

# Yellow Medicine East ISD 2190 School Board Meeting Agenda



Tuesday, March 19, 2019 at 6:00 PM  
Board Work Session Meeting  
YME Little Theater

Our Mission Is: To provide a caring environment of high expectations that prepares every student for a successful future and instills the value of learning.

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1. Budget Reductions

2

TENURED STAFF - Full-Time							
#	NAME	EMPLOYED	LICENSE	FILE #	EXPIRES	CURRENT ASSIGNMENT	
1	WILLIAMS, JAMES	8/27/1985	ELEM ED 1-6	COACH	254812	2020	REQUESTED 5 YEAR LOA - 7/21/2014
2	BERGESON, KAIA	8/27/1986	HOME ECONOMICS 7-12/CONS & HOMEMAKING/FAMILY LIFE HS	COACH	286548	2021	MS/HS FACS
2	SANNERUD, JOANELLE	8/27/1986	ELEM ED K-6		303371	2019	ELEM ED - GRADE 2
4	GREY, MARY	9/3/1987	PHYS ED K-12	COACH	302936	2019	ELEM PHY ED
4	JESSEN, PATRICIA	9/3/1987	ELEM ED 1-6		303129	2019	ELEM ED - GRADE 4
4	PETRICH, STEVE	9/3/1987	MATH 7-12/PHYSICAL SCIENCES (PHYSICS & CHEM) 7-12	COACH	286847	2021	HS SCIENCE
4	RUNIA, JULIE	9/3/1987	ELEM ED K-6		310280	2020	ELEM ED - GRADE 3
8	LISTUL, DARLYS	8/19/1988	BUSINESS ED 7-12/KEYBOARDING for COMPUER APPS K-8		265677	2022	COMPUTER 7-12/ELEM KEYBOARDING/COMP TECH
9	BUTTERBRODT, JULIE	8/28/1990	SOCIAL STUDIES All 7-12		298901	2021	HS SOCIAL STUDIES
9	LEISETH, REBECCA	8/28/1990	ELEM ED K-6	COACH	321577	2019	ELEM ED - GRADE 1
11	JANS, SCOTT	8/28/1992	MATH 7-12	COACH	331557	2019	HS MATH
11	LALIM, JEFF	8/28/1992	HEALTH ED K-12/PHYS ED K-12	COACH	338849	2020	MS/HS HEALTH/PHY ED
13	KNAPPER, TIM	8/28/1995	SOCIAL STUDIES 7-12/COMMUNITY ED DIRECTOR PRE-K-ADULT	COACH	352156	2021	ACTIVITIES DIRECTOR/COMMUNITY ED DIRECTOR
13	SCHULTE, TREVOR	8/28/1995	ENGLISH/LANGUAGE ARTS 7-12		359003	2020	HS ENGLISH
15	HINZ, STACY	8/28/1996	ELEM ED 1-6/LIFE SCIENCE-MS/PRINCIPAL K-12	COACH	361639	2020	MS - GRADE 6
16	IMS, BEV	9/30/1996	ELEM ED 1-6		340940	2019	ELEM ED - GRADE 2
17	HOERNEMAN, AMY	8/31/1998	ELEM ED K-6	COACH	337114	2020	ELEM ED - GRADE 5
17	HOERNEMAN, PAUL	8/31/1998	MATH 7-12	COACH	328042	2020	MS/HS MATH
17	JANS, ANGELA	8/31/1998	ELEM ED K-6/PRE K		333290	2019	ELEM ED - KINDERGARTEN
17	JENSEN, MARY	8/31/1998	ELEM ED K-6		292446	2022	ELEM ED - GRADE 3
21	JAHN, ELIZABETH	8/30/1999	ELEM ED K-6/VOCAL & CLASSROOM MUSIC K-12/COMPUTER KEYBOARDING & TECH K-12		380052	2023	ELEM MUSIC/ELEM TECH
22	SHACKELFORD, KERRI	8/27/2002	PRE-K/ECFE/ELEM ED K-6/PARENT & FAMILY ED		353467	2021	ELEM ED - GRADE 1
23	IVERSON, JEFF	8/29/2005	VOCAL & CLASS MUSIC K-12/INSTR (BAND/ORCH) & CLASS MUSIC K-12		422538	2021	MS/HS VOCAL MUSIC
24	SUTER, JACOB	8/27/2007	SCIENCE 5-8/LIFE SCIENCE 9-12		437288	2022	MS/HS SCIENCE
25	REFSLAND, DARREL	8/1/2010	AG PRODUCTION 5-12/AG ED 5-12/TEACH-COORD WORK BASED LEARN 9-12		383279	2023	MS/HS AG/WORK EXPERIENCE
26	BLACKWELDER, KRISTINA	8/29/2011	ELEM ED K-6/3-K PRE-PRIMARY		455827	2021	ELEM ED - KINDERGARTEN
27	ASLESEN, ROBYN	8/28/2012	SOCIAL STUDIES 5-12		470255	2020	MS/HS SOCIAL STUDIES
28	TANNER, ROXANNE	9/17/2012	ELEM ED 1-6		339757	2020	TITLE I
29	GORT, SAMANTHA	8/26/2013	EARLY CHILDHOOD EDUCATION BIRTH-GRADE 3		467441	2023	ELEM ED - KINDERGARTEN
30	COULTER, KARI	10/14/2013	MATH 5-12		431143	2022	MS/HS MATH
31	HANSEN, LISA	8/1/2014	ELEMENTARY ED 1-6/PRINCIPAL K-12		376297	2021	PRINCIPAL - K-5
31	LUFT, RYAN	8/1/2014	SOCIAL STUDIES 5-12/PRINCIPAL K-12/SUPERINTENDENT		399239	2020	PRINCIPAL - 6-12
33	BAUMGARTNER, ANDREW	8/25/2014	SOCIAL STUDIES 5-12		407054	2019	MS/HS SOCIAL STUDIES
33	LIGHTFOOT, THERESA	8/25/2014	ELEMENTARY ED 1-6		389062	2023	ELEM ED - GRADE 3
33	CLOUSE, MARYELLA	8/25/2014	ELEM ED K-6/EARLY CHILDHOOD B-3/CONSUMER & HOMEMAKING/FAMILY LIFE HS		277673	2019	ELEM ED - GRADE 1
33	PASLAWSKI, LOUANN	8/25/2014	ELEMENTARY ED 1-6		439497	2020	ELEM ED - GRADE 5
37	CASTIGLIONE, KRISTEN	8/25/2014	INST (BAND/ORCH) & CLASSROOM MUSIC		482617	2021	MS/HS BAND/ELEM MUSIC
38	ENGER, EMILY	8/31/2015	ELEMENTARY ED K-6		486609	2021	ELEM ED - GRADE 4
39	ISFELD, TAMARA	8/29/2016	VISUAL ARTS K-12		438707	2023	ART - K-12
39	ROBERTSDAHL, JIANA	8/29/2016	ELEMENTARY ED K-6/EBD K-12/LD K-12	COACH	364710	2023	ELEM ED - GRADE 4

## 2018-2019 Seniority List

<b>TENURED STAFF - Part-Time</b>						
#	NAME	EMPLOYED	LICENSE	FILE #	EXPIRES	CURRENT ASSIGNMENT
1	SCHOMMER, CARRIE	8/28/2006	AMERICAN INDIAN LANGUAGE & CULTURE K-12	331479	2019	AMERICAN INDIAN LANGUAGE

<b>NON-TENURED STAFF - Probationary</b>						
#	NAME	EMPLOYED	LICENSE	FILE #	EXPIRES	CURRENT ASSIGNMENT
PRO	PRATT, MEGAN	8/31/2015	LIMITED - COMM ARTS/LIT 5-12	488770	2019	MS/HS ENGLISH
PRO	COLE, ASHLY	8/29/2016	ELEMENTARY ED K-6/EARLY CHILDHOOD ED B-AGE 3/PRE-PRIMARY AGE 3-K	491684	2022	ELEM ED - GRADE 5
PRO	HOEFER, KIMBERLY	8/29/2016	COMM ARTS/LIT 5-12	486611	2021	MS/HS ENGLISH
PRO	WALSH, THOMAS	8/28/2018	CONSTRUCTION CAREERS 7-12	495499	2023	MS/HS INDUSTRIAL TECH

<b>TIER LICENSURE</b>						
#	NAME	EMPLOYED	LICENSE	FILE #	EXPIRES	CURRENT ASSIGNMENT
PRO	RAMBOW, AUSTIN	8/28/2018	TIER 2 - PHYS ED K-12	510500	2020	MS/HS PHYSICAL EDUCATION

**AGREEMENT**

**between**

**INDEPENDENT SCHOOL DISTRICT #2190  
YELLOW MEDICINE EAST**

**and**

**EDUCATION MINNESOTA  
YELLOW MEDICINE EAST**

**Effective: July 1, 2017 through June 30, 2019**

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1 **ARTICLE I. PURPOSE**

2 This Agreement is entered into between Independent School District No. 2190, Yellow Medicine East,  
3 hereinafter referred to as the School District, and Education Minnesota/Yellow Medicine East, hereinafter  
4 referred to as the Exclusive Representative, pursuant to and in compliance with the Public Employment  
5 Labor Relations Act of 1971, as amended, hereinafter referred to as the PELRA, to provide the terms and  
6 conditions of employment for teachers during the duration of this Agreement  
7

8 **ARTICLE II. RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

9 Section 1. Recognition: In accordance with the PELRA, the School District recognizes Education  
10 Minnesota/Yellow Medicine East as the Exclusive Representative of teachers employed by the School  
11 District, which Exclusive Representative shall have those rights and duties as prescribed by the PELRA  
12 and as described in this Agreement.

13 Section 2. Appropriate Unit: The Exclusive Representative shall represent all the teachers of the School  
14 District as that term is defined in the PELRA.  
15

16 **ARTICLE III. DEFINITIONS**

17 Section 1. Terms and Conditions of Employment: The term, “terms and conditions of employment,”  
18 shall mean the hours of employment, the compensation therefore, including fringe benefits except  
19 retirement contributions or benefits other than School District payment of, or contributions to, premiums  
20 for group insurance coverage of retired teachers or severance pay, and the School District’s personnel  
21 policies affecting the working conditions of the teachers. The term does not include educational policies  
22 of the School District, the term is subject to the provisions of the PELRA.

23 Section 2. Teacher: The word, “teacher,” shall mean all persons employed by the School District in a  
24 position for which the person must be licensed by the State Board of Teaching or the Commissioner of the  
25 Department of Education or in a position of an occupational therapist or physical therapist, pursuant to the  
26 PELRA, but shall not include Superintendent, assistant superintendent, principals and assistant principals  
27 who devote more than 50% of their time to administrative or supervisory duties, confidential employees,  
28 supervisory employees, essential employees, and such other employees excluded by law.

29 Section 3. School District: For purposes of administering this Agreement, the term, “School District,”  
30 shall mean the School Board or its designated representative(s).

31 Section 4. Meet and Negotiate: The term “meet and negotiate,” means the performance of the mutual  
32 obligations of the School District and the Exclusive Representative to meet at reasonable times, including,  
33 when possible, meeting in advance of the budget-making process, with the good faith intent of entering  
34 into an Agreement with respect to terms and conditions of employment; provided that, by such obligation,  
35 neither party is compelled to agree to a proposal or, required to make a concession.

36 Section 5. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by  
37 the PELRA.  
38

39 **ARTICLE IV. SCHOOL DISTRICT RIGHTS**

40 Section 1. Inherent Managerial Rights: The Exclusive Representative recognizes that the School District  
41 is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not  
42 limited to, such areas of discretion or policy as the functions and programs of the School District, its

43 overall budget, utilization of technology, the organizational structure, and selection, direction, and number  
44 of personnel.

45 Section 2. Obligations: The Exclusive Representative recognizes the right and obligation of the School  
46 Board to efficiently manage and conduct the operation of the School District within its legal limitations  
47 and with its primary obligation to provide educational opportunities for the students of the School  
48 District.

49 Section 3. Services: The Exclusive Representative recognizes that all teachers covered by this  
50 Agreement shall perform all teaching and non-teaching services prescribed by the School Board and shall  
51 be governed by School Board rules, regulations, directives, and orders issued by properly designated  
52 officials of the School District insofar as such rules, regulations, directives, and orders are not inconsistent  
53 with the terms of this Agreement.

54 Section 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall not be  
55 deemed to exclude other inherent managerial rights and functions not expressly reserved, and all  
56 managerial rights and functions not expressly delegated in this Agreement are reserved to the School  
57 District.

58

## 59 **ARTICLE V. TEACHER RIGHTS**

60 Section 1. Right to Views: Pursuant to the PELRA, nothing contained in this Agreement shall be  
61 construed to limit, impair, or affect the right of any teacher or the teacher's representative to the  
62 expression or communication of a view, grievance, complaint, or opinion on any matter related to the  
63 conditions or compensation of public employment or their betterment, so long as the same is not designed  
64 to and does not interfere with the full, faithful, and proper performance of the duties of employment or  
65 circumvent the rights of the Exclusive Representative,

66 Section 2. Right to Join: Each teacher shall have the right to form and join labor or employee  
67 organizations and shall have the right not to form and join such organizations. Teachers shall have the  
68 right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance  
69 procedures and the terms and conditions of employment for such teachers.

70 Section 3. Request for Dues Check off:

71 Subd. 1. Teachers shall be allowed dues check off for the Exclusive Representative. Upon receipt of a  
72 properly executed dues deduction authorization form of the teacher involved, the School District will  
73 deduct from the teacher's paycheck the dues that the teacher has agreed to pay to the Exclusive  
74 Representative during the period provided in said authorization.

75 Subd. 2. The teacher must notify the School District Business Office of his/her desire for dues check off  
76 in writing on or before the nearest school day to the 10th of September. Such authorization shall continue  
77 in effect from year to year unless revoked in writing by the teacher

78 Subd. 3. The School District shall deduct the dues in 10 equal, monthly installments beginning with the  
79 September payroll.

80 Section 4. Fair Share Fee: In accordance with the PELRA, any teacher included in the appropriate unit  
81 who is not a member of the Exclusive Representative may be required to contribute a fair share fee for  
82 services rendered as exclusive representative. The fair share fee for any teacher shall be in an amount  
83 equal to the regular membership dues of the Exclusive Representative, less the cost of benefits financed  
84 through the dues and available only to members of the Exclusive Representative, but in no event shall the  
85 fee exceed 85% of the regular membership dues.

86 The Exclusive Representative shall provide written notice of the amount of the fair share fee assessment  
87 and the name of the teacher to be assessed to the School District and written notice of the amount to each  
88 teacher to be assessed the fair share fee.

89 A challenge by a teacher or by a person aggrieved by the assessment shall be filed in writing with the  
90 Commissioner of the Bureau of Mediation Services, the School District and the Exclusive Representative  
91 within 30 days after receipt of the written notice. All challenges shall specify those portions of the  
92 assessment challenged and the reasons therefore, but the burden of proof relating to the amount of the fair  
93 share fee shall be on the Exclusive Representative. The School District shall deduct the fee from the  
94 earnings of the teacher and transmit the fee to the Exclusive Representative within 30 days after the  
95 written notice was provided, or, in the event a challenge is filed, the deductions for a fair share fee shall  
96 be held in escrow by the School District pending a decision by the Commissioner or the Court. Any fair  
97 share challenge shall not be subject to the grievance procedure.

98 The Exclusive Representative hereby warrants and covenants that it will defend, indemnify, and hold the  
99 School District harmless from any and all actions, suits, claims, damages, judgments, and executions or  
100 other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or  
101 in the future, arising out of or by reason of the deduction of the fair share fee specified by the Exclusive  
102 Representative as provided in this Agreement.

103 Section 5. Financial Information: The School District shall provide, upon written request of the  
104 Exclusive Representative, all information pertaining to the School District's budget-- both present and  
105 proposed-- revenues, and other financial information.

106 Section 6. Personnel Files: Pursuant to M.S. 122A.40, Subd. 19, all evaluations and files generated in the  
107 School District relating to each individual teacher shall be available during regular School District  
108 business hours to each individual teacher upon his/her written request. Prior to the entering of either  
109 evaluative or disciplinary material into the teacher's file or files, the teacher shall be given a copy of such  
110 material and shall sign a statement indicating that he or she has reviewed a copy of the material. The  
111 teacher shall have the right to reproduce any of the contents of the files at the teacher's expense and to  
112 submit for inclusion in the file written information in response to any material contained in it. However,  
113 the School District may destroy such files as provided by law.

114 Section 7. Access to Membership Lists: By October 15 of each school year, the district shall provide a  
115 list of names of persons in the classification of Teacher. The list shall include name, full-time  
116 equivalency (FTE) status, license qualifications, professional license and standards board file number,  
117 expiration of license date and current assignment(s).

