134 | 3,334 | 3,634 |
| Elementary Student Council | 978 | 1,222 | 1,422 | 1,622 | 1,922 |

Youth Groups, National

| | | | | | |
|-----------------------------|-------|-------|-------|-------|-------|
| FCCLA-Senior High | 5,379 | 5,868 | 6,068 | 6,268 | 6,568 |
| FCCLA-Senior High Assistant | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
| FCCLA-Middle School | 1,956 | 2,445 | 2,645 | 2,845 | 3,145 |
| National Honor Society | 978 | 1,222 | 1,422 | 1,622 | 1,922 |
| Academic Lettering | 978 | 1,222 | 1,422 | 1,622 | 1,922 |

Marching Band

| | | | | | |
|-----------|-------|-------|-------|-------|-------|
| Head | 6,357 | 6,846 | 7,046 | 7,246 | 7,546 |
| Assistant | 4,401 | 4,890 | 5,090 | 5,290 | 5,590 |

Show Choir

| | | | | | |
|---------------|-------|-------|-------|-------|-------|
| Head | 6,357 | 6,846 | 7,046 | 7,246 | 7,546 |
| Assistant | 4,401 | 4,890 | 5,090 | 5,290 | 5,590 |
| 9th Grade | 3,912 | 4,401 | 4,601 | 4,801 | 5,101 |
| Middle School | 2,934 | 3,423 | 3,623 | 3,823 | 4,123 |

Unified Sports

| | | | | | |
|-----------|-------|-------|-------|-------|-------|
| Head | 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
| Assistant | 1,467 | 1,711 | 1,911 | 2,111 | 2,411 |

Academic Challenge (Knowledge Bowl)

| | | | | |
|-------|-------|-------|-------|-------|
| 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
|-------|-------|-------|-------|-------|

Arts and Culture Club

| | | | | |
|-------|-------|-------|-------|-------|
| 1,467 | 1,711 | 1,911 | 2,111 | 2,411 |
|-------|-------|-------|-------|-------|

Math League

| | | | | |
|-------|-------|-------|-------|-------|
| 1,467 | 1,711 | 1,911 | 2,111 | 2,411 |
|-------|-------|-------|-------|-------|

Math Counts

| | | | | |
|-----|-------|-------|-------|-------|
| 978 | 1,222 | 1,422 | 1,622 | 1,922 |
|-----|-------|-------|-------|-------|

School Patrol

| | | | | |
|-----|-----|-------|-------|-------|
| 733 | 978 | 1,178 | 1,378 | 1,678 |
|-----|-----|-------|-------|-------|

Science Club

| | | | | |
|-------|-------|-------|-------|-------|
| 1,467 | 1,711 | 1,911 | 2,111 | 2,411 |
|-------|-------|-------|-------|-------|

EC - Garden Manager

| | | | | |
|-------|-------|-------|-------|-------|
| 5,379 | 5,868 | 6,068 | 6,268 | 6,568 |
|-------|-------|-------|-------|-------|

International Club

| | | | | |
|-------|-------|-------|-------|-------|
| 1,467 | 1,711 | 1,911 | 2,111 | 2,411 |
|-------|-------|-------|-------|-------|

Robotics Club - Head

| | | | | |
|-------|-------|-------|-------|-------|
| 5,379 | 5,868 | 6,068 | 6,268 | 6,568 |
|-------|-------|-------|-------|-------|

Robotics Club - Assistant

| | | | | |
|-------|-------|-------|-------|-------|
| 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
|-------|-------|-------|-------|-------|

DECA Club - Head

| | | | | |
|-------|-------|-------|-------|-------|
| 5,379 | 5,868 | 6,068 | 6,268 | 6,568 |
|-------|-------|-------|-------|-------|

DECA Club - Assistant

| | | | | |
|-------|-------|-------|-------|-------|
| 3,423 | 3,912 | 4,112 | 4,312 | 4,612 |
|-------|-------|-------|-------|-------|

ATTACHMENT E
GRIEVANCE PROCEDURE

Section 1. Grievance Definition: A “grievance” shall mean an issue about which there is disagreement, confusion or dispute regarding the interpretation or application of this Agreement and its provisions.

Section 2. Representative: The teacher, administrator, or school board may be represented during any step of the procedure by any person or agent designated by such party to act on their behalf.

Section 3. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement and must be put in writing.

Subd. 2. Days: Reference to days regarding the timelines in this procedure shall refer to working days. A working day is defined as all weekdays, Monday through Friday, not designated as holidays by State Law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the actual event or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Subd. 5. Association: The Waconia Education Association shall be the designated representative of grievants who wish to pursue a grievance.

Section 4. Time Limitation and Waiver: Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. Failure by the School Board or its designee to issue a decision and/or written response within the time periods

provided shall constitute a denial of the grievance, and the teacher may appeal to the next level. Any agreements to extend or waive the timelines shall be put forth in writing by the parties.

Section 5. Adjustment of Grievance: The parties shall attempt to adjust all grievances that may arise during the course of employment of any teacher within the school district in the following manner:

Subd. 1. Level I: The teacher(s) and his/her WEA representative and the school board's designee shall meet in an attempt to resolve the grievance within twenty (20) days after the grievant(s), through the use of reasonable diligence, should have had knowledge of its occurrence.

Subd. 2. Level II: If informal discussion does not resolve the grievance, the grievant and his/her WEA representative will submit in writing a statement which sets forth the facts, the specific provision(s) of the Agreement violated, and the relief sought. The written grievance must be submitted to the building principal within ten (10) days of the informal meeting with the school board's designee.

Subd. 3. Level III: The parties will meet within ten (10) days of the receipt of the written grievance to attempt to resolve it. The school board designee will respond in writing to the grievant and the WEA within ten (10) days of the meeting.

Subd. 4. Level IV: If the level III meeting was not with the Superintendent, the Superintendent, the grievant, and his/her WEA representative shall meet within ten (10) days of receipt of the Level III written response. The Superintendent will respond in writing to the grievant and the WEA representative within ten (10) days of the meeting.

Section 6. School Board Review: The school board may review any decision issued by the Superintendent under Level III or IV of this procedure or at the request of the Association provided the school board or its representative notify the parties of its intention to review within ten (10) days after a decision at Level IV has been rendered. The school board may affirm, reverse or modify such decision and at the option of the school board, a committee or representative(s) of the board may be designated by the board to hear the appeal at this level, and report its findings and recommendations to the school board. The school board shall then render its decision within fifteen (15) days after notification of its intent to review. In the event the grievance is not resolved, the grieving party may appeal the decision to the next level.

Section 7. Denial of Grievance: Failure by the school board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the teacher may appeal it to the next level.

Section 8. Arbitration Procedures: In the event that the Association and the school board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the Association, and such a request must be filed in the office of the superintendent within twenty (20) days following the decision at Level IV or within twenty (20) days after the decision of the school board if the school board reviews a decision pursuant to Section 6 of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Within ten (10) days after the request to arbitrate, the Association shall request the Director of the Bureau of Mediation Service to submit a list of five (5) arbitrators. The parties shall alternatively strike names until one remains and that person shall be the arbitrator. The request shall ask that the appointment be made promptly after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Director of Bureau of Mediation Service within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 5. Decision: The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in P.E.L.R.A.

Subd. 6. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript of recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of the transcript shall pay for such copy.

Subd. 7. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public schools to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Section 9. Grievance Form: Grievances must be filed on the form provided in this Section. Forms shall be supplied by the school district.

Section 10. Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another form as outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to this Article or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be

immediately waived. This Section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ATTACHMENT F

GRIEVANCE REPORT FORM
Independent School District No. 110

Grievance No.: _____

Name: _____ Building: _____

Date Grievance Occurred: _____

Statement of Facts:

Specific Provisions of Agreement Allegedly Violated:

Particular Relief Sought:

Signature of Grievant Date

Signature of Union Representative Date

Date of Receipt: _____

CC: Superintendent of Schools, Human Resources, Principal, Exclusive Representative

ATTACHMENT G

403(b) Bridge

For the employees listed in this Attachment G and who meet the following list of qualifications, the district will pay a lump sum of the difference between \$40,000 and the total 403(b) district match contribution at the time of their retirement (the “bridge”). Employees must be retiring from the district using the current TRA retirement rule for the employee:

- A tenured employee who worked for District #110 in 1995
- Worked continuously for District #110 until their retirement
- Received and contributed the maximum 403(b) district match for each year since 1995
- Will not reach a total 403(b) contribution of \$40,000 by the date of their retirement.

These employees qualify for the bridge:

In addition, the district will provide the bridge to the following employees:

~~David Aeling~~

Peter Bjorlin

~~Elizabeth Gerritsen~~

~~Brenda Grams~~

Lynn Johnson

Kathryn Kurtz

~~Mavis Mathistad~~

~~Cynthia Mayer~~

Pamela Melchert

~~Lisa Sauer~~

Beginning with the 2011-2012 school year, if these employees do not contribute the maximum 403(b) matching contribution each year until their retirement, they lose their eligibility for the bridge.

Memorandum of Agreement
After-School Professional Development
2020-2021

This Memorandum of Agreement (hereinafter referred to as "MOA") is entered into between Independent School District No. 110, Waconia, Minnesota (hereinafter referred to as the "School District") and the Waconia Education Association (hereinafter referred to as the "Association").

~~WHEREAS~~, the School District and the Association have a shared interest to improve the School District's financial condition; and

~~WHEREAS~~, the School District and the Association have a shared interest in providing benefits that meet the diverse needs of teachers; and

~~WHEREAS~~, the School District and the Association have collaborated on a modification to the current process of providing professional development during school hours to a model where professional development is held after school hours in an effort to meet their shared interests;

~~NOW THEREFORE~~, be it resolved that the parties agree to the following terms:

- ~~1. The 2020-2021 calendar will be reduced by one (1) student day to provide for seven and one-half (7.5) hours of contract time to be used after school hours for the purpose of providing professional development for teachers. Professional development sessions may be scheduled for up to two (2) hours beyond the basic day (i.e., up to 5:30 p.m.).~~
- ~~2. Teachers must receive a minimum of a thirty (30) day notice for a professional development session scheduled pursuant to this MOA. This timeline may not be followed in cases involving extenuating circumstances, such as a rescheduled professional development session originally canceled as a result of inclement weather.~~
- ~~3. Teachers will be expected to attend all after school professional development sessions scheduled pursuant to this MOA. Absences will require prior approval by the teacher's principal/director and use of the appropriate leave. If a make up opportunity is available for a missed session, then the teacher may discuss that option with his/her principal/director.~~
- ~~4. Estimated savings from this change have been redirected to other benefits found in the Association's collective bargaining agreement with the School District.~~

This Memorandum of Agreement will expire on June 30, 2021.

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

~~Waconia Education Association~~ _____ ~~Waconia Public Schools, ISD No. 110~~

~~Dave Aeling, Chief Negotiator~~ _____ ~~Dana Geller, School Board Chair~~

~~Date~~ _____ ~~Date~~

Memorandum of Agreement
Professional Learning Community (PLC) Lead Assignments and Stipends
2020-2021

This Memorandum of Agreement (hereinafter referred to as “MOA”) is entered into between Independent School District No. 110, Waconia, Minnesota (hereinafter referred to as the “School District”) and the Waconia Education Association (hereinafter referred to as the “Association”).

