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BOARD OF EDUCATION
Special Meeting - August 27, 2024 - 7:30 AM
Creekside
16000 41st Ave N.
Plymouth, MN 55446

AGENDA

1.	CALL TO ORDER/ROLL CALL	2
2.	APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS	3
	A. Human Resource Services Recommendations	4
3.	ADMINISTRATIVE REPORTS AND RECOMMENDATIONS	
	A. Human Resource Services	
	1. Administrative Professional and Paraprofessional Contract	7
4.	ADJOURN	24

In case of inclement weather, the meeting will be held on the next business day at the same time and same place, unless a quorum of the board is not available.



Board of Education
Regular Meeting – August 27, 2024

AGENDA SECTION: Call to Order

ITEM: Roll Call Attendance

COMMENTS BY: Milind Sohoni, Board Chair

	PRESENT	ABSENT
Heidi Kader	_____	_____
Sheila Prior	_____	_____
Sarah Johansen	_____	_____
Paras Bhende	_____	_____
Valentina Eyres	_____	_____
Dan Ginestra	_____	_____
Milind Sohoni	_____	_____
Chace Anderson, ex-officio	_____	_____



Board of Education
Regular Meeting – August 27, 2024

AGENDA SECTION: Approval of Agenda and Consent Agenda Items

ITEM: Approval of Agenda and Consent Agenda Items

COMMENTS BY: Milind Sohoni, Board Chair

Consent Agenda items are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event, the item will be removed as a Consent Agenda item and addressed. Consent Agenda items are as follows:

- A. Human Resource Recommendations
 - 1. Monthly Recommendations

Recommended Action: Approve the full agenda as presented, and the consent agenda items.

Motion by: _____

Passed: _____

Second by: _____

Failed: _____

Abstentions: _____

EXTRA ASSIGNMENTS				
Name	Position	Location	Assignment	Date

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Special Meeting - August 27, 2024

AGENDA SECTION: SECTION TITLE

ITEM: Human Resource Services

COMMENTS BY: Ms. Vos

1) Board Action on the Contract with Wayzata Administrative Professionals and Paraprofessionals for Fiscal Years 2024-2027.

The School Board's Bargaining Team and the Wayzata Administrative Professionals and Paraprofessional representatives reached a tentative contract agreement on July 10, 2024. Subsequently, the Wayzata Administrative Professional/Paraprofessional, SEIU Local 284 voted on August 26, 2024 to ratify the contract.

Attached is the summary of the proposed three-year contract. It was a pleasure negotiating with the team of Administrative Professional and Paraprofessional representatives. I believe the end result is a solid contract that meets their needs and recognizes the value they attribute to our work environment. We could not function as a school district without their dedication.

Changes were negotiated in the areas of increasing starting wages and an overall restructure of the salary schedule. In year one of the contract we made overall modifications to the salary schedule and ensured a twenty dollar minimum starting wage. New money was added in year two of 1% and year three of 2%. We worked towards increasing the number of paid holidays so that hourly employees maintain a more consistent paycheck. We increased the district contributions towards health insurance for our 9 month paraprofessionals making health insurance more affordable. We updated the sick bank language and made various minor improvements throughout the contract. Overall the work we did resulted in a package of 12.166%.

A huge thank you to the Administrative Professionals as they continue to support all of the administrative work we need completed as a large school district and a huge thank you to the over 300 paraprofessionals we have in the district working with our students and providing support in our classrooms, hallways, cafeterias and playgrounds. We are a strong, thriving district thanks to all of your hard work and dedication. We appreciate each and every one of you!

The negotiations team members were: Ann Beaulieu, Shauna Mignone, Huma Yusuf, Abi Olson, Shannon Miller, Mari Johnson, Marie Beck, Danni English and Shelly Johnson. For the district, Paras Binde represented the School Board.

2) **RECOMMENDED ACTION:** Approve the contract with the SEIU Local 284 Administrative Professional and Paraprofessional Bargaining Unit for the period of July 1, 2024 through June 30 of 2027 as agreed upon by the bargaining teams and ratified by the SEIU Local 284 Administrative Professional and Paraprofessional Bargaining Unit.

Motion by: _____ ROLL CALL Passed _____ Second

by: _____ Failed _____ Abstentions:

Administrative Professional/Paraprofessional Contract Negotiations
Language Changes
July 11, 2024

To help us stay focused:

1. Changes removed in ~~red strikethrough~~
2. Changes added in red underlined

1. **Section 3 Dues Check-Off**

The employer agrees to deduct dues for membership in the Union, and to forward such dues to the Union, for any individual employee who has authorized such dues check-off. ~~on a form acceptable to the Employer and the Union in 24 equal installments for administrative professionals and 18 equal installments for paraprofessionals. The School District agrees to honor and implement all the terms of dues check-off authorizations submitted by the Union and agreed to by the employee.~~ Such dues shall be remitted to the Union monthly.

