

# Special School Board Meeting of ISD 857

Tuesday, June 28, 2022 6:00 PM

HS School Library, 100 County Road 25 , Lewiston, MN 55952

## I. Call Meeting to Order

## II. Roll Call Attendance

Brummer  
Maki  
Meyer  
Meisch  
Koverman  
Pringle  
Sommer

## III. 2022-2024 Support Staff Handbook

## IV. 2022-2024 Bus Driver Handbook

## V. 2022-2024 Individual Contracts

Vickie Speltz, Food Service Director  
Joe Banicki, Facilities and Grounds Director  
Kevin Ziebell, Transportation Director  
Kelli Loveless, Cardinal Club Director  
Britney Sula, Community Education Coordinator  
Sheala Hall, Business Manager

## VI. Review and approve Long Term Facilities Maintenance 10 Year Plan for FY24

## VII. Approve the FY23 Budget with total revenue of \$10,712,731.00 and total expenditures of \$10,542,761.00.

## VIII. Upcoming Meetings

July 11, 6:00pm Regular Board Meeting  
July 13, 6:00pm Facility Task Force Meeting  
July 27, 6:00pm (tentative) Facility Taks Force  
Meeting  
August 22, 6:00pm Regular Board Meeting (Date  
Change)

## IX. Adjourn

# LEWISTON-ALTURA SCHOOL DISTRICT

## Support Staff Wages and Benefits Handbook

School Office Staff  
Paraprofessionals  
Custodians  
Food Service  
Cardinal Club Staff



July 1, ~~2021~~2022 – June 30, ~~2022~~2024

Approved by ISD #857 School Board ~~August 23, 2021~~June 28, 2022



**I. Job Classifications:**

- A. Full Time/12 Month Employee: A Full Time employee is employed 8 hours per day for 260 days—2,080 hours, all year.
- B. Full Time/Extended School Year Employee: A Full Time/Part time employee is employed 8 hours per day for more than 185 days and less than 260 days—at least 1,480 hours.
- C. School Year Employee: A School Year Employee is employed a minimum of 4 hours per day for a minimum of 170 days—and/or at least 680 hours.
- D. Supplemental Employee: A Supplemental Employee is a hourly employee who is strictly paid by a timesheet.

The work schedule hours are determined by the supervisor. Hourly rates and scheduled number of hours and days per year, is noted on the employee's Wage Statement available online on SmartEr.

**II. Benefits:**

A. Holidays:

1. Full Time/12-Month Employees:

Full Time/12-Month employees receive 9.5 paid holidays. The holidays are July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Day after Thanksgiving, ½ day Christmas Eve, Christmas Day, ½ day New Year's Eve, New Year's Day, ½ day Good Friday, Memorial Day, and 1 floating\* holiday.

2. Full Time/Extended School Year Employee:

Full Time/Part Time employees receive 6.5 paid holidays. The holidays are Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, ½ day Good Friday, Memorial Day, and 1 floating\* holiday. A Floating Holiday must be taken on a weekday that school is not in session, with prior approval from the Supervisor.

3. School Year Employee:

School Year employees receive 3.5 paid holidays. The holidays are Labor Day, Thanksgiving Day, ½ day Good Friday, Memorial Day.

4. Supplemental Employee:

Part-time Supplemental employees do not receive paid holidays.

**40-hours/week/12 month Supplemental Employees who have worked at least 6-months in the district receive 3.5 paid holidays. The holidays are Labor Day, Thanksgiving Day, ½ day Good Friday, Memorial Day. If Cardinal Club is closed on one of these holidays, the 40-hour per week employee will be receive Holiday Pay.**

B. Vacation (Full Time/12-Month employees only):

Vacation days can be earned at a rate of 1 day per month—up to 12 days may be earned during the first year of employment. After the first year, an additional 1 day of vacation will be earned per year of service up to a maximum of 18 days of vacation per year. Vacation time can be accumulated to a maximum of 36 days. There is no carryover of vacation time beyond 36 days.

Employees should submit all requests to use a vacation day to their Direct Supervisor a minimum of two weeks prior to the date of the requested leave.

C. Tax-Sheltered Annuity Matching Program (403b):

2. Full-time/12 Month employees are eligible for a \$100 annual match contribution from the District toward a Tax Sheltered 403b Annuity if this amount is matched or exceeded by a contribution from the individual employee. The District's contribution will be paid to the employee's account, divided equally over 24 pay periods. This equates to \$4.17/paycheck.
3. Full-time/Extended School Year and School Year employees are eligible for a \$100 annual match contribution from the District toward a Tax Sheltered 403b Annuity if this amount is matched or exceeded by a contribution from the individual employee. The District contribution will be paid to the employee's account on June 30th.

D. Health Insurance:

1. The district's only obligation is to provide a group insurance plan for employees. The employee, as a result of a denial of insurance benefits by an insurance carrier, shall make no claim against the school district.
2. These policies concerning insurance are subject to change annually at the discretion of the School Board.
3. Full-Time/12-Month employees (as defined in this handbook) who choose to participate in the District's group health and hospitalization plan will be eligible for a contribution of up to \$600 per month for single coverage and \$850 per month for family coverage toward the premium of the insurance option they have selected through the District's plan. Any additional premium or cost shall be borne by the employee and paid by payroll deduction.
4. Full-Time/Extended School Year and School Year employees who work a minimum of 4 hours per day and who qualify as "full-time" per the Affordable Care Act of 2010 that qualify to participate in the District's group health and hospitalization plan and that choose to participate in the District's group health and hospitalization plan will be eligible for a contribution of up to \$600 per month toward the premium of the insurance option they have selected through the District's plan. Any additional premium or cost shall be borne by the employee and paid by payroll deduction.

Support staff that do not meet the definition of Full Time employee per the Affordable Care Act of 2010 that qualify to participate in the District's group health and hospitalization plan

may choose to participate at their own expense.

5. If two members of a family are employed by the district, the district will only make one family contribution.
6. If the provisions in this Handbook cause for penalties, fees, or fines to be assessed against the School District per the Affordable Health Care Act of 2010 prior to the handbook's expiration date, the School District will reopen the handbook for review and make adjustments to the handbook that do not cause, or that result in reduced penalties, fees, or fines.

E. Dental and/or Vision Insurance:

All support staff employees may choose to participate in the district's group dental plan at the employee's expense.

F. Sick Leave:

1. Sick leave is an absence from work that is the result of a personal or family illness.
  - a) Full Time/12-Month Employees:  
Sick leave will be accrued at the rate of one day per month, up to 12 days per year.
  - b) Full Time/Extended School Year Employees:  
Sick leave will be accrued at the rate of one day per month, up to 11 days per year.
  - c) School Year Employees:  
Sick leave will be accrued at the rate of one day per month, up to 9 days per year.
  - d) Supplemental Employees:  
Supplemental employees will earn two hours of sick leave for every eighty (80) hours of work.
2. Sick leave accrued each month will be credited to an individual employee's sick leave bank at the start of the following month.
3. A sick leave day is the same as the employee's normal working day, except for in the case of supplemental employees. Supplemental employees earn hours of sick leave based on the number of hours that they work.
4. Employees may accumulate an unlimited amount of sick leave.
5. Sick leave may be taken in increments of ~~no less than ¼ day.~~ 15 minutes.
6. Sick leave days may be used for personal or family illnesses.
7. Two sick leave days may be used each year for personal business that cannot be taken care of outside the normal workday, with prior approval by the Supervisor.
8. The School District may require verification from a doctor for the use of sick leave.

G. Emergency Leave:

An emergency is a situation, often dangerous, which arises suddenly and calls for prompt action. An immediate need cannot be planned out days in advance. Employees may be granted a leave of no more than two (2) days per year for situations that require an employee's immediate personal attention, and which cannot be addressed outside of the employee's workday. The days will be deducted from the employee's sick leave. An emergency leave is granted by the immediate supervisor, subject to review by the Superintendent. The Superintendent reserves the right to make the final decision to grant or deny the request for emergency leave. If denied, pay for that time will be deducted at the next pay period.

H. Bereavement/Funeral Leave:

1. An employee may be granted up to three (3) days to attend a funeral or someone in the employee's or spouse's family. The superintendent may grant up to three additional days in the case of the death of someone in the employee's or employee's spouse's immediate family. These days shall be deducted from sick leave.
2. An employee may be granted up to one day, taken in ¼ day increments, to attend the funeral of someone outside of the employee's family. This time shall be deducted from sick leave.

I. Unpaid Leave:

Employees are hired to work specific schedules as designated by the superintendent. The superintendent reserves the right to grant or deny any request for unpaid leave. Unpaid leave deductions may include pro-rated deductions in the district's contribution to health care benefits.

J. Severance Compensation:

1. Full Time Employees, Full Time/Extended School Year Employees, and School Year Employees may be eligible for severance compensation based upon the following criteria:
  - a) Any employee, upon reaching age 55 and after 15 years of continuous service to ISD 857, will be entitled to severance pay based on the number of accumulated sick leave days. The reimbursement rate will be \$30 per day of accumulated sick leave.
  - b) If the employee dies before severance is paid out, it shall be paid to the employee's beneficiary, if any, otherwise to the employee's estate.
  - c) Employees will not be eligible for severance compensation if they are terminated from employment due to poor performance, not meeting expectations, misconduct, or for any other reason per District Policy 403 Discipline, Suspension, and Dismissal of School District Employees.

K. Retirement:

1. Employees, upon reaching age 55 and after 15 years of continuous service to ISD 857, and who elect to begin to receive PERA retirement benefits, may be entitled to a health premium contribution based on the number of accumulated sick leave days. This benefit is contingent upon the approval and acceptance by the insurance carrier.

2. An employee who retires before the age of eligibility for Medicare shall be eligible to remain in the existing group health and hospitalization insurance program until reaching the age of

eligibility for Medicare.

3. For employees employed prior to July 1, 1993:

- a. The annual district contribution will be specified as the maximum amount found in the health and hospitalization section of this agreement.
- b. The maximum contribution will be paid by accumulated sick leave at a rate of 200 hours of sick leave for each year (One year's base contribution for each 25 days of accumulated sick leave.) of extended health and hospitalization coverage.

4. For employees employed on or after July 1, 1993:

- a. The annual district contribution will be specified as the maximum amount for single coverage as found in the health and hospitalization section of this agreement.
- b. The maximum contribution, of \$300 per month, will be paid by accumulated sick leave at a rate of 200 hours of sick leave for each year (25 full time (8 hour) days) of extended health and hospitalization coverage.

5. Employees will be responsible for any additional premium expenses if an insufficient amount of sick leave has been accrued.
6. The eligible coverage (family or single) shall be the same as was in effect at the time of retirement.
7. Benefits under this provision shall cease upon the death of the employee except when both husband and wife have been employed by ISD 857 until retirement (and both have been eligible to receive insurance coverage) in which case the survivor will be eligible for continued coverage.
8. Food Service and Custodial staff shall be provided a school shirt to be worn when on duty. This is a benefit of employment.