~~WHEREAS~~, the School District and the Association have a shared interest to improve the School District’s financial condition; and

~~WHEREAS~~, the School District and the Association have a shared interest in providing benefits that meet the diverse needs of teachers; and

~~WHEREAS~~, the School District and the Association have collaborated on a modification to the PLC Lead assignment and stipend process in an effort to meet their shared interests;

~~NOW THEREFORE~~, be it resolved that the parties agree to the following terms:

1. ~~No PLC Lead assignments will be made or stipends paid during the 2020-2021 school year. Estimated savings from these changes have been redirected to other benefits found in the Association’s collective bargaining agreement with the School District.~~

~~This Memorandum of Agreement will expire on June 30, 2021.~~

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

~~Waconia Education Association~~ _____ ~~Waconia Public Schools, ISD No. 110~~

~~Dave Aeling, Chief Negotiator~~ _____ ~~Dana Geller, School Board Chair~~

~~Date~~ _____ ~~Date~~

Memorandum of Agreement
Retirement Incentive
2019-2021

This Memorandum of Agreement (hereinafter referred to as “MOA”) is entered into between Independent School District No. 110, Waconia, Minnesota (hereinafter referred to as the “School District”) and the Waconia Education Association (hereinafter referred to as the “Association”).

~~WHEREAS~~, the School District and the Association have a shared interest to improve the School District’s financial condition; and

~~WHEREAS~~, the School District and the Association have a shared interest in providing benefits that meet the needs of teachers; and

~~WHEREAS~~, the School District and the Association have collaborated on a retirement incentive in an effort to meet their shared interests;

~~NOW THEREFORE~~, be it resolved that the parties agree to the following terms:

1. ~~Eligibility for Retirement Incentive.~~ To be eligible for the retirement incentive contained in this MOA, a teacher must meet all of the following requirements:
 - a. ~~Must be full time, defined as a full time equivalency of 1.0, and have completed at least fifteen (15) years of full time continuous service with the School District and be at least fifty three (53) years of age. For the purposes of this MOA, continuous service is defined as continuous years employed in the Waconia Public Schools as a teacher. A year of unpaid leave shall not be counted as a year employed. An approved unpaid leave, however, shall not break a period of otherwise continuous service for the purpose of qualifying for the benefits provided in this MOA.~~
 - b. ~~Must submit an irrevocable written resignation to the Director of Human Resources no later than March 1, 2020 for a retirement at the conclusion of the 2019-2020 school year, or no later than March 1, 2021 for a retirement at the conclusion of the 2020-2021 school year. This MOA shall have no force or effect for any teacher who does not submit an irrevocable written resignation within these time periods. Extenuating circumstances may allow a teacher to provide his/her irrevocable written resignation later than March 1 at the sole discretion of the School District.~~
 - c. ~~Must be paid at the BA 160/MA lane or higher and on Step O through the Career Increment.~~
2. ~~Retirement Incentive Benefits.~~ The benefits of this MOA are as follows:
 - a. ~~An eligible teacher who submits his/her resignation pursuant to the provisions of this MOA shall have \$20,000 deposited into a post-employment HRA/VEBA on his/her behalf. Fifty percent (50%) of this amount will be deposited in the teacher’s post-employment HRA/VEBA account no later than July 31 of the teacher’s retirement year with the remaining fifty percent (50%) deposited no later than the following July 31.~~
 - b. ~~For every eligible teacher that submits his/her irrevocable written resignation by March 1, 2020 for a retirement date at the end of the 2019-2020 school year, step~~

~~advancement will begin one-half month earlier than negotiated for teachers during the 2020-2021 school year.~~

- ~~c. If an eligible teacher retires pursuant to the provisions of this MOA and dies after retirement, but before the full \$20,000 has been deposited into a post-employment HRA/VEBA on his/her behalf, then the balance due shall be paid to the deceased teacher's designated beneficiary as a lump sum cash payment. If the deceased teacher has not designated a beneficiary at the time of his/her death, then the balance due shall be paid to the deceased teacher's estate.~~

~~This Memorandum of Agreement will expire on June 30, 2021.~~

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

~~**Waconia Education Association** _____ **Waconia Public Schools, ISD No. 110**~~

~~_____
Dave Aeling, Chief Negotiator _____ Dana Geller, School Board Chair~~

~~_____
Date _____ Date~~

Memorandum of Agreement

Salary Lane Changes

2019-2021

(This MOA replaces Article IX, Section 4, Subdivision 5 beginning on March 31, 2020 and extending through March 31, 2021)

This Memorandum of Agreement (hereinafter referred to as “MOA”) is entered into between Independent School District No. 110, Waconia, Minnesota (hereinafter referred to as the “School District”) and the Waconia Education Association (hereinafter referred to as the “Association”).

~~WHEREAS~~, the School District and the Association have a shared interest to improve the School District’s financial condition; and

~~WHEREAS~~, the School District and the Association have a shared interest in providing benefits that meet the diverse needs of teachers; and

~~WHEREAS~~, the School District and the Association have collaborated on a modification to the salary lane advancement process in an effort to meet their shared interests;

~~NOW THEREFORE~~, be it resolved that the parties agree to the following terms:

- ~~1. **No Approval of Salary Lane Changes on March 31, 2020.** No requests for salary lane advancement will be approved for the March 31, 2020 lane change date. Estimated savings from this change have been redirected to other benefits found in the Association’s collective bargaining agreement with the School District.~~
- ~~2. **Only One Lane Change Date in 2020-2021 for Teachers Requesting Advancement to a Post-Master’s Degree Lane.** No requests for salary lane advancement to a post-master’s degree lane will be approved for the August 31, 2020 or December 15, 2020 lane change dates. Teachers may request advancement to a post-master’s degree lane (one lane change of up to fifteen (15) quarter credits) on March 31, 2021.~~

~~This Memorandum of Agreement will expire on June 30, 2021.~~

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

~~Waconia Education Association~~ _____ ~~Waconia Public Schools, ISD No. 110~~

~~Dave Aeling, Chief Negotiator~~ _____ ~~Dana Geller, School Board Chair~~

~~Date~~ _____ ~~Date~~

Memorandum of Agreement
Sick Leave for Personal Leave Exchange
2019-2021

This Memorandum of Agreement (hereinafter referred to as "MOA") is entered into between Independent School District No. 110, Waconia, Minnesota (hereinafter referred to as the "School District") and the Waconia Education Association (hereinafter referred to as the "Association").

~~WHEREAS~~, the School District and the Association have a shared interest to provide benefits that meet the needs of teachers while continuing to serve the instructional needs of students; and

~~WHEREAS~~, the Association has proposed that teachers be given the opportunity to exchange sick leave for personal leave as a way to reduce absenteeism and improve the financial condition of the School District; and

~~WHEREAS~~, the School District and the Association have collaborated on a process to allow eligible teachers to exchange sick leave for personal leave in an effort to meet their shared interests;

~~NOW THEREFORE~~, be it resolved that the parties agree to the following terms:

- ~~1. Teachers who have ninety (90) unused sick leave days or more accrued at the end of the 2019-2020 and/or 2020-2021 school years may exchange two (2) of those days for one (1) personal leave day to be available for use during the subsequent school year.~~
- ~~2. An eligible part-time teacher may exchange unused sick leave days for personal leave days in accordance with this MOA in a prorated amount proportional to his/her employment.~~
- ~~3. Eligible teachers wishing to exchange unused sick leave days pursuant to this MOA must provide notice to the Human Resources Department on or before the last teacher workday.~~
- ~~4. If a teacher elects to exchange unused sick leave days for personal leave days pursuant to this MOA, then his/her total unused sick leave will be reduced in accordance with such election.~~

This Memorandum of Agreement will expire on June 30, 2021.

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

~~Waconia Education Association~~ _____ ~~Waconia Public Schools, ISD No. 110~~

~~Dave Aeling, Chief Negotiator~~

~~Dana Geller, School Board Chair~~

~~Date~~

~~Date~~

Memorandum of Agreement
Sick Leave Reimbursement
2019-2021

(This MOA replaces Article XII, Section 2, Subdivision 3 for the term of the 2019-2021 collective bargaining agreement)

This Memorandum of Agreement (hereinafter referred to as “MOA”) is entered into between Independent School District No. 110, Waconia, Minnesota (hereinafter referred to as the “School District”) and the Waconia Education Association (hereinafter referred to as the “Association”).

~~WHEREAS~~, the School District and the Association have a shared interest to improve the School District’s financial condition; and

~~WHEREAS~~, the School District and the Association have a shared interest in providing benefits that meet the diverse needs of teachers; and

~~WHEREAS~~, the School District and the Association have collaborated on a modification to the sick leave reimbursement process in an effort to meet their shared interests;

~~NOW THEREFORE~~, be it resolved that the parties agree to the following terms:

1. ~~No Sick Leave Reimbursement for the Term of the 2019-2021 Collective Bargaining Agreement.~~ No requests for sick leave reimbursement pursuant to Article XII, section 2, subdivision 3 will be approved for the 2019-2020 and 2020-2021 school years. Estimated savings from this change have been redirected to other benefits found in the Association’s collective bargaining agreement with the School District.

This Memorandum of Agreement will expire on June 30, 2021.

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

~~Waconia Education Association~~ _____ ~~Waconia Public Schools, ISD No. 110~~

~~Dave Aeling, Chief Negotiator~~ _____ ~~Dana Geller, School Board Chair~~

~~Date~~ _____ ~~Date~~

Memorandum of Agreement
Step Advancement on Salary Schedule
2019-2021

(This MOA replaces Article IX, Sections 1-2 and Section 5, Subdivision 2 for the term of the 2019-2021 collective bargaining agreement)

This Memorandum of Agreement (hereinafter referred to as “MOA”) is entered into between Independent School District No. 110, Waconia, Minnesota (hereinafter referred to as the “School District”) and the Waconia Education Association (hereinafter referred to as the “Association”).

WHEREAS, the School District and the Association have a shared interest to improve the School District’s financial condition; and

WHEREAS, the School District and the Association have a shared interest in providing benefits that meet the diverse needs of teachers; and

WHEREAS, the School District and the Association have collaborated on a modification to the step advancement process in an effort to meet their shared interests;

NOW THEREFORE, be it resolved that the parties agree to the following terms:

1. ~~**Step Movement to Begin in April 2020 for 2019-2020 Collective Bargaining Agreement.**~~ Eligible teachers will advance one (1) step on the salary schedule beginning April 1, 2020. Using a twelve (12) month model, teachers will receive five (5) months of salary based on the higher step during the 2019-2020 contract year (April through August 2020 direct deposits). Direct deposit amounts will be adjusted for teachers paid over ten (10) months to ensure they receive five twelfths (5/12) of their salary based on the higher step. Estimated savings from this change have been redirected to other benefits found in the Association’s collective bargaining agreement with the School District.
2. ~~**Step Movement to Begin in March 2021 for 2020-2021 Collective Bargaining Agreement.**~~ Eligible teachers will advance one (1) step on the salary schedule beginning March 1, 2021. Using a twelve (12) month model, teachers will receive six (6) months of salary based on the higher step during the 2020-2021 contract year (March through August 2021 direct deposits). Direct deposit amounts will be adjusted for teachers paid over ten (10) months to ensure they receive one half (1/2) of their salary based on the higher step. Estimated savings from this change have been redirected to other benefits found in the Association’s collective bargaining agreement with the School District.

This Memorandum of Agreement will expire on June 30, 2021.

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

~~Waconia Education Association~~ _____ ~~Waconia Public Schools, ISD No. 110~~

~~Dave Aeling, Chief Negotiator~~ _____ ~~Dana Geller, School Board Chair~~

~~Date~~ _____ ~~Date~~

Memorandum of Agreement
Unrequested Leave of Absence
2019-2021

This Memorandum of Agreement (hereinafter referred to as "MOA") is entered into between Independent School District No. 110, Waconia, Minnesota (hereinafter referred to as the "School District") and the Waconia Education Association (hereinafter referred to as the "Association").