118 Section 8. Meet and Confer: Teachers shall have the right to meet and confer with the School District  
119 regarding policies and matters other than terms and conditions of employment. Upon written request of  
120 the Exclusive Representative, the School District agrees to meet and confer meetings at the mutual  
121 convenience of the parties.

122

123 **ARTICLE VI. LEAVES OF ABSENCE**

124 Section 1. Disability Leave:

125 Subd. 1. All full-time teachers shall earn disability leave at the rate of 15 days for their first year of  
126 employment in the School District as a teacher, which shall be earned as follows: 2 days of disability  
127 leave on the first day of employment, 2 days of disability leave on the first of October, 2 days of disability  
128 leave on the first of November, and 1.5 days of disability leave on the first of each month for December

129 through May for a total of 15 disability leave days. Teachers will then earn 10 days in each succeeding  
130 year of teaching service in the School District. Part-time teachers will accrue and be charged disability  
131 leave on a pro-rated basis. After the first year, annual disability leave shall accrue monthly as it is earned  
132 on a proportionate basis to the teacher's work year.

133 Subd. 2. Unused disability leave may accumulate to a maximum credit of 100 days of disability leave per  
134 teacher.

135 Subd. 3. Disability leave with pay will be allowed by the School Board whenever a teacher's absence is  
136 due to illness which prevented his/her attendance at school and performance of duties on that day or days  
137 during the regular school year, provided that the teacher has unused sick leave at the time of such absence.  
138 Sick leave may also be used according to Minnesota Statute 181.9413.

139 Subd. 4. The School District may require a teacher to furnish a medical certificate from a qualified  
140 physician as evidence of illness indicating such absence was due to illness in order to qualify for disability  
141 leave pay.

142 Subd. 5. In the event that a medical certificate will be required, the teacher will be so advised in writing.

143 Subd. 6. Disability leave allowed shall be deducted from the accrued disability leave days earned by the  
144 teacher. Attendance at routine doctor or dentist appointments and/or examinations will not qualify for  
145 disability leave, and these routine appointments should be scheduled so as not to conflict with the school  
146 day. In the event of unusual circumstances, a request in writing may be made to the Superintendent for  
147 special consideration.

148 Subd. 7. Disability leave pay shall be approved only upon submission of a signed request upon the record  
149 of teacher absence form available in each school office.

150 Subd. 8. Any final determination as to the eligibility of a teacher for disability leave is reserved to the  
151 School Board.

152 Section 2. Personal Leave:

153 Subd. 1. All persons affected by this contract are eligible for two (2) personal days annually, and may  
154 accumulate up to four (4) personal days of leave. All persons affected by this contract will use personal  
155 leave for the sole purpose of personal business that cannot be completed outside of the "normal" workday.

156 Subd. 2. A teacher planning on using a personal leave day must notify his/her supervising principal in  
157 writing on the form provided at least 2 days in advance. In the event that a teacher has not complied with  
158 the 2 day advanced notice and an emergency arises forcing a teacher to miss a day, the teacher may appeal  
159 for emergency consideration to his/her supervising principal who will make a decision whether or not to  
160 grant the personal leave.

161 Subd. 3. Teachers shall not lose regular pay or accumulated disability leave time when using personal  
162 leave days. The teacher must give the reason for any personal leave requested. No person affected by  
163 this contract will use personal leave in conjunction with holiday breaks or within the last 15 days of the  
164 school year. Personal leave will not be granted to more than three (3) elementary teachers and to more  
165 than three (3) secondary teachers on the same day. The teacher may appeal to the Superintendent or  
166 Director for special consideration to use a personal day on a day which the request would normally be  
167 denied.

168 Subd. 4. Written request for personal leave without pay shall be made to the Superintendent or Director at  
169 least five (5) days in advance. Personal leave without pay shall not exceed four (4) days in any  
170 combination of three (3) years and unpaid leave may not be applied for in any concurrent years. The  
171 decision of the Superintendent or Director is not grievable.

172 Subd. 5. At the end of the school year, a teacher will have the option of being paid at the minimum  
173 substitute teacher rate for unused personal leave, which will then be deducted from the accumulated  
174 personal leave of that year. The teacher must notify the business office on the appropriate form by June  
175 10 of his/her desire to be paid for the unused personal leave.

176 Section 3. Other Personal Leave:

177 Subd. 1. For absence because of serious illness or death in the immediate family (“serious illness” is  
178 defined as illness requiring the attention of a physician or hospitalization), the teacher shall receive a  
179 maximum of 2 days per year (non-accumulative) without loss of regular pay. If additional time is  
180 required, the teacher will receive a maximum of 2 additional days per year, which will be deducted from  
181 his/her accumulated disability leave. The “immediate family” shall be understood to include the teacher’s  
182 spouse, son-in-law, daughter-in-law, child, brother, sister, parent, guardian, mother-in-law, father-in-law,  
183 grandchildren, and grandparents. In severe hardship cases, additional leave may be allowed subject to the  
184 discretion of the Superintendent.

185 Subd. 2. For absence because of serious illness or death of friends or relatives outside the immediate  
186 family, the teacher shall be permitted to deduct up to a maximum of 2 days per year from accumulated  
187 disability leave without loss of pay.

188 Subd. 3. Teachers may, without deduction from pay or leave, attend local funerals when such absences  
189 involve only an hour or so and when classes can be arranged for within the staff with written approval  
190 from the supervising principal.

191 Section 4. Professional/Exclusive Representative Leave:

192 Subd. 1. Upon the prior, written approval of the Superintendent or his/her designee, a teacher may be  
193 granted time off with pay to attend professional meetings which are related to the teacher’s teaching  
194 assignment and are designed to improve the teacher’s performance. In addition, upon the prior, written  
195 approval of the Superintendent or his/her designee, a teacher may be granted time off without pay to  
196 attend professional meetings which are related to the teacher’s teaching assignment but are not designed  
197 to improve the teacher’s performance as a teacher.

198 Subd. 2. Elected officers of the Exclusive Representative or representatives appointed by the Exclusive  
199 Representative shall be granted a total of up to five (5) days to conduct the duties of the Exclusive  
200 Representative. No more than five (5) days per year for the association will be granted. The salary  
201 deduction shall be total loss of salary for time lost calculated by dividing the yearly salary by the number  
202 of individual employment contract days. The Exclusive Representative agrees to notify the teacher’s  
203 immediate supervisor or district administration by email at least three days prior to the use of any union  
204 leave. The district will submit an invoice to the Exclusive Representative for the cost of such leave.

205 Section 5. Childcare Leave:

206 Subd. 1. A childcare leave shall be granted by the School District subject to the provisions of this section,  
207 to 1 teacher-parent of a natural or adopted child, provided such parent is caring for the child on a full-time  
208 basis.

209 Subd. 2. A teacher making application for childcare leave shall inform the Superintendent in  
210 writing of his/her intention to take the leave at least 3 calendar months before commencement of the  
211 intended leave. In the case of an adoption, the leave application should include all necessary meetings to  
212 fulfill the requirements of the adoption process.

213 Subd. 3. If the reason for the childcare leave is occasioned by pregnancy, a teacher may utilize disability  
214 leave pursuant to the disability leave provisions of the Agreement during a period of physical disability.

215 However, a teacher shall not be eligible for disability leave during a period of time covered by a childcare  
216 leave. A pregnant teacher will also provide, at the time of the leave application, a statement from her  
217 physician indicating the expected date of delivery.

218 Subd. 4. The School District may adjust the proposed beginning or ending date of a childcare leave so  
219 that the dates of the leave coincide with some natural break in the school year (i.e., winter vacation,  
220 spring vacation, semester break or quarter break, end of a grading period, end of the school year, or the  
221 like).

222 Subd. 5. In making a determination concerning the commencement and duration of a childcare leave, the  
223 School Board shall not in any event, be required to:

- 224 1. grant any leave of more than 12 months in duration;
- 225 2. permit the teacher to return to his or her employment prior to the date designated in the request for  
226 childcare leave.

227 Subd. 6. A teacher returning from childcare leave shall be reemployed in a position for which he or she is  
228 licensed unless previously discharged or placed on unrequested leave of absence.

229 Subd. 7. Failure of the teacher to return pursuant to the date determined under this section shall constitute  
230 grounds for termination unless the School District and the teacher mutually agree to an extension of the  
231 leave.

232 Subd. 8. A teacher who returns from childcare leave within the provisions of this section shall retain all  
233 previous experience credit for pay purposes and any unused leave time accumulated under the provisions  
234 of this Agreement at the commencement of the beginning of the leave. The teacher shall not accrue  
235 additional experience credit for pay purposes or leave time during the period of absence for childcare  
236 leave.

237 Subd. 9. A teacher on childcare leave is eligible to participate in group insurance programs if permitted  
238 under the insurance policy provisions but shall pay the entire premium to the School District for such  
239 programs as the teacher wishes to retain, commencing with the beginning of the childcare leave.

240 Subd. 10. Leave under this section shall be without pay or fringe benefits.

241 Subd. 11. A teacher who adopts a child shall receive, upon request, a leave of absence with pay of not  
242 more than 10 contract days, which shall be deducted from accumulated disability leave. This leave  
243 includes all necessary meetings to fulfill the requirements of the adoption process and provide parental  
244 care for the child or children for an established period of time. Paid leave days are counted on a per-case  
245 basis (not per-child basis or per-fiscal-year basis). Requested childcare leave begins after adoption leave  
246 paid days have been utilized.

247 Section 6. Family and Medical Leave:

248 Subd. 1. Pursuant to the Family and Medical Leave Act (FMLA), an eligible teacher shall be granted,  
249 upon written request, up to a total of 12 weeks of unpaid leave per year in connection with the following:

- 250 ▪ the birth and first-year care of his/her child;
- 251 ▪ the adoption or foster placement of his/her child;
- 252 ▪ the serious health condition of the teacher's spouse, child, or parent; and
- 253 ▪ the teacher's own serious health condition.

254 Subd. 2. Such leave shall be unpaid, except an eligible teacher, during such leave, shall be eligible for  
255 regular School District group health insurance contributions as provided in this Agreement for the period  
256 of the leave, but not to exceed 12 weeks per year, notwithstanding any other provisions of this Agreement.

257 Subd. 3. To be eligible for the benefits of this section and insurance contribution, a teacher must have  
258 been employed by the School District for the previous 12 months and must have been employed for at  
259 least 1,250 hours during such 12-month period.

260 Subd. 4. While on FMLA leaves, except for eligible insurance contributions as provided in Subd.  
261 2.above, insurance benefits are unpaid, nothing in this section shall preclude a teacher from utilizing paid  
262 leave otherwise provided in this Agreement, provided the teacher qualifies for the paid leave (i.e.,  
263 disability leave or personal leave, pursuant to the provisions of this Agreement governing such leaves).  
264 Moreover, nothing in this Agreement shall be construed to require the School District to combine leaves  
265 for a period of time that exceeds the leave provided by this section or the period of time for leaves  
266 provided in other sections of this Agreement.

267 Subd. 5. The teacher will provide at least 30 days written notice of request for leave when the reason for  
268 the leave is foreseeable. The teacher shall further make reasonable efforts to schedule any treatment so as  
269 to minimize disruption of the work of the School District.

270 Section 7. Sabbatical Leave:

271 Subd. 1. A sabbatical leave may be granted to full-time teachers for the purpose of professional  
272 improvement subject to the conditions established by the School Board and subject and pursuant to M.S.  
273 122A.49. Sabbatical leave is not a right but a privilege, which may be granted by the School Board.  
274 Sabbatical leave may be granted to teachers who have demonstrated, by their performance and their  
275 application for sabbatical leave, that said experience would enable them to make a contribution to the  
276 improvement of the instructional program of the School District.

277 Subd. 2. To be eligible for sabbatical leave, a teacher must have been continuously employed as a teacher  
278 for at least 6 years.

279 Subd. 3. Sabbatical leave for study shall be limited to teachers entering study in their area of teaching in  
280 the School District and shall not be used for retraining in a new area unless at the request of the School  
281 Board.

282 Subd. 4. The proposed program of study must be approved in writing and in advance by the  
283 Superintendent.

284 Subd. 5. Applications for sabbatical leave must be submitted in writing to the Superintendent no later  
285 than February 15 of the year preceding the school year in which the leave is sought.

286 Subd. 6. The granting of sabbatical leave is purely within the discretion of the School Board, and the  
287 School Board reserves the right to refuse to grant any and all sabbatical leaves if, in the judgment of the  
288 School Board, such leave should not be granted. Not more than 1 teacher in any school year shall be  
289 granted sabbatical leave.

290 Subd. 7. The salary granted to a teacher on sabbatical leave shall be ½ of the teacher's individual  
291 employment contract salary (not including any extra-curricular pay) for the school term for which the  
292 application for the sabbatical leave is made. Existing School District contributions toward premiums for  
293 fringe benefits shall be maintained.

294 Subd. 8. A teacher receiving a sabbatical leave of absence must agree in writing to return to the School  
295 District for at least 2 consecutive years of teaching service after completion of the sabbatical leave. A  
296 teacher who has received a sabbatical leave and who fails to complete 2 years of teaching service with the  
297 School District shall refund, on a pro-rated basis, the salary received from the School District for  
298 sabbatical leave, and said repayment shall be due and payable forthwith upon the cessation of  
299 employment in the School District.

300 Subd. 9. The application for a sabbatical leave shall contain a detailed description of the intended activity  
301 and expected benefit to the School District, including, but not limited to, the institution where study will  
302 take place, courses and number of credits to be carried, and all other details surrounding the program.

303 Subd. 10. The School Board may grant a sabbatical leave contingent upon the ability of the School  
304 District to secure a satisfactory substitute.

305 Subd. 11. Sabbatical leave shall not exceed 1 school year and shall be awarded not more than once to any  
306 teacher in the School District.

307 Subd. 12. The School Board reserves the right to rescind an approved sabbatical leave in the event of an  
308 emergency as solely determined by the School Board.

309 Subd. 13. Upon satisfactory completion of a sabbatical leave, the teacher shall be assigned an equivalent  
310 teaching position unless previously discharged or placed on unrequested leave of absence.

311 Subd. 14. A teacher on sabbatical leave shall retain such amount of disability leave days and other  
312 accrued benefits which he/she had accrued, if any, at the time he/she went on sabbatical leave for use  
313 upon his/her return. No additional leave shall accrue for the period of time that a teacher is on sabbatical  
314 leave.

315 Subd. 15. A teacher who returns from sabbatical leave shall be continued at the same step on the salary  
316 schedule as if he/she had taught in the School District during such period. He/she shall maintain tenure,  
317 insurance benefits, accumulated disability leave, and all other accrued benefits, including seniority as  
318 provided in this Agreement.

319 Section 8. Jury Service:

320 A teacher who serves on jury duty shall be granted the days necessary, as stipulated by the court, to  
321 discharge this responsibility without any salary deduction or loss of leave allowance. The compensation  
322 (other than expense reimbursement) received for jury duty service shall, however, be remitted to the  
323 School District.

324 Section 9. Workers' Compensation:

325 Pursuant to M.S. 176, a teacher injured on the job in the service of the School District and collecting  
326 workers' compensation insurance may draw disability leave and receive full salary from the School  
327 District. However, that teacher's salary will be reduced by an amount equal to the insurance payments,  
328 and only that fraction of the days not covered by insurance will be deducted from disability leave.

329 Section 10. Military Leave: Military Leave shall be granted pursuant to applicable law.

330 Section 11. Eligibility: The leaves of absences provided in this article will not be available for teachers  
331 employed as substitute teachers, provided, however, that those substitute teachers who are employed  
332 under long-term substitute contracts shall be eligible for disability leave on a pro-rated basis.

333

334 **ARTICLE VII. HOURS OF SERVICE**

335 Section 1. Basic Day: The teacher's basic day, inclusive of lunch, shall be 8 hours.

336 Section 2. Building Hours: The specific hours at any individual building may vary according to the  
337 needs of the educational program of that building. Specific hours for each building will be determined by  
338 the School District.

339 Section 3. Additional Activities: In addition to the basic school day, teachers may be required to  
340 participate in School District activities beyond the teacher's basic day.

341 Section 4. Preparation Time: M.S 122A.50 applies.

342 Section 5. Duty Free Lunch: All certified and licensed staff working under the EM-YME Master  
343 Agreement shall be allocated at least 20 minutes of duty free lunch daily. All certified and licensed staff  
344 working under the EM-YME Master Agreement shall receive preparation time in accordance with MN  
345 Statute 122A.50.

346 As middle/high school instructional periods are 46 minutes in length, the period is not sufficient to  
347 accommodate MS 122A.50. Therefore, the second period required to fulfill MS 122A.50 shall be  
348 assigned during the lunch period(s). Sufficient time shall be allocated to preparation with a guarantee of  
349 at least 20 minutes of duty free lunch for each teacher. If the current schedule is maintained the  
350 preparation period will be nine and one-half (9.5) and lunch will be 26.5 minutes. Should the daily  
351 schedule change the specific numbers would be changed to be commensurate with MN 122A.50.