## II. Pay Periods:

1. Employees (not including Supplemental Employees) will have their compensation divided into 24 pay periods. Paydays will be the 15<sup>th</sup> and the last business day of the month unless payday falls on a weekend or holiday. Payday will then be the last business day prior to the scheduled payday. Staff who receive annualized pay and work additional hours than what is annualized will only be paid on the 15<sup>th</sup> of the month for the prior month's hours.
2. Supplemental Employees will be paid twice per month (15<sup>th</sup> and last business day of the month, see L1). Timesheets (approved by direct supervisors) must be in the business/ payroll office by the 6<sup>th</sup> and 20<sup>th</sup> of each month.
3. Exceptions to the prescribed paydays will be at the discretion of the Superintendent.

M. Additional Compensation:

1. Overtime:

As a general rule, overtime is not allowed. The supervisor, prior to the work, must grant approval for overtime. In the case of an emergency, and the supervisor cannot be contacted, the overtime necessary to clear the emergency will be allowed. Overtime will be paid at a rate, which is one, and one-half times the employee's regular hourly rate. In the event an emergency occurs on one of the following holidays: July 4<sup>th</sup>, Labor Day, Thanksgiving Day, after 12:00 PM on Christmas Eve, Christmas Day, after 12:00 PM on New Year's Eve, New Year's Day, after 12:00 PM on Good Friday, Easter Sunday, or Memorial Day, the employee will be paid two times the employee's regular hourly rate. Payment for overtime may be denied if not pre-approved and deemed non-emergency.

2. Compensatory Time:

Compensatory Time may be accrued for hours worked beyond the scheduled work day for extra-ordinary circumstances that require additional time. Accumulation and use of compensatory time must be approved in advance by the Direct Supervisor and usage shall not, in any case, exceed three consecutive working days.

N. Other:

1. Injury Reports:

Any and all injuries, regardless of their severity, shall be reported to the employee's supervisor as soon after the injury occurs as possible. In order for a claim to Workmen's Compensation to be considered valid, a "First Report of Injury" must be filed within 24 hours of the incident.

2. Emergency Closing:

a. All Full Time, and Full Time/Extended School Year Employees are be expected to work when school is not in session due to an emergency closing. Employees should communicate with Supervisor if arrival will be delayed due to road conditions or other factors. Employees, unable to report to work, may request the use of vacation, compensatory time, or may use up to two sick (personal) days to avoid a pay deduct (via a yellow Absence Request Form). Building secretaries may make-up the lost workday at the end of school year with prior approval.

b. School Year and Supplemental Employees will report to work only if school/program is in session, unless directed otherwise by Supervisor. School Year and Supplemental Employees will not be paid for full days that the schools close due to an emergency. However, in the event that the school day starts late or begins, but is subsequently canceled, School Year Employees will be paid for the full workday. School Year and Supplemental Employees may elect to use up to four sick leave days to avoid a pay deduction in the event schools close due to an emergency. This desire should be communicated by the employee with an Absence Request Form that is submitted to their supervisor.

3. Full Time/Twelve month employees have the option of working four day weeks/10-hours days in the summer. The summer work schedule must be set up before the end of May.

4. Breaks: Employees who work four consecutive hours will be provided with a paid break, not to exceed 15 minutes.
5. Expense Reimbursement:  
All employees will be reimbursed for pre-approved expenses incurred when traveling outside the district on school business at the district-established rate per District Policy 412.

## Hourly Rates

New hires' starting wages are determined by Superintendent with input from Supervisor based on employee's prior experience.

Starting Hourly Wage Minimum:

- Food Service: 12.50
- Lead Secretary: \$15.50
- Assistant Secretary: \$13.50
- Paraprofessional: \$13.50
- Custodian: \$15.00
- Cardinal Club Aides: \$12.00
- High School Student: \$11.50

<u>Number of Years Completed in the L-A District</u>	<u>Pay Increase</u>
<u>1</u>	<u>\$0.25</u>
<u>2</u>	<u>\$0.25</u>
<u>3</u>	<u>\$0.25</u>
<u>4</u>	<u>\$0.30</u>
<u>5</u>	<u>\$0.30</u>
<u>6</u>	<u>\$0.30</u>
<u>7</u>	<u>\$0.30</u>
<u>8</u>	<u>\$0.30</u>
<u>9</u>	<u>\$0.30</u>
<u>10</u>	<u>\$0.30</u>
<u>11</u>	<u>\$0.30</u>
<u>12</u>	<u>\$0.30</u>
<u>13</u>	<u>\$0.30</u>
<u>14</u>	<u>\$0.50</u>
<u>19</u>	<u>\$0.50</u>
<u>24</u>	<u>\$0.50</u>
<u>29</u>	<u>\$0.50</u>

<u>Number of Years Completed in the L-A District</u>	<u>2022-23 Hourly Pay Increase</u>	<u>2023-24 Hourly Pay Increase*</u>
<u>1</u>	<u>\$0.25</u>	<u>\$0.25</u>
<u>2</u>	<u>\$0.25</u>	<u>\$0.25</u>
<u>3</u>	<u>\$0.25</u>	<u>\$0.25</u>
<u>4 or more years</u>	<u>\$0.30</u>	<u>\$0.30</u>

## **Additional Compensation**

### Custodians

1. **Building Surveillance:**  
Custodians will be credited with up to one and a half-hours overtime (30 minutes per building) each day for checking buildings on weekends.
2. **Boiler Licenses:**
  - a) A Special Class Engineer boiler license must be obtained by each Custodian during their first year of employment. Upon receiving a Special Class Engineer boiler license, the custodian will receive an additional forty cents per hour of compensation added to their base compensation.
  - b) Custodians receiving a Second Class Engineer boiler license will receive an additional thirty cents per hour compensation added to their base salary.
  - c) Custodians receiving a First Class Engineer boiler license will receive an additional thirty cents per hour compensation added to their base salary.
3. Evening custodians receive \$1.60 per hour extra added to their base rate. If the custodian transitions to a school year day schedule, the Evening Custodian extra pay will be removed.

### Food Service

A Head Cook with supervision of other food service staff and with responsibility to assist/back-up Food Service Director receive an additional ~~\$2.25~~ \$3.00 per hour compensation added to their base compensation.

A Head Cook with supervision of other food service staff receive an additional \$1.00 per hour compensation added to their base compensation.

A Head Cook without supervision of other food service staff receive an additional \$0.50 per hour compensation added to their base compensation.

Assistant Head Cooks with extra responsibilities for the food service program receive an additional \$0.40 per hour added to their base compensation.

### Paraprofessionals

Paraprofessionals who hold a valid MN teaching license earn an extra \$0.50 an hour.

# LEWISTON-ALTURA SCHOOLS

## BUS AND SUPPLEMENTAL DRIVERS

## HANDBOOK



July 1, ~~2020~~2022 – June 30, ~~2022~~2024

Lewiston Altura School Bus Driver Handbook 2020-2022

Approved by ISD #857 School Board on ~~August 10, 2020~~ June 28, 2022

**JOB CLASSIFICATION:**

**FULL TIME BUS DRIVER -**

A Full Time Bus Driver possesses a Commercial Drivers License and is employed and committed to driving a specified route twice each day, each morning and afternoon that school is in session.

**PART TIME BUS DRIVER-**

A Part Time Bus Driver possesses a Commercial Drivers License and is employed and committed to driving a specified route once each day, either morning or afternoon, that school is in session.

**SUBSTITUTE BUS DRIVER-**

A Substitute Bus Driver possesses a Commercial Drivers License and is employed as needed and does not qualify to be a Full Time/Part Time Bus Driver.

**SUPPLEMENTAL DRIVER-**

A Supplemental Driver transports students in vehicles that do not require the driver to have a Commercial Drivers License.

**SALARY AND COMPENSATION**

**I. BASIC SALARY**

**A. FULL TIME/PART TIME BUS DRIVER** -Full Time/Part Time Bus Drivers employed during ~~2020-2021~~2022-2023 school year will receive a base salary of ~~\$36.00~~\$37.00 per route. Full Time Bus Drivers employed during the ~~2021-2022~~2023-2024 school year will receive a base salary of ~~\$36.75~~\$37.50 per route plus an additional 75 cents per route if their route is over fifty miles long.

Full Time/Part Time Bus Drivers will receive additional pay for their years of service and commitment to the District per the following scale:

Years of Service	Amount Added to Base Pay <u>2022-2023</u>	<u>Amount Added to Base Pay</u> <u>2023-2024</u>
After 3 Years	<del>\$1.00</del> <u>\$1.50</u>	<u>\$1.50</u>
After 5 Years	<del>\$1.50</del> <u>\$2.00</u>	<u>\$2.00</u>
After 10 Years	<del>\$2.00</del> <u>\$2.50</u>	<u>\$2.50</u>
After 15 Years	<del>\$2.50</del> <u>\$3.00</u>	<u>\$3.00</u>
After 20 Years	<del>\$3.00</del> <u>\$3.50</u>	<u>\$3.50</u>
After 25 Years	<del>\$3.50</del> <u>\$4.00</u>	<u>\$4.00</u>
After 30 Years	<del>\$4.00</del> <u>\$4.50</u>	<u>\$4.50</u>
After 35 Years	<del>\$5.00</del> <u>\$5.50</u>	<u>\$5.50</u>
After 40 Years	<del>\$6.00</del> <u>\$6.50</u>	<u>\$6.50</u>

**B. SUBSTITUTE BUS DRIVERS**-Substitute Bus Drivers will receive the base pay per route.

**C. SUPPLEMENTAL DRIVERS** – Supplemental Drivers will receive ~~\$12.36~~\$15.00 per hour in ~~2020-21~~2022-2023 and ~~\$12.64~~\$15.50 per hour in ~~2021-2022~~2023-2024.

**C.D. COMBINED ROUTES: If bus routes are combined due to incidental bus or driver shortages, the driver will be compensated at 1.5 times the driver's route pay.**

## **E. NEW EMPLOYEES**

### **1. PROBATIONARY PERIOD**

New employees will serve a ninety (90) calendar day probationary period.

### **2. BACKGROUND CHECKS**

All newly employed bus drivers must submit to a criminal and motor vehicle background check prior to employment.

## **F. MODIFICATIONS:**

Individual salaries are subject to revision at any time at the discretion of the school board.

## **II. ADDITIONAL COMPENSATION**

**A. ACTIVITY, FIELD TRIPS, AND SUMMER SCHOOL**-Activity trips, and field trips will be compensated for at the rate of ~~\$15.00~~\$18.00 per hour. Bus Drivers who drive a bus for summer school will be paid their regular route pay for up to three routes per day.

- a) Full Time and Part Time drivers, when requested by the district, to drive for an activity or field trip during their regular route time will receive their regular route pay in lieu of additional pay for the first 1.5 hours of the activity or field trip. Drivers will receive the \$15.00 per hour for time beyond the 1.5-hour limitation.
- b) Full Time and Full Time/Part Time Drivers will be given priority to receive additional school-sponsored evening or weekend trips that do not interfere with the driver's regular route responsibilities.
- c) If a substitute driver is scheduled to take a regular bus route because the driver chooses to drive an activity and the activity is cancelled, the regular driver cannot push the substitute off the route.
- d) If a driver gives up their regular scheduled bus route to drive an activity and the activity gets cancelled the driver will still be paid one half of their regular base pay rate for the year.
- e) Full Time and Part Time Drivers must notify the District office of their desire for additional driving duties.
- f) Drivers for sports and activities such as Speech, One Act and Honor Band will have the opportunity to drive for that same activity each subsequent year until the driver chooses to give up that extra duty. At that time, the duty will be made available to any interested driver. If there is more than one person interested in the extra duty they will decide amongst themselves who will take on the duty. If they are unable to come to an agreement, names of interested individuals will be drawn.