~~WHEREAS~~, the School District and the Association are negotiating a collective bargaining agreement for the term of July 1, 2019 through June 30, 2021; and

~~WHEREAS~~, the Association has proposed that a teacher who has acquired continuing contract rights must not be placed on an unrequested leave of absence (ULA) while a Tier 1 or Tier 2 teacher is retained in a position for which the continuing contract teacher has seniority rights; and

~~NOW THEREFORE~~, be it resolved that the parties agree to the following terms:

- ~~1. For the term of the July 1, 2019 through June 30, 2021 collective bargaining agreement, no teacher who has acquired continuing contract rights will be placed on ULA while a Tier 1 or Tier 2 teacher is retained in a position for which the continuing contract teacher has seniority rights.~~

~~This Memorandum of Agreement will expire on June 30, 2021.~~

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

~~Waconia Education Association~~ _____ ~~Waconia Public Schools, ISD No. 110~~

~~Dave Aeling, Chief Negotiator~~ _____ ~~Dana Geller, School Board Chair~~

~~Date~~ _____ ~~Date~~

8.B. Educational Support Professionals Collective
Bargaining Agreement 2021-2023

**Education Minnesota District #110 Educational Support Professionals
Summary of 2021-2023 Tentative Agreement**

The School District's Educational Support Professionals have ratified a tentative agreement for a two-year collective bargaining agreement effective July 1, 2021 through June 30, 2023. This is a nine-month employee group. The tentative agreement includes step advancement and a 2% increase on the wage schedule for both years of the agreement. The top step of the wage schedule will be increased by an additional one-quarter of one percent in the second year of the agreement. To ensure the School District remains competitive in the job market, a one dollar per hour increase is proposed for Health Associates and a fifty-cent per hour increase is proposed for Special Education Educational Assistants beginning in the first year of the agreement.

Language was modified to change the fourth paid holiday from Memorial Day to Presidents' Day to assist with end-of-the school-year payroll processing. A domestic partner living in the home was added to the list of family members for the purposes of sick, emergency and family bereavement leave. The classification for the Educational Assistant position is being modified to include a Special Education Educational Assistant and a Regular Education Educational Assistant to better recognize the differences between the roles.

The negotiation teams dedicated themselves to working collaboratively to reach compromises that both provided an acceptable result and respected the School District's current financial situation. Waconia's amazing educational support professional employees deserve to be commended for their commitment to ISD 110.

MASTER AGREEMENT

BETWEEN

**INDEPENDENT SCHOOL DISTRICT NO. 110
WACONIA, MINNESOTA**

AND

**EDUCATION MINNESOTA DISTRICT #110
EDUCATIONAL SUPPORT PROFESSIONALS**

COVERING THE PERIOD

July 1, 2021 through June 30, 2023

Ratified by the ISD 110 Educational Support Professionals _____.
Approved by the ISD 110 School Board _____.

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ARTICLE I

PREFACE

This Agreement is entered into between Independent School District #110, Waconia, Minnesota (hereinafter referred to as “The School District,” “District,” “Board,” or “Employer”) and Education Minnesota District #110 Educational Support Professionals (hereinafter referred to as “Exclusive Representative” or “Union”).

ARTICLE II RECOGNITION

In accordance with PELRA, the School District recognizes Education Minnesota District #110 Educational Support Professionals as the Exclusive Representative of the clerical and technical support employees, health associates and instructional management and teacher assistants employed by the School District contained in the appropriate unit as certified by the Bureau of Mediation Services.

ARTICLE III DEFINITIONS

Section 1. Terms and Conditions of Employment. Terms and Conditions of employment means the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits other than the Employer payment of or contributions to premiums for group insurance coverage of retired employees or severance pay and the Employer’s personnel policies affecting the terms and conditions of the employment of employees, all subject to the conditions of PELRA.

Section 2. School Board or School District. For purposes of this Agreement, the words “School Board” or “District” or “Employer” shall mean the School District or its designated representatives.

Section 3. Education Minnesota District #110 Educational Support Professionals. For purposes of this Agreement, the words “Union” or “Exclusive Representative” shall mean Education Minnesota District #110 Educational Support Professionals.

Section 4. Other Terms. Terms not defined in this Agreement shall have those meanings as defined by PELRA.

ARTICLE IV MANAGEMENT RIGHTS

Section 1. Inherent Managerial Rights. The exclusive representative recognizes that the School District is not required to meet and negotiate regarding matters of inherent managerial policy, which include but are not limited to such areas of discretion or policy as the functions and

programs of the School District, its overall budget, utilization of technology, the organizational structure and selection, direction and number of personnel.

Section 2. Management Responsibilities. The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation being to provide educational opportunities for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations. The exclusive representative recognizes that all employees covered by this Agreement shall perform the services prescribed by the School Board and shall be subject to School Board rules, regulations, directives and orders issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement.

Section 4. Reservation of Management Rights. The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE V EXCLUSIVE REPRESENTATIVE RIGHTS

Section 1. Right to Views. Pursuant to PELRA, nothing contained in this Agreement shall be construed to limit, impair or affect the right of an employee or their exclusive representative to the expression or communication of view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join. Pursuant to PELRA, employees shall have the right to form and join labor or employee organizations, and shall have the right not to form or join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for such employees.

Section 3. Request for Dues Check Off. Pursuant to PELRA, the exclusive representative shall be allowed dues check off for its members. The School District, upon receipt of a properly executed employee authorization, will deduct from the employee's paycheck the dues that the employee has agreed to pay to the exclusive representative during the period provided in the authorization.

Section 4. Indemnification. The exclusive representative hereby warrants and covenants that it will defend, indemnify, and save the School District harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of dues specified by the exclusive representative herein.

Section 5. Use of School District Facilities and Equipment. The Exclusive Representative shall have the right to use School District facilities for meetings and shall have the right to distribute materials via employee mailboxes and e-mail on non-work hours for communication with bargaining unit members.

ARTICLE VI DUTY YEAR, SCHOOL CLOSINGS AND PERFORMANCE REVIEW

Section 1. Work Year Defined.

Subd. 1. Employees shall work on a schedule commensurate with the school calendar as established by the School District. A written notification from the School District shall be provided to each employee by May 30 stating their employment status, work locations, and tentative assignment for the upcoming school year. Extenuating circumstances such as a late resignation, new staff acquisition or budget considerations may necessitate this timeline need not be followed.

Subd. 2. The School District reserves the right to alter an employee's hours due to increases or decreases in the student enrollment or budgetary concerns. In the event of a change in work hours, a three-week notice will be given to the employee.

Section 2. School Closings. When school is closed due to inclement weather conditions, emergencies, or other unforeseen events, employees shall not report to work unless directed by the School District. Employees will be paid for their regular daily work hours and will not be required to make-up the first two (2) school closings as called by the School District in a given school year. If the School District schedules a make-up day for a third or subsequent school closing day, then employees will work the rescheduled day without additional pay. If a school closing occurs during an employee's paid absence (i.e., personal or sick leave), then the employee will be paid for their regular daily work hours and the applicable leave will be reversed and returned to the employee's accrued leave balance. If a school closing occurs during an employee's unpaid leave of absence, then the employee will not receive school closing pay.

In the event that school starts late or closes early due to inclement weather conditions, emergencies, or other unforeseen events, employees will be paid for their regularly scheduled work day if they report for duty as directed by the School District. When school is released after arrival time, employees may leave as directed by the School District. Routine duties necessary to the daily operation of the school will be performed by employees prior to departure.

In the event that students are released to attend a state tournament event, educational assistants whose presence is not required at such event will have the option to perform other duties as determined by the building principal for the balance of the educational assistant's regularly scheduled work day. Educational assistants who would prefer to leave early may do so with the approval of their building principal.

Section 3. Performance Review. Employees shall receive an annual written performance review by their direct supervisor. The review will be completed by June 1 of each school year. A copy of the written review will be shared with each employee by the supervisor in a conference setting. A copy of the written review will be placed in the individual's personnel file.

Section 4. Work Breaks. An employee who works more than four (4) hours per day is entitled to fifteen (15) minutes of paid break time. It is understood by all parties that work breaks will not be formally scheduled and will be taken at appropriate times as determined by an employee's supervisor (i.e., when student support is unnecessary). It is further understood by all parties that extenuating circumstances (i.e., field trips, special school events, unusually large number of employee absences) may not permit any or a portion of work breaks on some days. It is expected that an employee's break time shall be used for, but is not limited to, the following: restroom breaks, district email access, personal telephone use and other personal activities.

ARTICLE VII RATES OF PAY

Section 1. Pay Grades and Classifications. The pay grade for each classification is determined by the District and is based on the level of inherent responsibility and level of skills the position requires and the School District's comparable worth placement as follows:

| <u>Pay Grades</u> | <u>Classifications</u> |
|--------------------------|---|
| Grade 5 | Administrative Assistant I |
| Grade 8 | Media Assistant |
| Grade 9 | Due Process Clerk Educational Assistant (REG ED) Educational Assistant (SPED) Educational Assistant Music Accompanist Title I |
| Grade 11 | Technology Assistant |
| Grade 12 | Health Associate |

Section 2. Rates of Pay. Employees will be compensated pursuant to the pay grades as

provided in Appendix A for the 2021-2022 school year on one step above their 2020-2021 placement. Employees will be compensated pursuant to the pay grades as provided in Appendix B for the 2022-2023 school year on one step above their 2021-2022 placement.

Section 3. Anniversary Date. For the purpose of salary/wage advancement and benefit accrual, the anniversary date for each employee will be July 1. Employees hired between July 1 and December 31 will be considered employed one year after the first July 1 following their employment date. Employees hired after January 1 will not be considered employed one year until after the second July 1 following their employment date.

Section 4. Status of Salary Schedule. During the duration of this agreement, advancement on any salary step shall be subject to the terms of this agreement. In the event a successor agreement is not entered into prior to the expiration of this agreement, an employee shall be compensated according to the current rate until a successor agreement is executed.

Section 5. New Employees. A new employee shall be placed on the step of the salary schedule for the appropriate classification as agreed between the School District and the new employee.

Section 6. Additional Work Hours and Compensatory Time. Employees shall be compensated at their regular rate for additional hours worked related to special assignments (i.e., substitute duties, special projects, summer employment). The additional work hours must have preapproval by the administration.

The School District may grant an employee's request for compensatory time off in lieu of additional payment to the extent allowed by law. The scheduling of any use of accrued compensatory time requires approval by an employee's supervisor. Accrued compensatory time shall not be carried beyond the end of the school year. Any compensatory time remaining at the end of the school year shall be paid at the employee's regular rate of pay.

Section 7. District In-Services. Employees required to attend staff in-service activities sponsored by the School District will be compensated at their regular rate of pay. Time spent traveling from one school building to another to attend a staff in-service activity is considered work time for the purposes of calculating an employee's work hours.

Section 8. Change in Pay Grade. An employee who transfers from a lower pay grade to a higher pay grade shall be compensated on the new pay grade at the lowest step that results in a pay increase for the employee. An employee who transfers from a higher pay grade to a lower pay grade will be compensated on the same step of the salary schedule at the lower pay grade as occupied in the higher pay grade unless the School District determines that a higher step is appropriate.

Section 9. Holiday Pay. Employees shall receive four (4) paid holidays per school year, which will be observed on Thanksgiving, Friday after Thanksgiving Day, New Year's Day, and

Presidents' Day Memorial Day. An employee will receive pay for such holidays based upon his/her regularly scheduled work day.

