



AGENDA
WORK SESSION MEETING
ROYALTON BOARD OF EDUCATION
EARLY CHILDHOOD ENTRANCE FOYER, ENTER DOOR #1
120 SOUTH HAWTHORN STREET
ROYALTON, MN 56373
APRIL 17, 2023
6:00 PM

1. **Call to Order**
2. **Pledge to Flag**
3. **Roll Call**
4. **Discussion/Information**
 - a. Finance 101 2
 - b. Revised Budget 20
 - c. Update on District Office Reorganization 22
 - d. Cuts Resolution Review 52
 - e. Request for Quote (RFQ) for Auditor Services
 - f. E Learning Survey Discussion
5. **Work Session meeting ended at 8:12pm.**

Royalton School Board

Budget Training 101

Budget Timelines

- Preliminary budget must be approved by June 30th each year. State fiscal year is July 1-June 30 (currently state fiscal year 2023). Federal fiscal year is Oct 1-Sep 30.
- Revised budget process begins in January with approval by the school board in March/April.
- The budget process involves looking at enrollment to estimate revenue and staffing to determine the majority of expenses.

How does funding work in Minnesota

- State statutes (state law) set the funding levels-state law sets the mix of state aid and local levies
- Funding is based on the number of students actually attending the school, the greater the student count, the larger the funding.
- Each school district's funding is different depending on student characteristics such as free/reduced, English language learners, special education, etc.
- State statute allows add'l revenues to be raised through voter approval.

Pupil Accounting

- Average Daily Membership (ADM)
 - The average number of pupils enrolled in the school district throughout the school year.
 - Regular ADM is limited to 1.0 for each student (Basic Aid Formula is \$6,863 in FY23)
 - Extended Time ADM is limited to 0.2 ADM per student; revenue is generated through afterschool and summer school programs.

| | | |
|------------------|--------------------------|------------------|
| • Pupil Weights: | <u>Grade Level</u> | <u>Weighting</u> |
| | Regular K and K Disabled | 1.0 |
| | Grades 1-6 | 1.0 |
| | Grades 7-12 | 1.2 |

Pupil Accounting (Cont.)

- Pupil Units = ADM x Pupil Weights
 - (Sometimes called Weighted ADM or WADM)
- Resident Pupil Unit – rarely used by MDE
 - (Resident ADM includes all MN public school students residing in the district)
- Adjusted Pupil Unit = Resident PU
 - + PU for nonresidents attending the district under alternative attendance programs such as open enrollment. (21-22 = 235)
 - PU for residents attending another district under alternative attendance programs such as open enrollment. (21-22 = 120)

Fund 01 – General Fund

- **Unassigned Fund Balance**

- Majority of revenue and expenses occur here
- These funds have no restrictions
- Board has a fund balance policy #714: “The school district will strive to maintain an unassigned general fund balance of [14-20 percent of the annual budget.]”
- Current Fund Balance 17.57% (1.9M)

- **Restricted Fund Balance Accounts**

- Staff Development - Must set-aside 2% of basic formula revenue - (\$142,394k)
- Operating Capital - (\$200 X Adj Pupil Units)- 78% State Aid / 22% Levy - (\$227k)
- Long Term Facility Maintenance - (\$380 X Adj PU X Bldg Age Ratio) 20% Levy / 80% State Aid – (\$287k)
- Career & Technical – 35% of eligible expenditures – 100% Levy – (\$35K)
- Safe Schools – (\$36 X Adj PU) 100% Levy – (\$37k)
- Gifted & Talented – (\$13 X Adj PU) 100% Levy – (\$13k)

ROYALTON
Budget / Fund Balance Overview (BUDGET)
 Revised Budget

| <i>General Fund - 01</i> | Beginning Fund Balance | Revenues | Expenditures | Transfers | End of Year Proj. Balance | Net Increase or Decrease |
|--|---------------------------|-------------------|-------------------|-----------|------------------------------|-----------------------------|
| 422 Unassigned Fund Balance | 1,901,870 17.57% | 10,389,714 | 9,952,942 | - | 2,338,642 21.82% | 436,772 |
| Restricted | | | | | | |
| 401 Student Activities | 194,638 | 182,418 | - | - | 377,056 | 182,418 |
| 402 Scholarships | 33,053 | - | 13,100 | - | 19,953 | (13,100) |
| 403 Staff Development | 121,768 | 142,394 | 47,966 | - | 216,196 | 94,428 |
| 405 Deferred Maintenance | - | - | - | - | - | - |
| 406 Health & Safety | - | - | - | - | - | - |
| 407 Capital Projects Levy | - | - | - | - | - | - |
| 408 Cooperative Programs | - | - | - | - | - | - |
| 413 Building Projects Funded by COP/LP | - | - | - | - | - | - |
| 414 Operating Debt | - | - | - | - | - | - |
| 416 Levy Reduction | - | - | - | - | - | - |
| 417 Excess Taconite Building Maint Funds | - | - | - | - | - | - |
| 424 Operating Capital | 472,767 | 227,795 | 412,212 | - | 288,350 | (184,417) |
| 426 \$25 Taconite | - | - | - | - | - | - |
| 427 Disabled Accessibility | - | - | - | - | - | - |
| 428 Learning and Development | - | - | - | - | - | - |
| 434 Area Learning Center | - | - | - | - | - | - |
| 435 Contracted Alternative Programs | - | - | - | - | - | - |
| 436 State-Approved Alt. Programs | - | - | - | - | - | - |
| 438 Gifted and Talented | 20,413 | 13,486 | 18,073 | - | 15,826 | (4,587) |
| 440 Teacher Development and Evaluation | - | - | - | - | - | - |
| 441 Basic Skills Programs | - | - | - | - | - | - |
| 448 Achievement and Integration Revenue | - | - | - | - | - | - |
| 449 Safe Schools Levy | 74,831 | 37,257 | 32,677 | - | 79,411 | 4,580 |
| 451 QZAB and QSCB Payments | - | - | - | - | - | - |
| 452 Funded OPEB Liabilities not Held in Trust | - | - | - | - | - | - |
| 453 Unfunded Severance and Retirement | - | - | - | - | - | - |
| 459 Basic Skills Extended Time | 16,134 | - | - | - | 16,134 | - |
| 464 Restricted | - | - | - | - | - | - |
| 467 Long-Term Facilities Maint | 67,509 | 181,594 | 241,725 | - | 7,378 | (60,131) |
| 472 Medical Assistance | 108,568 | 15,000 | 50 | - | 123,518 | 14,950 |
| 475 Title VII - Impact Aid Funds | - | - | - | - | - | - |
| 476 Payments in Lieu of Taxes | - | - | - | - | - | - |
| Subtotal Restricted | 1,109,681 | 799,944 | 765,803 | - | 1,143,822 | 34,141 |
| 460 Nonspendable | 83,000 | - | - | - | 83,000 | - |
| Committed Funds | | | | | | |
| 418 Separation/Retirement Benefits | - | - | - | - | - | - |
| 461 Committed | - | - | - | - | - | - |
| Committed - "detail" | - | - | - | - | - | - |
| Subtotal Committed - 418 & 461 & District Defined | - | - | - | - | - | - |
| Assigned Funds | | | | | | |
| 462 Assigned | 270,000 | - | - | - | 270,000 | - |
| Assigned - "detail" | - | - | - | - | - | - |
| Subtotal Assigned - 462 | 270,000 | - | - | - | 270,000 | - |
| Total General Fund | 3,364,551 | 11,189,658 | 10,718,745 | - | 3,835,464 | 470,913 |