## Lewiston Altura School Bus Driver Handbook 2020-2022

- g) If a coach is also a licensed school bus driver and is willing to drive for the activity the school district reserves the right to have them drive for that activity.
- h) The School District reserves the right not to have people drive activities that have continual conflicts while serving in that capacity.

**B. SILO TRANSFER TRIP**--Drivers transporting students to and from Silo School, as a part of their regularly scheduled route, will be paid at the rate of \$3.50 per trip.

**D. INTERMEDIATE SCHOOL TRANSFER TRIP**--Drivers transporting students to and from the Intermediate School, as a part of their regularly scheduled route, will be paid at the rate of \$5.85 per trip in addition to the driver's route pay. If a bus driver drives the Intermediate School Transfer and it is not part of the driver's regular route, the driver will be paid \$10.00.-

**E. OPERATION OF WHEELCHAIR BUS LIFT**--Drivers transporting students with wheelchairs, as a part of their regularly scheduled route (this does not include transfers or activity trips), will be paid at the rate of \$5.85 per trip. This additional compensation will be paid only on days that the driver was required to operate the wheelchair lift. Drivers must log the dates and routes they were required to operate the lift on the provided calendar. The calendar will be collected at the end of the month and paid on payroll on the 15<sup>th</sup> of the following month.

### III. REIMBURSEMENTS

**A. PHYSICAL EXAMINATION REIMBURSEMENT**--The school district will reimburse the drivers for the actual cost of a DOT physical examination required to maintain their Commercial Drivers License. The amount of reimbursement shall not exceed \$140.00 annually. Receipt from the medical provider must be provided in order to receive reimbursement.

**B. MEAL STIPEND**--Drivers, engaged in trips in excess of six hours, will be paid an additional \$10.00 per six hours of service to cover the cost of meals.

**C. ADMISSION REIMBURSEMENT**--Admission to events will be reimbursed.

**IV. SUBSTITUTE DRIVERS**--Full Time and Part Time Drivers should contact the district office when a substitute is needed. If no substitute is available, the driver may be expected to drive.

### V. PAY PERIODS

**A. FREQUENCY**—All Full Time and Part Time Bus Drivers shall be paid twice monthly for 24 paychecks.

**B. PAY DAYS**—Pay days will be the 15<sup>th</sup> and the last business day of the month. In the event that payday falls on a weekend or holiday, payday will be the last prior working day.

**C. ADDITIONAL COMPENSATION**—All extra driving must be turned in by the 6<sup>th</sup> of the month in order to be paid on the 15<sup>th</sup> of the month, and by the 20<sup>th</sup> for the end of the month.

## **VI. LEAVES**

### **A. SICK LEAVE**

#### **1. ALLOCATION**

- a) Full Time Bus Drivers will earn one sick leave day for each month of regular driving.
- b) Part Time Bus Drivers will earn one-half sick leave day for each month of regular driving.
- c) Sick leave earned each month will be credited to an individual employee's sick leave bank at the start of the following month.

#### **2. ACCUMULATION LIMIT**

Sick leave days may be accumulated to an unlimited number.

#### **3. DEDUCTIONS**

Sick leave deductions will be made in one-half day increments. One route equals ½ day.

#### **4. USE OF SICK LEAVE**

- a) Sick leave is an absence from work that is the result of a personal or family illness.
- b) A sick leave day is the same as the employee's normal working day.
- c) Sick leave days may be used for personal or family illnesses, as well as for funerals, doctor appointments, and maternity leave.
- d) One sick leave day may be used each year for personal business that cannot be taken care of outside the normal workday.
- e) In the event that the schools are closed due to an emergency, drivers may elect to use up to four days of sick leave during the school year to avoid a pay deduction.
- f) The School District may require verification from a doctor for the use of sick leave.

### **B. EMERGENCY LEAVE**

Employees may be granted a leave of no more than two (2) days per year for situations that require an employee's immediate personal attention, and which cannot be addressed outside of the employee's workday. The days will be deducted from the employee's sick leave. The superintendent reserves the right to grant or deny the request for leave. All requests for emergency leave must receive prior approval from the superintendent.

### **C. UNPAID LEAVE**

Employees are hired to work specific schedules as designated by the superintendent. The superintendent reserves the right to grant or deny any request for unpaid leave.

## VII. SEVERANCE COMPENSATION

- A. Full Time Bus Drivers and Full Time/Part Time Bus Drivers may be eligible for severance compensation based upon the following criteria:
1. Any employee, upon reaching age 55 and after 15 years of continuous service to ISD 857, will be entitled to severance pay based on the number of accumulated sick leave days. The reimbursement rate will be -\$25.00 per day.
  2. Payments will be to the employee in one lump sum on June 30th following the bus driver's retirement.
  3. If the employee dies before severance is paid out it shall be paid to the employee's beneficiary, if any, otherwise to the employee's estate.
  4. Bus Drivers will not be eligible for severance compensation if they are terminated from employment due to poor performance, not meeting expectations, misconduct, or for any other reason per District Policy 403 Discipline, Suspension, and Dismissal of School District Employees.

## VIII. DURATION

The handbook will be effective July 1, 2020 through June 30, 2022.

## DUTIES AND RESPONSIBILITIES

### I. VEHICLE OPERATION

- A. Safety**-Passenger safety is the primary concern for the driver. Drivers will exercise extreme caution while driving and during the processes of loading and unloading.
- B. Radio and Cell Phone Use**-The school bus radios are there to help ensure student safety and should be used to call for help when needed, check with the office to see if a missing student is absent, or if a student not normally riding the bus should be allowed on the bus. Casual conversations should wait until you are no longer driving. If it is necessary to use a cell phone stop the bus to make the call or answer the call.
- C. Defensive Driving**-Driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic or errors of other drivers or pedestrians.
- D. Driving Adjustments**-Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.
- E. Railroad Crossing**-All vehicles, whether loaded or empty, used to transport people must stop at all railroad crossing, using required procedures. 4-way hazard lights are to be activated before stopping and when crossing the tracks.
- F. Yellow Curbs**-It is not legal to park by a yellow curb such as the entrance to the high school parking lot. Pull ahead into the north end of the bus parking area so the entrance does not get blocked up while you are unloading students.

## Lewiston Altura School Bus Driver Handbook 2020-2022

- G. Standing Prohibited**-Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.
- H. Dangerous Articles**-No weapons or articles that may be classified as dangerous may be transported on a school bus.
- I. Operating Speed**-No bus driver will operate a bus faster than road, traffic and weather conditions safely permit.

### II. OPERATOR RESTRICTIONS

#### A. Speeding and Moving Violations

Any driver convicted of a moving violation with a school bus will face disciplinary action, which may include suspension or termination.

#### B. Smoking Prohibited

No driver or passenger may smoke on any school bus or Type III vehicle.

#### C. Route Changes Prohibited

No driver is to make changes in the designated pick-up or drop-off bus stops without prior authorization. No stops are to be added, deleted or moved without administrative approval. No driver may deviate from the established route without prior permission except in the event of an emergency or temporary road conditions.

#### D. Seat Belt

Bus drivers must wear seat belts while operating the bus.

#### E. Unauthorized Passengers

Only authorized passengers may be transported in a bus. Any additional passengers must be specifically approved by the administration.

### III. VEHICLE RESTRICTIONS

#### A. Overloads

The maximum passenger capacity of the bus is displayed above the front right windshield. A driver may not operate a vehicle that exceeds the maximum passenger limit. Per District Policy 709, students are not to sit in the last four seats of the bus, unless told to do so by the driver.

#### B. Emergency Doors

Emergency doors must be free and operable. Easy and direct access must be maintained at all times.

#### C. Service Door

The service door must be closed at all times while the bus is in motion.

### IV. PRE-TRIP INSPECTION

#### A. Bus Inspection

Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State Law. Defects are to be reported in writing to the bus

## Lewiston Altura School Bus Driver Handbook 2020-2022

mechanic. Drivers are to check their buses for students, vandalism, and articles left on the bus after each route or trip.

### **B. Safety Equipment**

Drivers are responsible for insuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the district. Drivers of vehicles for disabled students will ensure all student health information cards are on board the bus.

### **C. BUS CLEANING**

1. Drivers are required to keep the interior of their buses swept and free of trash at all times.
2. Drivers who keep their buses at their homes are responsible for cleaning the exterior of the buses.
3. Windows, flashers, and lights must be kept clean at all times.
4. Activity Trip Drivers need to make sure the bus they drove for an activity is clean after the activity trip.

### **D. FUELING**

1. The driver is responsible for ensuring that the assigned vehicle is adequately fueled before leaving the bus garage.
2. The engine shall be turned off during fueling.
3. Drivers should not fuel with passengers aboard.

### **V. BUS STORAGE**

1. Buses will be stored alongside the bus garage when not in use.
2. Buses not kept at the bus garage must be delivered to the bus garage whenever the driver will not be driving their regular route.

### **VI. STUDENT DISCIPLINE**

Drivers are responsible for maintaining order on the bus. Drivers may never, under any circumstance, physically discipline a student. Drivers have no authority to deny a child the privilege of riding the bus, or drop the student at other than the designated stop. School administration may deny or restrict the bus-riding privileges of a student.

#### **A. Activity Trips - Conduct Standards to be upheld by the operator of the vehicle:**

1. Passengers are allowed to eat snacks or light meals, provided they limit distractions to others, agree to clean up any excess mess, and properly dispose of any trash when they exit the vehicle. A single violation can result in revocation of this privilege.
2. Limited, (brief) use of mobile phones is allowed for the purpose of contacting family, adults, guardians who need to be informed about bus arrival and location issues before departing for home.
3. The bus driver has the authority to request a passenger discontinue the use of mobile phones and other devices, if and when the driver feels inappropriate use is being

made, or it causes potentially hazardous safety issue for the driver. A single violation can result in revocation of this privilege

**VII. REPORTING REQUIREMENTS**

It is the bus driver's responsibility to complete and submit all reports, discipline referrals, time cards, and mechanical defect slips in a timely manner. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.

**VIII. TRAINING**

All bus drivers must participate in a minimum of 120 minutes of bus safety in-service each year.

**IX. DRUG AND ALCOHOL MONITORING**

All bus drivers must submit to pre-employment, post-accident, random, and reasonable suspicion alcohol and drug testing.

- A. Pre-employment Testing**-Bus drivers will not be allowed to drive until the employee has been tested for controlled substances and the school district has received the negative test results from the Medical Review Officer (MRO).
- B. Post-Accident Testing**-If a driver is involved in an accident while operating a CMV and the accident resulted in:
  - 1. Loss of human life or,
  - 2. A citation to the driver for a moving traffic violation,
  - 3. An accident resulting in disabling damage to one or more vehicles requiring a vehicle to be towed and a citation is issued to the driver for a moving violation, a controlled substance abuse test must be performed on the surviving driver within 32 hours.
- C. Random Drug/Alcohol Testing**
  - 1. **Drug Testing**--A minimum of 50% of the drivers employed throughout the school year will be tested annually for drugs. A random process will be used to select drivers to be tested.
  - 2. **Alcohol Testing**-A minimum of 25% of the drivers employed throughout the school year will be tested annually for drugs. A random process will be used to select drivers to be tested. The test must be conducted immediately prior or immediately after the time that the driver is scheduled to drive.
- D. Reasonable Suspicion Testing**

The district may require any bus driver to submit to a controlled substance test whenever the district has reasonable suspicion to believe that the driver has violated the prohibitions listed below concerning controlled substances and/or alcohol.
- E. Prohibited Use of Alcohol and Controlled Substances**
  - 1. **Drugs**-No driver shall report to duty or remain on duty when the driver uses any controlled substance, except when the use of the substance is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a vehicle.

