

WAYZATA PUBLIC SCHOOLS

Independent School District 284

Wayzata, Minnesota

BOARD OF EDUCATION

Special Meeting - July 16, 2012 - 3:00 PM

District Administration Building, 210 Count Rd. 101 N, Plymouth, MN

AGENDA

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| 1. CALL TO ORDER AND ROLL CALL - Board Chair Hesby | 3 |
| 2. HUMAN RESOURCE RECOMMENDATIONS | 4 |
| 3. APPROVAL OF SECRETARIAL AND PARAPROFESSIONAL PERSONNEL CONTRACT FOR 2012 - 2014 | 5 |
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WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

Vision

What We Intend to Create and Experience;

The Vision of Wayzata Public Schools is to be a model of excellence where all students discover their unique talents, develop a love and tenacity for learning and demonstrate confidence and capacity for success through:

Exceptional Student Learning, Experiences and Relationships:

- High achievement by each and every student – no exceptions, no excuses;
- Content-rich, rigorous and personalized education;
- Meaningful relationships with teachers, staff, mentors and peers in a welcoming, nurturing and safe environment.

Community Trust, Confidence and Partnership:

- Comprehensive learning opportunities meeting diverse learner needs and community aspirations;
- Committed to being the first choice for students and families;
- Maintaining the highest levels of satisfaction and pride by staff, parents and community.

Operational Excellence:

- Attraction, development and retention of exemplary, creative and valued employees;
- Effective and efficient use of time and human, financial and physical resources;
- Culture of continuous improvement and responsive innovation;
- High performing district governance, management and partnerships.

MISSION

Our Core Purpose;

The Mission of Wayzata Public Schools is to ensure a world-class education that prepares each and every student to thrive today and excel tomorrow in an ever-changing global society.

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Wayzata, Minnesota

BOARD OF EDUCATION

Special Meeting – July 16, 2012

AGENDA SECTION: 1. CALL TO ORDER/ROLL CALL

ITEM: _____

COMMENTS BY: Board Chair Hesby

Susan Droegemueller, Board Clerk, will call the roll:

	<u>PRESENT</u>	<u>ABSENT</u>
Ms. Linda A. Cohen	_____	_____
Ms. Susan H. Droegemueller	_____	_____
Ms. Susan Gaither	_____	_____
Mr. Jay A. Hesby	_____	_____
Mr. John A. Moroz	_____	_____
Ms. Carter G. Peterson	_____	_____
Ms. Cheryl Polzin	_____	_____
Mr. Chace B. Anderson, Ex Officio	_____	_____

WAYZATA PUBLIC SCHOOLS
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Special Meeting – July 16, 2012

ITEM: 2. HUMAN RESOURCE RECOMMENDATIONS

COMMENTS BY: Ms. Annie Doughty

Employment

Pamela Thimsen 1.0 Reading Teacher West Middle
Transfer – Jodi Spohnholz

Contract Modification

Julie Schneider Literacy & Math Intervention, Greenwood From .5 to .7 12-13 Only

Resignation

Susan Bukowski, Paraprofessional at Sunset Hill, has submitted her resignation effective July 10, 2012.

Katy Hemmah, Family School Liaison, has submitted her resignation effective July 25, 2012.

Jason Wenschlag, Birchview Elementary Principal, has submitted his resignation effective July 13, 2012.

RECOMMENDED ACTION: Approve the Human Resource Recommendations as presented.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

WAYZATA PUBLIC SCHOOLS
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Special Meeting – July 16, 2012

AGENDA ITEM: 3. APPROVAL OF THE SECRETARIAL AND
PARAPROFESSIONAL CONTRACT FOR 2012-2014

COMMENTS BY: Ms. Annie Doughty, Ms. Carter Peterson

The School Board Bargaining Team and the Wayzata Secretarial and Paraprofessionals' Union have reached an agreement for the 2012-2014 contract. The Union Membership voted on July 11, 2012 and the contract was unanimously ratified. Attached is a copy of the final language and costing model.

Salary schedule improvement was 1.5% for 2012-13 and 1.15% for 2013-14.

The negotiation team members were:

Sheryl Kleinart, Spencer Morgan, Marie Beck, Anne Bipes and Kelly Gibbons for the Secretarial and Paraprofessionals' unit.

Carter Peterson and Annie Doughty represented the School Board.

We would like to express appreciation for the collaborative efforts put forth by the negotiation team members throughout the negotiation process. The entire process was one of respect, professionalism and collaboration.