352

### 353 **ARTICLE VIII. LENGTH OF SCHOOL YEAR**

354 Section 1. Teacher Duty Days: The School Board shall establish the number of school days and teacher  
355 duty days for each school year, and each teacher shall perform services on those days as determined by  
356 the School Board, including those legal holidays on which the School Board is authorized to conduct  
357 school and, pursuant to such authority, has determined to conduct school.

358 Section 2. Length of School Year: The length of each school year during the term of this Agreement will  
359 not be more than 184 days (174 student contact days).

360 Section 3. Modifications in Calendar, Length of School Day:

361 Subd. 1. In the event of energy shortage, severe weather, or other emergency, the School District reserves  
362 the right to modify the school calendar, and, if school is closed on a normal duty day(s), the teacher shall  
363 perform duties on such other day(s) in lieu thereof as the School District shall determine, except that the  
364 first school day missed for severe weather shall not be made up, nor shall the teachers' pay be deducted.

365 Subd. 2. In the event of an energy shortage, severe weather, or other exigency, the School District further  
366 reserves the right to modify the length of the school day as the School District shall determine but with  
367 the understanding that the total number of hours shall not be increased.

368 Subd. 3. Prior to modifying the scheduled length of the school day pursuant to Subd. 2 above, or  
369 scheduling more than 2 make-up days pursuant to Subd. 1 above, the School District shall afford to the  
370 Exclusive Representative the opportunity to meet and confer on such matter.

371 Subd. 4. When emergency closings occur, teachers may leave after student busses have departed.  
372 Teachers shall not suffer any loss of salary, benefits, seniority, and other advantages because of the  
373 closing. Teachers shall not be required to make up the time.

374

### 375 **ARTICLE IX . GRIEVANCE PROCEDURES**

376 Section 1. Grievance: A "grievance" is a claim by a teacher or the Exclusive Representative that a  
377 violation, misinterpretation, or misapplication of any provision of this Agreement has occurred and may  
378 be processed as a grievance as provided below.

379 Section 2. Representative: The Exclusive Representative, the grievant, the administration, or the School  
380 Board may be represented during any step of the procedure by any person or agent designated by such  
381 party to act on the party's behalf.

382 Section 3. Definitions and Interpretations:

383 Subd. 1. The parties, by mutual, written agreement, may waive any step and extend any time limits in this  
384 grievance procedure.

385 Subd. 2. Reference to “days” regarding time periods in this procedure shall refer to “working days,”  
386 unless otherwise indicated. A “working day is” defined as all weekdays not designated as holidays by  
387 state law.

388 Subd. 3. The filing or service of any notice or document required by this Agreement shall be timely if it  
389 bears a postmark of the United States mail within the time period.

390 Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the  
391 grievance is submitted in writing to the supervising principal, setting forth the facts and the specific  
392 provision(s) of the Agreement allegedly violated and the particular relief sought within 40 days after the  
393 date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall  
394 be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time  
395 periods provided below shall constitute a waiver of the grievance.

396 Section 5. Adjustment of Grievance:

397 Subd. 1. In the event that a teacher believes a basis for a grievance exists, the teacher shall first discuss the  
398 alleged grievance with his/her supervising principal either personally or accompanied by a representative  
399 of the Exclusive Representative.

400 Subd. 2. If, as a result of the informal discussion with the supervising principal, a grievance still exists,  
401 the grievant may invoke the formal grievance procedure through the Exclusive Representative on the form  
402 set forth in APPENDIX A, signed by the grievant and the Exclusive Representative, which form shall be  
403 available from the Exclusive Representative in each building and the school office. A copy of the  
404 grievance form shall be delivered to the supervising principal and the Superintendent. Within 5 days of  
405 receipt of the grievance, the supervising principal shall meet with the Exclusive Representative in an  
406 effort to resolve the grievance. The supervising principal shall give an answer to the grievance, in  
407 writing, within 5 days of such meeting and shall furnish a copy to the Exclusive Representative.

408 Subd. 3. If the grievant is not satisfied with the answer to the grievance or if no answer has been given  
409 within 5 days of such meeting, or 10 days from the date of filing, whichever shall be later, the grievance  
410 shall be transmitted to the Superintendent within 5 days. Within 5 days of receipt of the grievance, the  
411 Superintendent or his/her designee shall meet with the grievant on the grievance and shall give an answer  
412 to the grievance in writing within 5 days of such meeting and shall furnish a copy to the Exclusive  
413 Representative.

414 Section 6. Appeal: If the grievant is not satisfied with the answer to the grievance by the Superintendent  
415 or his/her designee, or if no answer has been given within 5 days of meeting with the Superintendent or  
416 his/her designee or 10 days from the date of filing the grievance with the Superintendent, the grievant may  
417 appeal the grievance to the School Board by filing a written copy of it with the Clerk or other designee of  
418 the School Board within 5 days. The School Board, upon receipt of the grievance, but no later than its  
419 next regular meeting or 2 calendar weeks, whichever shall be later, shall meet with the grievant on the  
420 grievance. A written response to the grievance by the School Board shall be made no later than 7  
421 calendar days after said meeting. A copy of the School Board’s answer shall be furnished to the  
422 Exclusive Representative.

423 Section 7. School Board Review: The School Board or its designee reserves the right to review any  
424 decision issued in Subd. 2. or 3. above, provided the School Board or its representative notifies the  
425 Exclusive Representative, in writing, of the intention to review within 5 days after the decision has been  
426 rendered. In the event the school Board reviews a grievance under this section, the School Board reserves  
427 the right to reverse or modify such decision. If the School Board chooses to review a decision, it must do

428 so no later than its next regular meeting or 2 calendar weeks from the date of the decision made in Subd.  
429 2. or 3., whichever shall be later. A written response to the grievance by the School Board must be made  
430 no later than 7 calendar days thereafter. A copy of such response shall be furnished to the Exclusive  
431 Representative. If the grievant is not satisfied with the School Board's response to the grievance or if no  
432 answer has been given within the period provided, the grievance may be submitted to arbitration before an  
433 impartial arbitrator as provided in Section 8. below.

434 Section 8. Arbitration Procedures: If the Exclusive Representative is not satisfied with the response to  
435 the grievance by the School Board or if no answer has been given within the period above provided, the  
436 grievance may be submitted, within 5 days, to arbitration before an impartial arbitrator. If the parties  
437 cannot agree as to the arbitrator within 5 days from the notification date that arbitration will be pursued,  
438 the arbitrator shall be selected according to the PELRA. Both parties will have the opportunity to submit  
439 evidence, offer testimony, and make oral or written arguments relating to the issue to be arbitrated. The  
440 arbitrator shall have no power to alter, add to, or subtract from the express terms of this Agreement. The  
441 proceeding before the arbitrator is subject to the limitations of arbitration decisions as provided by the  
442 PELRA. The fees and expenses of the arbitrator shall be shared equally by both parties.

443 Subd. 1. In the event a grievance is filed after May 15 of any year and strict adherence to the time limits  
444 may result in hardship to any party, the School District shall attempt to process such grievance prior to the  
445 end of the school term or soon thereafter.

446 Subd. 2. Notwithstanding the expiration of this Agreement, any claim or grievance arising under it may  
447 be processed through the grievance procedure until resolution.

448 Section 9. Reprisals: No reprisals of any kind will be taken by the School Board against any grievant  
449 because of the grievants participation in this grievance procedure.

450 Section 10. Election of Remedies and Waiver: A grievant instituting any action, proceeding, or  
451 complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state  
452 agency, or seeking relief through any statutory process for which relief may be granted, the subject matter  
453 of which may also constitute a grievance under this Agreement, shall immediately be deemed to have  
454 waived any and all rights to pursue a grievance under this article. Upon instituting and proceeding in  
455 another forum as noted above, the grievant shall be deemed to waive the right to initiate a grievance  
456 pursuant to this article or, if the grievance is already pending, the right to pursue it further. This section  
457 shall not apply to actions to compel arbitration or to enforce the award of an arbitrator.

458

## 459 **ARTICLE X. UNREQUESTED LEAVE OF ABSENCE (ULA) AND SENIORITY**

460 Section 1. Purpose: The purpose of this article is to implement the provisions of M.S. 122A.40, Subd 10,  
461 which, when adopted, shall constitute a plan for ULA because of discontinuance of position, lack of  
462 pupils, financial limitations, or merger of classes caused by consolidation of school districts.

463 Section 2. Definitions:

464 Subd. 1. For purposes of this article, the terms defined shall have the meanings respectively ascribed to  
465 them.

466 Subd. 2. "Teacher" shall mean those members of the unit as defined by the PELRA and this Agreement,  
467 except the provisions of this article shall not be applicable to any bargaining unit member who is not a  
468 teacher as defined by M.S. 122A.40, Subdivision 1.

469 Subd. 3. "Qualified" shall mean a teacher who:

470 1. possesses a valid state license to teach in Minnesota;

- 471 2. has a major in the area of a license(s)and;  
472 3. has successfully had teaching experience in such license(s) within the last five years in the School  
473 District.

474 Subd. 4. “Seniority” means continuing contract, qualified teachers commencing with the first day of  
475 continuous teaching service in the School District and shall exclude probationary teachers and those  
476 teachers who are acting incumbents for teachers on authorized military or other similar leave of absences.  
477 A seniority list shall be updated in accordance with the provisions of Section 6. below on an annual basis.  
478 Part-time teachers shall not be able to displace junior full-time teachers. A part-time teacher may claim a  
479 vacant position. Provided, however, that part-time teachers who have non-interrupted teaching service in  
480 the school district that employed them prior to the interdistrict cooperation and who previously taught  
481 full-time for the school district that employed them before interdistrict cooperation shall be able to  
482 displace junior, full-time teachers and shall be able to claim vacant full-time positions.  
483 In determining the length of seniority, a teacher whose employment has been legally terminated by  
484 resignation or termination pursuant to M.S. 122A.40, but whose employment was subsequently reinstated  
485 at the beginning of the next school year by action of the School Board and the teacher, without  
486 interruption of regular service, shall retain his/her original seniority date.

487 Subd. 5. “School Board” means the local governing board of the School District.

488 Section 3. ULA:

489 Subd. 1. The School Board may place on ULA for a period not exceeding 5 calendar years from the time  
490 such leave is commenced, without pay or fringe benefits, such teachers as may be necessary because of  
491 discontinuance of position, lack of pupils, financial limitations, or merger of classes. Such leave shall be  
492 effective no later than the close of the school year or at such earlier time as mutually agreed between the  
493 teacher and the School Board.

494 Subd. 2. Teachers to be placed on ULA shall be entitled to the notice and hearing rights specified in M.S.  
495 122A.40. Notice of intention to place a teacher on ULA shall also be given to the president of the  
496 Exclusive Representative.

497 Subd. 3. Teachers shall be placed on ULA in inverse order of seniority and qualified licenses. No teacher  
498 shall be placed on ULA if any other qualified teacher with less seniority is employed in the same field and  
499 subject matter.

500 Subd. 4. If a reduction in the number of teachers affects teachers with identical seniority, the tie shall be  
501 broken based upon the following criteria used in sequence until the tie is broken:

- 502 1. the higher total of additional credits or higher lane placement shall create greater seniority;
- 503 2. the higher total number of years of teaching experience in the School District shall create greater  
504 seniority;
- 505 3. the lowest file folder number assigned and on file with the Professional Educator Licensing and  
506 Standards Board shall create greater seniority.

507 Subd. 5. Any teacher placed on such leave may engage in teaching or any other occupation during such  
508 period and may be eligible for unemployment compensation if otherwise eligible under the law for such  
509 compensation, and such a leave will not result in a loss of credit for years of service in the School District  
510 earned prior to the commencement of such leave.

511 Section 4. Realignment: Nothing in this article, for purposes of placement on ULA or recall therefrom,  
512 shall require the School Board to reassign a senior teacher to a different subject matter category to  
513 accommodate the seniority claims of a junior teacher; nor shall it require the School Board to assign a

514 senior teacher to a substantially different grade level assignment. For purposes of this section, a  
515 “substantially different grade level assignment” shall mean an assignment between kindergarten through  
516 the sixth grade or seventh grade through the twelfth grade.

517 Section 5. Reinstatement:

518 Subd. 1. No new teacher shall be employed by the School District while any qualified teacher is on ULA.  
519 Teachers placed on ULA shall be reinstated to the position from which they have been given leave or any  
520 other available position in the School District in the fields in which they are qualified as such positions  
521 become available. The order of reinstatement shall be in the inverse order in which teachers were placed  
522 on ULA.

523 Subd. 2. When placed on ULA, a teacher shall file his/her name and address with the School District to  
524 which any notice of reinstatement or availability of position shall be mailed by certified mail. Proof of  
525 service by the person in the School District depositing such notice to the teacher at the last known address  
526 shall be sufficient, and the teacher on ULA shall be responsible to provide for forwarding of mail or for  
527 address changes. Failure of a notice to reach a teacher shall not be the responsibility of the School  
528 District if any notice has been mailed as provided in this article.

529 Subd. 3. If a position becomes available for a qualified teacher on ULA, the School District shall notify  
530 such teacher, by certified mail, who shall have 10 days from the date of receipt of such notice to accept  
531 the reemployment. Failure to reply in writing within such 10 day period shall constitute waiver on the  
532 part of any teacher to any further rights of employment or reinstatement, and the teacher shall forfeit any  
533 future reinstatement or employment rights. The School District shall then offer a contract to the next  
534 senior, qualified teacher on ULA who has specified in writing a desire to accept the position, if any.

535 Subd. 4. Reinstatement rights shall automatically cease 5 years from the date the ULA was commenced,  
536 and no further rights to reinstatement shall exist unless extended by written, mutual consent of the School  
537 Board and the qualified teacher.

538 Subd. 5. Teachers on ULA shall remain eligible for all benefit plans, subject to the approval of the  
539 insurance carrier, but must pay the entire premium to the School District during the period of such leave.  
540 The School District’s contributions toward fringe benefits for teachers placed on ULA shall be maintained  
541 until September 1st following the placement of such teacher on ULA.

542 Section 6. Establishment of Seniority List:

543 Subd. 1. By October 15 of each year, the School Board shall cause a seniority list (by name, date of  
544 employment, qualifications, and license) to be prepared from its records. It shall thereupon cause such list  
545 to be posted in an official place in each schoolhouse of the School District. A copy shall also be sent to  
546 the president of the Exclusive Representative and will be made available to all teachers.

547 Subd. 2. Any teacher whose name appears on such list and who may disagree with the finding of the  
548 School District and the order of seniority in said list shall have 10 days from the date of posting to supply  
549 written documentation, proof, and request for seniority change to the School District. Within 10 days  
550 thereafter, the School District shall evaluate any and all such written communications regarding the order  
551 of seniority contained in said list and shall make a final seniority list. By October 15, the School District  
552 shall cause such seniority list to be updated to reflect any addition or deletion of personnel caused by  
553 retirement, death, resignation, or other cessation of services, or new employees. Such yearly revised list  
554 shall govern the application of the ULA policy until thereafter revised.

555 Subd. 3. Any new licenses obtained by a teacher must be filed in the office of the Superintendent prior to  
556 February 1 if they are to be considered for that year’s reduction, if any. Any license filed on February 1  
557 or thereafter shall not be considered for purposes of reinstatement from ULA.

558 Section 7. Effect: This article shall be effective at the beginning date of this Master Agreement and shall  
559 be governed by its duration clause. This article shall govern all teachers as defined in Section 2., Subd. 2.  
560 above and shall not be construed to limit the rights of any other licensed employee not covered by the  
561 Master Agreement or any Master Agreement affecting such licensed employees.

562 Section 8. Procedure: Any challenge by a teacher who is proposed for ULA or recall there from shall be  
563 subject to the hearing and review procedures as provided in M.S. 122A.40 and, therefore, shall not be  
564 subject to the grievance procedure.

565

566 **ARTICLE XI: DEFERRED COMPENSATION**

567 Section 1. Deferred Compensation (403b Match Schedule):

568 Subd. 1. District Annual Match. Teachers will be eligible to begin receiving a 403b match in their  
569 fifth year of teaching for School District 2190. The District annual match will be prorated for part  
570 time employees based on their individual contract each school year. The School District annual  
571 match will be according to the following schedule:

572

<b>Years of Active Service to District 2190</b>	<b>Annual District Match</b>
0-4 Years	\$0
5-13 Years	\$800
14 years and over	\$1,200 per year until career maximum is reached

573

574 Subd. 2. Career Maximum: An individual teacher shall be limited to a maximum total District  
575 match during his/her career with the District of up to \$25,000. This amount is referred to as the  
576 “career maximum.” Once a teacher reaches the career maximum, there will be no amount due to  
577 the teacher upon resignation or retirement. In any given year a teacher may forego the deferred  
578 compensation benefit for which they are eligible, but have not matched.