**2. Alcohol-**

- a) No driver shall report to duty or remain on duty while having a blood-alcohol concentration of 0% or greater.
- b) No driver shall possess alcohol while on duty.
- c) No driver shall drive within four hours after having consumed alcohol.

**F. Refusal to Submit to Mandatory Testing**

1. Any driver who refuses to submit to any of the controlled substance testing will be immediately removed from any driving responsibilities.
2. The driver will be referred to a substance abuse professional to determine if the driver has a substance abuse related problem which may require treatment.
3. Drivers removed from duty because of refusal of mandatory controlled substance testing must undergo a return-to-duty test.

**G. Testing Procedures**

1. Arrangements will be made at a local collection site, supervised by trained medical people.
2. Samples obtained will be sent to a laboratory certified by the Substance Abuse and Mental Health Services Administration and Health and Human Services.

**LEWISTON-ALTURA SCHOOL DISTRICT  
AT-WILL EMPLOYEE LETTER OF ASSIGNMENT  
2022-2024**

Employee At-Will: The person referenced herein is an employee-at-will and serves at the discretion of the **Lewiston - Altura School District 857 Board**.

The purpose of this document is meant to set forth the wages and benefits for the position held.

Employee: Sheala Hall

Position: Business Manager

State Job Match: #405

**PAYROLL INFORMATION**

**Salary:** The base salary for 2022-2023 will be \$29.00 per hour which is equivalent to \$60,320.00 on an annual basis, and the base salary for 2023-2024 will be \$29.58 per hour which is equivalent to \$61,526.40. Wages are subject to deductions for taxes and other withholdings as required by law or the policies of the Lewiston – Altura School District.

Upon receipt of official transcripts indicating the employee has completed a Master’s Degree in Business Administration, the employee will be paid an additional \$3.00 per hour.

**Hours of Service and Duty Year:** The hours worked by the Employee will be 2080 hours per year, eight (8) hours per day. The employee may work four-day weeks/10-hour days in the summer with Superintendent approval. Employees who work four consecutive hours will be provided with a paid break, not to exceed 15 minutes.

**Annualized Pay:** Employee will have his/her compensation divided into 24 pay periods. Paydays will be the 15<sup>th</sup> and the last business day of the month unless payday falls on a weekend or holiday. Payday will then be the last business day prior to the scheduled payday.

**Pay Deductions:** Any absence other than those allotted in this Agreement shall result in pay deductions based on the hourly wage of the absent Employee.

**Additional Compensation:**

**Overtime:** As a general rule, overtime will not be allowed. The supervisor, prior to the work, must grant approval for overtime. In the case of an emergency, and the supervisor cannot be contacted, the overtime necessary to clear the emergency will be allowed. Overtime will be paid at a rate, which is one, and one-half times the employee’s regular hourly rate. In the event an emergency occurs on one of the following holidays: July 4<sup>th</sup>, Labor Day, Thanksgiving Day, after 12:00 PM on Christmas Eve, Christmas Day, after 12:00 PM on New Year’s Eve, New Year’s Day, after 12:00 PM on Good Friday, Easter Sunday, or Memorial Day, the employee will be paid two times the employee’s regular hourly rate. Payment for overtime may be denied if not pre-approved.

**Compensatory Time:** Use of compensatory time must be approved in advance by the Direct Supervisor and shall not, in any case, exceed three consecutive working days. Accrual of compensatory time shall be agreed to and approved by the Superintendent.

## **BENEFITS**

### GROUP INSURANCE

**Selection of Carrier:** The selection of the insurance carrier and policy shall be made by the School District as provided by law. It is 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.

**Health and Hospitalization Insurance:** If the employee chooses to participate in the district's group health and hospitalization plan, s/he will be eligible for a contribution of up to \$600.00 per month for single coverage, and up to \$850.00 per month for family coverage toward the premium of the insurance option through the District's plan that the employee chooses. In the event a married couple is employed by the School District, and one or both are eligible to receive coverage, the married couple may combine and apply the two single School District contributions to one non-single policy. The dollar amount applies to health and hospitalization insurance only.

**Vision and Dental Insurance:** The employee may choose to participate in the district's group dental and/or vision insurance plans at the employee's expense.

**Tax Sheltered Annuities:** Employee is eligible for a \$100.00 annual match contribution from the District toward a Tax Sheltered 403b annuity if this amount is matched or exceeded by a contribution from the employee. The district's contribution will be paid to the employee's account, divided equally over 24 pay periods, \$4.17/check.

**Workplace Injury:** Any and all injuries, regardless of their severity, shall be reported to the Supervisor as soon after the injury occurs as possible. In order for a claim to Workmen's Compensation to be considered valid, a "First Report of Injury" must be made within 24 hours of the incident.

### **LEAVES OF ABSENCE**

**Sick Leave:** The Employee shall earn sick leave at the rate of one (1) day for each month of service in the employ of the School District, up to 12 days per year. Sick leave earned shall be credited to the individual employee's sick leave bank at the start of the following month. Employee may accumulate an unlimited amount of sick leave. Sick leave must be taken in increments no less than ¼ day. Sick leave days may be used for personal or family illnesses.

The School District may require the Employee to furnish a medical certificate from a qualified physician as evidence of illness indicating such absence was due to illness in order to qualify for sick leave pay. In the event that a medical certificate will be required, the Employee will be so advised. Sick leave pay shall be approved only upon submission of a sick leave pay request form.

Two sick leave days may be used each year for personal business that cannot be taken care of outside of the normal workday.

**Earned Vacation:** The Employee shall earn vacation at the rate of 18 days of vacation per year.

Employee should submit requests for vacation to the Superintendent a minimum of two weeks prior to the date of the requested leave. Vacation time can be accumulated to a maximum of 36 days. There is no carryover of vacation time beyond 36 days.

## **Emergency Leave**

An emergency is a situation, often dangerous, which arises suddenly and calls for prompt action. An immediate need cannot be planned out days in advance. Employees may be granted a leave of no more than two (2) days per year for situations that require an employee's immediate personal attention and which cannot be addressed outside of the employee's workday. The days will be deducted from the employee's sick leave. An emergency leave is granted by the Superintendent. The Superintendent reserves the right to make the final decision to grant or deny the request for leave. If denied, pay for that time will be deducted at the next pay period.

**Emergency School Cancellation Days:** Employee is expected to work when school is not in session due to an emergency closing. Employees, unable to report to work, may request the use of vacation, compensatory time, or may use up to two sick (personal) days to avoid a pay deduct.

**Jury Service:** An Employee who serves on jury duty shall be granted the day or days as necessary as stipulated by the court to discharge this responsibility without any loss of basic leave. The compensation received for jury duty service, minus mileage, and meal allowance, shall be deducted from the Employee's payroll check and the Employee shall keep the check for jury duty services.

**Bereavement:** Up to three days leave per occurrence taken in ¼ day increments shall be allowed, the first three days not to be deducted from sick leave, for death in the Employee's immediate family which is defined as children, spouse, parents of Employee or spouse, grandparents of Employee or spouse, brothers and sisters of Employee or spouse. These days shall be deducted from sick leave. The Superintendent may grant up to three additional days in the case of the death of someone in the employee's or employee spouse's immediate family. These days shall be deducted from sick leave.

**Unpaid Leave:** Employee is hired to work specific schedule as designated by the Superintendent. The Superintendent reserves the right to grant or deny any request for unpaid leave.

## **HOLIDAYS**

**Paid Holidays:** Employee shall be granted the following 9.5 paid holidays: July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Day after Thanksgiving, ½ day Christmas Eve, Christmas Day, ½ day New Year's Eve, New Year's Day, ½ day Good Friday, Memorial Day and 1 floating holiday (on any school day students are not present).

**Weekends:** Holidays that fall on weekends will be observed on a day established by the School District.

**Eligibility:** In order to be eligible for holiday pay, an Employee must have worked a regular work day before and after the holiday unless an excused illness, leave, or on vacation under these provisions.

## **SEVERANCE COMPENSATION**

Employee is eligible for severance compensation upon reaching age 55 and after 15 years of continuous service to ISD #857. The compensation will be based on the number of accumulated sick leave days at the rate of \$30.00 per day. If the employee dies before severance is paid out, it shall be paid to the employee's beneficiary (if any) otherwise to the employee's estate. Employee will not be entitled to severance compensation if s/he is terminated from employment due to poor performance, not meeting expectations, misconduct or for any other reason per District Policy 403 Discipline, Suspension and Dismissal of School District Employees.

**RETIREMENT**

The employee upon reaching age 55 and after 15 years of continuous service to the district and elects to receive PERA benefits, may be eligible to continue to participate in the district’s group health and hospitalization plan. This benefit is contingent upon the approval and acceptance of the insurance carrier. If the employee retires before the age of eligibility for Medicare, s/he shall be eligible to remain in the existing group and health and hospitalization insurance program until reaching the age of eligibility for Medicare.

The annual district contribution will be specified as the maximum amount found in the health and hospitalization section of this Agreement. The maximum contribution of \$300 per month will be paid by accumulated sick leave at a rate of 200 hours of sick leave (25 days/ 8 hours per day of accumulated sick leave) for each year of extended health and hospitalization coverage. Employee will be responsible for any additional premium expenses if an insufficient amount of sick leave has been accrued.

Benefits under this provision shall cease upon the death of the employee except when both husband and wife have been employed by ISD #857 until retirement (and both have been eligible to receive insurance coverage) in which case the survivor will be eligible for continued coverage.

**DURATION**

This Agreement shall remain in full force and effect for a period commencing July 1, 2022 and ending June 30, 2024.

This Agreement with the Lewiston -Altura Employee Handbook constitutes the full and complete Agreement between the School District and the Employee.

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

Employee’s Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**Lewiston – Altura School District 857**

Superintendent’s Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**LEWISTON-ALTURA SCHOOL DISTRICT**  
**AT-WILL EMPLOYEE LETTER OF ASSIGNMENT**  
**2022-2024**

Employee At-Will: The person referenced herein is an employee-at-will and serves at the discretion of the **Lewiston - Altura School District 857 Board**.

The purpose of this document is meant to set forth the wages and benefits for the position held.

Employee: Kelli Loveless

Position: Cardinal Club Director

State Job Match: #252

**PAYROLL INFORMATION**

**Salary:** The 2022-23 base salary will be ~~\$21.50~~\$21.93—per hour which is equivalent to ~~\$44,720.00~~\$45,614.40 on an annual basis, and the 2023-2024 base salary will be \$22.37 per hour which is equivalent to \$46,529.60 on an annual basis. Wages are ~~is~~ subject to deductions for taxes and other withholdings as required by law or the policies of the Lewiston – Altura School District.