RECOMMENDED ACTION: Approve the contract with the Secretarial and Paraprofessional employees for the period July 1, 2012 through June 30, 2014 as tentatively agreed upon by the bargaining teams.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions _____

Secretary/Para Costing Model							
Wayzata Public Schools UPDATED: FINAL - June 29, 2012	Secretary/Para Costing Model 2012-2014				12-13	13-14	Printed 7/15/2012
	Health Rate Increase				3.00%	4.22%	
	Dental Rate Increase				0.00%	2.00%	
	Base Year	1st Year	2nd Year	\$ Change	% Change	\$ Change	% Change
	11-12	12-13	13-14	Base to Yr 1	Base to Yr 1	Base to Yr 2	Base to Yr 2
Salaries							
Sec'ys	\$ 1,931,257	\$ 1,987,871	\$ 2,022,066	\$56,615	2.93%	\$90,809	4.70%
Sec'ys Longevity (NEW)	\$ -	\$ 13,776	\$ 13,776	\$13,776		\$13,776	
Paras	\$ 6,796,061	\$ 7,055,949	\$ 7,256,907	\$259,888	3.82%	\$460,846	6.78%
Paras Longevity (NEW)	\$ -	\$ 35,237	\$ 35,237	\$35,237		\$35,237	
Paras Extra Holiday (NEW)	\$ -						
Subtotal	\$ 8,727,318	\$ 9,092,833	\$ 9,327,985	\$ 365,516	4.19%	\$600,668	6.88%
Benefits							
FICA (.0765)	\$667,640	\$695,602	\$713,591	\$27,962	4.19%	\$45,951	6.88%
PERA	\$632,731	\$659,230	\$676,279	\$26,500	4.19%	\$43,548	6.88%
Life (.00096)	\$ 7,480	\$ 7,618	\$ 7,740	\$137	1.84%	\$259	3.47%
LTD (.0030)	\$5,794	\$5,964	\$6,066	\$170	2.93%	\$272	4.70%
Health	\$1,709,153	\$1,760,427	\$1,834,717	\$51,275	3.00%	\$125,565	7.35%
Dental	\$99,520	\$99,520	\$101,511	\$0	0.00%	\$1,990	2.00%
TSA	\$39,308	\$74,128	\$71,891	\$34,819	88.58%	\$32,583	82.89%
Subtotal	\$3,161,626	\$ 3,302,489	\$ 3,411,795	\$140,863	4.46%	\$250,169	7.91%
Grand Total	\$ 11,888,943	\$ 12,395,322	\$ 12,739,780	\$ 506,379	4.26%	\$850,837	7.16%
Increased Cost of the Contract:				2 Yr. Base	2Yr New	Difference	Percent
				\$23,777,886	\$ 25,135,102	\$ 1,357,216	5.71%
		Total Salaries/Benefits:					



Final Language
Secretarial/Paraprofessional Personnel - 2012-2014
June 29, 2012

New Language underlined

~~Deleted Language strike through~~

Section 5.1 • Vacations

12-month employees shall earn one (1) day of vacation per month of employment to an annual maximum of ten (10) days. Additional vacation time is earned as illustrated below:

Fifteen (15) days after six (6) consecutive years of employment.

Twenty (20) days after fourteen (14) consecutive years of employment.

Twenty-five (25) days after twenty (20) consecutive years of employment.

Vacation will generally be used within the assigned work year. Employees may carryover up to ten (10) days/ year. Vacation account balances will be listed on the employee pay stub. Upon retirement, resignation, termination, or dismissal 12-month employees will be paid for earned, unused vacation.

Section 5.3 • Perfect Attendance Incentive

Effective July 1, 2012, full-time employees who have perfect attendance (no sick leave or non-paid days used) for one full fiscal year (July 1 through June 30) shall earn one (1) floating holiday, to be used during the subsequent fiscal year. Floating Holidays must be used as a full-day increment. An employee shall earn one (1) additional floating holiday for each five (5) consecutive years of perfect attendance, to be used in the subsequent fiscal year.

Section 6.5 • Tax-Sheltered Annuities

A Tax-Sheltered Annuity Program shall be available to all employees. Salary Reduction Agreements (SRA) may be submitted for approval at any time during the year. Approved SRA's will be implemented no later than twenty-one (21) days following submission of an accurate application.

The Employer will contribute up to a one percent (1%) match of annual base salary per school year to an approved Tax Sheltered Annuity Program for eligible full-time employees. The match would begin following the completion of seven (7) years of district service. The Employer will contribute up to a two percent (2%) match of annual base salary per school year to an approved Tax Sheltered Annuity Program for eligible full-time employees. The match would begin at step L16 or fifteen (15) years of district service whichever comes sooner. Full-time is defined as working a minimum of one thousand six hundred eight hours in a school year (July 1 through June 30).