Fund 02 – Food Service

- Lunch

- State Reimbursement
 - 12.5 Cents for fully paid & free
 - 52.5 Cents for reduced
- Federal Reimbursement
 - 77 Cents for fully paid
 - 3.16 for reduced
 - 3.56 for free
- Summer Food Service Program
 - 4.95 per meal

- Breakfast

- State Reimbursement
 - 55 Cents for fully paid
 - 30 Cents for reduced
 - All Kindergarten & grades 1-12 free/reduced are free
- Federal Reimbursement
 - 50 Cents for fully paid
 - 1.96 for reduced
 - 2.26 for free
- Summer Food Service Program
 - 2.825 per meal

Fund 02 – Continued

| Food Service Fund - 02 | | | | | | |
|---------------------------|----------------|----------------|----------------|----------|----------------|-----------------|
| 460 Nonspendable | 6,938 | - | - | - | 6,938 | - |
| 464 Restricted | 167,544 | 528,185 | 558,930 | - | 136,799 | (30,745) |
| 463 Unassigned | - | - | - | - | - | - |
| Total Food Service | 174,482 | 528,185 | 558,930 | - | 143,737 | (30,745) |

Fund 04 – Community Service

- Community Education
 - Based on 2020 census population of 3,993 *Greater Royalton City limits to serve Community Education. Actual city census: 1,281*
 - $\$8.27 \times 3,993 = \$33k$ (100% Levy)
 - School Age Care, Adult/Child Classes, Summer Rec
- Early Childhood Family Education
 - Population under 5 years of age or 150, whichever is greater
 - 2.3% of basic aid formula $\times 150 = \$13k$
 - Total: $\$33K$ (39% Levy / 61% State Aid)
- School Readiness
 - State aid formula takes into account age 4 population and free/reduced count
 - Pathways Revenue
 - Add'l revenue from fees, and other grants

Fund 04 – Community Service

| | | | | | | |
|---------------------------------------|-----------------------|-----------------------|-----------------------|---|-----------------------|---------------------|
| Community Services - 04 | | | | | | |
| 460 Nonspendable | - | - | - | - | - | - |
| 464 Restricted | 31,122 | 2,295 | - | - | 33,417 | 2,295 |
| Restricted / Reserved | | | | | | |
| 426 \$25 Taconite | - | - | - | - | - | - |
| 431 Community Education | 208,435 | 195,080 | 122,163 | - | 281,352 | 72,917 |
| 432 Early Childhood | 42,208 | 17,788 | 17,600 | - | 42,396 | 188 |
| 440 Teacher Development | - | - | - | - | - | - |
| 444 School Readiness | 59,290 | 172,827 | 240,843 | - | (8,726) | (68,016) |
| 447 Adult Basic Education | - | - | - | - | - | - |
| 452 Funded OPEB Liabilities | - | - | - | - | - | - |
| Restricted/Reserved - Subtotal | <u>309,933</u> | <u>385,695</u> | <u>380,606</u> | - | <u>315,022</u> | <u>5,089</u> |
| 463 Unassigned | - | - | - | - | - | - |
| Total Community Education | <u><u>341,055</u></u> | <u><u>387,990</u></u> | <u><u>380,606</u></u> | - | <u><u>348,439</u></u> | <u><u>7,384</u></u> |

Fund 06 - Construction

- This fund is used only for construction projects
 - Typically, this fund is zeroed out within three years after an approved referendum project is complete
 - Any remaining funds are to be transferred to Fund 07-Debt Service

Fund 07- Debt Service

- Property tax dollars are collected to make principal/interest payments on building bonds.
- Collect 105% of principal/interest payments
- Debt excess levy reduction – formula based on current fund balance

Fund 07- Debt Service Continued

| | | | | | | |
|--------------------------------|----------------|------------------|------------------|----------|----------------|----------------|
| 464 Restricted | 439,975 | 2,010,909 | 2,020,608 | - | 430,276 | (9,699) |
| 463 Unassigned | - | | | - | - | - |
| Total Debt Service Fund | 439,975 | 2,010,909 | 2,020,608 | - | 430,276 | (9,699) |

Revenues

- State Revenue (Source 300 Series)
 - General Education Aid, Compensatory Aid, Staff Development, Literacy Aid, Q-comp, Special Ed
- Federal Revenue (Source 400 Series)
 - Title I - \$80,125
 - Title II - \$16,478
 - Title IV - \$10,000
 - Cares Funding (One time money)
- Levy Revenue (Source 001)
 - Referendum(\$0)/LOR (\$724), Safe Schools, Career & Tech, Operating Capital
- Local Revenue (Source 002-099 & 600 Series)
 - Fees, Misc Revenue, Interest, Donations, Admissions, Due from Other Districts, Athletics

Expenses

- **Salaries (100 Program Series)**
 - Supt, Principal, Teachers, Paras, Custodians, Admin Asst, Food Service, Coaches, Bus Drivers, etc.
- **Benefits (200 Program Series)**
 - FICA, TRA, PERA, Health Insurance, Wellness, Life, LTD, Deferred Comp(403b), etc.

Expenses

- **Purchased Services (300 Program Series)**
 - Repairs, Travel, Communications, Utilities, Property Insurance, etc.
 - Contracted Services
 - Institute for Environmental Assessment(IEA) – Health & Safety, Mock OSHA, Inspections, Testing
 - Mechanical – Preventative Maintenance/Repairs on school maintenance systems
- **Supplies (400 Program Series)**
 - General Supplies, Instructional Supplies, Maintenance Supplies, Textbooks, etc.
- **Equipment (500 Program Series)**
 - Computers, Vehicles, Maintenance Equipment, Desks/Chairs, etc.

Account Codes

The MN school finance account code segment is 17 digits:

Fund – Organization – Program – Course – Finance – Object/Source

XX – XXX – XXX – XXX – XXX – XXX

Ex: 01 – 005 – 010 – 000 – 000 – 401

Over 3,250 account codes in Royalton!!