**Hours of Service and Duty Year:** The hours worked by the Employee will be 2080 hours per year, eight (8) hours per day. Employees who work four consecutive hours will be provided with a paid break, not to exceed 15 minutes.

**Annualized Pay:** Employee will have his/her compensation divided into 24 pay periods. Paydays will be the 15<sup>th</sup> and the last business day of the month unless payday falls on a weekend or holiday. Payday will then be the last business day prior to the scheduled payday.

**Pay Deductions:** Any absence other than those allotted in this Agreement shall result in pay deductions based on the hourly wage of the absent Employee.

**Additional Compensation:**

**Overtime:** As a general rule, overtime will not be allowed. The supervisor, prior to the work, must grant approval for overtime. In the case of an emergency, and the supervisor cannot be contacted, the overtime necessary to clear the emergency will be allowed. Overtime will be paid at a rate, which is one, and one-half times the employee’s regular hourly rate. Payment for overtime may be denied if not pre-approved.

**Compensatory Time:** Use of compensatory time must be approved in advance by the Direct Supervisor and shall not, in any case, exceed three consecutive working days. Accrual of compensatory time shall be agreed to and approved by the supervising administrator.

**BENEFITS**

**GROUP INSURANCE**

**Selection of Carrier:** The selection of the insurance carrier and policy shall be made by the School District as provided by law. It is 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.

**Health and Hospitalization Insurance:** If the employee chooses to participate in the district's group health and hospitalization plan, s/he will be eligible for a contribution of up to \$600.00 per month for single coverage, and up to \$850.00 per month for family coverage toward the premium of the insurance option through the District's plan that the employee chooses. In the event a married couple is employed by the School District, and both are eligible to receive coverage, the married couple may combine and apply the two single School District contributions to one non-single policy. The dollar amount applies to health and hospitalization insurance only.

**Vision and Dental Insurance:** The employee may choose to participate in the district's group dental and/or vision insurance plans at the employee's expense.

**Tax Sheltered Annuities:** Employee is eligible for a \$100.00 annual match contribution from the District toward a Tax Sheltered 403b annuity if this amount is matched or exceeded by a contribution from the employee. The district's contribution will be paid to the employee's account, divided equally over 24 pay periods, \$4.17/check.

**Workplace Injury:** Any and all injuries, regardless of their severity, shall be reported to the Supervisor as soon after the injury occurs as possible. In order for a claim to Workmen's Compensation to be considered valid, a "First Report of Injury" must be made within 24 hours of the incident.

**Cell Phone Reimbursement** The district shall pay \$25.00 per month to the employee to go towards the costs of an employee's personal cell phone in exchange for availability to respond to urgent or emergency communications outside the typical work day or work week. The employee will submit a reimbursement request quarterly.

## **LEAVES OF ABSENCE**

**Sick Leave:** The Employee shall earn sick leave at the rate of one (1) day for each month of service in the employ of the School District, up to 12 days per year. Sick leave earned shall be credited to the individual employee's sick leave bank at the start of the following month. Employee may accumulate an unlimited amount of sick leave. Sick leave must be taken in increments no less than ¼ day. Sick leave days may be used for personal or family illnesses.

The School District may require the Employee to furnish a medical certificate from a qualified physician as evidence of illness indicating such absence was due to illness in order to qualify for sick leave pay. In the event that a medical certificate will be required, the Employee will be so advised. Sick leave pay shall be approved only upon submission of a sick leave pay request form.

Two sick leave days may be used each year for personal business that cannot be taken care of outside of the normal workday.

**Earned Vacation:** The Employee shall earn vacation at the rate of one (1) day for each month of service in the School District. Up to 12 days may be earned during the first year of employment. After the first year, an additional 1 day of vacation will be earned per year of service up to a maximum of 18 days of vacation per year.

Employee should submit requests for vacation to the Superintendent a minimum of two weeks prior to the date of the requested leave. Vacation time can be accumulated to a maximum of 36 days. There is no carryover of vacation time beyond 36 days.

### **Emergency Leave**

An emergency is a situation, often dangerous, which arises suddenly and calls for prompt action. An immediate need cannot be planned out days in advance. Employees may be granted a leave of no more than two (2) days per year for situations that require an employee's immediate personal attention and which cannot be addressed outside of the employee's workday. The days will be deducted from the employee's sick leave. An emergency leave is granted by the immediate supervisor subject to review by the Superintendent. The Superintendent reserves the right to make the final decision to grant or deny the request for leave. If denied, pay for that time will be deducted at the next pay period.

**Emergency School Cancellation Days:** Employee is expected to work when school is not in session due to an emergency closing. Employees, unable to report to work, may request the use of vacation, compensatory time, or may use up to two sick (personal) days to avoid a pay deduct.

**Jury Service:** An Employee who serves on jury duty shall be granted the day or days as necessary as stipulated by the court to discharge this responsibility without any loss of basic leave. The compensation received for jury duty service, minus mileage, and meal allowance, shall be deducted from the Employee's payroll check and the Employee shall keep the check for jury duty services.

**Bereavement:** Up to three days leave per occurrence taken in ¼ day increments shall be allowed, the first three days not to be deducted from sick leave, for death in the Employee's immediate family which is defined as children, spouse, parents of Employee or spouse, grandparents of Employee or spouse, brothers and sisters of Employee or spouse. These days shall be deducted from sick leave. The Superintendent may grant up to three additional days in the case of the death of someone in the employee's or employee spouse's immediate family. These days shall be deducted from sick leave.

**Unpaid Leave:** Employee is hired to work specific schedule as designated by the Superintendent. The Superintendent reserves the right to grant or deny any request for unpaid leave.

## **HOLIDAYS**

**Paid Holidays:** Employee shall be granted the following 6.5 paid holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, ½ day Good Friday, Memorial Day and 1 floating holiday (on any school day students are not present).

**Weekends:** Holidays that fall on weekends will be observed on a day established by the School District.

**Eligibility:** In order to be eligible for holiday pay, an Employee must have worked a regular work day before and after the holiday unless an excused illness, leave, or on vacation under these provisions.

## **SEVERANCE COMPENSATION**

Employee is eligible for severance compensation upon reaching age 55 and after 15 years of continuous service to ISD #857. The compensation will be based on the number of accumulated sick leave days at

the rate of \$30.00 per day. If the employee dies before severance is paid out, it shall be paid to the employee's beneficiary (if any) otherwise to the employee's estate. Employee will not be entitled to severance compensation if s/he is terminated from employment due to poor performance, not meeting expectations, misconduct or for any other reason per District Policy 403 Discipline, Suspension and Dismissal of School District Employees.

**RETIREMENT**

The employee upon reaching age 55 and after 15 years of continuous service to the district and elects to receive PERA benefits, may be eligible to continue to participate in the district's group health and hospitalization plan. This benefit is contingent upon the approval and acceptance of the insurance carrier. If the employee retires before the age of eligibility for Medicare, s/he shall be eligible to remain in the existing group and health and hospitalization insurance program until reaching the age of eligibility for Medicare.

The annual district contribution will be specified as the maximum amount found in the health and hospitalization section of this Agreement. The maximum contribution of \$300 per month will be paid by accumulated sick leave at a rate of 200 hours of sick leave (25 days/ 8 hours per day of accumulated sick leave) for each year of extended health and hospitalization coverage. Employee will be responsible for any additional premium expenses if an insufficient amount of sick leave has been accrued.

Benefits under this provision shall cease upon the death of the employee except when both husband and wife have been employed by ISD #857 until retirement (and both have been eligible to receive insurance coverage) in which case the survivor will be eligible for continued coverage.

**DURATION**

This Agreement shall remain in full force and effect for a period commencing July 1, ~~2021~~2022 and ending June 30, ~~2022~~2024

This Agreement with the Lewiston -Altura Employee Handbook constitutes the full and complete Agreement between the School District and the Employee.

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

Employee's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**Lewiston – Altura School District 857**

Superintendent's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**LEWISTON-ALTURA SCHOOL DISTRICT**  
**AT-WILL EMPLOYEE LETTER OF ASSIGNMENT**  
**2022-2024**

Employee At-Will: The person referenced herein is an employee-at-will and serves at the discretion of the **Lewiston - Altura School District 857 Board**.

The purpose of this document is meant to set forth the wages and benefits for the position held.

Employee: Britney Sula

Position: Community Education Youth and Adult Programs Coordinator

State Job Match: #252

**PAYROLL INFORMATION**

**Salary:** The ~~2022-23~~ base salary will be ~~\$21.50~~ \$21.93 per hour which is equivalent to ~~\$8944.00~~ \$9122.88 on an annual basis, and the 2023-2024 base salary will be \$22.37 per hour which is equivalent to \$9305.92 on an annual basis. ~~Wage are~~ is subject to deductions for taxes and other withholdings as required by law or the policies of the Lewiston – Altura School District.

**Hours of Service and Duty Year:** The hours worked by the Employee will be 416 hours per year.

**Annualized Pay:** Employee will have his/her compensation divided into 24 pay periods. Paydays will be the 15<sup>th</sup> and the last business day of the month unless payday falls on a weekend or holiday. Payday will then be the last business day prior to the scheduled payday.

**Pay Deductions:** Any absence other than those allotted in this Agreement shall result in pay deductions based on the hourly wage of the absent Employee.

**DURATION**

This Agreement shall remain in full force and effect for a period commencing July 1, ~~2021-2022~~ and ending June 30, ~~2022~~2024.

This Agreement with the Lewiston -Altura Employee Handbook constitutes the full and complete Agreement between the School District and the Employee.

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

Employee’s Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**Lewiston – Altura School District 857**

Superintendent’s Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**LEWISTON-ALTURA SCHOOL DISTRICT**  
**AT-WILL EMPLOYEE LETTER OF ASSIGNMENT**  
**2022-2024**

Employee At-Will: The person referenced herein is an employee-at-will and serves at the discretion of the **Lewiston - Altura School District 857 Board**.

The purpose of this document is meant to set forth the wages and benefits for the position held.

Employee: Vickie Speltz

Position: Food Service Director

State Job Match: #342

**PAYROLL INFORMATION**

**Salary:** The ~~2022-23~~ base salary will be ~~\$27.25~~**\$27.80**—per hour which is equivalent to ~~\$47,197.00~~**\$57,824.00** on an annual basis; ~~and the 2023-24 base salary will be \$28.36per hour which is equivalent to \$58,988.88 on an annual basis.~~ **These wages are** ~~and is~~ subject to deductions for taxes and other withholdings as required by law or the policies of the Lewiston – Altura School District.

**Hours of Service and Duty Year:** The hours worked by the Employee will be 216.5 days, 8 hours per day. The employee will work 210 days with 6.6 paid holidays. Employees who work four consecutive hours will be provided with a paid break, not to exceed 15 minutes.

**Annualized Pay:** Employee will have his/her compensation divided into 24 pay periods. Paydays will be the 15<sup>th</sup> and the last business day of the month unless payday falls on a weekend or holiday. Payday will then be the last business day prior to the scheduled payday.

**Pay Deductions:** Any absence other than those allotted in this Agreement shall result in pay deductions based on the hourly wage of the absent Employee.