579 Subd. 3. Plan Year. The plan year is from September 1 through August 31 of each year.

580 Section 2. Retirement Benefits:

581 Subd. 1. Eligibility: Teachers who have completed at least twenty (20) active years of continuous  
582 service in School Districts 892, 893, 894, 2183, or 2190 and who are at least fifty-five (55) years  
583 of age at the time of the effective date of the retirement shall be eligible for retirement benefits  
584 under the terms of this section. The teacher must have performed services on at least 120 duty  
585 days during the school year in order for the year to be considered an “active” year of service.  
586 Any teacher terminated pursuant to Minnesota Statute 122A.40, Subd. 9 or 13, shall not be  
587 eligible. A teacher must retire and begin drawing Minnesota Teacher Retirement Association  
588 pension benefits to qualify for retirement benefits under this section.

589 Subd. 2. Retirement Health Premium Payment: All teachers who were hired prior to June 30, 2012  
590 and are full-time (i.e., 1.0 full-time equivalent) at the effective date of retirement are eligible for a  
591 health insurance premium payment towards the School District sponsored group health insurance

592 plan of \$200 per month upon retirement until the teacher is eligible for Medicare. Teachers hired  
593 after July 1, 2012 will not receive a retirement health benefit.

594 Subd. 3. Severance Payment Balance: Teachers hired before September 1, 1995 will be eligible to  
595 receive a severance payment equal to the difference between \$25,000 and the amount of 403b  
596 matching payments made by the District over the course of the teacher's career with the District.  
597 The severance payment will be reduced by any 403b annual matching payments for which the teacher  
598 was eligible but did not receive because the teacher did not make the 403b annual payment he/she was  
599 eligible to make. Teachers hired after September 1, 1995 are not eligible for this severance payment.  
600 The balance due the teacher will be placed in the Minnesota Post Retirement Health Care  
601 Savings Plan (PRHCSP) established under Minnesota Statute 352.98 and as outlined in the  
602 Minnesota Retirement System's Trust and Plan Documents within 60 calendar days. If a  
603 teacher dies subsequent to receiving his/her balance of the maximum school district match,  
604 such payment will be made to his/her designated individual(s) or to his/her estate.

605 Subd. 4. Teachers must submit a written resignation by May 1st of the year in which the  
606 retirement will be effective to receive benefits.

607

## 608 **ARTICLE XII. GROUP INSURANCE**

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

611

612 Section 2. School District Approved Insurance Plans:

613 Subd. 1. Long Term Disability Coverage: The School District teacher who qualifies for and is enrolled in  
614 the School District long-term disability plan (LTD). The teacher will pay the LTD premium, but the  
615 amount of the School District's contribution will be added to each teacher's salary.

616 Subd. 2. Health and Hospitalization Coverage: The School District shall contribute up to \$5,650 (\$470.83  
617 per month) for individual coverage and up to \$7,000 (\$583.33 per month) for dependent coverage for each  
618 full-time teacher employed by the School District who qualifies for and is enrolled in the School District  
619 group health and hospitalization plan during the school year. Any additional cost of the premium shall be  
620 borne by the teacher and paid by payroll deduction. Teachers employed fewer than 8 hours/day or for  
621 fewer than the total number of contracted days shall receive contributions on a prorated basis.

622 Subd. 3. Life Insurance Coverage: The School District shall contribute a sum of up to \$81.00 per year  
623 (\$6.75/month) toward the premium for individual or dependent basic term life insurance coverage for  
624 each full-time teacher employed by the School District who qualifies for and is enrolled in the School  
625 District basic term life insurance program. Any additional cost of the premium shall be borne by the  
626 teacher and paid by payroll deduction. Teachers employed fewer than 8 hours/day or for fewer than the  
627 total number of contracted days shall receive contributions on a pro-rated basis.

628 Subd. 4. Dental Insurance Coverage: The School District shall contribute a sum of up to \$480 per year  
629 (\$40 per month) toward the premium for individual and dependant coverage for each full-time teacher  
630 employed by the School District who qualifies for and is enrolled in the School District dental plan. Any  
631 additional cost of the premium shall be borne by the teacher and paid by payroll deduction. Teachers  
632 employed fewer than 8 hours/day or for fewer than the total number of contracted days shall receive  
633 contributions on a pro-rated basis.

634 Section 3. Claims Against the School District: The School District’s only obligation is to purchase these  
635 insurance policies and pay such amounts as agreed to in this Agreement, and no claim shall be made  
636 against the School District as a result of a denial of insurance benefits by an insurance carrier.

637 Section 4. Duration of Insurance Contribution: A teacher is eligible for School District contributions as  
638 provided in this article as long as the teacher is employed by the School District. Upon termination of  
639 employment, all School District contributions shall cease except that the contribution for teachers who  
640 complete the school year shall be continued to the following September 1<sup>st</sup>.

641

642 **ARTICLE XIII. TEACHER DISCIPLINE**

643 Section 1. Definition: A teacher may be disciplined only for just cause. Disciplinary action may include  
644 the following:

- 645 1. oral reprimand,
- 646 2. written reprimand,
- 647 3. suspension with or without pay,
- 648 4. withholding of a scheduled salary increase, and/or
- 649 5. discharge.

650 Section 2. Severity: The severity of the disciplinary action chosen by the School District shall be  
651 commensurate to the seriousness of the teacher’s misconduct or failure to act, in the sole judgment of the  
652 School District. The School District is not required to follow progressive discipline.

653 Section 3. Review: Disciplinary action is subject to review through the grievance procedure, subject to  
654 the provisions of M.S. 122A.40.

655 Section 4 Suspension: The School District shall not propose suspension of any teacher without just cause.  
656 The Exclusive Representative, with the consent of the affected teacher, shall have the right to take up the  
657 suspension at the Superintendent’s level of the grievance procedure, and the matter shall be handled in  
658 accordance with this procedure if so requested by the Exclusive Representative.

659

660 **ARTICLE XIV. PEER REVIEW**

661 The School Board and Exclusive Representative acknowledge the requirements of Minnesota Statute  
662 122A.40, subdivisions 6 and 8. The parties agree to comply with the following understanding:

- 663 1. The peer review process will not form the basis of any disciplinary action, nor shall it be used  
664 to judge the competency of any teacher, nor shall it be used for any defense or employment  
665 status decisions.
- 666 2. All documents generated through the peer review process will become the property of the  
667 teacher reviewed.

668

669 **ARTICLE XV. EARLY CHILDHOOD FAMILY EDUCATION TEACHERS**

670 Section 1. Statutory Considerations: Pursuant to M.S. 122A.26, an Early Childhood Family Education  
671 (ECFE) teacher who teaches in an early childhood and family education program, which is offered  
672 through a community education program, which qualifies for community education aid or ECFE aid must  
673 meet licensure requirements as a teacher. However, M.S. 122A.26 specifically provides that such  
674 licensure shall not be construed to bring such ECFE teacher within the definition of a teacher for purposes  
675 of M.S. 122A.40, Subdivision 1.

676 Section 2. Probationary Period: The probationary period for ECFE teachers shall be 3 school years of  
677 continuous teaching service. Upon completion of the probationary period, an ECFE teacher may be  
678 suspended or discharged only for just cause, and such ECFE teacher shall have access to the grievance  
679 procedure.

680 Section 3. Layoff and Recall: ECFE teachers shall have seniority only as ECFE teachers and shall have a  
681 separate seniority list consisting only of ECFE teachers. An ECFE teacher shall not have any rights to  
682 any other teaching position in the School District. ECFE teachers shall be laid off and recalled within  
683 order of seniority with other ECFE teachers.

684 Section 4. Compensation: ECFE teachers shall be compensated pursuant to the following schedule:  
685

<b>Years of Service</b>	<b>2017-2018</b>	<b>2018-2019</b>
Years 1 & 2	\$29.41	\$29.99
Years 3 & 4	\$30.37	\$30.97
Years 5 & 6	\$31.38	\$32.00
Year 7 & Over	\$33.10	\$33.76

686  
687 Section 5. Applicable Articles of the Master Agreement: ECFE teachers shall be covered by the  
688 following articles of the Master Agreement listed below. They are not covered by the other Agreement  
689 articles not listed below:

- 690 ARTICLE I, Purpose,
- 691 ARTICLE II, Recognition of Exclusive Representative,
- 692 ARTICLE III, Definitions,
- 693 ARTICLE IV, School District Rights,
- 694 ARTICLE V, Teacher Rights,
- 695 ARTICLE IX, Grievance Procedure,
- 696 ARTICLE XIII, Teacher Discipline,
- 697 ARTICLE XIV, Duration,

698 Section 6. Hours of Service, Duty Day, Duty Week, and Duty Year: Hours of service, duty day, duty  
699 week, and duty year shall be as assigned by the School District and modified from time to time based  
700 upon the needs of the program.

701 Section 7. Director Benefit: The Director of the Early Childhood Family Education Programs shall  
702 receive a health insurance benefit of \$200.00 per month.

703 Section 8. Personal Day: All persons affected by this contract section are eligible for two (2) personal  
704 days annually and be paid for up to five (5) hours of work or the average number of hours worked each  
705 day during that session, whichever is less. All persons affected by this contract section will use personal  
706 leave for the sole purpose of personal business that cannot be completed outside of a “normal” workday.  
707 No person affected by this contract will use personal leave in conjunction with holiday breaks or within  
708 the last 15 days of the school year. Requests for personal leave must be made in writing to the School  
709 District Community Education Director at least 3 days in advance, except in the event of an emergency.  
710 No more than one (1) ECFE staff person may be granted personal leave for the same day. In the event of  
711 multiple applications for the same day, the day will be granted to the ECFE teacher making the earliest  
712 application.

713 Section 9. Disability Leave: ECFE teachers shall be entitled to 4 days per year cumulative to 20 days and  
714 be paid for up to 5 hours of work or the average number of hours worked each day during that session,  
715 whichever is less.

716 Subd.1. Disability leave with pay shall be allowed whenever the absence is found to have been due to the  
717 ECFE teacher's illness or disability, which prevented him/her from being at work or performing duties on  
718 that day(s).

719 Subd. 2. ECFE teachers will be allowed to use disability leave to care for their sick child, under the same  
720 conditions they are allowed disability leave for their personal illness.

721

## 722 **ARTICLE XVI. DURATION**

723 Section 1. Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a  
724 period commencing on the date of full ratification through June 30, 2019, and thereafter until  
725 modifications are made pursuant to the PELRA. If either party desires to modify or amend this  
726 Agreement commencing on July 1, 2019, it shall give written notice of such intent to the other party no  
727 later than May 1, 2019. Unless otherwise mutually agreed, the parties shall, each odd-numbered year,  
728 commence negotiations for the purpose of entering into a successor Agreement before the expiration of  
729 this Agreement.

730 Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School  
731 District and the Exclusive Representative. The provisions of this Agreement relating to terms and  
732 conditions of employment supersede any and all prior Agreements, resolutions, practices, School District  
733 policies, rules, and regulations concerning terms and conditions of employment inconsistent with these  
734 provisions.

735 Section 3. Severability: The provisions of this Agreement shall be severable, and if any such provision  
736 or the application of any such provision under any circumstances is held invalid, it shall not affect any  
737 other provisions of this Agreement or the application of any provision.

738

## 739 **ARTICLE XVII. BASIC SCHEDULES AND RATES OF PAY**

740 Section 1. 2017-2019 Salary Schedules: The wages and salaries reflected in the schedules  
741 that follow shall be a part of the Agreement for the 2017-2019 school years.

742 Section 2. Status of Salary Schedule: The salary schedules are not to be construed as a part of a teacher's  
743 continuing contract. In the event a successor Agreement is not entered into prior to the commencement of  
744 school in 2019, a teacher shall be compensated according to the last individual employment contract  
745 executed between the teacher and the School District until such time as a successor Agreement is  
746 executed and fully implemented.

747 Section 3. Placement on Salary Schedule: The following rules shall be applicable in determining  
748 placement of a teacher on the appropriate salary schedule.

749 Subd. 1. Semester credits to be considered for application on any lane of the salary schedule must be  
750 germane to the teaching assignment as determined by the School District.

751 Subd. 2. To apply on the salary schedule, credits beyond the bachelor's degree must be graduate credits  
752 and carry a grade equivalent of "B" or higher.

753 Subd. 3. All credits, in order to be considered for application on the salary schedule, must be approved by  
754 the Superintendent in writing prior to the taking of the course.

755 Subd. 4. At the time a block of credits are considered for a lane change, no credits more than 7 years-old  
756 will be counted toward the lane change.

757 Subd. 5. All credits counted toward lane changes beyond the “BA lane” must be earned after a teacher  
758 has received the “BA degree”. All credits counted toward lane changes after the “MA degree” must be  
759 earned after a teacher has received the “MA degree”.

760 Subd. 6. Subject to the conditions in Subd. 9. below, individual employment contracts will be modified  
761 to reflect qualified lane changes twice every school year as follows:

- 762 1. the salary increase resulting from a lane change shall be effective at the beginning of the school  
763 year providing a transcript of qualified credits is submitted to the Superintendent’s office no later  
764 than September 15<sup>th</sup> of each year-- credits submitted by transcript after September 15<sup>th</sup> but before  
765 February 15<sup>th</sup> even though otherwise qualifying, shall not be considered until February 15<sup>th</sup>;
- 766 2. the salary increase resulting from a lane change shall be effective on February 15<sup>th</sup> providing a  
767 transcript of qualified credits is submitted to the Superintendent’s office no later than February  
768 15<sup>th</sup> of each year--credits submitted by transcript after February 15<sup>th</sup> even though otherwise  
769 qualifying, shall not be considered until the following school year;
- 770 3. requests for lane changes must be made in writing according to the dates listed above.

771 Subd. 7. Teachers employed in the School District prior to July 1, 2005 and placed on the then existent  
772 “BA+75” lane shall be provided the “MA lane” negotiated amount for the remainder of their tenure in the  
773 School District. Any teachers eligible to move to the then existent “BA+75” lane during the 2005-2006  
774 school year will also be provided the “MA lane” negotiated amount for the remainder of their tenure in  
775 the School District.

776 Subd. 8. A teacher shall be paid on the “MA lane” or higher degree lane only if the degree program is  
777 germane to the teaching assignment as approved by the School Board and the degree program is approved  
778 in writing by the Superintendent in advance.

779 Subd. 9. Notwithstanding the other provisions of this article, a teacher may not be credited with more  
780 than 10 semester credits toward a lane change in any single fiscal year, allowing teachers to advance 1  
781 lane only in a given year. However, a teacher who has completed a pre-approved master’s program and  
782 has forwarded the required documentation to the School District office shall be allowed to move directly  
783 to the “MA lane” pursuant to Subd. 6. above.

784 A teacher on sabbatical leave shall be an exception to this restriction. A teacher on sabbatical leave shall  
785 receive salary schedule credit for all credit hours earned during the leave that meet the criteria established  
786 in this section.

787 Subd. 10. A newly hired teacher shall be placed on such step of the salary schedule as agreed upon  
788 between the School District and the teacher. The School District may, in its sole discretion, compensate  
789 teachers in the bargaining unit above the scheduled salary.

790 Subd. 11. A teacher must be employed as a teacher and be paid for a minimum of 90 days in a school  
791 year to qualify for a salary step advancement.

792 Subd. 12. A retired teacher who is re-hired by the School District will:

- 793 1. be placed on “Step 1” of the “BA lane” of the negotiated salary schedule--the School District  
794 reserves the right to negotiate with the retired teacher a salary higher than that of “Step 1” of the  
795 “BA Lane” for hard-to-fill positions;
- 796 2. continue to receive the health insurance benefit he/she received at the time of their retirement--  
797 retired teachers from other school districts will receive no health insurance benefit;

- 798 3. not be eligible to participate in the deferred compensation School District match plan or to receive  
 799 any other retirement benefits made available to other teachers;  
 800 4. be eligible to receive the leaves of absence as negotiated in the Agreement;  
 801 5. be employed for a period of not more than 1 year;  
 802 6. waive his or her rights to tenure and acknowledge that the School District reserves the right to  
 803 terminate his or her employment at the end of any school year.

804 The teacher's individual employment contract will be modified to include language which states (1) that  
 805 the retired teacher has had the opportunity to talk with his/her attorney relative to waiving his/her  
 806 statutory rights to tenure, (2) that the retired teacher understands statutory rights to tenure, and (3) that the  
 807 retired teacher agrees to waive those statutory rights.