ROYALTON
Budget / Fund Balance Overview (BUDGET)
 Revised Budget

| | Beginning Fund Balance | Revenues | Expenditures | Transfers | End of Year Proj. Balance | Net Increase or Decrease |
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| 403 Staff Development | 121,768 | 142,394 | 47,966 | - | 216,196 | 94,428 |
| 405 Deferred Maintenance | - | - | - | - | - | - |
| 406 Health & Safety | - | - | - | - | - | - |
| 407 Capital Projects Levy | - | - | - | - | - | - |
| 408 Cooperative Programs | - | - | - | - | - | - |
| 413 Building Projects Funded by COP/LP | - | - | - | - | - | - |
| 414 Operating Debt | - | - | - | - | - | - |
| 416 Levy Reduction | - | - | - | - | - | - |
| 417 Excess Taconite Building Maint Funds | - | - | - | - | - | - |
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| 428 Learning and Development | - | - | - | - | - | - |
| 434 Area Learning Center | - | - | - | - | - | - |
| 435 Contracted Alternative Programs | - | - | - | - | - | - |
| 436 State-Approved Alt. Programs | - | - | - | - | - | - |
| 438 Gifted and Talented | 20,413 | 13,486 | 18,073 | - | 15,826 | (4,587) |
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| Subtotal Restricted | 1,109,681 | 799,944 | 765,803 | - | 1,143,822 | 34,141 |
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| Committed Funds | | | | | | |
| 418 Separation/Retirement Benefits | - | - | - | - | - | - |
| 461 Committed | - | - | - | - | - | - |
| Committed - "detail" | - | - | - | - | - | - |
| Subtotal Committed - 418 & 461 & District Defined | - | - | - | - | - | - |
| Assigned Funds | | | | | | |
| 462 Assigned | 270,000 | - | - | - | 270,000 | - |
| Assigned - "detail" | - | - | - | - | - | - |
| Subtotal Assigned - 462 | 270,000 | - | - | - | 270,000 | - |
| Total General Fund | 3,364,551 | 11,189,658 | 10,718,745 | - | 3,835,464 | 470,913 |
| Food Service Fund - 02 | | | | | | |
| 460 Nonspendable | 6,938 | - | - | - | 6,938 | - |
| 464 Restricted | 167,544 | 528,185 | 558,930 | - | 136,799 | (30,745) |
| 463 Unassigned | - | - | - | - | - | - |
| Total Food Service | 174,482 | 528,185 | 558,930 | - | 143,737 | (30,745) |
| Community Services - 04 | | | | | | |
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| 464 Restricted | 31,122 | 2,295 | - | - | 33,417 | 2,295 |
| Restricted / Reserved | | | | | | |
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| 431 Community Education | 208,435 | 195,080 | 122,163 | - | 281,352 | 72,917 |
| 432 Early Childhood | 42,208 | 17,788 | 17,600 | - | 42,396 | 188 |
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| 444 School Readiness | 59,290 | 172,827 | 240,843 | - | (8,726) | (68,016) |
| 447 Adult Basic Education | - | - | - | - | - | - |
| 452 Funded OPEB Liabilities | - | - | - | - | - | - |
| Restricted/Reserved - Subtotal | 309,933 | 385,695 | 380,606 | - | 315,022 | 5,089 |

ROYALTON
Budget / Fund Balance Overview (BUDGET)
 Revised Budget

| | | | | | | |
|---------------------------------------|------------------|-------------------|-------------------|----------|------------------|----------------|
| 463 Unassigned | - | - | - | - | - | - |
| Total Community Education | 341,055 | 387,990 | 380,606 | - | 348,439 | 7,384 |
| Construction - 06 | | | | | | |
| 460 Nonspendable | - | - | - | - | - | - |
| Restricted/Reserved | | | | | | |
| 407 Capital Projects Levy | - | - | - | - | - | - |
| 413 Building Projects | - | - | - | - | - | - |
| 467 Long-Term Facilities Maint | - | - | - | - | - | - |
| 475 Title VII - Impact Aid Funds | - | - | - | - | - | - |
| Restricted/Reserved - Subtotal | - | - | - | - | - | - |
| 464 Restricted | - | - | - | - | - | - |
| 463 Unassigned | - | - | - | - | - | - |
| Total Construction Fund | - | - | - | - | - | - |
| Debt Service - 07 | | | | | | |
| 460 Nonspendable | - | - | - | - | - | - |
| Restricted/Reserved | | | | | | |
| 425 Bond Refunding | - | - | - | - | - | - |
| 433 Maximum Effort Loan Aid | - | - | - | - | - | - |
| 451 QZAB and QSCB Payments | - | - | - | - | - | - |
| Restricted/Reserved - Subtotal | - | - | - | - | - | - |
| 464 Restricted | 439,975 | 2,010,909 | 2,020,608 | - | 430,276 | (9,699) |
| 463 Unassigned | - | - | - | - | - | - |
| Total Debt Service Fund | 439,975 | 2,010,909 | 2,020,608 | - | 430,276 | (9,699) |
| Trust - 08 | | | | | | |
| Custodial - 18 | | | | | | |
| Restricted/Reserved | | | | | | |
| 402 Scholarships | - | - | - | - | - | - |
| 448 Achievement & Integration | - | - | - | - | - | - |
| 401 Student Activities | - | - | - | - | - | - |
| Restricted/Reserved - Subtotal | - | - | - | - | - | - |
| 464 Restricted | - | - | - | - | - | - |
| Total Custodial Fund | - | - | - | - | - | - |
| Internal Service Fund - 20 | | | | | | |
| OPEB Revocable Trust - 25 | | | | | | |
| OPEB Irrevocable Trust - 45 | | | | | | |
| OPEB Debt Service - 47 | | | | | | |
| 460 Non Spendable | - | - | - | - | - | - |
| Restricted/Reserved | | | | | | |
| 425 Bond Refundings | - | - | - | - | - | - |
| Restricted/Reserved - Subtotal | - | - | - | - | - | - |
| 464 Restricted | - | - | - | - | - | - |
| 463 Unassigned | - | - | - | - | - | - |
| Total OPEB Debt Service Fund | - | - | - | - | - | - |
| Total All Funds: | 4,320,063 | 14,116,742 | 13,678,889 | - | 4,757,916 | 437,853 |



ROYALTON PUBLIC SCHOOLS

Home of the Royals

RESPECT · HONESTY · INTEGRITY · LEADERSHIP · ACCOUNTABILITY · SERVICE

120 Hawthorn Street, Royalton, MN 56373
Phone (320) 584-4000
royaltonpublicschools.org

District Office Staffing Reorganization Update

April 17, 2023

Current Model of District Office Staffing

HR Director

Finance Assistant

Administrative Assistant to the Superintendent/School Board

Community Education Director
(position receives a stipend)

SMS

Proposed Model of District Office Staffing

HR Director/Community Education Director

Finance Specialist

Preschool Secretary

Administrative Assistant

Community Education Programmer
(title change only)

SMS

Current Distribution of Duties Model

HR Director: HR & Payroll duties, Title IX, MARSS Coordinator, STAR Reporting, Supervises Finance Assistant

Finance Assistant: A/P, Front Desk/Preschool Support

Administrative Assistant to the Superintendent/School Board: Superintendent Administrative Assistant, Board Support, Communications (Social Media), Open Enrollment, Home School, Notary, Some MDE Reporting and Data Entry

Community Education Director (position receives a stipend): Youth Athletics

SMS: Business Manager Duties

Proposed Distribution of Duties Model

HR Director/Community Education Director: HR/Benefits, District Insurance, Contract Negotiations, Title IX, Preschool Supervisor, MAP Supervisor, Adult Education, Supervises Community Ed Coordinator, Finance Specialist, CE/DO Secretary

Finance Specialist: Payroll, AP, Deposits, RevTrak, Invoicing, 1099's

Community Education/District Office Secretary: Preschool billing, MAP billing, CE billing and registration support; Preschool secretary, welcome visitors

Administrative Assistant: No Change

Community Education Programmer: No Change (title change only)

SMS: No Change

Benefits from Reorganizing

Programming Benefits:

- Growth of Preschool
 - Secretarial Needs
 - Increased Leadership
- Increased Community Education Oversight
 - Increased Oversight of MAP
 - Increased Adult Class Offerings
 - Increased Youth Enrichment Offerings
- Improved Distribution of Business Office Duties
 - Financials all handled at the District Office
 - Improved Customer Service
 - Separation of Duties within the Business Office

Benefits from Reorganizing Cont...