**Additional Compensation:**

**Overtime:** As a general rule, overtime will not be allowed. The supervisor, prior to the work, must grant approval for overtime. In the case of an emergency, and the supervisor cannot be contacted, the overtime necessary to clear the emergency will be allowed. Overtime will be paid at a rate, which is one, and one-half times the employee’s regular hourly rate. In the event an emergency occurs on one of the following holidays: July 4<sup>th</sup>, Labor Day, Thanksgiving Day, after 12:00 PM on Christmas Eve, Christmas Day, after 12:00 PM on New Year’s Eve, New Year’s Day, after 12:00 PM on Good Friday, Easter Sunday, or Memorial Day, the employee will be paid two times the employee’s regular hourly rate. Payment for overtime may be denied if not pre-approved.

**Compensatory Time:** Use of compensatory time must be approved in advance by the Direct Supervisor and shall not, in any case, exceed three consecutive working days. Accrual of compensatory time shall be agreed to and approved by the supervising administrator.

**BENEFITS**

**GROUP INSURANCE**

**Selection of Carrier:** The selection of the insurance carrier and policy shall be made by the School District as provided by law. It is 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.

**Health and Hospitalization Insurance:** If the employee chooses to participate in the district's group health and hospitalization plan, s/he will be eligible for a contribution of up to \$600.00 per month for single coverage, and up to \$850.00 per month for family coverage toward the premium of the insurance option through the District's plan that the employee chooses. In the event a married couple is employed by the School District, and one or both are eligible to receive coverage, the married couple may combine and apply the two School District contributions to one non-single policy. The dollar amount applies to health and hospitalization insurance only.

**Vision and Dental Insurance:** The employee may choose to participate in the district's group dental and/or vision insurance plans at the employee's expense.

**Tax Sheltered Annuities:** Employee is eligible for a \$100.00 annual match contribution from the District toward a Tax Sheltered 403b annuity if this amount is matched or exceeded by a contribution from the employee. The district's contribution will be paid to the employee's account, divided equally over 24 pay periods, \$4.17/check.

**Workplace Injury:** Any and all injuries, regardless of their severity, shall be reported to the Supervisor as soon after the injury occurs as possible. In order for a claim to Workmen's Compensation to be considered valid, a "First Report of Injury" must be made within 24 hours of the incident.

**Cell Phone Reimbursement** The district shall pay \$49.64 per month to a phone provider for an employee's cell phone usage in exchange for availability to respond to urgent or emergency communications outside the typical work day or work week. This benefit may be amended in future Agreements.

## **LEAVES OF ABSENCE**

**Sick Leave:** The Employee shall earn sick leave at the rate of one (1) day for each month of service in the employ of the School District, up to 11 days per year. Sick leave earned shall be credited to the individual employee's sick leave bank at the start of the following month. Employee may accumulate an unlimited amount of sick leave. Sick leave must be taken in increments no less than 1/4 day. Sick leave days may be used for personal or family illnesses.

The School District may require the Employee to furnish a medical certificate from a qualified physician as evidence of illness indicating such absence was due to illness in order to qualify for sick leave pay. In the event that a medical certificate will be required, the Employee will be so advised. Sick leave pay shall be approved only upon submission of a sick leave pay request form.

Two sick leave days may be used each year for personal business that cannot be taken care of outside of the normal workday.

### **Emergency Leave**

An emergency is a situation, often dangerous, which arises suddenly and calls for prompt action. An immediate need cannot be planned out days in advance. Employees may be granted a leave of no more than two (2) days per year for situations that require an employee's immediate personal attention and which cannot be addressed outside of the employee's workday. The days will be deducted from the

employee's sick leave. An emergency leave is granted by the immediate supervisor subject to review by the Superintendent. The Superintendent reserves the right to make the final decision to grant or deny the request for leave. If denied, pay for that time will be deducted at the next pay period.

**Emergency School Cancellation Days:** Employee is expected to work when school is not in session due to an emergency closing. Employees, unable to report to work, may request the use of vacation, compensatory time, or may use up to two sick (personal) days to avoid a pay deduct.

**Jury Service:** An Employee who serves on jury duty shall be granted the day or days as necessary as stipulated by the court to discharge this responsibility without any loss of basic leave. The compensation received for jury duty service, minus mileage, and meal allowance, shall be deducted from the Employee's payroll check and the Employee shall keep the check for jury duty services.

**Bereavement:** Up to three days leave per occurrence taken in ¼ day increments shall be allowed, the first three days not to be deducted from sick leave, for death in the Employee's immediate family which is defined as children, spouse, parents of Employee or spouse, grandparents of Employee or spouse, brothers and sisters of Employee or spouse. These days shall be deducted from sick leave. The Superintendent may grant up to three additional days in the case of the death of someone in the employee's or employee spouse's immediate family. These days shall be deducted from sick leave.

**Unpaid Leave:** Employee is hired to work specific schedule as designated by the Superintendent. The Superintendent reserves the right to grant or deny any request for unpaid leave.

## **HOLIDAYS**

**Paid Holidays:** Employee shall be paid for the following 6.5 paid holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, ½ day Good Friday, Memorial Day and 1 floating holiday.

**Weekends:** Holidays that fall on weekends will be observed on a day established by the School District.

**Eligibility:** In order to be eligible for holiday pay, an Employee must have worked a regular work day before and after the holiday unless an excused illness, leave, or on vacation under these provisions.

## **SEVERANCE COMPENSATION**

Employee is eligible for severance compensation upon reaching age 55 and after 15 years of continuous service to ISD #857. The compensation will be based on the number of accumulated sick leave days at the rate of \$30.00 per day. If the employee dies before severance is paid out, it shall be paid to the employee's beneficiary (if any) otherwise to the employee's estate. Employee will not be entitled to severance compensation if s/he is terminated from employment due to poor performance, not meeting expectations, misconduct or for any other reason per District Policy 403 Discipline, Suspension and Dismissal of School District Employees.

## **RETIREMENT**

The employee upon reaching age 55 with at least 15 years of continuous service to the district and the employee choose to begin receiving PERA retirement benefits, may be eligible to continue to participate in the district's group health and hospitalization plan. This benefit is contingent upon the approval and acceptance of the insurance carrier. If the employee retires before the age of eligibility for Medicare, s/he

shall be eligible to remain in the existing group and health and hospitalization insurance program until reaching the age of eligibility for Medicare.

The annual district contribution will be specified as the maximum amount found in the health and hospitalization section of this Agreement. The maximum contribution of \$300 per month will be paid by accumulated sick leave at a rate of 200 hours of sick leave (25 days/ 8 hours per day of accumulated sick leave) for each year of extended health and hospitalization coverage. Employee will be responsible for any additional premium expenses if an insufficient amount of sick leave has been accrued.

Benefits under this provision shall cease upon the death of the employee except when both husband and wife have been employed by ISD #857 until retirement (and both have been eligible to receive insurance coverage) in which case the survivor will be eligible for continued coverage.

### **DURATION**

This Agreement shall remain in full force and effect for a period commencing July 1, ~~2021-2022~~ and ending June 30, ~~2022~~2024

This Agreement with the Lewiston -Altura Employee Handbook constitutes the full and complete Agreement between the School District and the Employee.

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

Employee's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**Lewiston – Altura School District 857**

Superintendent's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**LEWISTON-ALTURA SCHOOL DISTRICT**  
**AT-WILL EMPLOYEE LETTER OF ASSIGNMENT**  
**2022-2024**

Employee At-Will: The person referenced herein is an employee-at-will and serves at the discretion of the **Lewiston - Altura School District 857 Board**.

The purpose of this document is meant to set forth the wages and benefits for the position held.

Employee: Kevin Ziebell

Position: Transportation Director

State Job Match: #252

**PAYROLL INFORMATION**

**Salary:** The 2022-2023 base salary will be ~~\$25.00~~\$25.50 per hour which is equivalent to ~~\$52,000.00~~ \$53,040 on an annual basis, and the 2023-2024 base salary will be \$26.00 which is equivalent to \$54,080 on an annual basis. Wages are ~~is subject~~ to deductions for taxes and other withholdings as required by law or the policies of the Lewiston – Altura School District.

**Hours of Service and Duty Year:** The hours worked by the Employee will be 2080 hours per year, eight (8) hours per day. The employee may work four-day weeks/10-hour days in the summer with Superintendent approval. Employees who work four consecutive hours will be provided with a paid break, not to exceed 15 minutes.

**Annualized Pay:** Employee will have his/her compensation divided into 24 pay periods. Paydays will be the 15<sup>th</sup> and the last business day of the month unless payday falls on a weekend or holiday. Payday will then be the last business day prior to the scheduled payday.

**Pay Deductions:** Any absence other than those allotted in this Agreement shall result in pay deductions based on the hourly wage of the absent Employee.

**Additional Compensation:**

**Overtime:** As a general rule, overtime will not be allowed. The supervisor, prior to the work, must grant approval for overtime. In the case of an emergency, and the supervisor cannot be contacted, the overtime necessary to clear the emergency will be allowed. Overtime will be paid at a rate, which is one, and one-half times the employee's regular hourly rate. In the event an emergency occurs on one of the following holidays: July 4<sup>th</sup>, Labor Day, Thanksgiving Day, after 12:00 PM on Christmas Eve, Christmas Day, after 12:00 PM on New Year's Eve, New Year's Day, after 12:00 PM on Good Friday, Easter Sunday, or Memorial Day, the employee will be paid two times the employee's regular hourly rate. Payment for overtime may be denied if not pre-approved.

**Compensatory Time:** Use of compensatory time must be approved in advance by the Direct Supervisor and shall not, in any case, exceed three consecutive working days. Accrual of compensatory time shall be agreed to and approved by the supervising administrator.

## **BENEFITS**

### GROUP INSURANCE

**Selection of Carrier:** The selection of the insurance carrier and policy shall be made by the School District as provided by law. It is 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.

**Health and Hospitalization Insurance:** If the employee chooses to participate in the district's group health and hospitalization plan, s/he will be eligible for a contribution of up to \$600.00 per month for single coverage, and up to \$850.00 per month for family coverage toward the premium of the insurance option through the District's plan that the employee chooses. In the event a married couple is employed by the School District, and one or both are eligible to receive coverage, the married couple may combine and apply the two single School District contributions to one non-single policy. The dollar amount applies to health and hospitalization insurance only.

**Vision and Dental Insurance:** The employee may choose to participate in the district's group dental and/or vision insurance plans at the employee's expense.

**Tax Sheltered Annuities:** Employee is eligible for a \$100.00 annual match contribution from the District toward a Tax Sheltered 403b annuity if this amount is matched or exceeded by a contribution from the employee. The district's contribution will be paid to the employee's account, divided equally over 24 pay periods, \$4.17/check.

**Workplace Injury:** Any and all injuries, regardless of their severity, shall be reported to the Supervisor as soon after the injury occurs as possible. In order for a claim to Workmen's Compensation to be considered valid, a "First Report of Injury" must be made within 24 hours of the incident.

**Cell Phone Reimbursement** The district shall pay \$25.00 per month to the employee to go towards the costs of an employee's personal cell phone in exchange for availability to respond to urgent or emergency communications outside the typical work day or work week. The employee will submit a reimbursement request quarterly.

### **LEAVES OF ABSENCE**

**Sick Leave:** The Employee shall earn sick leave at the rate of one (1) day for each month of service in the employ of the School District, up to 12 days per year. Sick leave earned shall be credited to the individual employee's sick leave bank at the start of the following month. Employee may accumulate an unlimited amount of sick leave. Sick leave must be taken in increments no less than 1/4 day. Sick leave days may be used for personal or family illnesses.