Section 10. Wellness Bonus.

Subd. 1. No later than seven (7) calendar days before the last student day, the School District shall provide each employee who has used four or fewer sick leave days during the year and has an accrued sick leave balance of ninety days or more with notice of their total amount of unused sick leave days. Upon notice to the district's Human Resources Department on or before the last student day of the school year, full-time employees who meet such criteria will be eligible to elect reimbursement for unused sick leave days in accordance with the following schedule:

| Total Number of Unused Sick Leave Days at the End of the Fiscal Year | Number of Unused Sick Leave Days for which an Employee May Elect Reimbursement | Reimbursement Rate Per Unused Sick Leave Day |
|--|--|--|
| 90+ | Up to 10 | \$50.00 |

A part-time employee will be eligible to elect reimbursement for unused sick leave in accordance with this subdivision in a prorated amount proportional to his/her employment. If an employee elects reimbursement for unused sick leave days under this section, then his/her total unused sick leave will be reduced in accordance with such election.

Any reimbursement for unused sick leave paid pursuant to this subdivision will be paid to a post-employment Health Reimbursement Account on behalf of the employee no later than August 31.

Employees who are eligible for a wellness bonus pursuant to this subdivision are not eligible for an additional wellness bonus under the requirements of subdivision 2.

Subd. 2. After employed one year with the School District, as defined in the Anniversary Date section of this Agreement, full-time and part-time employees will be paid \$300.00 annually if no sick leave is used during a school year and \$100.00 annually if no more than two (2) days of sick leave are used during a school year. Approved bereavement leave will not be considered an absence for the purposes of this subdivision. A part-time employee will receive a prorated wellness bonus in an amount proportional to his/her employment. Wellness bonuses earned pursuant to this subdivision will be paid as a cash payment on the July 15 pay date of the new fiscal year.

Employees who are eligible for a wellness bonus pursuant to this subdivision are

not eligible for an additional wellness bonus under the requirements of subdivision 1.

Section 11. Longevity Pay. Employees will receive an additional \$0.15 per hour upon 15 years of continuous service, \$0.30 per hour upon 20 years of continuous service, and \$0.40 per hour upon 25 years of continuous service. An employee’s years of service will be calculated in accordance with the anniversary date section of this Agreement.

Section 12. Paraprofessional Credential. An employee who receives a voluntary credential for education paraprofessionals pursuant to Minnesota Rule 8710.9000 will receive an additional \$0.60 per hour. To qualify for such amount, an employee must present a copy of his/her credential certificate issued by the Minnesota Public Educator Licensing and Standards Board to the Human Resources Department on or before September 1. Employees who present credential certificates after September 1 will qualify for the additional amount beginning in the next school year.

Section 13. Pay Dates. Pay days shall be in accordance with the calendar of pay dates established by the business office. Full-time employees may elect to be paid over a 12-month period.

**ARTICLE VIII
INSURANCE**

Section 1. Selection of a Carrier. The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Section 2. Hospitalization and Medical Insurance.

Subd. 1. Contribution. The School District will contribute a monthly sum, not to exceed the listed amounts toward the cost of the premium for the current medical/hospitalization plan for each full-time and part-time employee who qualifies for and is enrolled in the group medical/hospitalization plan. The cost of the premium not contributed by the School District shall be borne by the employee and paid by payroll deduction.

| | |
|--|--------------------------------|
| School District Monthly Contribution | Effective September 1, 2021 |
| Full-time Employees | |
| Single | \$767.13 |
| Single + 1 | \$1,185.91 |
| | |

| | |
|----------------------------------|------------|
| Family | \$1,476.88 |
| Part-time Employees | |
| Single | \$383.57 |
| Single + 1 | \$592.96 |
| Family | \$738.44 |
| Part-time Personnel II Employees | \$0 |

School District monthly insurance contributions for full-time employees reflect the amounts provided in the Waconia Education Association’s 2021-2023 collective bargaining agreement. Part-time employee contributions have been adjusted accordingly (i.e., one-half of full-time contribution).

Subd 2. Definitions. For purposes of application of this section, the terms as utilized in Subd. 1 are defined as follows:

- A. **Full-time Employees.** Employees regularly employed and scheduled to work one thousand twenty (1,020) hours or more (average of six (6) or more hours per day) during the school year are considered full-time employees.
- B. **Part-Time Employees.** Employees regularly employed and scheduled to work more than seven hundred sixty-four (764) hours per school year but less than one thousand twenty (1,020) hours (average of 4.5 hours and less than 6 hours per day) during the school year are considered part-time employees.
- C. **Part-Time Personnel II.** Employees regularly employed and scheduled to work less than seven hundred sixty-five (765) hours per school year (average of less than 4.5 hours per day) during the school year are considered part-time personnel II.

Section 3. Dental Insurance. All employees working 20 or more hours per week are eligible to participate in the School District’s dental insurance program. Employees may use any dollar amounts not used for health insurance coverage for payment of their dental insurance.

Section 4. Income Protection. The School District shall provide income protection insurance in an amount equal to the group income protection insurance plan approved by the School District for full-time employees.

Section 5. Term Life Insurance. The School District shall provide a \$30,000 term life insurance policy for full-time and part-time employees.

Section 6. Hospitalization Insurance Access Upon Retirement. Pursuant to Minn. Stat. § 471.61, Subd. 2b, a retired employee may access the School District’s hospitalization insurance program, at the employee’s expense, with coverage available until the employee’s 65th birthday. For purposes of this section, a retiree shall mean an employee who is eligible for or is drawing a retirement annuity from the State of Minnesota. Access shall also be available to an employee, at the employee’s expense, who is receiving a disability benefit from a Minnesota public pension plan.

Section 7. Claims Against the School District. 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.

Section 8. Duration of Insurance Contribution. An employee is eligible for School District contribution as provided in this article as long as the employee is employed by the School District, enrolled in the particular insurance plan and on paid status, except where the law requires employer contribution while on unpaid status. Upon termination of employment, all School District contribution shall cease.

**ARTICLE IX
CAREER TRANSITION TRUST**

Section 1. Introduction. The purpose of the Career Transition Trust (hereinafter called PLAN) is to encourage employees to develop a financial plan for their future by providing money, which would otherwise have been available at retirement, for investment during the course of employment with the School District. The PLAN will require participation by the employee coupled with a matching contribution from the School District. The objective of the PLAN is to develop a long-term solution to the concept of severance for employees.

Section 2. Defined Contribution Plan.

District Matching Benefits:

| <u>Years of Service in District</u> | <u>Board Matching Contribution</u> |
|--|---|
| 0-3 years | No District Match |
| 4-10 years | \$375 Match |
| 11-15 years | \$625 Match |

| | |
|-------------|---------------|
| 16-20 years | \$925 Match |
| 21-25 years | \$1,225 Match |
| 26+ years | \$1,525 Match |

Lifetime Maximum School District Contribution \$27,000

Employees working twenty (20) hours or more per week (minimum of 688 hours per year) shall be eligible for a pro rata share of the School District’s matching contribution.

Section 3. Administration of PLAN.

Subd. 1. Benefits Cannot be Accumulated. The School District contribution will begin when the employee initiates an eligible investment program at an amount not to exceed the benefit schedule set out in Section 2 above. An employee may elect to contribute to the selected program more than the School District match. The PLAN only defines the limits of the School District’s participation in the selected program. The School District match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after the first year of eligibility.

Subd. 2. Definition – Years of Service. Years of service shall mean years of accumulated full-time equivalent service in Independent School District #110. Years of service shall be measured as of July 1 of each year.

Subd. 3. Plan Year. The annual year for the Level I School District contributions shall be July 1 through June 30. Changes in School District matching amounts, based on years of service, shall occur on July 1 of each year. Employees must establish participation in an eligible Deferred Income or TSA plan, as defined by Minnesota Statutes, before the School District will begin matching contributions.

Subd. 4. District Contribution. When an employee has an eligible plan in effect, the District matching shall be automatic unless the employee requests otherwise.

Subd. 5. Compliance with Law. The PLAN is subject to applicable code provisions of the Minnesota Statutes, IRS Code Section 403(b), and IRS Code Section 457.

ARTICLE X SENIORITY

Section 1. Seniority Rights. Seniority rights affecting the layoff and recall of employees shall be governed by this article. For such purposes, there shall be two separate and distinct seniority lists and attendant seniority rights as follows:

Subd. 1. Full-Time Employees. For purposes of this article, the term full-time employee shall mean an employee regularly employed 774 or more hours per year (4.5 hours times 172 days). All such employees shall be placed upon the full-time seniority list and acquire seniority after completion of their probationary period.

Subd. 2. Part-Time Employees. For purposes of this article, the term part-time employee shall mean an employee regularly employed less than 774 hours per year. All such employees shall be placed upon the part-time seniority list and acquire seniority after completion of their probationary period.

Section 2. Seniority Date. An employee shall be placed on the seniority list based upon the employee's first date of work in the School District.

Section 3. Operation of Seniority.

Subd. 1. Except as otherwise provided herein, there will be no seniority rights between the full-time seniority list and the part-time seniority list.

Subd. 2. Subject to the provisions of this Article, layoffs shall be in reverse seniority order within classification and qualification.

Subd. 3. If a reduction in the number of employees in an identified classification is required, the School District will effect such a reduction in reverse order of seniority for the identified seniority list within classification. Recall shall occur by seniority order within classification, qualification and for the identified seniority list. After notification, an employee on layoff has two (2) business days to accept an available position. An employee on layoff who has been offered and has accepted the offer for a position in the same classification to their previous position and on the same identified seniority list shall be considered recalled.

An employee on layoff who has been offered and has refused the offer of a position that is not in the same classification to their previous position and on the same identified seniority list will not forfeit further recall rights, and will remain on the recall list.

An employee on layoff who is offered a position in the same classification to their previous position and on the same identified seniority list shall have the right to refuse one (1) position without forfeiting his/her recall rights. An employee on layoff who is

offered and has refused the offer for a second position in the same classification to their previous position and on the same identified seniority list shall forfeit any and all rights to recall.

An employee on layoff is obligated to provide his/her mailing address and telephone number to the Human Resources Department so that he/she can be contacted regarding available positions.

Recall rights shall be forfeited after three (3) years on layoff without recall.

Subd. 4. In the event that the employee cannot hold a position because of lack of seniority in the employee's classification which is being reduced, the employee may be reassigned to a classification in the same or lower pay grade, provided the employee is fully qualified for the classification as determined by the School District.

Subd. 5. This article shall not apply to a reduction in hours if the reduction is less than two hours.

Subd. 6. For purposes of this article, classification shall be those as provided in Article VII, Section 1.

Section 4. Reassignment between School District Buildings. Any involuntary employee transfer between school district buildings that results in a reduction of hours sufficient to change an employee's status from full-time to part-time as defined in Article VIII, section 2, subdivisions 2(a) and (b) will follow seniority within that classification.

Section 5. Publication of Seniority List. On or before November 1 of each school year, the administration shall prepare two seniority lists from School District records. The listing on each seniority list will include the employee's name, first date of work, classification and pay grade. Placement on the seniority lists will be determined by the administration.

Section 6. Posting. These seniority listings will be posted in an official place at each school building in the School District. Any employee whose name appears on the list shall have ten (10) days from the posting to request corrections of any factual errors on the seniority list. The final seniority listings shall be binding on the School District and School District employees.

Section 7. Loss of Seniority. Employees listed on either seniority list shall be allowed to retain seniority rights for a period of up to three (3) years' absence due to layoff from active employment in the School District. Recall rights shall be forfeited after three (3) years on layoff without recall.