Current Financial Model:

Fund 1 Expenses: **\$399,700**

Fund 4 Expenses: **\$19,800**

Proposed Financial Model:

Fund 1 Cost Savings: **\$17,300**

Fund 4 Increase: **\$66,800**

Benefits from Reorganizing Cont...

| CE | Sal / Ben | | Expenses | Total Expenses | Revenues | Profit/Loss | Fund Balance | FB % of Total Exp |
|-----------|------------------|--------------|-----------------|----------------------------|-----------------|--------------------|---------------------|--------------------------|
| FY12 | \$86,573.38 | | \$76,820.23 | \$163,393.61 | \$179,685.38 | \$16,291.77 | \$69,058 | 42.26% |
| FY13 | \$85,872.67 | Expansion | \$105,417.28 | \$191,289.95 | \$195,001.50 | \$3,711.55 | \$79,511 | 41.57% |
| FY14 | \$97,084.86 | | \$72,631.97 | \$169,716.83 | \$179,779.75 | \$10,062.92 | \$103,262 | 60.84% |
| FY15 | \$106,574.08 | | \$70,621.96 | \$177,196.04 | \$202,256.35 | \$25,060.31 | \$128,913 | 72.75% |
| FY16 | \$141,453.95 | | \$72,106.05 | \$213,560.00 | \$217,923.65 | \$4,363.65 | \$134,761 | 63.10% |
| FY17 | \$159,815.48 | | \$88,172.34 | \$247,987.82 | \$254,714.88 | \$6,727.06 | \$142,745 | 57.56% |
| FY18 | \$220,268.44 | Expansion | \$85,787.78 | \$306,056.22 | \$275,162.26 | -\$30,893.96 | \$113,042 | 36.94% |
| FY19 | \$250,119.66 | | \$77,583.37 | \$327,703.03 | \$377,032.40 | \$49,329.37 | \$163,529 | 49.90% |
| FY20 | \$196,275.17 | | \$62,054.32 | \$258,329.49 | \$319,172.75 | \$60,843.26 | \$225,550 | 87.31% |
| FY21 | \$182,307.03 | | \$47,367.89 | \$229,674.92 | \$272,054.55 | \$42,379.63 | \$269,059 | 117.15% |
| FY22 | \$298,095.46 | Negotiations | \$72,811.27 | \$370,906.73 ²⁷ | \$441,959.82 | \$71,053.09 | \$336,597 | 90.75% |

Strategic Plan Alignment

- Strategic Priority #1: World's Best Workforce
 - Goal #1 Kindergarten Readiness
- Strategic Priority #2: Life Skills/Post Secondary Preparation
 - Action Step #3 Service Learning Opportunities
- Strategic Priority #3: Social and Emotional Supports
 - Action Step #4 Community Education classes for parents
- Strategic Priority #5: Co-Curricular and Extra-Curricular Opportunities and Participation
 - Action Step #3 Increase opportunities through Community Education

Approved Positions

- Hire 1.0 FTE Pre-school/Community Ed/Front Desk Secretary
- Change Financial Assistant Position to a Financial Specialist
- Change HR/Payroll Position to HR Director/Community Education Director

| <u>Current Based on FY22 Audited Data</u> | Fund 01 (Gen Ed) | Fund 04 (Community Ed) |
|---|------------------|------------------------|
| **All wages include salaries and benefits** | | |
| Finance Assistant | \$50,000 | \$0 |
| Superintendent Assistant (Prorated) | \$45,616 | \$0 |
| HR Director & Payroll (Prorated) | \$65,000 | \$0 |
| Principal | \$127,760 | \$2,300 |
| Payroll (Prorated for former employee) | \$23,604 | \$0 |
| Business Manager (Prorated for former employee) | \$66,919 | \$0 |
| School Management Services: Business Manager & HR/Payroll Support (prorated for part of the year) | \$53,450 | \$0 |
| Community Ed Support | \$0 | \$17,500 |
| Total By Fund Currently | \$432,349 | \$19,800 |
| Total Fund 01 and 04 Combined FY22 | | \$452,149 |

| Estimated FY23 Costs (Unaudited) | Fund 01 (Gen Ed) | Fund 04 (Community Ed) |
|---|------------------|------------------------|
| **All wages include salaries and benefits** | | |
| Finance Assistant (Estimated for full year employment) | \$54,500 | \$0 |
| Superintendent Assistant | \$47,613 | \$0 |
| HR Director & Payroll | \$85,071 | \$0 |
| Principal | \$130,576 | \$2,300 |
| School Management Services: Business Manager & HR/Payroll Support | \$91,750 | \$0 |
| Community Ed Support | \$0 | \$17,500 |
| Total By Fund Currently | \$409,510 | \$19,800 |
| Total Fund 01 and 04 Combined | | \$429,310 |

| Proposed FY24 | Fund 01 (Gen Ed) | Fund 04 (Community Ed) |
|---|------------------|------------------------|
| **All wages include salaries and benefits** | | |
| Community Ed / District Office Secretary | \$12,569 | \$29,327 |
| Finance Specialist | \$78,000 | \$0 |
| Superintendent Assistant | \$48,944 | \$0 |
| HR Director / Community Ed Director | \$52,920 | \$52,920 |
| Estimated New Principal Cost | \$115,006 | \$0 |
| School Management Services: Business Manager & HR/Payroll Support (prorated for part of the year) | \$71,750 | \$0 |
| Community Ed Support | | \$10,000 |
| Total By Fund Proposed | \$379,189 | \$92,247 |
| Total Fund 01 and 04 Combined Proposed | | \$471,436 |
| Total + or - Per Fund with Proposed Plan | -\$30,321 | \$72,447 |
| Fund 04 Fund Balance | | |
| Entering FY23 | 32 \$336,597 | |
| Fund Balance as % of Expenses | 90.75% | |

Financial Review

Original Estimate Savings=\$17,300

Fund 1 Savings=\$30,321

Original Estimate=\$66,800

Fund 4 Increase=\$72,447

Original Estimated Cost to District (All Funds) = \$47,000

Total Estimated Cost to District (All Funds) = \$42,126

Actual costs are coming in lower than originally estimated

33



Thank you!

