

# ISD 110 School Board Work Session

Monday, September 9, 2024 7:00 PM

Waconia Public Schools - District Office - Conf Rm A, 512 Industrial Blvd.,  
Waconia, MN 55387

## 1. Superintendent Updates

**Presenter:** Dr. Brian Gersich,  
Superintendent

### 1.A. Minnesota School Board Recognition Month

**Presenter:** Dr. Brian Gersich,  
Superintendent

### 1.B. Development of Superintendent Goals for SY 24-25

## 2. Proposed 2023-2025 Terms and Conditions of Employment for Confidential Employees

**Presenter:** Dr. Enid Schonewise, Director  
of Human Resources

## **Confidential Employees,**

We are pleased to recommend the following changes to the work agreements for the 2023-24 and 2024-25 school years. Please find below detailed information on rate increases, one-time payments/stipends, benefits, insurance, and 403(b) matching for each school year.

### **Work Agreement Updates for 2023-2024**

1. **Rate Increase:**
  - Retroactive Payment: 2% one-time payment based on current contracted hours of annual basic compensation.
  - **No Steps**
  - **Effective Date:** As soon as possible after board approval and the ability to process in payroll.
2. **Insurance Benefit:**
  - *Details:*
3. **403(b) Matching:**
  - *Details:*

### **Work Agreement Updates for 2024-2025**

1. **Rate Increase:**
  - One step for eligible employees, 2% off-schedule based on contracted hours of annual basic compensation.
  - **Effective Dates:** First half payment on December 15th, 2024; second half payment on May 15th, 2025.
2. **Insurance Benefit:**
  - 10% increase to employee subsidy for medical insurance.
3. **403(b) Matching:**
  - A \$25 increase to all levels of the 403 B and the HRA Plan schedule,

We value the dedication and contributions of our Confidential Employees to Waconia Public Schools and hope these updates reflect our commitment to them.

**3. Proposed 2023-2025 Terms and Conditions of  
Employment for Administrative Support  
Professionals**

**Presenter:** Dr. Enid  
Schonewise, Director  
of Human Resources

Administrative Support Professionals,

We are pleased to recommend the following changes to the work agreements for the 2023-24 and 2024-25 school years. Please find below detailed information on rate increases, one-time payments/stipends, benefits, insurance, and 403(b) matching for each school year.

### **Work Agreement Updates for 2023-2024**

1. **Rate Increase:**
  - Retroactive Payment: 2% one-time payment based on current contracted hours of annual basic compensation.
  - **No Steps**
  - **Effective Date:** As soon as possible after board approval and the ability to process in payroll.
2. **Insurance Benefit:**
  - *Details:*
3. **403(b) Matching:**
  - *Details:*

### **Work Agreement Updates for 2024-2025**

1. **Rate Increase:**
  - One step for eligible employees, 2% off-schedule based on contracted hours of annual basic compensation.
  - **Effective Dates:** First half payment on December 15th, 2024; second half payment on May 15th, 2025.
2. **Insurance Benefit:**
  - 10% increase to employee subsidy for medical insurance.
3. **403(b) Matching:**
  - A \$25 increase to all levels of the 403 B and the HRA Plan schedule,
  - Increase total lifetime maximum contribution from \$25,000 to \$30,000
4. **Other:** Addition of Jury Duty Leave Language

We value the dedication and contributions of our Administrative Support Professionals to Waconia Public Schools and hope these updates reflect our commitment to them.

4. **Proposed 2023-2025 Terms and Conditions of  
Employment for Unaffiliated Technology Employees**

**Presenter:** Dr. Enid  
Schonewise, Director  
of Human Resources

## **Unaffiliated Technology Employees,**

We are pleased to recommend the following changes to the work agreements for the 2023-24 and 2024-25 school years. Please find below detailed information on rate increases, one-time payments/stipends, benefits, insurance, and 403(b) matching for each school year.

### **Work Agreement Updates for 2023-2024**

1. **Rate Increase:**
  - Retroactive Payment: 2% one-time payment based on current contracted hours of annual basic compensation.
  - **No Steps**
  - **Effective Date:** As soon as possible after board approval and the ability to process in payroll.
2. **Insurance Benefit:**
  - *Details:*
3. **403(b) Matching:**
  - *Details:*

### **Work Agreement Updates for 2024-2025**

1. **Rate Increase:**
  - One step for eligible employees, 2% off-schedule based on contracted hours of annual basic compensation.
  - **Effective Dates:** First half payment on December 15th, 2024; second half payment on May 15th, 2025.
2. **Insurance Benefit:**
  - 10% increase to employee subsidy for medical insurance.
3. **403(b) Matching:**
  - A \$50 increase to all levels of the 403(b) schedule.
4. **Other:**
  - **Reimbursement for Personal Cell Phone Use**

The Employer acknowledges that the Employee may use their personal cell phone for work-related purposes. As such, the Employer may choose to reimburse the Employee for such use up to a maximum of \$30 per month. This reimbursement is intended to cover expenses incurred by the Employee for business-related communications made via their personal cell phone. The decision to provide this reimbursement is at the sole discretion of the Employer and may be reviewed or adjusted as deemed necessary.

We value the dedication and contributions of our Unaffiliated Technology Employees to Waconia Public Schools and hope these updates reflect our commitment to them.