Section 8. Change of Category. The School District may reassign an employee to a different classification. In the event an employee is reassigned, the employee will retain seniority

in the prior classification for up to one year. After one year, if the employee remains in the reassigned classification, seniority in the prior classification shall lapse.

Section 9. Ties in Seniority. In the event of staff reduction, action affecting employees whose first date of employment commenced on the same date, and have equal seniority, the selection of the employee for purposes of discontinuance shall be at the discretion of the School District based upon criteria including: paraprofessional credential, performance, training, experience, number of hours worked, skills and special assignments, and other relevant factors.

Section 10. No Bumping by Employee. Nothing contained in this Agreement shall create or be construed to allow a personal right of “bumping” by the School District employees. Only the School District shall have the right to assign employees to the various employment positions covered by this Agreement in accordance with the seniority listings established by the School District.

ARTICLE XI LEAVES OF ABSENCE

Section 1. Sick Leave. All employees shall earn ten (10) days of sick leave each year of service in the employ of the School District. The sick leave will be determined at an hourly rate based on the employee’s regular daily work schedule. Unused sick leave may be accumulated to 90 working days, which will be determined at an hourly rate. Employees whose work schedule is reduced will not lose accrued hours, but further accrual will be limited as above. Part-time employees will receive a prorated amount of sick leave hours based on their average daily work schedule.

An employee may utilize sick leave for personal illness or injury of the employee’s family members, **including a domestic partner living in the home**, pursuant to the provisions of Minn. Stat. § 181.9413. The School District may require the employee to provide a medical certification from a qualified physician indicating that an absence was necessary due to illness or injury. Additional sick leave days to care for a family member who is suffering from a serious illness may be approved at the discretion of the Superintendent or his/her designee.

Section 2. Personal Leave. All employees shall earn one (1) day of personal leave each year of service in the employ of the School District. After five years of continuous employment, employees will accrue an additional personal leave day for a total of two (2) personal leave days each year. Beginning with the eleventh year of continuous employment, employees will accrue a total of three (3) personal leave days each year. A maximum of three (3) personal leave days may be carried over to the next school year. The leave will be determined at an hourly rate based on the employee’s regular daily work schedule. Part-time employees will receive a prorated amount of personal leave hours based on their average daily work schedule.

Personal leave days may not be used during the first week of the school year or the last two weeks of the school year and are to be taken with the approval of the School District

Administration. Requests to use personal leave during the first week and last two weeks of the school year will only be granted for extraordinary circumstances, as determined at the sole discretion of the Superintendent or designee. Also, not more than two employees who need substitute coverage can be on personal leave from a building on any given day.

Section 3. Unpaid Leave. Employees may be granted leave by the School District for situations which are not covered under the conditions of employment by this Agreement.

Section 4. Family Bereavement and Emergency Leave.

Subd. 1. All employees may be granted a leave of no more than five (5) days per year, non-accumulative, with the days to be deducted from sick leave, in the event of a death or family emergency in the employee's immediate family. The employee's immediate family shall be deemed to include spouse, domestic partner living in the home, children, father, mother, guardian, brother, sister, father-in-law, mother-in-law, aunt, uncle, grandparent or grandchildren. Request for family leave must be made to the Superintendent of Schools or designee. The request shall state the reason for the proposed leave. Leave for other family members, and significant others, may be granted upon approval by the School District.

Subd. 2. The School District may require an employee to furnish competent evidence of an emergency in order to qualify for emergency family leave. However, the final determination as to the eligibility of an employee for emergency family leave is reserved to the School District. The School District reserves the right to refuse to grant such leave if under the circumstances involved, the School District determines that such leave should not be granted.

Section 5. Other Bereavement Leave. In case of death of anyone not specifically addressed by the immediate family, all full-time employees shall receive non-accumulative bereavement leave each school year equivalent to the number of hours in the employee's workday, to be deducted from sick leave. Part-time employees will be prorated based on a percentage of the time that each part-time person works.

Section 6. Federal Family and Medical Leave Act. Family and medical leaves are subject to the provisions of the Federal Family and Medical Leave Act (FMLA).

Section 7. Support of School Activity Leave. All employees will be allowed two (2) hours per year of non-accumulative time to support a school activity related to the employee's child, step-child, or foster child (i.e., reading in the classroom, helping with vision and screening, attending a performance). A child is defined as an individual under eighteen years of age or under age twenty who is still attending secondary school. The leave will be granted when internal coverage can be provided and preapproval is received from the administration. Additional unpaid leave shall be granted pursuant to Minn. Stat. § 181.9412, subd. 2.

Section 8. Jury Duty. Employees called upon to serve as a juror in a federal or state court shall be granted a leave of absence by the School District for that purpose and for those days the employee is required to be in court. The employee shall receive all pay and other benefits that would have occurred had the employee been working during the period of absence, less all per diem reimbursements for such duty.

Section 9. Benefits While on Unpaid Leave. Benefits to which an employee was entitled at the time the employee's unpaid leave commenced, including seniority, unused accumulated sick leave, and position on the salary schedule, shall be restored upon the employee's return. The employee shall be returned to the same position the employee left at time of the commencement of the leave or, if not available, to such other position for which the employee is qualified. An employee on an authorized unpaid leave of absence is also eligible to continue in the School District's group insurance programs. The employee shall pay the entire premium for such insurances, commencing at the beginning of the leave and shall pay the School District the monthly premiums in advance on a schedule as determined by the School District. Nonpayment shall result in policy cancellation.

Section 10. Workers' Compensation. An employee receiving compensation pursuant to the Workers' Compensation law may elect to use sick leave in order to make up the difference between the workers' compensation payments and the employee's regular rate of pay. In no event shall the additional amount paid to the employee through the use of sick leave result in the payment of total daily, weekly, or monthly compensation in excess of such employee's regular rate of pay.

Section 11. Sick and Personal Leave Donation. Employees will be allowed to donate sick or personal leave to a fellow member of the bargaining unit who has exhausted all of his or her accrued paid leave (sick leave and personal leave) and is experiencing a catastrophic illness or injury as determined by the School District. The amount of leave that may be donated by an employee, or received by an employee, is at the discretion of the School District. Donated days may only be used for an employee's regularly scheduled duty days. The donation of sick and personal leave is voluntary and donated days must be deducted from the donating employee's sick or personal leave accrued balance.

ARTICLE XII GRIEVANCE PROCEDURE

Section 1. Grievance Definition. A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee of the School District as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

Section 2. Definitions and Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be altered by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to calendar days.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a holiday, in which event the period runs until the end of the next day which is not a Saturday, or a Sunday, or a holiday. The winter and spring breaks will be treated as holidays for the purpose of the grievance procedure timeline.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it bears a dated postmark of the United States mail within the time period or jointly noted by the parties in the event the notice or document is hand-delivered. The filing or service of any notice or document may be accomplished by electronic means if it bears the date and time of its transmittal to the other party.

Subd. 5. Time Limitation and Waiver: Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District designee. The parties may mutually agree to waive and/or extend timelines. Such agreements shall be written.

Subd. 6. Denial of Grievance: Failure by the School Board or its representative to issue a decision within the time periods provided herein, shall constitute a denial of the grievance and the exclusive representative may appeal it to the next level.

Section 3. Adjustment of Grievance. The School District and the exclusive representative shall attempt to adjust all grievances which may arise during the course of employment of any employee within the School District in the following manner:

Subd. 1. Level I: An effort shall first be made to adjust an alleged grievance informally between the employee and the employee's immediate supervisor. If the grievance is not resolved through informal discussion, the exclusive representative shall reduce the grievance in writing, setting forth the facts and the specific provision of the Agreement allegedly violated and the relief sought within thirty (30) days after the date the event giving rise to the grievance occurred. The School District's designee shall respond in writing to the grievance within ten (10) days after receipt of the grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the exclusive representative may appeal to the Director of Human Resources, provided such appeal is made in writing within ten (10) days after receipt of the decision in Level I. If a grievance is properly appealed to the Director of Human Resources, the Director of Human Resources or designee shall set a time to meet regarding the grievance within ten (10) days after receipt of the appeal. Within ten (10) days after the meeting, the Director of Human Resources shall issue a decision in writing to the parties involved.

Subd. 3. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the Superintendent, provided such appeal is made in writing within ten (10) days after the receipt of the decision in Level II. If a grievance is properly appealed to the Superintendent, the Superintendent shall set a time to hear the grievance within ten (10) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent shall issue his/her decision in writing to the parties involved.

Subd. 4. Notice Requirements for Levels I-III: A written notice required under this section will be deemed to have been received if it is delivered by email.

Section 4. Arbitration Procedures. In the event that the exclusive representative and the School District are unable to resolve the grievance, the grievance may be submitted to arbitration as explained herein:

Subd. 1. Request. A request to submit a grievance to arbitration must be in writing signed by the exclusive representative, and such request must be filed in the Office of the Superintendent within ten (10) days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required. No grievance shall be considered by the arbitrator that has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator. Upon the proper submission of a grievance under the terms of this procedure, the parties may, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the Commissioner of the Bureau of Mediation Services to submit a panel of seven (7) arbitrators to the parties, pursuant to PELRA, provided such request is made within twenty (20) days after request for arbitration. The request shall ask that the panel be submitted within ten (10) days after the receipt of said request. Within ten (10) days after receipt of the panel, the parties shall alternately strike names, and the remaining name shall be the arbitrator to hear the grievance. The order of striking will be determined by lot. Failure to agree upon an arbitrator or the failure to request an arbitrator from the Commissioner within the time period as provided herein shall constitute a waiver of the grievance.

Subd. 4. Hearing. The grievance shall be heard by a single arbitrator, and both parties may be represented by such person(s) as they may choose and designate, and the parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 5. Decision. The decision by the arbitrator shall be rendered within thirty (30) days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the PELRA. The arbitrator shall issue a written decision and order including findings of fact which shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 6. Expenses. Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses that the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording, if requested by either or both parties, and any other expenses that the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 7. Jurisdiction. The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include, but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, the arbitrator's order shall give due consideration to the statutory rights and obligations of the School District to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

**ARTICLE XIII
PROBATIONARY PERIOD, EMPLOYEE DISCIPLINE
AND PERSONNEL FILES**

Section 1. Probationary Period. An employee under the provisions of this Agreement shall serve a probationary period of six (6) months of continuous service in the School District during which time the School District shall have the right to terminate or discipline such

employee. During the probationary period, action by the School District to terminate or discipline a probationary employee is not grievable. However, the employee shall be given the reasons for the termination, in writing. Also, probationary employees shall have the right to bring a grievance regarding any other provision of the contract alleged to have been violated.

Section 2. Completion of Probationary Period. An employee who has completed the probationary period may be suspended without pay or discharged only for just cause. An employee who has completed the probationary period and is suspended without pay or discharge shall have access to the grievance procedure.

Section 3. Progressive Discipline. The School District recognizes the concept of progressive discipline consisting of 1) oral reprimand; 2) written reprimand; 3) suspension without pay; and 4) discharge. However, the School District reserves the right to impose discipline at any level, as determined by the School District, based upon the circumstances surrounding the action and the seriousness of the offense for which the employee is being disciplined. A conference between the employee and his/her supervisor shall be held prior to the imposition of written reprimand, suspension without pay or discharge. An oral reprimand may be grieved up to Level III of the grievance procedure but may not be carried to arbitration. A written reprimand shall be subject to the grievance procedure, and any material found to be false or substantially inaccurate through such procedure, shall be expunged from the employee's file.