| District | Year | Comm. Ed Salary | Duty Days/Yr | Salary/Day | HR Salary | Additional Information |
|--|-----------|-------------------------|--------------|------------|---------------------|---|
| ***All wages include only salary, NOT benefits. | | | | | | |
| Albany | 2022-2023 | \$93,500 | 260 | \$360 | see additional info | Community Ed Coordinator in addition to Director Shared HR between following roles: Superintendent, Supt Assist=\$51,500, Business Manager, Payroll/Benefits Mgr=\$61308 |
| | 2023-2024 | | | | | |
| Brainerd | 2022-2023 | \$113,080 | 260 | \$435 | \$51,500 | |
| | 2023-2024 | | | | \$52,530 | |
| Crosby-Ironton | 2022-2023 | | | | \$74,500 | Finance Manager, Business Manager, DO Secretary, Comm. Ed Coordintaor |
| | 2023-2024 | | | | | |
| Foley | 2022-2023 | \$70,834 | 260 | \$272 | see additional info | CE Weekend and Eve Supervision=\$2000 Shared HR between following roles: Superintendent, Supt Assist=\$54867, Business Manager, Payroll/Benefit clerk=\$52,000 |
| | 2023-2024 | | | | | |
| Holdingford | 2022-2023 | \$60,366 | 260 | \$232 | see additional info | Comm Ed Coordinator as well ECFE/School Readiness Coordinator-additional Stipend \$3000 for CE Director Shared HR between following roles:Superintedent, Business Manager, Business Office Asst-\$20.04/hr, Payroll Clerk \$48942.40, Business Mgr \$92,846, Supt. Admin. Asst \$61,022 |
| | 2023-2024 | | | | | |
| Little Falls | 2022-2023 | Pd. on teacher contract | | | \$70,000 | Comm. Ed Coordinator-TOSA |
| | 2023-2024 | | | | \$72,100 | HR Generalist |
| | 2024-2025 | | | | \$74,263 | Also employs a HR Generalist 22-23: \$51,000, 23-24: \$53000 24-25: \$55000 |
| Melrose | 2022-2023 | \$86,865 | 220 | \$334 | \$60,528 | Website &Apptegy contact-additional \$4000 stipend for this work for CE Director |
| | 2023-2024 | \$89,471 | 220 | \$344 | 61880 | Shared HR between following roles:Superintendent, Business Manager, Payroll/Benefits Manager |
| | 2024-2025 | \$92,154 | 220 | \$419 | | |
| Pequot Lakes | 2022-2023 | \$80,342 | 260 | \$309 | \$45,536 | |
| | 2023-2024 | | | | | |
| Pierz | 2022-2023 | \$78,813 | 210 | \$303 | \$53,500 | PreK Coordinator Additional Role for CE |
| | 2023-2024 | \$79,213 | 210 | \$305 | \$55,500 | |
| Pillager | 2022-2023 | \$74,476 | | | see additional info | Business Manager,Business Office Manager, HR Departmen, Community Educaiton Secretary, Comm Ed =TOSA |
| | 2023-2024 | | | | | |
| Sauk Centre | 2022-2023 | \$77,390 | 225 | \$298 | \$67,080 | Shared HR between following roles: Superintendent, Business Manager, Payroll and Benefits Specialist |
| | 2023-2024 | \$78,935 | 225 | \$304 | | |
| Sauk Rapids | 2022-2023 | \$112,000 | 260 | \$431 | \$110,100 | |
| | 2023-2024 | | | | \$114,800 | |
| | 2024-2025 | | | | \$118,796 | |

2023-2024 DIRECTOR OF HUMAN RESOURCES-PAYROLL

ARTICLE I

PURPOSE

Section 1. Parties. Independent School District No. 485, Royalton, Minnesota (hereafter “School District”) enters into this agreement with Amy Krueger (hereafter “Employee”) as Director of Human Resources Director/Community Education who agrees to perform the duties assigned by the School District.

ARTICLE II

DURATION

Section 1. Effective Time Period. This Agreement shall remain in full force and effect for a period commencing June 1, 2023, through June 30, 2024, unless modified by the mutual written consent of the School Board and the Employee, or unless terminated by law or as provided in Sections 13.1 or 13.02 of this Agreement. For purposes of this Agreement, the term “year,” “duty year,” “school year,” or “contract year” shall refer to the period of time from July 1 through June 30.

ARTICLE III

BASIC SERVICES

Section 1. Provision of Services. The Employee shall faithfully perform the services prescribed by the School Board or Superintendent whether or not such services are specifically described in this contract or in a general job description, abide by the rules, regulations, and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated below.

ARTICLE IV

DUTY YEAR

Section 1. Basic Work Day/Week. This is a salaried position. The Employee’s work schedule normally will be eight (8) hours/day; however, duties assigned to the Employee may require additional time and service beyond the typical 40 hour week as required to meet the needs of the job and the School District’s requirements. The daily work schedule will be determined by the Superintendent and is subject to modification as so determined by the Superintendent.

Section 2. Basic Work Year. The Employee’s duty year shall consist of 260 work days inclusive of sick days and vacation days. The Employee shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board or Superintendent so determines.

Section 3. Determination of Days Worked. The Superintendent will ultimately establish the yearly schedule and determine the days on which the Employee will work during the year. The Superintendent may change the work schedule at any time to meet the needs of the District, so long as the total number of workdays does not exceed 260 for the year.

ARTICLE V

RATES OF PAY

Section 1. Rates of Pay.

Subd. 1. Pay Schedule. The Employee shall be paid over 24 pay periods for the year.

Subd. 2. Salary.

| | |
|----------------------------|------------------------|
| June 1, 2023-June 30, 2023 | \$84,927.60 (prorated) |
| 2023-2024 | \$84,927.60 |

Section 2. Attendance at Conferences/Workshops. The School District shall pay all reasonable and legally valid expenses and fees for the Employee’s attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed or preapproved by the Superintendent.

Section 3. Mileage Reimbursement. The School District shall reimburse the Employee for business use of their private vehicle. The reimbursement will be on a per mile basis, at the rate established and published by the IRS pursuant to M.S. 471.665, Subd. 1. The Employee must provide written documentation on the mileage reimbursement requested.

ARTICLE VI

LEAVES OF ABSENCE

Section 1. Sick Leave. Sick leave without loss of pay shall be allowed by the School District whenever the Employee’s absence is found to have been due to illness or injury which prevented attendance at work and performance of duties. Application for sick leave shall be made on the form provided by the School District. The School District may require the Employee to furnish a medical certificate from a qualified physician in support of the application. Allowed sick leave shall be deducted from the accrued sick leave days earned by the Employee. The School District retains the right to ultimately decide if the Employee is entitled to use sick leave.

Subd. 1. Rate Sick Leave is Earned. The Employee shall earn sick leave at the rate of fifteen (15) days per year (1.25 days per month), which may be accumulated to a maximum of one hundred and twenty (120) days.

Subd. 2. Flex Day. Employees may elect to convert three (3) sick leave days per year to one (1) flex day that may be used in the same manner as a personal day. Unused flex days will be paid out at the employee's daily rate of pay. Flex day payments will be deposited into either the employees's 403B account or their Health Savings Account.

Subd. 3. Sick Leave Payout. The Employee shall not be entitled to the payout of any unused sick leave days upon resignation or termination of employment with the School District.

Section 2. Vacation The Employee shall be entitled to 20 vacation days per year.

Subd 1. Requesting Vacation. Vacation time must be scheduled and approved by the employee's supervisor in advance. The School District reserves the right to limit the number of employees in a category on vacation or leave at any one time, or to deny any vacation request that may disrupt School District operations, in the sole discretion of the School District.