808 Subd. 13. Teachers who are assigned as a substitute for other teachers, during their preparation time, shall  
 809 be compensated at a rate of \$22.50 per hour. Periods of less than an hour shall be prorated. Substitute  
 810 teachers, not affected by this contract, shall be compensated pursuant to School District Policy

811 Subd. 14. Title I teachers, who work an hourly schedule, shall be paid according to the following  
 812 schedule:  
 813

<b>Years of Service</b>	<b>2017-2018</b>	<b>2018-2019</b>
Years 1 & 2	\$29.41	\$29.99
Years 3 & 4	\$30.37	\$30.97
Years 5 & 6	\$31.38	\$32.00
Years 7 & Over	\$33.10	\$33.76

814  
 815 Subd. 15. The rules contained in this article relating to the application of credits on the salary schedule  
 816 shall not deprive any teacher of any salary schedule placement already recognized and/or actually being  
 817 paid.

818 Subd. 16. Part-time teachers required to attend conferences and all-day inservice days with their  
 819 supervising principal's written approval will receive pro-rated pay for the extra required hours.

820 Section 4. Online Learning: The School District has the right to assign online teaching as a part of the  
 821 normal duty day. Any online teaching assignments in excess of a full-time position must be agreed to by  
 822 the teacher and will be compensated at a rate of \$300 per student. The following criteria are applicable  
 823 for each assignment:

- 824 1. A minimum of 5 students are required for the course to be offered.  
 825 2. There will be a cap of 15 students per online class taught outside of the normal teacher duty day.  
 826 3. Appropriate Minnesota licensure is required.  
 827 4. Assignment of an online class will follow guidelines for assignment of a regular class.  
 828 5. Prep time for online classes will follow prep time guidelines as set forth in Article VII, Section 4.  
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**2017-2018 SALARY SCHEDULE**

STEP	BA	BA+10	BA+20	BA+30	BA+40	MA	MA+10	MA+20
1	\$37,337	\$38,455	\$39,611	\$40,798	\$42,023	\$43,493	\$44,970	\$46,319
2	\$38,455	\$39,611	\$40,798	\$42,023	\$43,284	\$44,797	\$46,319	\$47,708
3	\$39,611	\$40,798	\$42,023	\$43,284	\$44,582	\$46,142	\$47,709	\$49,141
4	\$40,798	\$42,023	\$43,284	\$44,582	\$45,918	\$47,527	\$49,142	\$50,615
5	\$42,023	\$43,284	\$44,582	\$45,918	\$47,295	\$48,951	\$50,615	\$52,133
6	\$43,284	\$44,582	\$45,918	\$47,295	\$48,716	\$50,421	\$52,133	\$53,697
7	\$44,582	\$45,918	\$47,295	\$48,716	\$50,177	\$51,932	\$53,696	\$55,306
8	\$45,918	\$47,295	\$48,716	\$50,177	\$51,682	\$53,491	\$55,307	\$56,966
9	\$47,295	\$48,716	\$50,177	\$51,682	\$53,232	\$55,096	\$56,967	\$58,676
10	--	\$50,177	\$51,682	\$53,232	\$54,830	\$56,748	\$58,676	\$60,436
11	--	\$51,682	\$53,232	\$54,830	\$56,475	\$58,451	\$60,436	\$62,249
12	--	\$53,552	\$55,407	\$57,069	\$58,782	\$60,836	\$63,219	\$65,115
13	--	\$56,164	\$58,238	\$59,984	\$61,783	\$63,943	\$66,608	\$68,606
Career	\$57,562	\$58,775	\$61,068	\$62,899	\$64,785	\$67,050	\$69,998	\$72,098

837

838 The salary schedule matrix is adjusted as follows:

- 839 1. the schedule matrix reflects a salary adjustment in the “BA lane” for the last step; however, for all  
840 teachers who had not reached the 9th step by the 2002-2003 fiscal year, the schedule is capped at 9  
841 years; further advancement through the salary schedule after the “BA 9” step must occur by  
842 changing lanes of advanced credits;
- 843 2. notwithstanding the foregoing schedule, the teacher employed in the School District as the  
844 Elementary Physical Education Instructor hired September 3, 1987, who would be affected by the  
845 9<sup>th</sup> step cap of the “BA lane” shall be provided the negotiated increase in salary and career  
846 increment for the remainder of their tenure in the School District;
- 847 3. lane advancement for qualifying teachers.
- 848 4. “MA+20” lane is added for pre-approved graduate credits earned after July 1, 2012;

849

850 Teachers employed for summer work will receive \$575 per week. Such employment will be at the  
851 discretion of the School Board.

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853 Teachers employed for mandated, extended summer school services will receive pay based on BA,  
854 Step 1. The School Board reserves the right to increase pay for hard to fill positions.

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**2018-2019 SALARY SCHEDULE**

STEP	BA	BA+10	BA+20	BA+30	BA+40	MA	MA+10	MA+20
1	\$38,084	\$39,224	\$40,403	\$41,614	\$42,863	\$44,363	\$45,869	\$47,246
2	\$39,224	\$40,403	\$41,614	\$42,863	\$44,149	\$45,693	\$47,246	\$48,663
3	\$40,403	\$41,614	\$42,863	\$44,149	\$45,474	\$47,065	\$48,664	\$50,123
4	\$41,614	\$42,863	\$44,149	\$45,474	\$46,837	\$48,477	\$50,124	\$51,628
5	\$42,863	\$44,149	\$45,474	\$46,837	\$48,241	\$49,930	\$51,628	\$53,176
6	\$44,149	\$45,474	\$46,837	\$48,241	\$49,691	\$51,429	\$53,176	\$54,771
7	\$45,474	\$46,837	\$48,241	\$49,691	\$51,180	\$52,971	\$54,770	\$56,413
8	\$46,837	\$48,241	\$49,691	\$51,180	\$52,716	\$54,561	\$56,414	\$58,105
9	\$48,241	\$49,691	\$51,180	\$52,716	\$54,296	\$56,198	\$58,106	\$59,849
10	--	\$51,180	\$52,716	\$54,296	\$55,927	\$57,883	\$59,849	\$61,645
11	--	\$52,716	\$54,296	\$55,927	\$57,605	\$59,620	\$61,645	\$63,494
12	--	\$54,623	\$56,516	\$58,210	\$59,957	\$62,053	\$64,483	\$66,417
13	--	\$57,288	\$59,403	\$61,184	\$63,019	\$65,222	\$67,940	\$69,978
Career	\$58,713	\$59,951	\$62,290	\$64,157	\$66,081	\$68,391	\$71,397	\$73,540

863

864 The salary schedule matrix is adjusted as follows:

- 865 1. the schedule matrix reflects a salary adjustment in the “BA lane” for the last step; however, for all  
866 teachers who had not reached the 9<sup>th</sup> step by the 2002-2003 fiscal year, the schedule is capped at 9  
867 years; further advancement through the salary schedule, after the “BA 9” step, must occur by  
868 changing lanes of advanced credits;
- 869 2. notwithstanding the foregoing schedule, the teacher employed in the School District as the  
870 Elementary Physical Education Instructor hired September 3, 1987, who would be affected by the  
871 10 step cap of the “BA lane” shall be provided the negotiated increase in salary and career  
872 increment for the remainder of their tenure in the School District;
- 873 3. lane advancement for qualifying teachers;
- 874 4. “MA+20” lane is added for pre-approved graduate credits earned after July 1, 2012;

875

876 Teachers employed for summer work will receive \$575 per week. Such employment will be at the  
877 discretion of the School Board.

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879 Teachers employed for mandated, extended summer school services will receive pay based on BA,  
880 Step 1. The School Board reserves the right to increase pay for hard to fill positions.

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889 All teachers who work at extra-curricular events will be paid according to the following schedule:

Sport/Activity	Position	Level	Proposed Stipend
HS Musical	Tickets	NA	\$20
Football	Tickets	Varsity	\$25
	Chains	Varsity B & C	\$30 \$20
	Book	Varsity	\$35
	Clock/Board	Varsity B & C	\$30 \$20
	Spotter	Varsity	\$30
	Announcer	Varsity	\$35
	Volleyball	Tickets	A & B
Book		A & B C	\$35 \$15
Libero Tracker		A & B	\$30
PA/Scoreboard		A & B C	\$35 \$15
		JH	\$20
Cross Country	Event Workers	7 <sup>th</sup> – 12 <sup>th</sup>	\$25
Basketball	Tickets	ABC	\$40
	Book	AB C	\$35 \$15
		PA/Scoreboard	AB C
	Wrestling		Tickets
Book		AB	\$35
Clock		AB	\$35
Baseball/Softball	Tickets	Varsity	\$20
	Scoreboard	Varsity	\$20
Track	Event Workers	Varsity	\$30
		JH	\$30
	Timers	Varsity	\$35
		JH	\$35
	Announcers	Varsity	\$35
		JH	\$35
Results Workers	V	\$40	
Bus Chaperones			\$10 per hour

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891 Work at extra-curricular events not covered by the schedule above will be paid at \$10 per hour.

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**Extra – Curricular Salary Schedule**

- The following factors were considered to determine proposed groupings:
  1. length of season,
  2. number of students who participate,
  3. liability,
  4. spectator interest (pressure),
  5. equipment & facilities duties,
  6. preparation time.
- The percentage in each group is based off the “BA Lane, steps 1-9” on the current salary schedule.
- Extra-curricular step 10 shall be a three (3) percent increase based on the existing BA Step 9.

<b>Group 1 @ 13%</b>	<b>Group 2 @ 11%</b>	<b>Group 3 @ 10%</b>	<b>Group 4 @ 9.25%</b>	<b>Group 5 @ 8%</b>
Head Basketball Head Football Head Wrestling Head Volleyball	Head Softball Head Track Head Dance Head Baseball Head Softball	Head Tennis Head Cross Country Head Golf	Assistant Football Assistant Basketball Assistant Wrestling Assistant Volleyball Musical Director	Assistant Cross Country Assistant Track Assistant Baseball Assistant Dance Assistant Softball Assistant Golf Assistant Tennis Annual Concessions Instrumental Music

<b>Group 6 @ 6%</b>	<b>Group 7 @ 4.25%</b>	<b>Group 8 @ 3%</b>	<b>Group 9 @ 1.25%</b>
JH Athletic Coaches Vocal Music SH Math League SH Play Director 1 <sup>st</sup> Musical Assistant FFA Advisor Robotics (FIRST)	Intramural Director Sr. Knowledge Bowl Speech School Patrol Musical 2 <sup>nd</sup> Assistant Student Council One-Act Play Lego League	Mock Trial JH Knowledge Bowl JH Musical/Play Director Elementary Play Director Prom Advisor	National Honor Society Elem. Student Council JH Student Council JH Spelling Bee JH Geography Bee Science Club Advisor Drama Club Advisor Newspaper Spanish Club

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Coaches will advance 1 step each succeeding year until reaching “Step 10.” A newly hired coach/advisor shall be placed on such step of the extra-curricular salary schedule as agreed upon between the School District and the coach/advisor. The coach/advisor may be given up to 6 years of outside experience on the extra-curricular salary schedule. The School District reserves the right to negotiate a salary higher than that of “Step 1” for experience or hard-to-fill positions.

**EXTRA-CURRICULAR NOTES**

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1. “Years coaching” means years of coaching in the School District and in the particular sport.
2. “Years in assignment” means years working in the particular activity in the School District.
3. Years are accumulated regardless of transfer to a different level of responsibility.
4. The School District reserves the right to pay a head coach/supervisor/director above the schedule amount if necessary in order to secure replacements.
5. Elementary athletic activity supervisors will be paid \$393 per activity.
6. Extra-curricular pay shall be paid in 3 equal installments during the season.
7. Pay for the summer band instruction (senior high and junior high) will be based on the hourly rate of pay from the “BA Step 1 cell” of the salary schedule.
8. Pay for the summer agriculture program will be based on the hourly rate of pay from the “BA Step 1 cell” of the salary schedule.
9. Non-licensed coaches/supervisors/directors will be paid based on “BA lanes”. Credit for years of experience will be determined by the activities director.

925 10. The district will pay membership dues for head coaches and directors with a total fund cap of  
926 \$1,000 per year. Payment for dues will be reimbursed to those head coaches and directors who  
927 apply for reimbursement. Reimbursement shall be paid in the June settle-up and may be pro-rated  
928 proportionally under the maximum noted above.


929 11. The district agrees to pay fees and payments received by the district to teachers for their services  
930 rendered in the areas of interns, student teachers and similar duties of other names.

931  
932 OFFICIALS FOR ATHLETIC EVENTS: Officials for athletic contests will be paid \$20 per event. (An  
933 event is a game in baseball, football, basketball, and softball and a match in volleyball.)

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

FOR:  
The Exclusive Representative

  
\_\_\_\_\_  
Andrew Holt, President

  
\_\_\_\_\_  
Steve Petrich, Head Negotiator

Dated this 20<sup>th</sup> day of April, 2018

FOR:  
The School District

  
\_\_\_\_\_  
Dawn Odegard, School Board Chair

  
\_\_\_\_\_  
Steve Rupp, School Board Clerk

Dated this 23<sup>rd</sup> day of April, 2018

**APPENDIX A – GRIEVANCE REPORT FORM**

Grievance # \_\_\_\_\_ Date: \_\_\_\_\_

Name of Grievant: \_\_\_\_\_ Position: \_\_\_\_\_ School: \_\_\_\_\_

Date grievance occurred: \_\_\_\_\_

Statement of grievance: \_\_\_\_\_

Relief sought: \_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Exclusive Representative

\_\_\_\_\_  
Date

Received by:

\_\_\_\_\_  
Supervising Principal or Director Signature

\_\_\_\_\_  
Date

Answer by Principal or Director: \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal or Director

\_\_\_\_\_  
Date

Position of Grievant \_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

Received by:

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date

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Answer by Superintendent: \_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

Position of Grievant: \_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

Received by:

\_\_\_\_\_  
School Board Representative

\_\_\_\_\_  
Date

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Answer by School Board: \_\_\_\_\_

\_\_\_\_\_  
Signature of School Board Representative

\_\_\_\_\_  
Date

Position of Grievant: \_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

Received by:

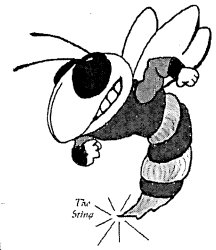
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# YELLOW MEDICINE EAST – ISD 2190

Serving the communities of Clarkfield, Echo, Granite Falls, Hanley Falls, Hazel Run & Upper Sioux

Rick Clark, Ed.D., Superintendent  
450 9<sup>th</sup> Avenue - Granite Falls, MN 56241  
Phone: 320-564-4081 - Fax: 320-564-4781



## Memorandum of Understanding Intent to Agree on Language – Unrequested Leave of Absence

Yellow Medicine East, ISD 2190, hereafter referred to as District, and Education Minnesota-Yellow Medicine East, hereafter referred to as Union, agree to continue discussion on Unrequested Leave Of Absence (ULA) during the 2018-2019 school year.

The purpose of these discussions is to provide language addressing ULA procedures, once the Professional Educators Licensing and Standards Board (PELSB) has clearly and definitively provided definitions and status of educators on Tiered Licensing.

It will be the goal of this memorandum to provide opportunity for the district and the union to attempt to agree on language that can be utilized in the 2019-2021 agreement.