Section 4. Probationary Period - Change of Classification. In addition to the initial probationary period, an employee transferred or promoted to a different classification shall serve a new probationary period of three (3) calendar months in any such new classification. During this three (3) month probationary period, if it is determined by the School District that the employee's performance in the new classification is unsatisfactory, the School District shall reassign the employee to his/her former classification. The employee also has the right to request a return to his/her former classification within the three-month probationary period.

Section 5. Personnel Files. Employees shall be given a copy of evaluation or disciplinary entries which are placed in the employee's personnel file, to the extent practicable. The contents of an employee's personnel file shall be disclosed to the employee and/or to the employee's union representative upon written request of the employee. The employee shall have the right to a copy of the contents of the personnel file at the employee's expense.

ARTICLE XIV MISCELLANEOUS

Section 1. Retroactive Pay. Retroactive pay pursuant to the provisions of this Agreement shall be made to all employees who are employed as of the date of execution of this Agreement by the parties. Employees who have terminated employment prior to the date of execution of this Agreement shall not be entitled to any payments pursuant to this Agreement.

Section 2. Children of Employees. If space is available at an employee's school

building, then he/she may enroll his/her children in such building regardless of his/her residence. Enrollment under this section must occur prior to the beginning of the school year and changes shall not be allowed to such enrollment until the following school year. Whether space is available in a particular building and at a specific grade level shall be determined by the School District.

**ARTICLE XV
DURATION**

Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on its date of execution through June 30, 2023, and thereafter as provided by PELRA. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than one hundred and twenty (120) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration date of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, and School District policies, rules, or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

**FOR EDUCATION MINNESOTA
#110 EDUCATIONAL SUPPORT
PROFESSIONALS**

**FOR INDEPENDENT SCHOOL
DISTRICT NO. 110**

Amanda Phenix
Union President

Dana Geller
School Board Chair

Paula Held
Negotiation Committee Chair

Jackie Johnson
School Board Clerk

Dated this ___ day of _____ 2022.

Dated this ___ day of _____ 2022.

APPENDIX A
RATES OF PAY

2021-2022

| Position | Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|--|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|
| Health Associate | 12 | \$19.52 | \$20.15 | \$20.78 | \$21.42 | \$22.05 | \$22.70 | \$23.34 | \$23.95 | \$24.60 | \$25.26 | \$25.88 |
| Technology Assistant | 11 | \$17.96 | \$18.57 | \$19.18 | \$19.81 | \$20.43 | \$21.04 | \$21.66 | \$22.30 | \$22.90 | \$23.50 | \$24.16 |
| Educational Assistant (SPED) | 9 | \$16.96 | \$17.43 | \$17.89 | \$18.38 | \$18.85 | \$19.32 | \$19.77 | \$20.26 | \$20.74 | \$21.22 | \$21.69 |
| Educational Assistant (REG ED), Title I, Music Accompanist, Due Process Clerk | 9 | \$16.45 | \$16.92 | \$17.38 | \$17.87 | \$18.34 | \$18.81 | \$19.26 | \$19.75 | \$20.23 | \$20.71 | \$21.18 |
| Media Assistant | 8 | \$15.86 | \$16.30 | \$16.73 | \$17.18 | \$17.65 | \$18.08 | \$18.51 | \$18.94 | \$19.40 | \$19.86 | \$20.29 |
| Administrative Assistant I | 5 | \$15.22 | \$15.65 | \$16.09 | \$16.50 | \$16.93 | \$17.37 | \$17.82 | \$18.26 | \$18.68 | \$19.11 | \$19.58 |

APPENDIX B
RATES OF PAY

2022-2023

| Position | Grade | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 | Step 11 |
|--|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|
| Health Associate | 12 | \$19.91 | \$20.55 | \$21.20 | \$21.85 | \$22.49 | \$23.15 | \$23.81 | \$24.43 | \$25.09 | \$25.77 | \$26.46 |
| Technology Assistant | 11 | \$18.32 | \$18.94 | \$19.56 | \$20.21 | \$20.84 | \$21.46 | \$22.09 | \$22.75 | \$23.36 | \$23.97 | \$24.70 |
| Educational Assistant (SPED) | 9 | \$17.30 | \$17.78 | \$18.25 | \$18.75 | \$19.23 | \$19.71 | \$20.17 | \$20.67 | \$21.15 | \$21.64 | \$22.18 |
| Educational Assistant (REG ED), Title I, Music Accompanist, Due Process Clerk | 9 | \$16.78 | \$17.26 | \$17.73 | \$18.23 | \$18.71 | \$19.19 | \$19.65 | \$20.15 | \$20.63 | \$21.12 | \$21.66 |
| Media Assistant | 8 | \$16.18 | \$16.63 | \$17.06 | \$17.52 | \$18.00 | \$18.44 | \$18.88 | \$19.32 | \$19.79 | \$20.26 | \$20.75 |
| Administrative Assistant I | 5 | \$15.52 | \$15.96 | \$16.41 | \$16.83 | \$17.27 | \$17.72 | \$18.18 | \$18.63 | \$19.05 | \$19.49 | \$20.02 |

ATTACHMENT A

MEMORANDUM OF UNDERSTANDING REGARDING JOB GRADE TRANSITION ADJUSTMENT

WHEREAS, Independent School District Number 110, (“District”) conducted an analysis of its Pay Equity System and has made adjustments to job classifications and pay ranges and;

WHEREAS, employees represented by Education Minnesota District Number 110 Educational Support Professionals (“Union”) were subject to adjustments arising out of the District’s analysis of its Pay Equity System and;

WHEREAS, during the course of negotiations between the District and the Union for the 2007-09 Master Agreement, the parties agreed that the adjustments will be implemented without a detrimental impact upon those employees who were subject to the adjustments;

NOW, THEREFORE, the District and the Union have reached the following agreement concerning the employees subject to adjustments arising out of the District’s analysis of its Pay Equity System.

Section 1. Previous Grade 3 Employees: Employees who, prior to the 2007-09 Master Contract, were classified as Grade 3 employees will be reclassified as Grade 5A employees. The Grade 5A wages will track with the District’s Grade 9 wages for employees represented by the Union. Grade 5A employees will be placed at Grade 5A, Step 10 for 2007-2008 and Step 11 for 2008-2009. Thereafter, changes to Grade 5A will be based upon changes negotiated for other grades of employees represented by the union. No employees other than those named below will be added to Grade 5A. Grade 5A will cease to exist when the employees named below have either transferred to a different job classification in the District or their employment with the District ends for any reason.

Grade 5A employees are:

Kristin Glander
Peggy Rajewsky
Julie Foust

Section 2. Previous Grade 5 employees: Employees who, prior to the 2007-09 Master Contract, were classified as Grade 5 employees will be reclassified as Grade 5B employees. The Grade 5B wages will track with the District’s Grade 11 wages for employees represented by the Union. Grade 5B employees will be placed at Grade 5B, Step 11 for 2007-2008 and 2008-2009. Thereafter, changes to Grade 5B will be based upon changes negotiated for the other grades of employees represented by the union. No employees other than those named below will be added to Grade 5B and Grade 5B will cease to exist when the employees named below have either transferred to a different job classification in the District or their employment with the District

ends for any reason.

Grade 5B employees are:

Melanie Hasse

Section 3. Term of Memorandum of Understanding: Sections 1 and 2 of this Memorandum of Understanding shall automatically renew and be attached to subsequent Master Agreements between the District and Union until Grades 5A and 5B cease to exist.

Amanda Phenix
Union President

Dana Geller
School Board Chair

Dated this ___ day of _____ 2022.

Dated this ___ day of _____ 2022.

ATTACHMENT B

**MEMORANDUM OF UNDERSTANDING
EDUCATIONAL SUPPORT PROFESSIONAL MENTOR PROGRAM**

**Memorandum of Understanding
Between Waconia Public Schools—ISD 110 and
Education Minnesota District #110 Educational Support Professionals**

During the 2011-2013 negotiations process, the parties have agreed to establish an Educational Support Professional Mentor Program to begin in the 2012-2013 school year. The parties have agreed to continue the program for the term of the 2021-2023 collective bargaining agreement. The program’s purpose will be to provide additional support and guidance to Educational Support Professionals who are in their first year of employment with ISD 110. The program’s highlights will include professional building orientations conducted by building mentors, ongoing contact and support by both district-wide and building program participants, and opportunities for both mentors and mentees to share experiences, resources and materials at twice-yearly mentor meetings.

The Educational Support Professional Mentor Program will require ISD 110 Educational Support Professionals to fill the following roles:

- One district-wide Mentor Coordinator to be selected by the School District; and
- One Mentor at each school building to be selected by the Mentor Coordinator.

The School District will establish duties and expectations for the Mentor Coordinator, which will be available in the Human Resources Department. The Mentor Coordinator and Director of Human Resources will work together to establish duties and expectations for the building Mentors.

The Mentor Coordinator will receive an annual stipend in the amount of \$300.00 if all mentor program requirements have been met including the arrangement and facilitation of two district-wide mentor meetings. Mentors will receive an annual stipend in the amount of \$200.00 if all mentor program requirements have been met including their attendance at both district-wide mentor meetings. Stipends shall be paid on the June 30 direct deposit.

This Memorandum of Understanding will expire on June 30, 2023.

Amanda Phenix
Union President

Dana Geller
School Board Chair

Dated this ___ day of _____ 2022.

Dated this ___ day of _____ 2022.

8.C. Revised Budget for 2021-2022

INDEPENDENT SCHOOL DISTRICT #110
Preliminary General Fund Budget - Operating Fund
Revenues and Expenditures by Object - Excluding Operating Capital and LTFM
2021-2022 with Comparative Information for years 2019-2020 through 2020-2021

| | 2019-2020 | 2020-2021 | 2020-2021 | 2021-2022 | 2021-2022 |
|--|----------------------|----------------------|----------------------|-----------------------|----------------------|
| | Audited Actuals | Revised Budget | Audited Actuals | Preliminary Budget | Revised Budget |
| Revenues and Other Sources: | | | | | |
| Local Property Tax Levies | \$ 5,838,912 | \$ 6,190,346 | \$ 6,186,305 | \$ 7,874,696 | \$ 7,874,697 |
| Other Local and County Revenues | 1,047,003 | 823,182 | 1,052,046 | 1,119,367 | 1,373,032 |
| State Sources | 36,976,245 | 38,227,273 | 38,105,731 | 38,983,409 | 39,057,262 |
| Federal Sources | 865,974 | 2,174,026 | 2,073,894 | 418,801 | 1,633,748 |
| Sales and Other Financing Sources | 4,958 | 17,255 | 9,456 | 7,800 | 364,730 |
| Total Revenues and Other Sources | \$ 44,733,092 | \$ 47,432,082 | \$ 47,427,432 | \$ 48,404,073 | \$ 50,303,469 |
| Expenditures and Other Uses: | | | | | |
| Salaries and Wages | \$ 27,350,460 | \$ 27,689,307 | \$ 27,514,505 | \$ 27,992,265 | \$ 29,166,348 |
| Employee Benefits | 10,004,564 | 10,542,945 | 10,682,092 | 10,724,586 | 10,944,980 |
| Purchased Services | 5,527,036 | 5,726,405 | 5,704,431 | 5,744,170 | 6,293,093 |
| Supplies and Materials | 1,183,367 | 2,148,417 | 1,820,029 | 1,722,815 | 2,491,401 |
| Capital Expenditures | 6,067 | 118,946 | 103,091 | 119,962 | 189,962 |
| Debt Service | 181,602 | 80,000 | 124,158 | 80,000 | 55,000 |
| Other Expenditures and Financing Uses | 261,808 | 290,071 | 253,749 | 277,789 | 298,189 |
| TOTAL EXPENDITURES | \$ 44,514,904 | \$ 46,596,091 | \$ 46,202,055 | \$ 46,661,587 | \$ 49,438,973 |
| Surplus or (Deficit) of Revenues and Other Sources Over (Under) Expenditures and Other Uses | \$ 218,188 | \$ 835,991 | \$ 1,225,377 | \$ 1,742,486 | \$ 864,496 |

| | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Fund Balance at the Beginning of the Year | \$ (6,412,536) | \$ (6,194,343) | \$ (6,194,343) | \$ (5,358,352) | \$ (4,968,968) |
| Nonspendable | 40,035 | 50,000 | 142,221 | 50,000 | 50,000 |
| Restricted/Reserved | | | | | |
| Staff Development | - | - | - | - | - |
| Area Learning Center | - | - | 2,728 | - | - |
| Third Party Billing - Medical Assistance | 8,583 | 13,500 | 63,767 | 15,500 | 15,500 |
| Gifted and Talented | - | - | - | - | - |
| Safe Schools | 15,664 | 15,664 | 16,468 | 6,613 | 6,613 |
| Other Purposes | - | - | 13,318 | - | - |
| Unassigned | (6,258,625) | (5,437,516) | (5,207,470) | (3,687,979) | (4,342,974) |
| Fund Balance at the End of the Year | \$ (6,194,343) | \$ (5,358,352) | \$ (4,968,968) | \$ (3,615,866) | \$ (4,270,861) |