Section 3. Bereavement Leave and Illness in the Immediate Family.

Subd 1. A leave of absence without loss of pay, not to exceed five (5) days for each occurrence, shall be granted for death or serious illness of the Employee's spouse, child, or parent. Up to three (3) days shall be granted in the case of the death or serious illness of the Employee's parent-in-law.

Subd 2. A leave of absence without loss of pay, not to exceed two (2) days for each occurrence, shall be granted for the death of the Employee's brother or sister, brother-in-law, sister-in-law, grandparents, son-in-law or daughter-in-law and grandparent-in-law or member of the immediate household. The leave days shall not be deducted from the Employee's accumulated sick leave.

Subd 3. For the death of other relatives and friends, the Employee shall be granted up to one (1) day of bereavement leave, for each occurrence, with deduction of one-half day's pay from the Employee's accumulated sick leave.

Subd 4. If the leave is for reason of death, the days off shall not be deducted from the Employee's accumulated sick leave; if the leave is for serious illness, the leave days taken shall be deducted from the Employee's accumulated sick leave. Serious illness shall mean illness requiring medical attention at a clinic or hospitalization. The School District may require a doctor's certification of illness as a condition of granting the leave.

Section 4. Family and Medical Leave. Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. Seq., an eligible staff shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with:

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of a teacher's spouse, child, or parent, and
- d. The teacher's own serious health condition.

Subd. 1. Salary and Fringe Benefits. Such leave shall be unpaid, except an eligible staff, during such leave, shall be eligible for regular School District group health insurance contributions as provided in the Agreement of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

Subd. 2. Paid Leave Under Contract. While FMLA leaves, except for eligible insurance contributions as provided in 9.70., are unpaid, nothing herein shall preclude a teacher from utilizing paid leave otherwise provided in this Agreement, provided the teacher qualifies for the paid leave, i.e. sick leave or personal leave pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing herein, or any other provisions of this Agreement, shall be construed to require the School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of the Agreement.

Subd. 3. Request. A staff member requesting child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months prior to the commencement of the intended leave.

Subd. 4. Date of Leave. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year, e.g. winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

Subd. 5. Duration. 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:

1. Grant any leave for more than twelve (12) months in duration.
2. Permit the staff member to return to employment prior to the date designated in the request for the child care leave.

Section 5. Emergency Medical Leave. An employee who has completed the initial probationary period, who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, may, upon request, be granted an emergency leave of absence, without pay, up to six (6) months. The employee shall be responsible for payment of any insurance benefits during the period of the emergency leave. This leave may be renewed at the discretion of the School District. A request for leave of absence, or renewal thereof, under this Section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities. The School District will adhere to the Family Medical Leave laws.

Subd. 1. Elective Surgery. Elective Surgeries will be allowed during non-student contact days only.

Section 6. Jury Leave. An employee called for jury service shall be granted a jury leave without loss of pay, but any sum paid the employee for jury duty (exclusive of mileage and other expenses) shall be assigned by the employee to the School District.

Section 7. Military Leave. An employee called for military service shall be granted a leave of absence, with pay if it falls under M.S. 192.26, or without pay if it falls under M.S. 192.261, for such times as may be required to fulfill the obligation.

Section 8. General Leave. At its discretion, the School District may grant a leave of absence for one (1) year to employees who have completed five (5) consecutive full years of service in the School District. Employees requesting leave under the provisions of this Section shall submit a written request no later than March 31 of the school year proceeding the year of the requested leave.

Subd 1. District Notification. Employees who are granted leave of absence under the provision of this Section shall notify the School District no later than March 31 of the leave year, in writing, of their intention to return to their position.

Section 9. All Other Leave. The School District will adhere to all applicable federal and state laws governing the provision of a leave of absence for specific purposes outlined in law or statute other than those specified in this manual.

Section 10. Workers' Compensation. Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the salary to 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 accrued sick leave.

Subd 1. Insurance Application-Unpaid Leave. An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

Subd 2. Insurance Application-Paid Leave. In the event the employee is on paid leave from the School District under Section 1, Sick Leave, or supplemented by sick leave pursuant to Section 11, Workers' Compensation, the School District will continue insurance contributions as provided herein until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained after the exhaustion of sick leave.

Subd 3. Credit. An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave.

Subd 4. Eligibility. Employees shall be eligible for leave benefits proportional to the extent of their employment.

Subd 5. Subbing While on Leave. School District employees on a general leave of absence who return to sub will be paid their regular rate of pay when subbing in their regular job classification and the 0 step of the group in which they are subbing for all other jobs.

ARTICLE VII

GROUP INSURANCE

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

Section 2. Health and Hospitalization Insurance. The School District shall provide all full-time Director of Human Resources /Community Education employed by the School District, who qualify for and are enrolled in the School District's health and hospital plan, with employee and dependent(s) health and hospitalization insurance coverage, under the School District's group plan. The School District will pay 90% of the premium cost of the most expensive district offered plan for family or single coverage (currently is the traditional plan). If the Director of Human Resources Director/Community Education doesn't choose the most expensive district offered plan for family or single coverage, the School District shall pay the same amount of dollars toward a district group plan of their choice. Any remaining dollars, after full payment of premiums, shall be paid into the Director of Human Resources Director/Community Education's Health Savings Account.

Subd. 1. District Contribution. The School District contribution is based on a 260 days contract.

Subd 2. Claims Against the School District. It is understood that the School District's only obligation is to purchase various insurance policies and pay such premium 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 3. Health Savings Account/Wellness Account. The School District shall also contribute annually into an HSA or Wellness account of each full-time Director of Human Resources Director/Community Education employed by the School District until the benefit is re-negotiated.

| | |
|-----------|--------|
| 2022-2023 | \$2000 |
| 2024-2025 | \$2500 |

Section 4. Life Insurance. The School District shall provide the Employee with group life insurance coverage in the amount of \$50,000.00, the premiums to be paid by the School District. The Employee may elect to purchase an equal amount of life insurance under the group plan with premiums paid in full by the Employee.

Section 5. Long-Term Disability Insurance. The School District shall contribute 100% of the premium for the income protection policy. Such policy shall provide for benefits equal to at least 2/3 of the employee's salary, beginning after sixty (60) days of continuous absence due to disability.

ARTICLE VIII

HOLIDAYS

Section 1. Paid Holidays. The Employee shall be entitled to 10 paid holidays each year of the contract.

The 10 designated holidays will be:

- July 4
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve Day
- New Year’s Day
- Good Friday
- Memorial Day

When a Holiday falls on a weekend the manager will decide if the vacation day is taken on the Friday before or the Monday following that weekend.

ARTICLE IX

403B MATCHING CONTRIBUTION PLAN

Section 1. Eligibility: The Employee will be eligible to participate in a tax-sheltered annuity plan established by the School District and receive a District matching contribution as follows:

| Years of Continuous Service | District Matching Contribution |
|-----------------------------|--------------------------------|
| 0-6 | \$1,000 |
| 7-10 | \$1,500 |
| 11+ | \$2,000 |

Section 2. Approved Plans: The School District will make matching contributions only deferred compensation plans offered by vendors selected by the School District.