The School District may require the Employee to furnish a medical certificate from a qualified physician as evidence of illness indicating such absence was due to illness in order to qualify for sick leave pay. In the event that a medical certificate will be required, the Employee will be so advised. Sick leave pay shall be approved only upon submission of a sick leave pay request form.

Two sick leave days may be used each year for personal business that cannot be taken care of outside of the normal workday.

**Earned Vacation:** The Employee shall earn vacation at the rate of one (1) day for each month of service in the School District. Up to 12 days may be earned during the first year of employment. After the first year, an additional 1 day of vacation will be earned per year of service up to a maximum of 18 days of vacation per year.

Employee should submit requests for vacation to the Superintendent a minimum of two weeks prior to the date of the requested leave. Vacation time can be accumulated to a maximum of 36 days. There is no carryover of vacation time beyond 36 days.

### **Emergency Leave**

An emergency is a situation, often dangerous, which arises suddenly and calls for prompt action. An immediate need cannot be planned out days in advance. Employees may be granted a leave of no more than two (2) days per year for situations that require an employee's immediate personal attention and which cannot be addressed outside of the employee's workday. The days will be deducted from the employee's sick leave. An emergency leave is granted by the immediate supervisor subject to review by the Superintendent. The Superintendent reserves the right to make the final decision to grant or deny the request for leave. If denied, pay for that time will be deducted at the next pay period.

**Emergency School Cancellation Days:** Employee is expected to work when school is not in session due to an emergency closing. Employees, unable to report to work, may request the use of vacation, compensatory time, or may use up to two sick (personal) days to avoid a pay deduct.

**Jury Service:** An Employee who serves on jury duty shall be granted the day or days as necessary as stipulated by the court to discharge this responsibility without any loss of basic leave. The compensation received for jury duty service, minus mileage, and meal allowance, shall be deducted from the Employee's payroll check and the Employee shall keep the check for jury duty services.

**Bereavement:** Up to three days leave per occurrence taken in ¼ day increments shall be allowed, the first three days not to be deducted from sick leave, for death in the Employee's immediate family which is defined as children, spouse, parents of Employee or spouse, grandparents of Employee or spouse, brothers and sisters of Employee or spouse. These days shall be deducted from sick leave. The Superintendent may grant up to three additional days in the case of the death of someone in the employee's or employee spouse's immediate family. These days shall be deducted from sick leave.

**Unpaid Leave:** Employee is hired to work specific schedule as designated by the Superintendent. The Superintendent reserves the right to grant or deny any request for unpaid leave.

## **HOLIDAYS**

**Paid Holidays:** Employee shall be granted the following 9.5 paid holidays: July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Day after Thanksgiving, ½ day Christmas Eve, Christmas Day, ½ day New Year's Eve, New Year's Day, ½ day Good Friday, Memorial Day and 1 floating holiday (on any school day students are not present).

**Weekends:** Holidays that fall on weekends will be observed on a day established by the School District.

**Eligibility:** In order to be eligible for holiday pay, an Employee must have worked a regular work day before and after the holiday unless an excused illness, leave, or on vacation under these provisions.

## SEVERANCE COMPENSATION

Employee is eligible for severance compensation upon reaching age 55 and after 15 years of continuous service to ISD #857. The compensation will be based on the number of accumulated sick leave days at the rate of \$30.00 per day. If the employee dies before severance is paid out, it shall be paid to the employee's beneficiary (if any) otherwise to the employee's estate. Employee will not be entitled to severance compensation if s/he is terminated from employment due to poor performance, not meeting expectations, misconduct or for any other reason per District Policy 403 Discipline, Suspension and Dismissal of School District Employees.

## RETIREMENT

The employee upon reaching age 55 and after 15 years of continuous service to the district, and who elect to receive PERA benefits, may be eligible to continue to participate in the district's group health and hospitalization plan. This benefit is contingent upon the approval and acceptance of the insurance carrier. If the employee retires before the age of eligibility for Medicare, s/he shall be eligible to remain in the existing group and health and hospitalization insurance program until reaching the age of eligibility for Medicare.

The annual district contribution will be specified as the maximum amount found in the health and hospitalization section of this Agreement. The maximum contribution of \$300 per month will be paid by accumulated sick leave at a rate of 200 hours of sick leave (25 days/ 8 hours per day of accumulated sick leave) for each year of extended health and hospitalization coverage. Employee will be responsible for any additional premium expenses if an insufficient amount of sick leave has been accrued.

Benefits under this provision shall cease upon the death of the employee except when both husband and wife have been employed by ISD #857 until retirement (and both have been eligible to receive insurance coverage) in which case the survivor will be eligible for continued coverage.

## DURATION

This Agreement shall remain in full force and effect for a period commencing July 1, ~~2021-2022~~ and ending June 30, ~~2022~~2024

This Agreement with the Lewiston -Altura Employee Handbook constitutes the full and complete Agreement between the School District and the Employee.

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

Employee's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**Lewiston – Altura School District 857**

Superintendent's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**LEWISTON-ALTURA SCHOOL DISTRICT**  
**AT-WILL EMPLOYEE LETTER OF ASSIGNMENT**  
**2022-2024**

Employee At-Will: The person referenced herein is an employee-at-will and serves at the discretion of the **Lewiston - Altura School District 857 Board**.

The purpose of this document is meant to set forth the wages and benefits for the position held.

Employee: Joseph Banicki

Position: Facilities and Grounds Director

State Job Match: #271

**PAYROLL INFORMATION**

**Salary:** The 2022-2023 base salary will be ~~\$27.00~~\$27.54 -per hour which is equivalent to ~~\$56,160.00~~\$57,283.20- on an annual basis, and the 2023-2024 base salary will be \$28.09 per hour which is equivalent to \$58,427.20 on an annual basis. Wages are ~~and is~~ subject to deductions for taxes and other withholdings as required by law or the policies of the Lewiston – Altura School District.

**Hours of Service and Duty Year:** The hours worked by the Employee will be 2080 hours per year, eight (8) hours per day. The employee may work four-day weeks/10-hour days in the summer with Superintendent approval. Employees who work four consecutive hours will be provided with a paid break, not to exceed 15 minutes.

**Annualized Pay:** Employee will have his/her compensation divided into 24 pay periods. Paydays will be the 15<sup>th</sup> and the last business day of the month unless payday falls on a weekend or holiday. Payday will then be the last business day prior to the scheduled payday.

**Pay Deductions:** Any absence other than those allotted in this Agreement shall result in pay deductions based on the hourly wage of the absent Employee.

**Additional Compensation:**

**Overtime:** As a general rule, overtime will not be allowed. The supervisor, prior to the work, must grant approval for overtime. In the case of an emergency, and the supervisor cannot be contacted, the overtime necessary to clear the emergency will be allowed. Overtime will be paid at a rate, which is one, and one-half times the employee’s regular hourly rate. In the event an emergency occurs on one of the following holidays: July 4<sup>th</sup>, Labor Day, Thanksgiving Day, after 12:00 PM on Christmas Eve, Christmas Day, after 12:00 PM on New Year’s Eve, New Year’s Day, after 12:00 PM on Good Friday, Easter Sunday, or Memorial Day, the employee will be paid two times the employee’s regular hourly rate. Payment for overtime may be denied if not pre-approved.

Employee will be compensated with up to one and half – hours overtime (30 minutes per building) each day for checking buildings on weekends.

**Compensatory Time:** Use of compensatory time must be approved in advance by the Direct Supervisor and shall not, in any case, exceed three consecutive working days. Accrual of compensatory time shall be agreed to and approved by the supervising administrator.

## **BENEFITS**

### **GROUP INSURANCE**

**Selection of Carrier:** The selection of the insurance carrier and policy shall be made by the School District as provided by law. It is 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.

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**Cell Phone Reimbursement** The district shall pay \$49.64 per month to a phone provider for an employee's cell phone usage in exchange for availability to respond to urgent or emergency communications outside the typical work day or work week. This benefit may be amended in future Agreements.

### **LEAVES OF ABSENCE**

**Sick Leave:** The Employee shall earn sick leave at the rate of one (1) day for each month of service in the employ of the School District, up to 12 days per year. Sick leave earned shall be credited to the individual employee's sick leave bank at the start of the following month. Employee may accumulate an unlimited amount of sick leave. Sick leave must be taken in increments no less than ¼ day. Sick leave days may be used for personal or family illnesses.

The School District may require the Employee to furnish a medical certificate from a qualified physician as evidence of illness indicating such absence was due to illness in order to qualify for sick leave pay. In the event that a medical certificate will be required, the Employee will be so advised. Sick leave pay shall be approved only upon submission of a sick leave pay request form.

Two sick leave days may be used each year for personal business that cannot be taken care of outside of the normal workday.

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Employee should submit requests for vacation to the Superintendent a minimum of two weeks prior to the date of the requested leave. Vacation time can be accumulated to a maximum of 36 days. There is no carryover of vacation time beyond 36 days.

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**Emergency School Cancellation Days:** Employee is expected to work when school is not in session due to an emergency closing. Employees, unable to report to work, may request the use of vacation, compensatory time, or may use up to two sick (personal) days to avoid a pay deduct.

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**Bereavement:** Up to three days leave per occurrence taken in ¼ day increments shall be allowed, the first three days not to be deducted from sick leave, for death in the Employee's immediate family which is defined as children, spouse, parents of Employee or spouse, grandparents of Employee or spouse, brothers and sisters of Employee or spouse. These days shall be deducted from sick leave. The Superintendent may grant up to three additional days in the case of the death of someone in the employee's or employee spouse's immediate family. These days shall be deducted from sick leave.

**Unpaid Leave:** Employee is hired to work specific schedule as designated by the Superintendent. The Superintendent reserves the right to grant or deny any request for unpaid leave.

## **HOLIDAYS**

**Paid Holidays:** Employee shall be granted the following 9.5 paid holidays: July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Day after Thanksgiving, ½ day Christmas Eve, Christmas Day, ½ day New Year's Eve, New Year's Day, ½ day Good Friday, Memorial Day and 1 floating holiday (on any school day students are not present).

**Weekends:** Holidays that fall on weekends will be observed on a day established by the School District.

**Eligibility:** In order to be eligible for holiday pay, an Employee must have worked a regular work day before and after the holiday unless an excused illness, leave, or on vacation under these provisions.

## **SEVERANCE COMPENSATION**

Employee is eligible for severance compensation upon reaching age 55 and after 15 years of continuous service to ISD #857. The compensation will be based on the number of accumulated sick leave days at the rate of \$30.00 per day. If the employee dies before severance is paid out, it shall be paid to the employee's beneficiary (if any) otherwise to the employee's estate. Employee will not be entitled to severance compensation if s/he is terminated from employment due to poor performance, not meeting expectations, misconduct or for any other reason per District Policy 403 Discipline, Suspension and Dismissal of School District Employees.

## **RETIREMENT**

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Benefits under this provision shall cease upon the death of the employee except when both husband and wife have been employed by ISD #857 until retirement (and both have been eligible to receive insurance coverage) in which case the survivor will be eligible for continued coverage.