*S. Koepke*

\_\_\_\_\_  
President – EMYME

*S. Petrus*

\_\_\_\_\_  
Secretary – EMYME

\_\_\_\_\_  
President – YME School District

\_\_\_\_\_  
Clerk – YME School District

YME MIDDLE/HIGH SCHOOL  
Ryan Luft, Principal  
450 9<sup>th</sup> Avenue  
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BERT RANEY ELEMENTARY  
Lisa Hansen, Principal  
555 7<sup>th</sup> Avenue  
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ACTIVITIES & COMMUNITY EDUCATION  
Tim Knapper, Director  
450 9<sup>th</sup> Avenue  
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MVCC - SPECIAL EDUCATION  
Cindy Loe, Director  
450 9<sup>th</sup> Avenue  
Granite Falls, MN 56241  
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**Yellow Medicine East District  
2018-19 Preliminary Budgets**

**2-13-19**

Fund	Description	2017-18 Audited Revenues & Expenditures				Peliminary Budgets 2018-19			
		Audited Fund Balance 6-30-17	FY 18 Actual Revenues	FY 18 Actual Expenditures	Actual Fund Balance 6-30-18	FY 19 Projected Revenues	FY 19 Projected Expenditures	FY19 Difference (Rev minus Exp)	Projected Balance 6-30-2019
**	Health & Safety	1,563.14	(26,016.12)	-	(24,452.98)	24,453	One Time Unreserved Transfer	24,453	-
	Deferred Maint/LTFM	(1,411.08)	240,694.24	198,171.81	41,111.35	288,965	255,514	33,451	74,562.35
	Safe Schools	5,655.55	31,793.40	34,029.56	3,419.39	27,087	27,500	(413)	3,006.39
	Capital	237,258.49	264,293.64	311,814.18	189,737.95	177,027	185,150	(8,123)	181,614.95
	Severance/Health (Assigned)	33,160.92			-			-	-
	Basic Skills	49,072.70			49,072.70			-	49,072.70
	Unresrvd/Assigned/Nonspendable/Staff Dev.	2,592,970.08	9,147,204.01	9,258,975.85	2,311,389.83	9,111,730	9,535,585	(423,855)	1,887,534.85
	Capital paid from Unreserved			202,969.33					
<b>01 General</b>	<b>Total</b>	<b>2,918,269.80</b>	<b>9,657,969.17</b>	<b>10,005,960.73</b>	<b>2,570,278.24</b>	<b>9,629,262</b>	<b>10,003,749</b>	<b>(374,487)</b>	<b>2,195,791.24</b>
	Food Svc. Assigned	(0.00)	417,630.55	429,851.63	(0.00)	403,900	432,671	-	(0.00)
	Tranfer in from Gen. Fund for Deficit	-	12,221.08	-	-	28,771	-	-	-
	Inventory (Non-Spendable)	9,453.09		(3,389.55)	12,842.64			-	12,842.64
<b>02 Food Service</b>	<b>Total</b>	<b>9,453.09</b>	<b>429,851.63</b>	<b>426,462.08</b>	<b>12,842.64</b>	<b>432,671</b>	<b>432,671</b>	<b>-</b>	<b>12,842.64</b>
	ECFE/Learn. Readiness	79,753.96	177,315.10	135,743.22	121,325.84	171,847	145,557	26,290	147,615.84
	Pool	(59,517.78)	64,244.58	49,967.16	(45,240.36)	59,518	50,850	8,668	(36,572.36)
	Comm Ed Gen.	136,512.43	211,706.26	196,827.49	151,391.20	172,019	176,848	(4,829)	146,562.20
<b>04 Comm. Ed.</b>	<b>Total</b>	<b>156,748.61</b>	<b>453,265.94</b>	<b>382,537.87</b>	<b>227,476.68</b>	<b>403,384</b>	<b>373,255</b>	<b>30,129</b>	<b>257,605.68</b>
<b>07 Debt Svc</b>	<b>Total</b>	<b>110,252.26</b>	<b>1,260,137.51</b>	<b>1,190,452.50</b>	<b>179,937.27</b>	<b>1,198,053</b>	<b>1,167,370</b>	<b>30,683</b>	<b>210,620.27</b>
<b>25 OPEB</b>	<b>Total</b>	<b>548,109.80</b>	<b>86,896.54</b>	<b>183,171.79</b>	<b>451,834.55</b>	<b>78,500</b>	<b>168,008</b>	<b>(89,508)</b>	<b>362,326.55</b>
<b>47 Dt Svc (OPEB)</b>	<b>Total</b>	<b>39,477.93</b>	<b>192,889.74</b>	<b>191,757.50</b>	<b>40,610.17</b>	<b>189,971</b>	<b>191,458</b>	<b>(1,487)</b>	<b>39,123.17</b>
<b>Grand Total</b>		<b>3,782,311.49</b>	<b>12,081,010.53</b>	<b>12,380,342.47</b>	<b>3,482,979.55</b>	<b>11,931,841</b>	<b>12,336,511</b>	<b>(404,670)</b>	<b>3,078,309.55</b>

\*\* General Fund expenditures include transfers to Food Service (revenues) for FY19 \$28,771).

## Yellow Medicine East

### Revenue Budget Report 2017-18 Revised/ 2018-19 Preliminary

June 11, 2018

Fund	Revenue Source Description	2017-18 Revised Budget	2018-19 Original Budget	Difference	Gen.Sals/Bens/Transp/MVCC/Maint./ Offices/Capital/LTFM/Safety
General	Federal Total (Title programs/Impact Aid/Spec Ed Fed.)	349,205	330,452	(18,753)	Impact Aid -15,000/Misc.
	Local Total (From Schools/Fees/Tuition/Interest/Grants/Donations/Ticket Sales/Misc.)	332,345	267,220	(65,125)	Insurance Recovery down \$22,000/Local donations/grants down \$48,000/Misc.
	State Total (General Ed Aid/Special Ed./Misc.)	7,650,599	7,615,420	(35,179)	Gen Ed down \$20,600 (General -\$52,000 & Capital +\$32,000)/Misc. State -\$15,000
	Tax Levy/State Credits Total	1,351,289	1,391,717	40,428	Unr. -\$13,000/ Capital -\$29,000/ H&S +\$26,000 /LTFM +\$57,000/Misc -\$6,000
	Transfer from General Unres .to Health & Safety		24,453		6-30-18 Balance - Transfer (law)
<b>Total General Fund</b>		<b>9,683,438</b>	<b>9,629,262</b>	<b>(54,176)</b>	

					Lunches/Breakfast/Snacks/Other
Food Service	Federal Total	231,900	221,200	(10,700)	Commodities -10,000 FY19
	Local Total	158,400	158,300	(100)	Pupil & Adult Payments/Misc.
	State Total	24,400	24,400	-	
	Transfer from General Fund to cover deficit	26,677	28,771		
	<b>Total Food Service</b>	<b>441,377</b>	<b>432,671</b>	<b>(8,706)</b>	

					Comm. Ed/Preschool/Sr. Citizens/Pool/Building Bridges/Drivrs Ed.
Community Education	Federal Total (Pat 4 Grant)	6,344	-	(6,344)	Building Bridges Program Terminated
	Local Total (Fees/Trips/Resale/City/County)	222,100	188,800	(33,300)	New York Trip -25,000/Sr. Cit. Mealsite
	State Total	41,963	41,700	(263)	School Readiness +5200
	Tax Levy/State Credits Total	169,863	172,884	3,021	Pool -\$5,000/ ECFE +\$3,000
	<b>Total Community Educatioun</b>	<b>440,270</b>	<b>403,384</b>	<b>(36,886)</b>	

					For project bonds 8.26/2.485/740,000
Debt Redemption	Federal Total (QZAB Interest)	335,668	300,103	(35,565)	QZAB Interest-based on interest payments
	Local Total	4,000	4,000	-	Interest
	Tax Levy/State Credits Total	920,507	893,950	(26,557)	Based on bond payments/fund balance
	<b>Total Debt Redemption</b>	<b>1,260,175</b>	<b>1,198,053</b>	<b>(62,122)</b>	

					For Retiree share of insurance
OPEB Funds	Local Total	86,000	78,500	(7,500)	Based on current retiree insurance
	<b>Total OPEB Funds</b>	<b>86,000</b>	<b>78,500</b>	<b>(7,500)</b>	

					For OPEB bonds 2,000,000
OPEB Debt Redemption	Local Total	700	700	-	Interest
	Tax Levy/State Credits Total	192,007	189,271	(2,736)	Based on bond payments/fund balance
	<b>Total OPEB Debt Redemption</b>	<b>192,707</b>	<b>189,971</b>	<b>(2,736)</b>	

<b>Grand Total All Funds</b>	<b>12,103,967</b>	<b>11,931,841</b>	<b>(172,126)</b>
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## Yellow Medicine East

### Expenditure Budget Report 2017-18 Revised/ 2018-19 Preliminary

June 11, 2018

Fund	Description	2017-18	2018-19	Difference	Gen.Sals/Bens/Transp/MVCC/Maint./ Offices/Capital/I/TEM/Safety
<b>General</b>	Salaries/Benefits	5,713,423	5,692,481	(20,942)	Teachers Settled/Addtl. % for other staff/Superintendent/Retirements & Resignations
	MVCC Sal/Ben	1,753,398	1,803,800	50,402	Teachers Settled/Addtl. % for Paras etc.
	Purchased Services	1,565,087	1,561,328	(3,759)	Transp 3%/To schools/rent/repairs/phone/utilities/contracted svcs.
	Supplies/Workbooks/Textbooks	386,087	389,252	3,165	All Supplies/Fuel for Buildings & Vehicles/Misc.
	Capital/LTFM/Safety (Rsrvd Funds)	579,016	468,164	(110,852)	FY18 Storm Damage (rev)/Phone System/Cameras(rev)
	Capital from General Fund Unrsvd	194,380	-	(194,380)	FY18 Technology/Facility Upgrades from Unrsrvd Gen
	Miscellaneous Equipment	23,800	35,500	11,700	Equipment from grants
	Fund Transfers	26,677	53,224	26,547	Food Service Deficit/One Time Health & Safety Balance
	<b>Total General</b>	<b>10,241,868</b>	<b>10,003,749</b>	<b>(238,119)</b>	

					Lunches/Breakfast/Snacks/Other
<b>Food Service</b>	Salaries/Benefits	198,727	200,821	2,094	MSEA Not settled
	Purchased Services	4,500	4,500	-	Postage/Laundry/Travel/Fees
	Supplies/Food	238,150	227,350	(10,800)	FY18 Commodities up \$10,000- Reduced for FY19
	<b>Total Food Service</b>	<b>441,377</b>	<b>432,671</b>	<b>(8,706)</b>	

					Comm. Ed/Preschool/Sr. Citizens/Pool/Building Bridges/Drvs Ed
<b>Community Education</b>	Salaries/Benefits	254,274	255,125	851	Includes Sal Increases/Possible Reduction to Sr. Coor.
	Purchased Services	79,799	74,330	(5,469)	Pool/Rentals/Travel/Phone/Postage/Publications
	Supplies/Resale/Misc.	64,288	41,800	(22,488)	New York Trip -\$25000
	Capital	2,000	2,000	-	
	<b>Total Community Education</b>	<b>400,361</b>	<b>373,255</b>	<b>(27,106)</b>	

					For project bonds 8.26 mil./2.485mil./740,000
<b>Debt Redemption</b>	Debt-Project Bonds	1,191,813	1,167,370	(24,443)	Interest goes down as bonds are paid
	<b>Total Debt Redemption</b>	<b>1,191,813</b>	<b>1,167,370</b>	<b>(24,443)</b>	Principal/Interest

					For Retiree share of insurance
<b>OPEB Funds</b>	Retiree Insurance	182,603	168,008	(14,595)	Includes District & Retiree Share/ Implicit Expense
	<b>Total OPEB Funds</b>	<b>182,603</b>	<b>168,008</b>	<b>(14,595)</b>	

					For OPEB bonds 2,000,000
<b>OPEB Debt Red.</b>	OPEB Debt	192,308	191,458	(850)	Principal/Interest
	<b>Total OPEB Debt Redemption</b>	<b>192,308</b>	<b>191,458</b>	<b>(850)</b>	

<b>Grand Total All Funds</b>	<b>12,650,330</b>	<b>12,336,511</b>	<b>(313,819)</b>
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# YME 2018-19 Budget

## by Revenue Source and Expenditure Category

Category	General	Food Service	Community Ed.	Debt Service	OPEB Trust	OPEB Debt Svc.	Total Revenue Budget	Percent of All Revenue
Local Taxes/Levy/Credits	\$1,391,717	0	\$172,884	\$893,950	0	\$189,271	\$2,647,822	22.19%
Misc. Local Rev./Transfers In	\$291,673	\$187,071	\$188,800	\$ 4,000	\$ 78,500	\$ 700	\$750,744	6.29%
State	\$7,615,420	\$24,400	\$41,700	\$ -	0	\$ -	\$7,681,520	64.38%
Federal	\$330,452	\$221,200	\$0	\$300,103	0		\$851,755	7.14%
<b>TOTALS</b>	<b>\$9,629,262</b>	<b>\$432,671</b>	<b>\$403,384</b>	<b>\$1,198,053</b>	<b>\$78,500</b>	<b>\$189,971</b>	<b>\$11,931,841</b>	<b>100.00%</b>

EXPENSES	General	Food Service	Community Ed.	Debt Service	OPEB Trust	OPEB Debt Svc.	Total Expenditure Budget	Percent of All Expenditure
**Salaries/ Benefits	\$7,496,281	\$200,821	\$255,125	0	\$168,008	0	\$8,120,235	65.82%
Purchased Services	\$1,561,328	\$4,500	\$74,330	0	0	0	\$1,640,158	13.30%
Supplies/Misc./Transfers	\$477,976	\$227,350	\$41,800	0	0	0	\$747,126	6.06%
Capital/Health & Safety/Defrd. Maint.	\$468,164	0	2000	0	0	0	\$470,164	3.81%
Long Term Debt		0	0	\$1,167,370	0	\$191,458	\$1,358,828	11.01%
<b>TOTALS</b>	<b>\$10,003,749</b>	<b>\$432,671</b>	<b>\$373,255</b>	<b>\$1,167,370</b>	<b>\$168,008</b>	<b>\$191,458</b>	<b>\$12,336,511</b>	<b>100.00%</b>

<b>BUDGET BALANCE</b>	<b>(\$374,487)</b>	<b>\$0</b>	<b>\$30,129</b>	<b>\$30,683</b>	<b>(\$89,508)</b>	<b>(\$1,487)</b>	<b>(\$404,670)</b>
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\*\* Includes payment to Minnesota Valley Cooperative Center for Special Education salaries & benefits contract with YME.

Percent by Fund	General	Food Service	Community Ed.	Debt Service	OPEB Trust	OPEB Debt Svc.	Totals
Revenue %	80.70%	3.63%	3.38%	10.04%	0.66%	1.59%	100.00%
Expense %	81.09%	3.51%	3.03%	9.46%	1.36%	1.55%	100.00%

Operating Funds Only (for graph slide)					
EXPENSES	General	Food Service	Community Ed.	Total	Percentage
**Salaries/ Benefits	\$7,496,281	\$200,821	\$255,125	7,952,227.00	73.57%
Purchased Services	\$1,561,328	\$4,500	\$74,330	1,640,158.00	15.17%
Supplies/Misc.	\$477,976	\$227,350	\$41,800	747,126.00	11.26%
Capital/Health & Safety/Defrd	\$468,164	\$0	\$2,000	470,164.00	
Long Term Debt		\$0	\$0	-	
<b>TOTALS</b>	<b>\$10,003,749</b>	<b>\$432,671</b>	<b>\$373,255</b>	<b>\$10,809,675</b>	<b>100.00%</b>

LAST NAME	FIRST NAME	FTE%	Lane	18-19	2018-19	TOTAL PER PERSON	ASSIGNMENT	DESCRIPTION	SITE
Aslesen	Robyn	1.000	BA+10	10	51,180.00	66,207.66	High School Instructor	Social Studies	High School
Baumgartner	Andrew	1.000	MA	11	59,620.00	77,339.18	High School Instructor	Social Studies	High School
Bergeson	Kaia	1.000	BA+30	Career	64,157.00	80,990.65	High School Instructor	FaCS/Foods/Family/Child Devl.	High School
Blackwelder	Kristina	1.000	MA	6	51,429.00	59,565.75	Elementary Instructor	Kindergarten	Bert Raney
Butterbrodt	Julie	1.000	BA+20	Career	62,290.00	80,830.53	High School Instructor	Social Studies	High School
Castiglione	Kristen	1.000	BA	6	44,149.00	57,165.39	High School Instructor	Band	High School
Clouse	MaryElla	1.000	BA	6	44,149.00	51,942.79	Elementary Instructor	1st Grade	Bert Raney
Cole	Ashly	1.000	BA	3	40,403.00	52,955.11	Elementary Instructor	5th Grade	Bert Raney
Coulter	Kari	1.000	MA	10	57,883.00	75,329.47	High School Instructor	Math	High School
Enger	Emily	1.000	MA	4	48,477.00	56,522.89	Elementary Instructor	4th Grade	Bert Raney
Gort	Samantha	1.000	MA	5	49,930.00	64,761.41	Elementary Instructor	Kindergarten	Bert Raney
Grey	Mary	1.000	BA	Career	58,713.00	75,323.34	Elementary Instructor	Physical Education	Bert Raney
Hinz	Stacy	1.000	MA	Career	68,391.00	87,889.39	Elementary Instructor	6th Grade	High School
Hoefler	Kimberly	1.000	BA+20	4	44,149.00	57,291.39	High School Instructor	Language Arts	High School
Hoernemann	Paul	1.000	MA+10	Career	71,397.00	91,367.33	High School Instructor	Math	High School
Hoernemann	Amy	1.000	MA+20	Career	73,540.00	92,496.78	Elementary Instructor	5th Grade	Bert Raney
Ims	Bev	1.000	BA	9	48,241.00	63,207.24	Elementary Instructor	2nd Grade	Bert Raney
Isfeld	Tamara	1.000	BA+10	12	54,623.00	69,409.81	High School Instructor	Art	High School
Iverson	Jeffrey	1.000	MA +10 eff 2/15	11	60,468.52	76,847.08	High School Instructor	Music	High School
Jahn	Elizabeth	1.000	MA+20	Career	73,540.00	86,720.78	Elementary Instructor	Music	Bert Raney
Jans	Angie	1.000	MA+20	Career	73,540.00	92,494.62	Elementary Instructor	Kindergarten	Bert Raney
Jans	Scott	1.000	MA+20	Career	73,540.00	93,846.78	High School Instructor	Math	High School
Jensen	Mary	1.000	BA+30	Career	64,157.00	81,640.65	Elementary Instructor	1st Grade	Bert Raney
Jessen	Patricia	1.000	BA+20	Career	62,290.00	80,330.53	Elementary Instructor	4th Grade	Bert Raney
Lalim	Jeffery	1.000	MA	Career	68,391.00	86,539.39	High School Instructor	Health/Physical Education	High School
Lavin	Cynthia	0.500	BA	9	24,120.50	25,965.72	K-12 Instructor	ELL	Bert Raney
Leiseth	Rebecca	1.000	MA+20	Career	73,540.00	86,739.38	Elementary Instructor	1st Grade	Bert Raney
Lightfoot	Theresa	1.000	BA	9	48,241.00	61,709.68	Elementary Instructor	5th Grade	Bert Raney
Listul	Darlys	1.000	MA	Career	68,391.00	86,220.79	High School Instructor	Computer Technology	High School
Paslowski	Louann	1.000	BA	5	42,863.00	56,493.93	Elementary Instructor	5th Grade	Bert Raney
Petrich	Steve	1.000	BA+20	Career	62,290.00	78,854.53	High School Instructor	Science	High School
Pratt	Megan	1.000	BA	4	41,614.00	54,232.40	High School Instructor	English/Lang. Arts	High School
Rambow	Austin	1.000	BA	1	38,084.00	50,148.19	High School Instructor	PE	High School
Refsland	Darrel	1.000	BA+30	Career	64,157.00	81,222.05	High School Instructor	Ag	High School
Robertsdahl	Jiana	1.000	BA	9	48,241.00	61,899.84	Elementary Instructor		Bert Raney
Runia	Julie	1.000	MA	Career	68,391.00	86,413.39	Elementary Instructor	3rd Grade	Bert Raney
Sannerud	Joanelle	1.000	MA	Career	68,391.00	87,889.39	Elementary Instructor	2nd Grade	Bert Raney
Schommer	Carolyn	0.333	BA	9	16,064.26	18,850.35	High School Instructor	Dakota Language	High School
Schulte	Trevor	1.000	MA	Career	68,391.00	86,520.79	High School Instructor	English/Lang. Arts	High School
Shackelford	Kerri	1.000	MA	Career	68,391.00	85,423.23	Elementary Instructor	1st Grade	Bert Raney
Suter	Cassandra	1.000	BA	8	46,837.00	61,182.81			
Suter	Jacob	1.000	BA	9	48,241.00	64,157.24	High School Instructor	Science	High School
Walsh	Thomas	1.000	BA	Career	58,713.00	67,993.34	High School Instructor	Ind. Tech	High School
Tanner	Roxie	1.000	BA	6	44,149.00	59,439.23	Elementary Instructor	Title	Bert Raney
								not sure on BRE assignments	
		42.833			2,467,757.28	3,120,372.19			
						652,614.91			
						3,120,372.19			
LOUWAGIE	KEISHA			coor	11039	72,849.72			
STARK	JILL								
TONGEN	TARA		BA	2	11379.55				
			ecfe st	3	30.97/hr				