ARTICLE X

DISCHARGE AND RESIGNATION FROM EMPLOYMENT

Section 1. Discharge From Employment. The School District may terminate this Agreement, for no reason or any reason at all, by giving the Employee written notice of its intent to terminate the Employee's services at least thirty (30) days prior to the effective date of the termination.

Section 1. Resignation From Employment. The Employee may terminate this Agreement, for no reason or any reason at all, by giving written notice of resignation to the Superintendent thirty (30) calendar days prior to the effective day of resignation.

By signing below, each party represents that it has read, understands, and agrees to be bound by the terms of this Agreement.

FOR: The DISTRICT Signed this _____ day of _____

School Board Chair

School Board Clerk

FOR: The EXCLUSIVE REPRESENTATIVE Signed this _____ day of _____

Director of Human Resources Director/Community Education

FINANCE SPECIALIST'S CONTRACT

Independent School District No. 485, Royalton, Minnesota (hereafter "School District") enters into this agreement with Linda Brezinka (hereafter "Employee") as Finance Specialist, who agrees to perform the duties assigned by the School District.

The School District and the Employee agree as follows:

ARTICLE I DURATION

Section 1. Effective Time Period. This Agreement shall remain in full force and effect for a period commencing July 1, 2023, through June 30, 2025, unless modified by the mutual written consent of the School Board and the Employee, or unless terminated by law or as provided in Article IX of this Agreement. For purposes of this Agreement, the term "year," "duty year," "school year," or "contract year" shall refer to the period of time from July 1 through June 30.

ARTICLE II BASIC RIGHTS

Section 1. Provision of Services. The Employee shall faithfully perform the services prescribed by the School Board or Superintendent whether or not such services are specifically described in this contract or in a general job description, abide by the rules, regulations, and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the annual salary indicated below.

ARTICLE III DUTY YEAR

Section 1. Basic Work Day/Week. This is a salaried position. The Employee's work schedule normally will be eight (8) hours/day; however, duties assigned to the Employee may require additional time and service beyond the typical 40-hour week as required to meet the needs of the job and the School District's requirements. The daily work schedule will be determined by the superintendent and is subject to modification as so determined by the Superintendent.

Section 1. Basic Work Year. The Employee's duty year shall consist of 260 work days inclusive of sick days and vacation days. The Employee shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board or Superintendent so determines.

Section 1. Determination of Days Worked. The Superintendent will ultimately establish the yearly schedule and determine the days on which the Employee will work during the year. The Superintendent may change the work schedule at any time to meet the needs of the District, so long as the total number of work days does not exceed 260 for the year.

**ARTICLE IV
RATES OF PAY**

Section 1. Rates of Pay.

Subd. 1. Pay Schedule. The Employee shall be paid over 24 pay periods for the year.

Subd. 1. Salary.

| | |
|-----------|----------|
| 2023-2024 | \$60,000 |
| 2024-2025 | \$61,800 |

Section 2. Attendance at Conferences/Workshops. The School District shall pay all reasonable and legally valid expenses and fees for the Employee's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed or preapproved by the Superintendent.

Section 3. Mileage Reimbursement. The School District shall reimburse the Employee for business use of their private vehicle. The reimbursement will be on a per mile basis, at the rate established and published by the IRS pursuant to M.S. 471.665, Subd. 1. The Employee must provide written documentation on the mileage reimbursement requested.

**ARTICLE V
LEAVES OF ABSENCE**

Section 1. Sick Leave. Sick leave without loss of pay shall be allowed by the School District whenever the Employee's absence is found to have been due to illness or injury which prevented attendance at work and performance of duties. Application for sick leave shall be made on the form provided by the School District. The School District may require the Employee to furnish a medical certificate from a qualified physician in support of the application. Allowed sick leave shall be deducted from the accrued sick leave days earned by the Employee. The School District retains the right to ultimately decide if the Employee is entitled to use sick leave.

Subd. 1. Rate Sick Leave is Earned. The Employee shall earn sick leave at the rate of fifteen (15) days per year (1.25 days per month), which may be accumulated to a maximum of one hundred and twenty (120) days.

Subd. 2. Flex Day. Employees may elect to convert three (3) sick leave days per year to one (1) flex day that may be used in the same manner as a personal day. Unused flex days will be paid out at the employee's daily rate of pay. Flex day payments will be deposited into either the employee's 403B account or their Health Savings Account.

Subd. 3. Payout of Sick Upon Termination/Resignation. The Employee shall not be entitled to the payout of any unused sick leave days upon resignation or termination of employment with the School District.

Section 2. Vacation. The Employee shall be entitled to 15 vacation days per year.

Subd 1. Requesting Vacation. Vacation time must be scheduled and approved by the employee's supervisor in advance. The School District reserves the right to limit the number of employees in a category on vacation or leave at any one time, or to deny any vacation request that may disrupt School District operations, in the sole discretion of the School District.

Section 3. Bereavement Leave and Illness in the Immediate Family.

Subd. 1. A leave of absence without loss of pay, not to exceed five (5) days, for each occurrence, shall be granted for the death or serious illness of the Employee's spouse, child or parent. Up to three (3) days shall be granted in the case of the death or serious illness of the Employee's parent-in-law.

Subd. 2. A leave of absence without loss of pay, not to exceed two (2) days for each occurrence, shall be granted for death of the Employee's brother or sister, brother-in-law, sister-in-law, grandparents, son-in-law or daughter-in-law, grandparent-in-law, or member of immediate household.

Subd. 3. For the death of other relatives and friends, the Employee shall be granted up to one (1) day of bereavement leave, for each occurrence, with deduction of on-half day's pay from the Employee's accumulated sick leave.

Subd. 4. If the leave is for reason of death, the days off shall not be deducted from the Employee's accumulated sick leave; if the leave is for serious illness, the leave days taken shall be deducted from the Employee's accumulated sick leave. Serious illness shall mean illness requiring medical attention at a clinic or hospital. The School District may require a doctor's certification of illness as a condition for granting the leave.

Section 5. Family and Medical Leave. Pursuant to the Family and Medical Leave Act, 29 U.S.C. 2601 et. Seq., an eligible staff shall be granted, upon written request, up to a total of 12 weeks of unpaid leave per year in connection with:

- a. The birth of a child;
- b. The adoption or foster placement of a child;
- c. The serious health condition of a teacher's spouse, child, or parent, and
- d. The teacher's own serious health condition.

Subd. 1. Salary and Fringe Benefits. Such leave shall be unpaid, except an eligible staff, during such leave, shall be eligible for regular School District group health insurance contributions as provided in the Agreement of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

Subd. 2. Paid Leave Under Contract. While FMLA leaves, except for eligible insurance contributions as provided in 9.70., are unpaid, nothing herein shall preclude a teacher from utilizing paid leave otherwise provided in this Agreement, provided the teacher qualifies for the paid leave, i.e. sick leave or personal leave pursuant to the provisions of this Agreement governing such leaves. Moreover, nothing herein, or any other provisions of this Agreement, shall be construed to require the School District to combine leaves for a period of time that exceeds the leave provided by this section or the period of time for leaves provided in other sections of the Agreement.