INDEPENDENT SCHOOL DISTRICT #110
Preliminary General Fund Budget - Operating Fund
Revenues by Object and Expenditures by Finance Code - LTFM Program Only
2021-2022 with Comparative Information for years 2019-2020 through 2020-2021

| | 2019-2020 | 2020-2021 | 2020-2021 | 2021-2022 | 2021-2022 |
|--|--------------------|-------------------|--------------------|-----------------------|-------------------|
| | Audited Actuals | Revised Budget | Audited Actuals | Preliminary Budget | Revised Budget |
| Revenues and Other Sources: | | | | | |
| Local Property Tax Levies | \$ 406,450 | \$ 203,028 | \$ 179,176 | \$ 334,719 | \$ 334,719 |
| Other Local and County Revenues | 102,286 | 134,247 | 122,647 | 134,247 | 134,247 |
| State Sources | | | | | |
| Federal Sources | | | | | |
| Sales and Other Financing Sources | | | | | |
| Total Revenues and Other Sources | \$ 508,736 | \$ 337,275 | \$ 301,823 | \$ 468,966 | \$ 468,966 |
| Expenditures and Other Uses: | | | | | |
| Physical Hazards | \$ 48,620 | \$ 51,250 | \$ 24,431 | \$ 51,199 | \$ 51,199 |
| Other Hazardous Materials | 10,128 | 13,500 | 3,470 | 13,500 | 9,000 |
| Environmental Health & Safety Management | 85,334 | 88,525 | 72,687 | 88,422 | 88,422 |
| Asbestos Removal | 19,460 | - | 3,339 | - | 4,500 |
| Fire Safety | 28,992 | 35,000 | 24,221 | 35,000 | 35,000 |
| Indoor Air Quality | 2,977 | 1,000 | 518 | 1,000 | 1,000 |
| Accessibility | 204 | - | 56 | - | - |
| Building Envelope (Excluding Roofs) | 4,350 | 43,000 | 42,990 | 115,000 | 98,100 |
| Building Hardware & Equipment | 10,350 | - | 1,623 | 30,000 | 30,000 |
| Interior Surfaces | 14,217 | 20,010 | 19,277 | 20,000 | 40,000 |
| Mechanical Systems | 18,465 | 29,950 | 37,963 | 35,000 | 35,000 |
| Roofing Systems | 33,885 | - | - | 40,000 | 20,000 |
| Site Projects | 231,930 | 47,075 | 46,717 | 35,000 | 51,900 |
| TOTAL EXPENDITURES | \$ 508,912 | \$ 329,310 | \$ 277,292 | \$ 464,121 | \$ 464,121 |
| Surplus or (Deficit) of Revenues and Other Sources Over (Under) Expenditures and Other Uses | \$ (176) | \$ 7,965 | \$ 24,531 | \$ 4,845 | \$ 4,845 |
| Fund Balance at the Beginning of the Year | \$ 3,157 | \$ 2,981 | \$ 2,981 | \$ 10,946 | \$ 27,512 |
| Reserved for LTFM & Health & Safety Programs | 2,981 | 10,946 | 27,512 | 15,791 | 32,357 |
| Fund Balance at the End of the Year | \$ 2,981 | \$ 10,946 | \$ 27,512 | \$ 15,791 | \$ 32,357 |

INDEPENDENT SCHOOL DISTRICT #110
Preliminary General Fund Budget - Operating Fund
Revenues and Expenditures by Object - Operating Capital Program Only
2021-2022 with Comparative Information for years 2019-2020 through 2020-2021

| | 2019-2020 | 2020-2021 | 2020-2021 | 2021-2022 | 2021-2022 |
|--|---------------------|---------------------|---------------------|-----------------------|---------------------|
| | Audited Actuals | Revised Budget | Audited Actuals | Preliminary Budget | Revised Budget |
| Revenues and Other Sources: | | | | | |
| Local Property Tax Levies | \$ 536,456 | \$ 683,152 | \$ 658,767 | \$ 795,909 | \$ 795,909 |
| Other Local and County Revenues | 112,374 | 63,700 | 65,712 | 20,000 | 24,000 |
| State Sources | 679,297 | 661,479 | 638,974 | 624,139 | 624,139 |
| Federal Sources | - | - | - | - | - |
| Sales and Other Financing Sources | - | - | - | - | - |
| Total Revenues and Other Sources | \$ 1,328,127 | \$ 1,408,331 | \$ 1,363,453 | \$ 1,440,048 | \$ 1,444,048 |
| Expenditures and Other Uses: | | | | | |
| Salaries and Wages | \$ - | \$ - | \$ - | \$ - | \$ - |
| Employee Benefits | - | - | - | - | - |
| Purchased Services | 137,849 | 133,750 | 76,809 | 121,778 | 121,778 |
| Supplies and Materials | 223,987 | 212,713 | 144,150 | 262,713 | 262,713 |
| Capital Expenditures | 629,950 | 1,046,407 | 979,010 | 867,987 | 892,987 |
| Debt Service | 81,287 | 81,287 | 81,287 | 81,287 | 81,287 |
| Other Expenditures and Financing Uses | 68,267 | 78,200 | 79,004 | 74,912 | 74,912 |
| TOTAL EXPENDITURES | \$ 1,141,340 | \$ 1,552,357 | \$ 1,360,260 | \$ 1,408,677 | \$ 1,433,677 |
| Surplus or (Deficit) of Revenues and Other Sources Over (Under) Expenditures and Other Uses | \$ 186,787 | \$ (144,026) | \$ 3,193 | \$ 31,371 | \$ 10,371 |
| Fund Balance at the Beginning of the Year | \$ 430 | \$ 187,217 | \$ 187,217 | \$ 43,191 | \$ 190,410 |
| Reserved for Operating Capital | 187,217 | 43,191 | 190,410 | 74,562 | 200,781 |
| Fund Balance at the End of the Year | \$ 187,217 | \$ 43,191 | \$ 190,410 | \$ 74,562 | \$ 200,781 |

INDEPENDENT SCHOOL DISTRICT #110
Food Service Fund Preliminary Budget
2021-2022 with Comparative Information for years 2019-2020 through 2020-2021



| | 2019-2020 | 2020-2021 | 2020-2021 | 2021-2022 | 2021-2022 |
|--------------------------------|--------------------|-------------------|--------------------|-----------------------|-------------------|
| | Audited Actuals | Revised Budget | Audited Actuals | Preliminary Budget | Revised Budget |
| FUND BALANCE, JUNE 30 | \$ 775,274 | \$ 585,054 | \$ 585,054 | \$ 1,171,157 | \$ 1,520,909 |
| REVENUES: | | | | | |
| Local Sources | \$ 11,880 | \$ 10,500 | \$ 778 | \$ 10,000 | \$ 1,000 |
| State Sources | 91,702 | 60,000 | 64,322 | - | 32,500 |
| Federal Sources | 783,281 | 2,927,450 | 2,919,172 | 3,318,750 | 3,009,000 |
| Local Sales and Reimbursements | 1,241,240 | 5,000 | 146,969 | 155,000 | 190,000 |
| TOTAL REVENUES | \$ 2,128,103 | \$ 3,002,950 | \$ 3,131,241 | \$ 3,483,750 | \$ 3,232,500 |
| EXPENDITURES: | | | | | |
| Salaries and Wages | \$ 864,298 | \$ 809,964 | \$ 771,120 | \$ 889,267 | \$ 836,271 |
| Employee Benefits | 429,565 | 444,608 | 433,541 | 440,353 | 440,353 |
| Purchased Services | 131,202 | 118,525 | 88,581 | 117,500 | 117,500 |
| Supplies and Materials | 859,561 | 923,250 | 788,903 | 1,155,500 | 1,265,500 |
| Capital Expenditures | 26,657 | 120,000 | 112,940 | 487,500 | 532,500 |
| Other Expenditures | 7,040 | 500 | 301 | 2,500 | 2,500 |
| TOTAL EXPENDITURES | \$ 2,318,323 | \$ 2,416,847 | \$ 2,195,386 | \$ 3,092,620 | \$ 3,194,624 |
| SURPLUS OR (DEFICIT) | \$ (190,220) | \$ 586,103 | \$ 935,855 | \$ 391,130 | \$ 37,876 |
| FUND BALANCE, JUNE 30 | \$ 585,054 | \$ 1,171,157 | \$ 1,520,909 | \$ 1,562,287 | \$ 1,558,785 |

INDEPENDENT SCHOOL DISTRICT #110
Community Education Fund Preliminary Budget
2021-2022 with Comparative Information for years 2019-2020 through 2020-2021



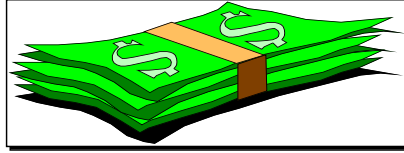
| | 2019-2020 | 2020-2021 | 2020-2021 | 2021-2022 | 2021-2022 |
|------------------------------------|-----------------|----------------|-----------------|--------------------|----------------|
| | Audited Actuals | Revised Budget | Audited Actuals | Preliminary Budget | Revised Budget |
| TOTAL FUND BALANCE, JUNE 30 | \$ 602,832 | \$ 394,769 | \$ 394,769 | \$ 302,341 | \$ 395,717 |
| REVENUES: | | | | | |
| Local Sources | \$ 2,265,793 | \$ 2,127,779 | \$ 2,176,919 | \$ 2,652,369 | \$ 2,647,369 |
| State Sources | 406,078 | 406,163 | 433,146 | 430,958 | 430,958 |
| Federal Sources | - | 85,230 | 85,230 | - | - |
| Local Sales and Reimbursements | - | - | - | - | - |
| Other Financing Sources | 62,578 | 62,000 | 62,353 | 62,000 | 62,000 |
| TOTAL REVENUES | \$ 2,734,449 | \$ 2,681,172 | \$ 2,757,648 | \$ 3,145,327 | \$ 3,140,327 |
| EXPENDITURES: | | | | | |
| Salaries and Wages | \$ 1,735,695 | \$ 1,660,991 | \$ 1,639,172 | \$ 1,676,458 | \$ 1,684,858 |
| Employee Benefits | 570,467 | 572,126 | 536,868 | 567,219 | 550,219 |
| Purchased Services | 452,753 | 375,500 | 412,419 | 419,625 | 432,125 |
| Supplies and Materials | 176,781 | 149,183 | 145,407 | 214,373 | 224,373 |
| Capital Expenditures | 3,672 | 11,500 | 19,339 | 11,000 | 40,690 |
| Other Expenditures | 3,144 | 4,300 | 3,495 | 4,300 | 4,300 |
| TOTAL EXPENDITURES | \$ 2,942,512 | \$ 2,773,600 | \$ 2,756,700 | \$2,892,975 | \$2,936,565 |
| SURPLUS OR (DEFICIT) | \$ (208,063) | \$ (92,428) | \$ 948 | \$ 252,352 | \$ 203,762 |
| FUND BALANCE, JUNE 30 | \$ 394,769 | \$ 302,341 | \$ 395,717 | \$ 554,693 | \$ 599,479 |