PD		LAST	FIRST	Act/Ath	ACTIVITY/SPORT		Group	Step				
ACT	C	Listul	Darlys	ACT	ANNUAL	Annual	5	10.00	\$3,975.00	\$4,585.56		
						<b>Annual Total</b>						
SPRING	NC	Beckler	Debra	ACT	Co-Prom Advisor	Clubs	8	4.00	\$624.00	\$718.54		
SPRING	NC	Enninga	Krystle	ACT	Co-Prom Advisor	Clubs	8	4.00	\$624.00	\$719.85		
ACT	C	Iverson	Jeff	ACT	Drama Club Advisor	Clubs	9	6.00	\$552.00	\$636.79		
ACT	C	Petrich	Steve	ACT	Science Club Advisor	Clubs	9	6.00	\$552.00	\$636.79		
ACT	C	Coulter	Kari	ACT	SH Student Council Advisor	Clubs	7	1.00	\$1,619.00	\$1,867.68		
ACT	C	Coulter	Kari	ACT	JH Student Council Advisor	Clubs	9	1.00	\$476.00	\$549.11		
ACT	C	Hoefler	Kimberly	ACT	National Honor Society Advisor	Clubs	9	2.00	\$490.00	\$565.26		
ACT	NC	Beckler	Debra	ACT	Concessions Manager	Clubs	5 + \$350	6.00	\$3,882.00	\$4,225.77		
						<b>Clubs Total</b>				\$0.00		
ACT	C	Refsland	Darrel	ACT	FFA Advisor	FFA	6	8.00	\$2,810.00	\$3,241.62		
						<b>FFA Total</b>				\$0.00		
FALL	NC	Jahn	Beth	ACT-F	Lego League Advisor	Lego League	7	2.00	\$1,667.00	\$1,923.05		
FALL	C	Hoerneman	Amy	ACT-F	Lego League Advisor	Lego League	7	6.00	\$1,876.00	\$2,164.15		
						<b>Lego League Total</b>						
WINTER	C	Holt	Andy	ACT-W	Robotics Coach	Robotics	6	6.00	\$2,649.00	\$3,055.89		
						<b>Robotics Total</b>						
WINTER	C	Iverson	Jeff	ACT-W	SH KNOWLEDGE BOWL	TAG	7	10.00	\$2,112.00	\$2,436.40		
WINTER	C	Jensen	Christop	ACT-W	JH KNOWLEDGE BOWL	TAG	8	2.00	\$1,177.00	\$1,267.04		
WINTER	NC	Halverson	Elaine	ACT-W	JH SPELLING BEE	TAG	9	6.00	\$552.00	\$635.63		
WINTER	NC	Halverson	Elaine	ACT-W	JH GEOGRAPHY BEE	TAG	9	10.00	\$621.00	\$715.08		
						<b>TAG Total</b>						
ACT	C	Grey	Mary	ACT	SCHOOL PATROL	Transportation	7	10.00	\$2,112.00	\$2,436.40		
						<b>Transportation Total</b>						
ACT	C	Iverson	Jeff	ACT	SH Vocal Music Advisor	Vocal Music	6	8.00	\$2,810.00	\$3,241.62		
						<b>Vocal Music Total</b>						
FALL	C	Iverson	Jeff	ACT-F	SH MUSICAL	Forensics	4	10.00	\$4,596.00	\$5,301.95		
FALL	C	Isfeld	Tammy	ACT-F	Musical Assistant	Forensics	6	2.00	\$2,353.00	\$2,714.42		
FALL	C	Castiglione	Kristen	ACT-F	SH Musical 2ND Assistant	Forensics	7	3.00	\$1,717.00	\$1,980.73		
WINTER	C	Isfeld	Tamara	ACT-W	One Act Play	Forensics	7	3.00	\$1,717.00	\$1,980.73		
						<b>Forensics Total</b>						
ACT	C	Castiglione	Kristen	ACT	SH Instrumental Music	Instrumental Mus	5	4.00	\$3,329.00	\$3,840.33		
						<b>Instrumental Music Total</b>						
ACT	NC	Lecy	Ben	ACT	SH INTRAMAURRAL	Intramural	7	10.00	\$2,112.00	\$2,273.57		
						<b>Intramural Total</b>						
FALL	NC	Ford	Jim	ATH	CROSS COUNTRY-Head Coach	C/C split	3	10.00	\$4,305.00	\$4,634.33		
FALL	C	Jans	Scott	ATH	CROSS COUNTRY-Assistant	C/C split	5	7.00	\$4,305.00	\$4,966.25		
						<b>C/C Total</b>						
FALL	C	Schueler	David	ATH	FOOTBALL-HEAD COACH	Football	1	5.00	\$5,572.00	\$5,998.26		
FALL	C	Suter	Jake	ATH	FOOTBALL- ASS'T COACH	Football	4	6.00	\$4,084.00	\$4,711.30		
FALL	C	Rambow	Austin	ATH	FOOTBALL- ASS'T COACH	Football	4	1.00	\$3,523.00	\$4,064.13		

FALL	C	Richter	Nick	ATH	FOOTBALL- ASS'T COACH	Football	4	10.00	\$4,596.00	\$4,947.59		
FALL	C	Baumgartne	Andrew	ATH	FOOTBALL- ASS'T COACH	Football	4	5.00	\$3,965.00	\$4,574.02		
FALL	NC	McCosh	John	ATH	FOOTBALL- JH COACH	Football	6	3.00	\$2,424.00	\$2,609.44		
FALL	C	Schultz	Ryan	ATH	FOOTBALL- JH COACH	Football	6	1.00	\$2,285.00	\$2,631.18		
FALL	NC	Tongen	Justin	ATH	FOOTBALL- JH COACH	Football	6	2.00	\$2,353.00	\$2,533.00		
FALL	NC	Scheffler	Peter	ATH	FOOTBALL- JH COACH	Football	6	10.00	\$2,981.00	\$3,209.05		
						<b>Football Total</b>						
FALL	NC	Fjermestad	Cheri	ATH	TENNIS- HEAD COACH	Girls Tennis	3	7.00	\$4,547.00	\$4,894.85		
FALL	C	Lalim	Jeff	ATH	TENNIS- GIRLS ASS'T COACH	Girls Tennis	6	10.00	\$2,981.00	\$3,438.88		
						<b>Girls Tennis Total</b>						
FALL	NC	Fadness	Leah	ATH	VOLLEYBALL-HEAD COACH	Volleyball	1	8.00	\$6,089.00	\$6,554.81		
FALL	NC	Johnson	Alyssa	ATH	VOLLEYBALL - ASS'T COACH (B)	Volleyball	4	1.00	\$3,523.00	\$3,792.51		
FALL	NC	Peters	Alexis	ATH	VOLLEYBALL - ASS'T COACH	Volleyball	4	2.00	\$3,628.00	\$3,905.54		
FALL	C	Bergeson	Kaia	ATH	VOLLEYBALL- JH COACH	Volleyball	6	10.00	\$2,981.00	\$3,438.88		
FALL	C	Listul	Darlys	ATH	VOLLEYBALL- JH COACH	Volleyball	6	10.00	\$2,981.00	\$3,438.88		
						<b>Volleyball Total</b>						
WINTER	C	Suter	Jake	ATH	BASKETBALL- BOYS HEAD COACH	BBB	1	10.00	\$6,459.00	\$7,451.10		
WINTER	C	Rambow	Austin	ATH	BASKETBALL- ASS'T COACH ©	BBB	4	1.00	\$3,523.00	\$4,064.13		
WINTER	NC	Dahlager	Nathan	ATH	BASKETBALL- ASS'T COACH (B)	BBB	4	10.00	\$4,596.00	\$4,947.59		
WINTER	C	Lalim	Jeff	ATH	BASKETBALL- BOYS 7TH GRADE	BBB	6	10.00	\$2,981.00	\$3,438.88		
WINTER	NC	Knapper	Tim	ATH	BASKETBALL- BOYS 8TH GRADE	BBB	6	10.00	\$2,981.00	\$3,438.88		
						<b>BBB Total</b>						
WINTER	NC	Nerdahl	Chris	ATH	DANCELINE- HEAD COACH	Dance	2	10.00	\$4,552.00	\$4,900.23		
WINTER	NC	Jaensich	Julie	ATH	DANCELINE -ASST COACH	Dance	5	7.00	\$4,552.00	\$5,282.65		
WINTER	NC	Viergutz	Kaily	ATH	DANCELINE - ASST COACH	Dance	5	2.00	\$3,138.00	\$3,378.06		
WINTER	NC	Balfany	Ashley	ATH	DANCELINE - ASST COACH	Dance	5	3.00	\$3,232.00	\$3,479.25		
						<b>Dance Total</b>						
WINTER	NC	Schultz	Ryan	ATH	BASKETBALL- GIRLS HEAD COACH	GBB	1	1.00	\$4,951.00	\$5,739.70		
WINTER	NC	Klassen	Kristi	ATH	BASKETBALL- GIRLS ASS'T COACH (B)	GBB	4	10.00	\$4,596.00	\$4,947.59		
WINTER	C	Enger	Emily	ATH	BASKETBALL- GIRLS ASS'T COACH (C)	GBB	4	4.00	\$3,849.00	\$4,440.21		
WINTER	C			ATH	BASKETBALL- GIRLS 7TH/8th GRADE	GBB	6	1.00	\$2,285.00	\$2,459.80		
						<b>GBB Total</b>						
WINTER	C	Tongen	Justin	ATH	WRESTLING- HEAD	WRES	1	2.00	\$5,099.00	\$5,489.07		
WINTER	C	Milhausen	Coty	ATH	WRESTLING ASST	WRES	4	2.00	\$3,628.00	\$3,905.54		
WINTER	NC	Cole	Nick	ATH	WRESTLING- ASST	WRES	4	10.00	\$4,596.00	\$4,947.59		
WINTER	NC	Knudson	Evan	ATH	WRESTLING- JH COACH	WRES	6	1.00	\$2,285.00	\$2,459.80		
						<b>Wrestling Total</b>						
SPRING	C	Schulte	Trevor	ATH	BASEBALL- HEAD COACH	Baseball	2	10.00	\$5,466.00	\$6,305.58		
SPRING	C	Suter	Jake	ATH	BASEBALL- ASS'T COACH	Baseball	5	7.00	\$3,638.00	\$4,196.80		
SPRING	NC	Richter	Nick	ATH	BASEBALL- JH COACH	Baseball	6	10.00	\$2,981.00	\$3,209.05		
SPRING	C	Petrich	Steve	ATH	BASEBALL- JH COACH	Baseball	6	10.00	\$2,981.00	\$3,438.88		
						<b>Baseball Total</b>						
SPRING	C	Lalim	Jeff	ATH	TENNIS- HEAD COACH	Boys Tennis	3	10.00	\$4,969.00	\$5,732.24		
						<b>Boys Tennis Total</b>						

SPRING	NC	Guertin	Dave	ATH	GOLF- CO-HEAD COACH	Golf	3	10.00	\$4,250.50	\$4,250.50		
SPRING	NC	Lecy	Ben	ATH	GOLF- CO-HEAD COACH	Golf	5	6.00	\$4,250.50	\$4,250.50		
SPRING	C			ATH	GOLF- ASSISTANT COACH	Golf	5	1.00	\$3,047.00	\$3,280.10		
					<b>Golf Total</b>							
SPRING	NC	Sneller	Jen	ATH	SOFTBALL- HEAD COACH	Softball	2	7.00	\$5,002.00	\$5,384.65		
SPRING	NC			ATH	SOFTBALL- JH	Softball	6	1.00	\$2,285.00	\$2,459.80		
SPRING	NC	Schmitz	Becky	ATH	SOFTBALL- JV COACH	Softball	5	4.00	\$3,329.00	\$3,583.67		
					<b>Softball Total</b>							
SPRING	C	Nelson	Bill	ATH	TRACK- HEAD COACH	Track	2	4.00	\$4,578.00	\$4,928.22		
SPRING	C	Hoerneman	Paul	ATH	TRACK- ASS'T COACH	Track	5	7.00	\$3,638.00	\$4,196.80		
SPRING	NC	Ford	Jim	ATH	TRACK- ASS'T COACH	Track	5	7.00	\$3,638.00	\$3,916.31		
SPRING	C	Scheffler	Peter	ATH	TRACK- JH COACH	Track	6	8.00	\$2,810.00	\$3,024.97		
SPRING	C	Did Pete resign?? Thi		ATH	TRACK- JH COACH	Track	6	1.00	\$2,285.00	\$2,459.80		
					<b>Track Total</b>							
									\$240,578.00	\$267,444.81		