Subd. 3. Request. A staff member requesting child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months prior to the commencement of the intended leave.

Subd. 4. Date of Leave. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year, e.g. winter vacation, spring vacation, semester or quarter break, end of a grading period, end of the school year, or the like.

Subd. 5. Duration. 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:

1. Grant any leave for more than twelve (12) months in duration.
2. Permit the staff member to return to employment prior to the date designated in the request for the child care leave.

Section 6. Emergency Medical Leave. An employee who has completed the initial probationary period, who is unable to perform duties because of illness or injury and who has exhausted all sick leave credit available, or has become eligible for long-term disability compensation, may, upon request, be granted an emergency leave of absence, without pay, up to six (6) months. The employee shall be responsible for payment of any insurance benefits during the period of the emergency leave. This leave may be renewed at the discretion of the School District. A request for leave of absence, or renewal thereof, under this Section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities. The School District will adhere to the Family Medical Leave laws.

Subd. 1. Elective Surgery. Elective Surgeries will be allowed during non-student contact days only.

Section 7. Jury Leave. An employee called for jury service shall be granted a jury leave without loss of pay, but any sum paid the employee for jury duty (exclusive of mileage and other expenses) shall be assigned by the employee to the School District.

Section 8. Military Leave. An employee called for military service shall be granted a leave of absence, with pay if it falls under M.S. 192.26, or without pay if it falls under M.S. 192.261, for such times as may be required to fulfill the obligation.

Section 9. General Leave. At its discretion, the School District may grant a leave of absence for one (1) year to employees who have completed five (5) consecutive full years of service in the School District. Employees requesting leave under the provisions of this Section shall submit a written request no later than March 31 of the school year proceeding the year of the requested leave.

Subd 1. District Notification. Employees who are granted leave of absence under the provision of this Section shall notify the School District no later than March 31 of the leave year, in writing, of their intention to return to their position.

Section 10. All Other Leave. The School District will adhere to all applicable federal and state laws governing the provision of a leave of absence for specific purposes outlined in law or statute other than those specified in this manual.

Section 11. Workers' Compensation. Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick leave and receive full salary from the School District, the salary to 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 accrued sick leave.

Subd 1. Insurance Application-Unpaid Leave. An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave, and shall pay to the School District the monthly premium in advance.

Subd 1. Insurance Application-Paid Leave. In the event the employee is on paid leave from the School District under Section 1, Sick Leave, or supplemented by sick leave pursuant to Section 11, Workers' Compensation, the School District will continue insurance contributions as provided herein until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained after the exhaustion of sick leave.

Subd 2. Credit. An employee who returns from unpaid leave shall retain experience credit for pay purposes and other benefits that had accrued at the time leave commenced. No credit shall accrue for the period of time that an employee was on unpaid leave.

Subd 3. Eligibility. Employees shall be eligible for leave benefits proportional to the extent of their employment.

Subd 4. Subbing While on Leave. School District employees on a general leave of absence who return to sub will be paid their regular rate of pay when subbing in their regular job classification and the 0 step of the group in which they are subbing for all other jobs.

ARTICLE VI GROUP INSURANCE

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

Section 2. Health and Hospitalization Insurance. The School District shall contribute toward employee hospital-medical coverage for all employees employed by the School District who work 40 hours a week for 12 months, qualify for, and are enrolled in the School District's health and hospitalization plan according to the schedule determined by the School District. The School District expressly reserves the right to revise or modify these amounts at any time that it determines such modification is desirable. The current amounts contributed by the School District are as follows:

| | |
|-----------|-------------------------------|
| 2023-2025 | Single, not to exceed \$6,000 |
| | Family not to exceed \$12,000 |

Subd. 1. District Contribution. The School District contribution is based on a 260 days contract.

Subd 2. Claims Against the School District. It is understood that the School District's only obligation is to purchase various insurance policies and pay such premium 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 2. Life Insurance. The School District shall provide the Employee with group life insurance coverage in the amount of \$50,000.00, the premiums to be paid by the School District. The Employee may elect to purchase an equal amount of life insurance under the group plan with premiums paid in full by the Employee.

Section 3. Long-Term Disability Insurance. The School District shall contribute 100% of the premium for the income protection policy. Such policy shall provide for benefits equal to at least 2/3 of the employee's salary, beginning after sixty (60) days of continuous absence due to disability.

ARTICLE VII HOLIDAYS

Section 1. Paid Holidays The Employee shall be entitled to 10 paid holidays each year of the Contract. The Employee shall designate the other two days at his discretion and notify the Superintendent of his selection.

The 10 designated holidays will be:

New Year's Day

- Good Friday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

When a Holiday falls on a weekend the Human Resources Director and /or Supervisor will decide if the vacation day is taken on the Friday before or the Monday following that weekend.

ARTICLE VIII 403B MATCHING CONTRIBUTION PLAN

Section 1. Eligibility: The Employee will be eligible to participate in a tax-sheltered annuity plan established by the School District and receive a District matching contribution as follows:

| Years of Continuous Service | District Matching Contribution |
|-----------------------------|--------------------------------|
| 0-3 | \$300 |
| 4-8 | \$600 |
| 9-12 | \$1200 |
| 13-15 | \$1,800 |
| 16+ | \$2,000 |

Section 2. Approved Plans: The School District will make matching contributions only to deferred compensation plans offered by vendors selected by the School District.

**ARTICLE IX
DISCHARGE AND RESIGNATION FROM EMPLOYMENT**

Section 1. Discharge From Employment. The School District may terminate this Agreement, for no reason or any reason at all, by giving the Employee written notice of its intent to terminate the Employee's services at least thirty (30) days prior to the effective date of the termination.

Section 2. Resignation From Employment. The Employee may terminate this Agreement, for no reason or any reason at all, by giving written notice of resignation to the Superintendent thirty (30) calendar days prior to the effective day of resignation.

By signing below, each party represents that it has read, understands, and agrees to be bound by the terms of this Agreement.

FOR: The DISTRICT Signed this _____ day of _____

School Board Chair

School Board Clerk

FOR: The EXCLUSIVE REPRESENTATIVE Signed this 30th day of March



Finance Specialist

Reduction Resolution

Member _____ introduced the following resolution and moved its adoption:

Resolution directing the administration to make recommendations for reductions in programs and positions and reasons therefor.

Whereas, if the financial condition of the school district indicates that the school board may need to reduce expenditures, and

Whereas, there may be a reduction in student enrollment, and,

Whereas, this reduction in expenditure and decrease in student enrollment may include discontinuance of positions and discontinuance or curtailment of programs, and,

Whereas, a determination must be made as to which teachers' contracts may be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions, Be it resolved, by the School Board of Independent School District No. 485 as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and as a result of a reduction in enrollment make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for adoption of the foregoing resolution was duly seconded by Member

_____ and upon a roll call vote being taken thereon, the

following voted

in favor thereof:

following voted against:

and the following abstained:

The foregoing resolution was approved this _ day of _____ , 2023.

_____ Board Chair, Rian Hofstad

_____ Board Clerk, Angela Roering