INDEPENDENT SCHOOL DISTRICT #110
Construction Fund Preliminary Budget
2021-2022 with Comparative Information for years 2019-2020 through 2020-2021



| | 2019-2020 | 2020-2021 | 2020-2021 | 2021-2022 | 2021-2022 |
|------------------------------|--------------------|-------------------|--------------------|-----------------------|-------------------|
| | Audited Actuals | Revised Budget | Audited Actuals | Preliminary Budget | Revised Budget |
| FUND BALANCE, JUNE 30 | \$ 896,037 | \$ (24,032) | \$ (24,032) | \$ - | \$ - |
| REVENUES: | | | | | |
| Local Sources | \$ 189,101 | \$ - | \$ - | \$ - | \$ - |
| State Sources | - | - | - | - | - |
| Federal Sources | - | - | - | - | - |
| Other Sources | - | 24,032 | 24,032 | - | - |
| TOTAL REVENUES | \$ 189,101 | \$ 24,032 | \$ 24,032 | \$ - | \$ - |
| EXPENDITURES: | | | | | |
| Construction Expenditures | 1,109,170 | - | - | - | - |
| TOTAL EXPENDITURES | \$ 1,109,170 | \$ - | \$ - | \$ - | \$ - |
| SURPLUS OR (DEFICIT) | \$ (920,069) | \$ 24,032 | \$ 24,032 | \$ - | \$ - |
| FUND BALANCE, JUNE 30 | \$ (24,032) | \$ - | \$ - | \$ - | \$ - |

INDEPENDENT SCHOOL DISTRICT #110
Debt Service Fund Preliminary Budget
2021-2022 with Comparative Information for years 2019-2020 through 2020-2021



| | 2019-2020 | 2020-2021 | 2020-2021 | 2021-2022 | 2021-2022 |
|------------------------------|--------------------|-------------------|--------------------|-----------------------|-------------------|
| | Audited Actuals | Revised Budget | Audited Actuals | Preliminary Budget | Revised Budget |
| FUND BALANCE, JUNE 30 | \$ 1,477,124 | \$ 1,182,969 | \$ 1,182,969 | \$ 1,454,664 | \$ 1,492,366 |
| REVENUES: | | | | | |
| Local Sources | \$ 8,341,311 | \$ 8,701,850 | \$ 8,665,597 | \$ 9,133,582 | \$ 9,133,582 |
| State Sources | 626,057 | 724,601 | 724,600 | 437,265 | 437,265 |
| Sale of Bonds | - | - | - | - | - |
| Other Financing Sources | (48) | - | 73,956 | - | - |
| TOTAL REVENUES | \$ 8,967,320 | \$ 9,426,451 | \$ 9,464,153 | \$ 9,570,847 | \$ 9,570,847 |
| EXPENDITURES: | | | | | |
| Debt Service Expenditures | \$ 9,261,475 | \$ 9,154,756 | \$ 9,154,756 | \$ 9,404,619 | \$ 9,404,619 |
| Other Financing Uses | - | - | - | - | - |
| TOTAL EXPENDITURES | \$ 9,261,475 | \$ 9,154,756 | \$ 9,154,756 | \$ 9,404,619 | \$ 9,404,619 |
| SURPLUS OR (DEFICIT) | \$ (294,155) | \$ 271,695 | \$ 309,397 | \$ 166,228 | \$ 166,228 |
| FUND BALANCE, JUNE 30 | \$ 1,182,969 | \$ 1,454,664 | \$ 1,492,366 | \$ 1,620,892 | \$ 1,658,594 |

INDEPENDENT SCHOOL DISTRICT #110
Trust Fund Preliminary Budget
2021-2022 with Comparative Information for years 2019-2020 through 2020-2021



| | 2019-2020 | 2020-2021 | 2020-2021 | 2021-2022 | 2021-2022 |
|--|--------------------|-------------------|--------------------|-----------------------|-------------------|
| | Audited Actuals | Revised Budget | Audited Actuals | Preliminary Budget | Revised Budget |
| FUND BALANCE, JUNE 30 | \$ 115,015 | \$ 110,194 | \$ 110,194 | \$ 27,000 | \$ 27,100 |
| REVENUES | | | | | |
| Local Sources: | \$ 9,873 | \$ 9,000 | \$ 9,049 | \$ 11,500 | \$ 11,500 |
| TOTAL REVENUES | \$ 9,873 | \$ 9,000 | \$ 9,049 | \$ 11,500 | \$ 11,500 |
| EXPENDITURES | | | | | |
| Scholarships and Other Miscellaneous | \$ 14,694 | \$ 92,194 | \$ 92,143 | \$ 9,500 | \$ 9,500 |
| TOTAL EXPENDITURES | \$ 14,694 | \$ 92,194 | \$ 92,143 | \$ 9,500 | \$ 9,500 |
| PROJECTED SURPLUS OR (DEFICIT) | \$ (4,821) | \$ (83,194) | \$ (83,094) | \$ 2,000 | 2,000 |
| PROJECTED FUND BALANCE, JUNE 30 | \$ 110,194 | \$ 27,000 | \$ 27,100 | \$ 29,000 | \$ 29,100 |

INDEPENDENT SCHOOL DISTRICT #110
Dental Benefits Internal Service Fund Preliminary Budget
2021-2022 with Comparative Information for years 2019-2020 through 2020-2021



| | 2019-2020 | 2020-2021 | 2020-2021 | 2021-2022 | 2021-2022 |
|--|--------------------|-------------------|--------------------|-----------------------|-------------------|
| | Audited Actuals | Revised Budget | Audited Actuals | Preliminary Budget | Revised Budget |
| FUND BALANCE, JUNE 30 | \$ 287,104 | \$ 292,030 | \$ 270,030 | \$ 270,030 | \$ 220,049 |
| REVENUES | | | | | |
| Local Sources: | \$ 391,593 | \$ 410,000 | \$ 370,835 | \$ 427,500 | \$ 427,500 |
| TOTAL REVENUES | \$ 391,593 | \$ 410,000 | \$ 370,835 | \$ 427,500 | \$ 427,500 |
| EXPENDITURES | | | | | |
| Dental Claims Paid | \$ 386,667 | \$ 432,000 | \$ 420,816 | \$ 423,500 | \$ 423,500 |
| TOTAL EXPENDITURES | \$ 386,667 | \$ 432,000 | \$ 420,816 | \$ 423,500 | \$ 423,500 |
| PROJECTED SURPLUS OR (DEFICIT) | \$ 4,926 | \$ (22,000) | \$ (49,981) | \$ 4,000 | \$ 4,000 |
| PROJECTED FUND BALANCE, JUNE 30 | \$ 292,030 | \$ 270,030 | \$ 220,049 | \$ 274,030 | \$ 224,049 |

INDEPENDENT SCHOOL DISTRICT #110
OPEB Irrevocable Trust Fund Preliminary Budget
2021-2022 with Comparative Information for years 2019-2020 through 2020-2021



| | 2019-2020 | 2020-2021 | 2020-2021 | 2021-2022 | 2021-2022 |
|--|--------------------|-------------------|--------------------|-----------------------|-------------------|
| | Audited Actuals | Revised Budget | Audited Actuals | Preliminary Budget | Revised Budget |
| FUND BALANCE, JUNE 30 | \$ 2,139,334 | \$ 1,987,554 | \$ 1,987,554 | \$ 1,791,754 | \$ 1,748,701 |
| REVENUES | | | | | |
| Investment Income: (Net of Fees) | \$ 80,084 | \$ 40,000 | \$ 52,573 | \$ 40,000 | \$ 75,000 |
| TOTAL REVENUES | \$ 80,084 | \$ 40,000 | \$ 52,573 | \$ 40,000 | \$ 75,000 |
| EXPENDITURES | | | | | |
| Employee Insurances | \$ 231,864 | \$ 235,800 | \$ 291,426 | \$ 230,000 | \$ 230,000 |
| TOTAL EXPENDITURES | \$ 231,864 | \$ 235,800 | \$ 291,426 | \$ 230,000 | \$ 230,000 |
| PROJECTED SURPLUS OR (DEFICIT) | \$ (151,780) | \$ (195,800) | \$ (238,853) | \$ (190,000) | \$ (155,000) |
| PROJECTED FUND BALANCE, JUNE 30 | \$ 1,987,554 | \$ 1,791,754 | \$ 1,748,701 | \$ 1,601,754 | \$ 1,593,701 |

INDEPENDENT SCHOOL DISTRICT #110
OPEB Debt Service Fund Preliminary Budget
2021-2022 with Comparative Information for years 2019-2020 through 2020-2021



| | 2019-2020 | 2020-2021 | 2020-2021 | 2021-2022 | 2021-2022 |
|--|--------------------|-------------------|--------------------|-----------------------|-------------------|
| | Audited Actuals | Revised Budget | Audited Actuals | Preliminary Budget | Revised Budget |
| FUND BALANCE, JUNE 30 | \$ 72,851 | \$ 73,708 | \$ 73,708 | \$ 73,920 | \$ - |
| REVENUES: | | | | | |
| Local Sources | \$ 857 | \$ 212 | \$ 248 | \$ - | \$ - |
| State Sources | - | - | - | - | - |
| TOTAL REVENUES | \$ 857 | \$ 212 | \$ 248 | \$ - | \$ - |
| EXPENDITURES | | | | | |
| Other Financing Uses | \$ - | \$ - | \$ 73,956 | \$ - | \$ - |
| TOTAL EXPENDITURES | \$ - | \$ - | \$ 73,956 | \$ - | \$ - |
| PROJECTED SURPLUS OR (DEFICIT) | \$ 857 | \$ 212 | \$ (73,708) | \$ - | \$ - |
| PROJECTED FUND BALANCE, JUNE 30 | \$ 73,708 | \$ 73,920 | \$ - | \$ 73,920 | \$ - |

9. **DISCUSSION ITEMS**

10. **BOARD COMMITTEE REPORTS**

10.A. Self-Governance & Superintendent
Relations Committee

10.B. Finance & Facilities Committee

10.C. Policy & Advocacy Committee

10.D. District 110 Advisory Council

10.E. Schools for Equity in Education (SEE)
Representative

10.F. Southwest Metro Intermediate District 288
Representative

10.G. MSHSL Representative

10.H. Special Ed Advisory Council

10.I. Community Education Advisory Council
Representative

10.J. Teaching & Learning Advisory Council
Representative

10.K. Chemical Abuse Advisory Council/HERO's

10.L. City of Waconia Liaison

11. **ADJOURNMENT**