<b>ADMINISTRATORS</b>				<b>DAYS</b>		<b>ANNUAL</b>	<b>total cost/per.</b>
SCHNEIDER, RICH- JULY				260		115000.00	<b>152248.24</b>
LOE, CINDY - Aug				<b>240</b>		117500.00	<b>144899.50</b>
LUFT, RYAN- Aug				<b>230</b>		98218.00	<b>132506.23</b>
HANSEN, LISA- Aug				<b>230</b>		93627.43	<b>127194.94</b>
KNAPPER, TIM - JULY				<b>230</b>		92340.00	<b>125805.38</b>
							<b>682654.28</b>
<b>ASSISTANTS - MSEA 1.5% &amp; 2%</b>		<b>RATE</b>	<b>HRS</b>	<b>DAYS</b>	<b>HRS WRKD</b>	<b>ANNUAL</b>	<b>total cost/per.</b>
AMMERMANN, JULIE (MTW)		16.77	6.50	107	695.50	11663.54	<b>13430.56</b>
BARBER, NAOMI		16.97	6.00	179	1074.00	18225.78	<b>24942.53</b>
ENGESSER, AMBER (90%)		15.09	6.50	179	1163.50	17557.22	<b>23837.88</b>
FINKEN, CASEY(85 stay)		14.25	6.50	179	1163.50	16579.88	<b>19148.10</b>
GONZALEZ, DESIRAE(95%)		15.93	6.00	179	1074.00	17108.82	<b>19807.78</b>
HARTWIG, ANDREA (80) inc. 1 hr bus		13.41	7.50	179	1342.50	18002.93	<b>24352.63</b>
HARTWIG, MARIAH(85)		14.25	6.50	179	1163.50	16579.88	<b>22709.15</b>
JIMENEZ, MELISSA (90)		15.09	6.50	179	1163.50	17557.22	<b>20325.63</b>
JOHNSON, CELLA-SPED		16.97	6.50	179	1163.50	19744.60	<b>22735.90</b>
LUEPKE, JENNIFER +BUS(MVCC TIL 11/21/17)		16.97	<b>6.50</b>	179	1163.50	19744.60	<b>23043.56</b>
MIDTHUN, CHAR - SPED		16.97	6.75	72	486.00	8247.42	<b>9640.13</b>
GRUSSING, KAYLA (M-TH 8-3) 80% pre-school		13.41	6.50	110	715.00	9588.15	<b>11040.75</b>
OLSON, ANGELA		16.77	7.00	179	1253.00	21012.81	<b>24196.25</b>
OLSON, CAROLYN		16.97	6.50	180	1170.00	19854.90	<b>23573.97</b>
PETERS, ALEXIS (M-TH 8-3) 80% pre-school + fri for ck		13.41	6.50	179	1163.50	15602.54	<b>17966.32</b>
RUTLEDGE, DENINE - MEDIA		16.97	7.00	179	1253.00	21263.41	<b>28118.16</b>
SCHINDELE, LORI		16.97	6.00	179	1074.00	18225.78	<b>24261.20</b>
SCHULTZ, RYAN - SPED 80%		13.41	6.50	179	1163.50	15602.54	<b>21580.42</b>
SPARKS, MOLLY - SPED mtw(ecse) 95%		15.93	6.50	107	695.50	11079.32	<b>12757.83</b>
TJADEN, TABATHA - SPED 80%		13.41	6.75	179	1208.25	16202.63	<b>18706.13</b>
WEIR, MARIAH 85%		14.25	6.50	179	1163.50	16579.88	<b>19091.73</b>
ZIESKE, TAMMY - SPED 95%		15.93	5.99	179	1072.21	17080.31	<b>19774.84</b>
				171 STUDENT DAYS, 3 IN-SERVICE, 5 HOLIDAY			445041.45
<b>LIAISON</b>							

BLUE-POOLER, LAURIE(4.25 RIGHT NOW)	18.64	7.00	179	1253.00	23355.92	<b>26894.34</b>
SAVARIEGO, ADAM	18.64	5.00	179	895.00	16682.80	<b>19210.24</b>
GALVAN, ERICKA (7:45-3:15) 85%	15.84	7.00	179	1253.00	19847.52	<b>22983.52</b>
						69088.11
<b>KITCHEN</b>	<b>Rate</b>	<b>Hours</b>				
DEKAM, MEAGAN	16.89	6.00	179	1074.00	18139.86	<b>21233.71</b>
LUEPKE, JENNA 1/2 16.43 1/2 14.42	15.43	6.50	179	1163.50	17952.81	<b>20672.65</b>
KNUTSON, LORI (80)	11.54	3.50	179	626.50	7229.81	<b>8325.13</b>
RUPP, DAWN 1/2 16.43 1/2 14.42	15.43	6.50	179	1163.50	17952.81	<b>21015.55</b>
SCHRUPP, KATHY (85)	12.26	2.50	179	447.50	5486.35	<b>6317.53</b>
STAAB, KARI Ass't Cook	17.36	7.00	179	1253.00	21752.08	<b>28382.53</b>
STEENERSON, RACHEL (100%)	14.42	3.50	179	626.50	9034.13	<b>10402.80</b>
WEST, ROBIN Head Cook	17.78	7.00	179	1253.00	22278.34	<b>29715.60</b>
						146065.52
<b>SECRETARIES- MSEA</b>						
BECKLER, DEB Sec1	21.9	8.00	260	2080.00	45552.00	<b>59116.40</b>
DEBLIECK, LIZ Sec1	21.9	8.00	260	2080.00	45552.00	<b>53624.00</b>
ENNINGA, KRISTLE Sec 3 (100%)	19.41	8.00	216	1728.00	33540.48	<b>43573.44</b>
JOHNSON, ALYSSA Sec 1	21.9	8.00	260	2080.00	45552.00	<b>57243.00</b>
KOTEK, NICOLLE SEC 3	19.41	8.00	216	1728.00	33540.48	<b>43952.96</b>
						257509.82
<b>CUSTODIANS- MSEA</b>						
BERDING, TONY 100%	17.23	8.00	260	2080.00	35838.40	<b>47024.77</b>
HANSEN, THOMAS	17.23	8.00	260	2080.00	35838.40	<b>47024.77</b>
KNUTSON, TIM	17.43	8.00	260	2080.00	36254.40	<b>48213.81</b>
PAULSON, TERRY-maint.	18.83	8.00	260	2080.00	39166.40	<b>51585.68</b>
POOLER, RON	17.23	8.00	260	2080.00	35838.40	<b>42033.17</b>
POOR THUNDER, JAMES 90%	15.51	8.00	260	2080.00	32260.80	<b>42348.31</b>
<b>WEBERG, MARK 80% ST.10/15/18</b>	<b>13.79</b>	8.00	260	2080.00	28683.20	<b>38931.23</b>
REISHUS, TODD-maint.	18.83	8.00	260	2080.00	39166.40	<b>51512.28</b>
						368674.00

<b>SUPV./CONF. (3% both yrs)</b>						
BOUSHEK, LEEANN	N/A	8.00	5	40.00	<b>76041.53</b>	<b>95981.36</b>
CHRISTENSEN, CHERYL	N/A	8.00	5	40.00	<b>42024</b>	<b>53675.64</b>
MILLER, TARA	26.91	8.00	260	2080.00	<b>55972.81</b>	<b>71454.00</b>
STAAB, FRANCIS	N/A	8.00	5	40.00	<b>69132</b>	<b>86463.15</b>
STREICH, DENISE	24.17	8.00	260	2080.00	<b>50273.60</b>	<b>64871.98</b>
						372446.13
<b>NON-NON GROUP - 3% both years(like supv/conf)</b>						
BJERKESET, ROBERTA	<b>24.20</b>	7.50	184	1380.00	33396.00	<b>38569.04</b>
THODE, CHARLES	<b>17.02</b>	3.00	179	537.00	9139.74	<b>10524.41</b>
HALVERSON, ELAINE					11013.76	<b>12719.79</b>
HENDERSON, ROBIN	<b>31.72</b>	8.00	200	1600.00	50752.00	<b>59413.48</b>
KVAM , PEGGY- READING SPEC.	<b>41.20</b>	3.00	171	513.00	21135.60	<b>21135.60</b>
ECFE PARA'S(TORVIK, POSCH)	<b>16.10</b>	hrs. vary for programming				<b>0.00</b>
JAENISCH, JULIE	<b>14.50</b>	"				<b>0.00</b>
LEROHL, JAN	<b>16.50</b>	3.00	260	780.00	12870.00	<b>14819.81</b>
						157182.13
	rate	daily hrs	days	total hours	<b>ANNUAL</b>	<b>total cost/per.</b>
<b>MVCC Paras 1.55 AND 2%</b>						
ARNESON, MISSY	16.97	6.75	179	1208.25	20504.00	<b>27520.12</b>
EISCHENS, CARRIE	16.97	7.00	179	1253.00	21263.41	<b>24957.91</b>
ENNINGA, KATHY to 100%	16.77	6.50	179	1163.50	19511.90	<b>26046.54</b>
FRY, JILL	16.97	6.75	179	1208.25	20504.00	<b>24080.87</b>
HALVORSON, DAWN	16.97	6.50	179	1163.50	19744.60	<b>23287.90</b>
KNUDSON, CARRIE m-th	16.97	6.00	144	864.00	14662.08	<b>17109.39</b>
KOSAK, DONNA	16.97	6.00	179	1074.00	18225.78	<b>24809.20</b>
LECY, BEN	16.97	7.00	179	1253.00	21263.41	<b>28483.16</b>
NORDAUNE, JULIE	16.77	6.50	179	1163.50	19511.90	<b>22776.29</b>
PANITZKE, PAULA (6.75+ BUS)	16.97	7.25	179	1297.75	22022.82	<b>26041.95</b>

RASMUSSEN, KRISTY	16.97	6.50	179	1163.50	19744.60	<b>26404.08</b>
SMITH, TAMI	16.77	5.99	179	1072.21	17980.96	<b>20705.08</b>
TIMM, CONNIE	16.97	6.75	179	1208.25	20504.00	<b>23910.36</b>
TORKE, BARB	16.97	6.50	179	1163.50	19744.60	<b>26584.28</b>
TRUDEL, NANCY (3 days/wk.)	16.97	6.75	111	749.25	12714.77	<b>14859.06</b>
WEIR, SHELLY to 100%	16.77	6.75	179	1208.25	20262.35	<b>23749.79</b>
CARSTENSEN, BERNADETTE(bus)	22.18	8.00	179	1432.00	31761.76	<b>41416.46</b>
ROIGER, KATIE	27.43	8.00	260	2080.00	57,054.40	<b>72531.13</b>
LOE, CINDY - Aug			<b>240</b>		117500.00	<b>144220.75</b>
						<b>639494.32</b>
<b><u>ECFE INSTRUCTORS</u></b>	Hourly	<b>Names @ each step</b>				
STEP 1&2	<b>29.99</b>					
STEP 3&4	<b>30.97</b>					
STEP 5&6	<b>32</b>					
STEP 7&BEYOND	<b>33.76</b>					
	for 18-19					
	Stark	3				
	Tongen	3				
	Gort	4				
	Refsland	4				
	Cole	4				
	Blackwelder	4				
	Shackelford	9				
	Jans	9				
	Clouse	6				
<b><u>ECFE ASSISTANTS (3%/3%)</u></b>						
Torvik & Posch(night)	<b>16.1</b>					
Julie Jaenisch	<b>14.5</b>	at 90% 15.30 95%				

FIRST NAME	LAST NAME	FTE	18-19	18-19 STEP	18-19 RATE	TOTAL
TAMMY	LENARZ-CARRUTH	0.6	BA	9	27004.54	\$31,152.44
LYNDSAE	DACK	1.0	BA	5	42863	\$56,584.89
AMY	ENGESSER	1.0	MA+20	C	73540	\$90,056.78
KARIN	FALNESS	0.8	MA+10	C	57117.6	\$67,171.46
JUNE	FRENCH	1.0	MA+20	C	73540	\$92,096.78
JERRY	GLADIS	1.0	BA	C	58713	\$75,382.38
KAYLA	HEGNA	1.0	MA+20	5	53176	\$61,524.63
ANDREW	HOLT	1.0	BA+20	8	49691	\$64,377.49
DANA	JOHNSON	1.0	BA+60	C	68391	\$86,539.39
KATIE	LAVIN	1.0	BA+20	2	40911.22	\$47,893.12
KEISHA	LOUWAGIE	1.0	MA	11	59620	\$75,972.74
PATRICIA	MARYOTT	1.0	MA+10	C	71397	\$89,507.77
JILL	PRZYBILLA	0.8	MA+20	9	47879.2	\$55,831.23
LESLIE	REFSLAND	1.0	MA	C	68391	\$87,570.79
ANNA	RISA 10 m	1.0	MA	6	51429	\$67,738.35
DANAE	RUPP	1.0	MA+10	9	58106	\$75,571.04
DAVID	SCHUELER	1.0	BA+10	9	49691	\$58,051.33
MELISSA	SCHULTE	1.0	MA	C	68391	\$87,870.79
TERESA	SCHULTE-HUNT	1.0	MA	13	65222	\$83,022.85
AMY	STEWART	1.0	MA+10	C	71397	\$88,815.17
JENNIFER	THULL	1.0	MA	9	56198	\$71,106.09
JUSTIN	TONGEN	1.0	BA	8	46837	\$61,625.41
CARLY	WREDE	1.0	MA	11	59620	\$73,951.34
	fte's	22.2			<b>\$1,319,125.56</b>	<b>\$1,649,414.26</b>
Erin Berg	39.89					TOTAL COST
	for 18-19					

### 5 Year Employment Trend

	2018-19	2017-18	2016-17	2015-16	2014-15
YME Teachers	42.833	44.333	44.333	45.333	49.833
MVCC teachers	18	19.4	19.4	19.8	19.9
<b>Total Teachers</b>	<b>60.833</b>	<b>63.733</b>	<b>63.733</b>	<b>65.133</b>	<b>69.733</b>

Change in Staff for YME:	HS Science 1 fte ELL .5 fte		Elem. 1 fte	Elem. 2 fte Spanish .5 fte but purchase from 6th Grade 1 fte English 1 fte	
Change in Staff for MVCC:	HS/JH Sped 1 fte Social Worker .4 fte		Speech .4 fte	Elem Sped .1	

YME Paraprofessionals	20	19	16	15	12
MVCC Paraprofessionals	17	17	20	20.5	25.5
<b>Total Paraprofessionals</b>	<b>37</b>	<b>36</b>	<b>36</b>	<b>35.5</b>	<b>37.5</b>

When MVCC non-certified staff retire or resign their replacements are being hired

Custodians	8	8	8	7.5	7.5
Cooks	8	8	8	8	8

# YME

# Budget Reduction

# Proposal

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Updated - 3/18/19

# Minnesota School Finance

[MASBO Video on School Finance](#)

[MASBO Video on Special Education Finance](#)

50 [Minnesota School Finance Guide for Legislators](#)

# Enrollment Trends

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	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
May 2018	47	44	59	52	63	54	50	63	62	52	46	54	60	732
March 2019	39 3	46 3	41 2	59 3	53 3	63 3	55	52	63	62	54	43	56	686
Projected Fall 2019	50?	39	46	41	59	53	63	55	52	63	63	53	43	680

# Per Pupil Funding

School funding determined by student enrollment

2018-2019 per pupil allocation: \$6312

1% on the formula is 63.12 per student:

- $63.12 \times 764 \text{ (WADM)} = 48,224$

3% on the formula:

- $48,224 \times 3 = 144,672$

# Budget Deficit History

2017-2018 Deficit - \$113,000

- \$315,000 actual - \$202,000 was used for capital projects

2018-2019 Deficit - \$331,300

2019-2020 Anticipated\* Deficit - \$731,300

\* with no changes to current staffing and programs

# Budget Deficit Contributing Factors

Most of the budget is used for staff wages and benefits:

- Increased cost of superintendent (PT to FT)
- Employee settlements
- Adjustments to staff salaries
- Special Education cross subsidy

# Budget Constraints

- Special Education is a fixed cost with minimal ability to manipulate
- Employee agreements (non-tenured, seniority, ULA)
- Employee licensure
- Cutting programs

# Costs

- Elementary Teacher 1: \$52,955
- Elementary Teacher 2: \$61,890
- Elementary Teacher 3: \$56,522
- Elementary Teacher 4: \$56,493
  
- FACS (1/2 FTE): \$36,583
- Business/Technology Program: \$86,220
- PE (1/2 FTE): \$25,074

# Recommended Cuts

## MS/HS:

- Cut \$148,000 (cut 2.0 FTEs + add 0.5 FTE)

## Elementary:

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- Cut \$215,000 (reduce 3.0 FTEs, 2 paraprofessionals & use 2 sections for some)

## Food Service:

- Cut \$15,000 (reduce staffing costs by closing BRE lunchroom)

## Custodial:

- Cut \$88,000 (reduce staffing costs)

# Recommended Cuts

## Activities:

- Intramurals - \$2274
- JH Knowledge Bowl - \$1267
- HS Knowledge Bowl - \$2437
- Musical Assistant - \$2714
- JH FB Coach - \$2631
- JH VB or C Team VB - \$3439
- JH Wrestling - \$2460
- Drama & Science Club Supervisors - \$1275

**Total Cuts - ca \$22,500**

## **Other Possible Cuts**

- SRO - \$31,000 (we use safety dollars for the balance)
- 4th Elementary Teacher -

## **Other Considerations:**

### <sup>59</sup> Administration Cuts, Shifts, & Realignment

- Reduce days
- Additional responsibilities

### Special Education

- Cross subsidy
- Maintenance of effort

# Food For Thought

- Constraints due to budget categories
- Constraints due to licenses
- We have to decide what we value most (not everything)
- We need to be fiscally responsible
- Operating referendum expires at end of 2020
  - \$524.61 per pupil unit (no inflationary factor)

# Recommended Timeline

Work Session - March 19, 2019 (6:00 pm)

- LeeAnn, board and administrators

Special Board Meeting - March 25, 2019 (6:00 pm)

2 Notify certified staff members (ULA & nonrenewal) - March 26

- ULA = unrequested leave of absence for tenured certified staff members
- Non-renewal = non-tenured staff members