The Employer will contribute up to a one percent (1%) match of annual base salary per school year to an approved Tax Sheltered Annuity Program for employees working less than one thousand six hundred eight hours in a school year who ~~begin step L16 or fifteen (15) years~~ have completed seven (7) years of district service ~~whichever comes sooner.~~

Section 7.2 • Family Emergency Leave

Upon advance notice and approval by the supervisor an employee may take up to ~~three (3)~~ ten (10) days of accumulated sick leave for the critical illness death in the employee's immediate family. An employee's "immediate family" shall include only spouse/partner, parents, step-parents, adult children, grandparents, grandchildren, ~~brothers and sisters~~ siblings, or it may also include a relative or close friend normally living in the household.

~~Upon advance notice and approval by the supervisor an employee may apply accumulated sick leave benefits to absence due to death or illness in the employee's immediate family. An employee's "immediate family" shall include only parents, children, grandparents, grandchildren, brothers, sisters, spouse, and spouse's parents, or it may also include a relative or close friend normally living in the household.~~

Leaves under Sections 7.2 and 7.3 may qualify for Family Medical Leave benefits under the Family and Medical Leave Act. Eligible employees may receive up to a total of 12 weeks of unpaid leave during a 12-month period. The District will maintain group insurance coverage for an employee on Family Medical Leave if such insurance was provided before this leave was taken and on the same terms as if the employee had continued to work. After this twelve (12) weeks, the employee shall pay the entire premium or cancel coverage.

Section 7.3 • Death or Critical Illness of Relative or Close Friend Bereavement Leave

~~Upon advance notice and approval by the supervisor an employee may apply accumulated sick leave benefits toward absence due to death or critical illness of a relative or close friend, in order to avoid loss of pay, for one day per incident plus up to two days for necessary travel time.~~

Upon advance notice and approval by the supervisor, an employee may take up to five (5) days leave for the death of a spouse/partner, child, step-child, step-parent, grandchild, parent, or sibling without using sick time.

personal days or vacation. Upon advance notice and approval by the supervisor, an employee may take up to three (3) days leave for the death of a grandparent, sibling's spouse/partner, spouse/partner's parents, children's spouse and relative residing in the employee's household without using sick time, personal days or vacation. There will be no deduction from accumulated paid leave. Any additional days granted at the discretion of the Employer will be deducted from accumulated sick leave.

Upon advance notice and approval by the supervisor, an employee may apply up to three (3) days of accumulated sick leave benefits toward an absence during their basic work year due to the death of other relatives or close friends.

Section 9.1 • Severance Pay

Any employee who has reached age 55 and has completed twenty (20) or more years of continuous eligible service to the District and provides written notice to the Human Resources Department by February 1 of the year in which the employee will retire, shall be entitled to severance pay as follows:

The amount determined by adding the hourly equivalent of 100 days of the employment memorandum in effect at time of retirement to forty percent (40%) of the employee's unused accumulated sick leave or 50% for 12-month full-time employees working 30 hours or more per week.

The product of the above formula shall then be multiplied by the employee's last hourly rate of pay before retirement. For the purposes of this section "continuous eligible service" shall be defined as service of at least six (6) hours per day for at least the basic school year for ten (10) of the twenty (20) continuous years. Military Leave, Special Leaves Without Pay, FMLA Leaves and all other approved leaves of absence will not be considered interruptions in an employee's "continuous eligible service". However, the time spent on these approved leaves will not accumulate toward the total of the required twenty (20) years of "continuous eligible service."

Upon retirement, the District will contribute an amount equal to the value of the employee's accrued severance pay into a 403(b) account established by the employee exclusively for the purpose of receiving such payment (the "Severance 403(b)"). The employee will not receive direct payment from the District for severance pay.

The amount of the District contribution shall be calculated in accordance with the contract or collective bargaining agreement for such employee.

Upon request of the District, the employee shall provide information needed to determine the amount of the District contribution that may be deposited into the Severance 403(b) without exceeding the applicable IRS limits on annual additions to all tax-deferred accounts held by the employee. The information needed shall be provided regardless of whether the employee has retired or is still employed by the District. For purposes of calculating the deferment limit, the District will provide the employee with contribution information for the last 12 months.

The District contribution to the Severance 403(b) shall be made on the schedule currently used, except that, in the event any such deposit would violate the applicable IRS limits, the Board may adjust the payment schedule as needed.