5. **Proposed 2023-2025 Terms and Conditions of  
Employment for Unaffiliated 9 Month Employees**

**Presenter:** Dr. Enid  
Schonewise, Director  
of Human Resources

## **Unaffiliated 9 Month Employees,**

We are pleased to recommend the following changes to the work agreements for the 2023-24 and 2024-25 school years. Please find below detailed information on rate increases, one-time payments/stipends, benefits, insurance, and 403(b) matching for each school year.

### **Work Agreement Updates for 2023-2024**

1. **Rate Increase:**
  - Retroactive Payment: 2% one-time payment based on current contracted hours of annual basic compensation.
  - **No Steps**
  - **Effective Date:** As soon as possible after board approval and the ability to process in payroll.
2. **Insurance Benefit:**
  - *Details:*
3. **403(b) Matching:**
  - *Details:*

### **Work Agreement Updates for 2024-2025**

1. **Rate Increase:**
  - One step for eligible employees, 2% off-schedule based on contracted hours of annual basic compensation.
  - **Effective Dates:** First half payment on December 15th, 2024; second half payment on May 15th, 2025.
2. **Insurance Benefit:**
  - 10% increase to employee subsidy for medical insurance.
3. **403(b) Matching:**
  - A \$25 increase to all levels of the 403 schedule,

We value the dedication and contributions of our Unaffiliated 9 Month Employees to Waconia Public Schools and hope these updates reflect our commitment to them.

6. **Proposed 2023-2025 Terms and Conditions of  
Employment for Unaffiliated Supervisors and  
Coordinators**

**Presenter:** Dr. Enid  
Schonewise, Director  
of Human Resources

## **Unaffiliated Supervisors and Coordinators,**

We are pleased to recommend the following changes to the work agreements for the 2023-24 and 2024-25 school years. Please find below detailed information on rate increases, one-time payments/stipends, benefits, insurance, and 403(b) matching for each school year.

### **Work Agreement Updates for 2023-2024**

1. **Rate Increase:**
  - Retroactive Payment: 2% one-time payment based on current contracted hours of annual basic compensation.
  - **No Steps**
  - **Effective Date:** As soon as possible after board approval and the ability to process in payroll.
2. **Insurance Benefit:**
  - *Details:*
3. **403(b) Matching:**
  - *Details:*

### **Work Agreement Updates for 2024-2025**

1. **Rate Increase:**
  - One step for eligible employees, 2% off-schedule based on contracted hours of annual basic compensation.
  - **Effective Dates:** First half payment on December 15th, 2024; second half payment on May 15th, 2025.
2. **Insurance Benefit:**
  - 10% increase to employee subsidy for medical insurance.
3. **403(b) Matching:**
  - A \$100 increase to all levels of the 403(b) schedule.
4. **Other:**
  - **Reimbursement for Personal Cell Phone Use**

The Employer acknowledges that the Employee may use their personal cell phone for work-related purposes. As such, the Employer may choose to reimburse the Employee for such use up to a maximum of \$30 per month. This reimbursement is intended to cover expenses incurred by the Employee for business-related communications made via their personal cell phone. The decision to provide this reimbursement is at the sole discretion of the Employer and may be reviewed or adjusted as deemed necessary.

We value the dedication and contributions of our Unaffiliated Supervisors and Coordinators to Waconia Public Schools and hope these updates reflect our commitment to them.

**7. Proposed 2023-2025 Terms and Conditions of  
Employment for Unaffiliated Directors and  
Managers**

Dear Unaffiliated Directors and Managers,

We are pleased to share the updates to the work agreements for the 23-24 & 24-25 school years. Please find below the detailed information on rate increases, one-time payments/stipends, benefits, insurance, holidays, 403(b) matching for each year.

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## **Work Agreement Updates for 2023-2024**

**1. Rate Increase:** *Retroactive Payment, 2% one time payment based on current contracted hours of annual basic compensation. No Steps*

- **Effective Date:** *ASAP, after approval and ability to process*

**2. Insurance Benefit:**

- **Details:**

**3. 403(b) Matching:**

- **Details:**

**4. Longevity:**

- **Details:**

## **Work Agreement Updates for 2024-2025**

**1. Rate Increase:** One step for eligible employees- 2% off schedule based on contracted hours of annual basic compensation

- **Effective Date:** Half payment on December 15th, 2024, Second half payment on May 15, 2025

**2. Insurance Benefit:**

- **Details:** 10% increase to employee subsidy for medical insurance

**3. 403(b) Matching:**

- **Details:** a \$100 increase to matching funds

#### 4. Holidays:

- **Details:** Beginning 2025-2026, Juneteeth holiday will replace the one day holiday in March/April.

#### 5. Other

Inclusion of 403 B and HRA Experience Language

##### **\*Reimbursement for Personal Cell Phone Use**

The Employer acknowledges that the Employee may use their personal cell phone for work-related purposes. As such, the Employer may choose to reimburse the Employee for such use up to a maximum of \$30 per month. This reimbursement is intended to cover expenses incurred by the Employee for business-related communications made via their personal cell phone. The decision to provide this reimbursement is at the sole discretion of the Employer and may be reviewed or adjusted as deemed necessary.

The position of Director of Communication is eligible to receive an additional \$40 per month. This role requires a cell phone with advanced features, such as a high-quality camera with video capabilities and sufficient storage capacity, to perform essential functions as outlined in the job description.

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We value your dedication and contributions to Waconia Public Schools and hope that these updates reflect our commitment to you.. If you have any questions or need further clarification, please do not hesitate to contact us in Human Resources.

Thank you for your continued hard work and commitment.

Best regards,

8. **Proposal for Staff Recognition**