## **DURATION**

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

Employee's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

**Lewiston – Altura School District 857**

Superintendent's Signature: \_\_\_\_\_ DATE: \_\_\_\_\_



Division of School Finance  
1500 Highway 36 West  
Roseville, MN 55113-4266

FM - Fund 01 and Fund 06 Projects Only

ED - 02478-06

Instructions: Enter estimated, allowable LITM expenditures (Fund 01 and/or Fund 06 only) under Minnesota code and by fiscal year in the cells provided.

District Info.		Enter Information	
District Name:	Lewiston - Altura		
District Number:	0857-01		
District Contact Name:	Gwen Carman		
Contact Phone #	507-522-3401		

**Expenditure Categories**

Health and Safety - this section excludes project costs in Category 7 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.

Finance Code	Category (1)	e 30				
		2026	2027	2028	2029	2030
347	Physical Hazards	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
349	Other Hazardous Materials	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
352	Environmental Health and Safety Management	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500
358	Asbestos Removal and Encapsulation	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
363	Fire Safety	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects	\$19,500	\$19,500	\$19,500	\$19,500	\$19,500
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>						
<b>Finance Code Category (2)</b>						
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$0	\$0
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>						
<b>Finance Code Category (3)</b>						
355	Remodeling for prekindergarten (pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0
	Total Remodeling for Approved Voluntary Pre-K Projects	\$0	\$0	\$0	\$0	\$0
<b>Accessibility</b>						
<b>Finance Code Category (4)</b>						
367	Accessibility	\$0	\$0	\$0	\$0	\$0
	Total Accessibility Projects	\$0	\$0	\$0	\$0	\$0
<b>Deferred Capital Expenditures and Maintenance Projects</b>						
<b>Finance Code Category (5)</b>						
368	Building Envelope	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
369	Building Hardware and Equipment	\$30,000	\$14,000	\$14,000	\$14,000	\$14,000
370	Electrical	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
379	Interior Surfaces	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
380	Mechanical Systems	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000
381	Plumbing	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$50,000	\$80,000	\$50,000	\$80,000	\$80,000
384	Site Projects	\$100,000	\$25,000	\$25,000	\$25,000	\$25,000
	Total Deferred Capital Expense and Maintenance	\$338,000	\$277,000	\$192,000	\$222,000	\$222,000
	<b>Total Annual 10-Year Plan Expenditures</b>	<b>\$357,500</b>	<b>\$296,500</b>	<b>\$211,500</b>	<b>\$241,500</b>	<b>\$244,500</b>



Division of School Finance  
1500 Highway 36 West  
Roseville, MN 55113-4286

Long-Term Facility Maintenance Ten-Year Expenditure Application (LT

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) fi

District Info:	Enter Information	District Info:	Enter Information
District Name:	Lewiston - Altura	Date:	6/15/2021
District Number:	0857-01	Email:	gcarmen@lewalt.k12.mn.us
District Contact Name:	Gwen Carman		
Contact Phone #	507-522-3401		

Expenditure Categories

Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.

Finance Code	Category (1)	Fiscal Year (FY) Ending Jun					
		2020 (base year)	2021	2022	2023	2024	2025
347	Physical Hazards	\$6,000	\$500	\$1,000	\$1,000	\$1,000	\$1,000
349	Other Hazardous Materials	\$300	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
352	Environmental Health and Safety Management	\$7,000	\$6,800	\$7,500	\$8,000	\$8,500	\$8,500
358	Asbestos Removal and Encapsulation	\$2,800	\$1,500	\$3,000	\$3,000	\$3,000	\$3,000
363	Fire Safety	\$10,500	\$4,500	\$5,000	\$5,000	\$5,000	\$5,000
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects	\$26,600	\$15,300	\$18,500	\$19,000	\$19,500	\$19,500
	Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year						
	Category (2)						
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$0	\$0	\$0
	Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151						
	Category (3)						
355	Remodeling for prekindergarten (pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0
	Total Remodeling for Approved Voluntary Pre-K Projects	\$0	\$0	\$0	\$0	\$0	\$0
	Accessibility						
	Category (4)						
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0
	Total Accessibility Projects	\$0	\$0	\$0	\$0	\$0	\$0
	Deferred Capital Expenditures and Maintenance Projects						
	Category (5)						
368	Building Envelope	\$8,000	\$500	\$500	\$3,000	\$3,000	\$50,000
369	Building Hardware and Equipment	\$13,200	\$13,000	\$13,000	\$14,000	\$14,000	\$14,000
370	Electrical	\$32,200	\$0	\$15,000	\$20,000	\$20,000	\$20,000
379	Interior Surfaces	\$400	\$1,000	\$1,000	\$1,000	\$1,000	\$50,000
380	Mechanical Systems	\$2,250	\$200	\$1,000	\$1,000	\$1,000	\$175,000
381	Plumbing	\$8,230	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$111,750	\$0	\$35,000	\$35,000	\$35,000	\$75,000
384	Site Projects	\$309,200	\$0	\$5,000	\$5,000	\$5,000	\$50,000
	Total Deferred Capital Expenditure and Maintenance	\$485,230	\$14,700	\$70,500	\$79,000	\$79,000	\$434,000
	Total Annual 10-Year Plan Expenditures	\$511,830	\$30,000	\$89,000	\$98,000	\$98,500	\$453,500



FY 24 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection		Revised 5/04/2022										
857 <= Type in School District Number												
LEWISTON-ALTURA PUBLIC SCHOOL DIST.												
Calculations for Ten Year Projection												
	Pay 22	Payable 2022	Current Estimate	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
	LLC #	LLC Certification	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
Change only if requiring levy adjustments												
1	Type your district number in cell A2. (Milwaukee = 1,2)											
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b											
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33											
4	Look-up data from following tabs											
5	Initial Formula Revenue											
6	Current year APU		752.00	706.35	679.47	639.47	599.47	550.00	550.00	550.00	550.00	550.00
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)											
6b	Total Adjusted Pupil Units = (6) + (6a)											
7	District average building age (unrounded)		451	706.35	679.47	639.47	599.47	550.00	550.00	550.00	550.00	550.00
8	Formula allowance		49.47	49.47	50.47	51.47	52.47	53.47	54.47	55.47	56.47	57.47
9	Building age ratio = (Lesser of 1 or (7) / 35)		380.00	380.00	380.00	380.00	380.00	380.00	380.00	380.00	380.00	380.00
10	Initial revenue = (6) * (8) * (9)		452	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
10	Initial revenue = (6) * (8) * (9)		453	268,413	258,198	242,999	227,799	209,000	209,000	209,000	209,000	209,000
11	Added revenue for eligible H&S Projects > \$100,000 / site											
12	Debt service for existing Alt facilities H&S bonds (18) - gross before debt excess			378,263	388,238	396,900						
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (18)											
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)		701									
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)		755									
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "AQF&A Bonds" tab			94,526	94,526	94,526	283,526	283,106	282,529	281,044	285,994	284,786
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue											
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)		767	94,526	94,526	94,526	283,526	283,106	282,529	281,044	285,994	284,786
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site		455									
19	Total additional revenue for eligible H&S projects > \$100,000 / site (12) - (13) + (14) - (15) + (17) + (18)		456	472,789	482,764	491,426	283,526	283,106	282,529	281,044	285,994	284,786
Added revenue for Pre-K remodeling (for VPK approvals only)												
20a	Net debt service for bonds approved for Pre-K remodeling		768									
20b	Pay as you go for projects approved for Pre-K remodeling		457									
20c	Total Pre-K revenue											
20d	Total New Law Revenue (10) + (19) + (20c)		458	741,202	740,962	734,425	511,325	492,106	491,529	496,044	494,994	493,786



**2022-2023 Lewiston – Altura School District Budget Information**     June 28, 2022

**June 28, 2022: 2022-2023 Proposed Budget**

<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Difference</b>
<b>01 – General Fund</b>	\$9,117,187	\$8,966,335	\$150,852
<b>02- Food Service</b>	\$ 590,700	\$ 543,469	\$ 47,231
<b>04- Community Services</b>	\$ 376,773	\$ 438,182	(-\$61,409.00)
<b>06 - Construction</b>	0	0	0
<b>07- Debt Service</b>	\$ 531,621	\$ 498,325	\$33,296.00
<b>30- Student Activities</b>	\$ 96,450	\$ 96,450	0
<b>Total All Funds</b>	<b>\$10,712,731</b>	<b>\$10,542,761</b>	<b>\$ 169,700</b>

**April 11, 2022: 2021-22 Approved Amended Budget**

<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Difference</b>
<b>01 – General Fund</b>	\$ 9,185,892	\$ 9,634,697.00	(-\$ 448,805)
<b>02- Food Service</b>	\$ 597,486	\$ 586,185	\$ 11,301
<b>04- Community Services</b>	\$ 471,208	\$ 479,782	(-\$ 8574)
<b>06 – Construction (Reserve Fund)</b>	\$ 0	\$ 237,133	6/30/21 Fund Balance: \$ 607,064
<b>07- Debt Service</b>	\$ 504,139	\$ 489,750	\$ 3,746
<b>30- Student Activities</b>	\$ 144,555	\$ 144,555	Individual funds can carry over.
<b>Total All Funds</b>	<b>\$ 10,903,280</b>	<b>\$ 11,572,102</b>	

**June 28, 2021: 2021-22 Approved Budget**

<b>Fund</b>	<b>Revenues</b>	<b>Expenditures</b>	<b>Difference</b>
<b>01 – General Fund</b>	\$ 9,251,923	\$ 9,237,553	+ \$ 14,370
<b>02- Food Service</b>	\$ 593,525	\$ 556,290	+ \$ 37,235
<b>04- Community Services</b>	\$ 420,001	\$ 427,245	-\$ 7,244
<b>06 - Construction</b>	\$ 0	\$ 147,073	-\$ 147,073
<b>07- Debt Service</b>	\$ 493,521	\$ 489,775	+\$ 3,746
<b>30- Student Activities</b>	\$ 220,000	\$ 220,000	\$ 0
<b>Total All Funds</b>	<b>\$ 10,980,970</b>	<b>\$ 11,079,936</b>	<b>-\$ 98,966</b>

**2022-2023 Budget Notes**

- Pandemic Funding Carry Overs Included – budgeted spending remaining in FY23
- Budget reflects new contracts and wages for staff.
- Budgeted increases for fuel costs
- Enrollment Changes:
  - Spring 2022 Senior Class = 85/Incoming Kdg = estimated 33
  - Estimate 5 additional 9<sup>th</sup> graders from non-publics
- Increase in athletic/activities fees
- Increase funding on the formula
- 4 fewer workdays for most unlicensed staff
- Gifted/Talented- programming within \$10,000 in revenue (\$30,000 reduction in spending)
- Savings when new hire/reassignment is lower salary vs 2021-22 teacher in the same position
- Indepth analysis of 21-22 budgeted amounts vs actuals resulted in some reduced 22-23 budget amounts

### 2023-24/Long term Possible Reductions

- Close Altura building (reduction in operating expenses)
  - Multigrade K-6 classrooms/Increase class sizes
  - Eliminate/Reduce FTE Positions
  - Elimination of specific HS activities/athletic programs
  - Graduation requirements, structure of HS Schedule/ reduce number of MS/HS electives
  - Additional increases in fees
- 
- **NOTE: Voter approved Operating Levy: Currently \$51/student expires 2025.**