The retiree will not make any deposits to the Severance 403(b) until the District has paid out the entire amount of severance due.

In the event the full amount of severance cannot be deposited into the 403(b) due to the IRS limits, any amount remaining shall be deposited on the first January payroll in the year following the retirement date (e.g. June 30, 2004 retirement, the first payment would be July 31, 2004 and the final payment would be January 15, 2005.)

Section 9.2 • Insurance Benefits

Any employee may retire prior to Medicare Eligibility Age and receive the same fringe benefits for hospital/medical insurance to Medicare Eligibility Age as that stipulated for active employees at the same level of hours in the year prior to retirement not to exceed:

12-month Secretaries: \$660.00 per month for retirees electing single coverage, \$1240.00 per month for retirees electing E+1 or Family coverage

Paraprofessionals, 6-8 hours/day: \$660 per month for retirees electing coverage.

Paraprofessionals, 4 to <6 hours/day: \$330 per month for retirees electing coverage.

provided the sum of the employee's age and years of service to the district equals or exceeds seventy-five (75).

Any employee may retire prior to age sixty-five (65) and receive the same fringe benefits for life insurance to age sixty-five (65) as that stipulated for active employees at the same level of hours in the year prior to retirement, provided the sum of the employee's age and years of service to the district equals or exceeds seventy-five (75).

Employees who have accumulated 10 or more years of continuous service to the district, who are at least 55 years of age, and who voluntarily terminate their employment with the district or whose position has been abolished, may be allowed to continue participation with the district hospital/medical group. The complete cost of such insurance shall be paid by the employee on the dates specified by the Employer.

Former employee(s) and the employees' dependents may choose to continue to participate indefinitely in the employer sponsored hospital, medical, and dental insurance group that the employee participated in immediately before retirement, pursuant to Minnesota Statutes 471.61 subd. 2b.

Section 11.1 • Probationary Period

Each new employee shall serve a probationary period of ~~ninety (90)~~ one hundred seventy-six (176) work days of continuous service and receive a mid-year performance review. The Employer may terminate a probationary employee without specifying any cause and without recourse to the grievance procedure.

Agree to renew all MOU's

Salary Schedule:**Reflects: 1.5% - 2012-13****1.15% - 2013-14****2012-2013**

Step	I	II	III	IV
1	\$17.20	\$16.38	\$15.91	\$13.53
2	\$18.87	\$17.73	\$17.10	\$14.70
3-5	\$19.83	\$18.64	\$17.98	\$15.41
L6	\$22.24	\$20.92	\$20.17	\$17.37
L9	\$22.49	\$21.17	\$20.42	\$17.62
L11	\$22.80	\$21.45	\$20.72	\$17.88
L14	\$23.10	\$21.75	\$21.02	\$18.19
L16	\$23.43	\$22.09	\$21.32	\$18.44
L19	\$23.68	\$22.34	\$21.57	\$18.70
L21	\$23.89	\$22.54	\$21.80	\$18.95
L24	\$24.20	\$22.85	\$22.11	\$19.25
L26	\$24.53	\$23.18	\$22.43	\$19.57
L29	\$24.84	\$24.15	\$22.74	\$19.87
L31	\$26.17	\$24.84	\$24.08	\$21.23

2013-2014

Step	I	II	III	IV
1	\$17.40	\$16.57	\$16.09	\$13.69
2	\$19.09	\$17.94	\$17.30	\$14.87
3-5	\$20.06	\$18.85	\$18.18	\$15.58
L6	\$22.49	\$21.16	\$20.40	\$17.57
L9	\$22.75	\$21.42	\$20.66	\$17.82
L11	\$23.06	\$21.69	\$20.95	\$18.09
L14	\$23.37	\$22.00	\$21.26	\$18.40
L16	\$23.70	\$22.34	\$21.56	\$18.65
L19	\$23.95	\$22.60	\$21.82	\$18.91
L21	\$24.17	\$22.80	\$22.05	\$19.17
L24	\$24.48	\$23.11	\$22.36	\$19.48
L26	\$24.81	\$23.45	\$22.69	\$19.79
L29	\$25.12	\$24.42	\$23.00	\$20.10
L31	\$26.47	\$25.13	\$24.36	\$21.47

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION

Special Meeting – July 16, 2012

ITEM: 4. ADJOURN

COMMENTS BY: Board Chair Hesby

If there is no additional business before the School Board, the Chair will call for a motion to adjourn the meeting.

Motion by: _____

Yes _____ Passed _____

Second by: _____

No _____ Failed _____

Abstentions _____