The deduction authorization notice from the Union will include certification from the Union that the Union has and will maintain a valid authorization from the employee for whom deductions will be made. The District may require a copy of the valid authorization form only if a dispute arises about the existence or terms of the authorization. The dues and/or political action committee deduction(s) authorization remains in effect until the District receives notice from the Union that an employee has changed or canceled their authorization(s) in writing in accordance with the terms of the original authorizing document(s).

The Employer will deduct dues for membership commencing on the first payroll issued fifteen (15) or more days after the dues check-off authorization form is filed with the payroll officer. An individual employee may revoke the dues authorization in accordance with the terms of the dues check-off authorization executed by the employee. Individual employees who have authorized such dues check-off waive all rights and claim for such monies and relieve the Employer and all its officers and agents from any liability, therefore.

2. **Section 2.5 Union Information**

The Employer shall inform the union steward(s) of all new hires. Within ten (10) calendar days of date of hire, the District shall provide the following contact information to the Union. name, job title, worksite location, home address, phone numbers on file with the district, date of hire, email addresses, wage, number of hours normally scheduled to work each day, and number of duty days in the year. Every 120 calendar days the Union may request that the District shall make available a complete bargaining unit list of employees including this same information.

3. **Section 2.6 Union Orientation**

The District will allow a Union designated representative to meet in person with newly hired employees for thirty minutes within thirty calendar days from the date of hire, during new employee orientations or (if the District does not conduct new employee orientations) at individual or group meetings. All employees participating in these meetings will be in pay status. The District will provide at least a ten day notice in advance of an orientation. Meetings may be held virtually or for longer than 30 minutes only by mutual agreement of the District and the Union.

4. **Section 5.2 Holidays** ~~Holidays will be set by the Employer and representative(s) of this bargaining unit will be notified prior to July 1 of the contract year. If the calendar is modified, the Employer will meet with the bargaining unit stewards to communicate the decision and will attempt to accommodate the employee's previous prior commitments.~~ Twelve (12) month employees shall receive eleven (11) twelve (12) paid holidays per year. Eleven (11) month employees shall receive ten (10) paid holidays per year, and ten (10) month employees (201 days) shall receive nine (9) paid holidays during

12 month	11 month	10 month	30 hours	20 hours +5 years	20 hours	Less than 20 hours
12 days	10 days	9 days	6 days	6 days	5 days	3 days
Labor Day	Labor Day	Labor Day	Thanksgiving	Thanksgiving	Thanksgiving	Christmas
Thanksgiving	Thanksgiving	Thanksgiving	Christmas	Christmas	Christmas	First day of Spring Break (April 1)
Fri after Thanksgiving	Fri after Thanksgiving	Fri after Thanksgiving	New Year's	New Year's	New Year's	<u>Christmas Eve</u>
X-mas Eve	X-mas Eve	Christmas	Spring Break	Spring Break	Floating	
X-mas	X-mas	New Year's	Floating	Floating	<u>Christmas Eve</u>	
NYD	NYD	MLK	<u>Christmas Eve</u>	<u>Christmas Eve</u>		
MLK	MLK	President				
President	President	Memorial				
Memorial	Memorial	Floating				
Floating	Floating					
Juneteenth						
July 4						

~~Other 12-month employees assigned to different work years shall receive prorated paid holidays in the same mathematical relationship as their actual workdays to the workdays of a 12-month employee. This calculation shall be to the nearest one-half day. For example, an employee assigned to work 225 days shall receive 9.5 paid holidays ($225 \div 260 = .8653 \times 11 = 9.519$ or 9.5 to the nearest half).~~

School year paraprofessionals who work less than twenty (20) hours per week shall receive ~~two (2)~~ three (3) paid holidays per year (one of which will occur during winter break and one which will occur during spring break). Paraprofessionals who work twenty (20) or more hours per week shall receive ~~four (4)~~ five (5) paid holidays per year. Paraprofessionals who work twenty (20) or more hours per week and have completed five (5) years of employment shall receive ~~five (5)~~ six (6) paid holidays per year. Paraprofessionals who work thirty (30) or more hours per week shall receive ~~five (5)~~ six (6) paid holidays per year. Each year, one of the holidays set for paraprofessionals shall be scheduled to occur during the district's Spring Break. (The parties agreed that the holiday ordinarily set for President's Day should be the holiday scheduled to occur during the district's Spring Break).

Of the number of days listed for each level of eligibility, one (1) day shall be reserved as a floating holiday, to be used in lieu of a regularly scheduled day at the discretion of the employee upon five (5) workdays' notice and upon approval of the employee's immediate supervisor.

In order to be eligible for holiday pay, an employee must work the last assigned workday immediately before the holiday and the first assigned workday immediately following the holiday, unless the absence qualifies for leave with pay or if the employee has received prior supervisory approval for leave without pay for up to five days. Holiday pay is equivalent to the regular number of hours scheduled.

If a new employee working twenty (20) or more hours per week, begins work prior to January 1 they will receive one (1) floating holiday, if work begins between January 1 and March 31, they will receive one-half (.5) floating holiday, and if work begins between April 1 and June 30 employee will not receive a floating holiday.

5. ***Section 6.3 Hospitalization and Medical Insurance**

The Employer will contribute the total premium for each full-time employee whose position is scheduled a minimum of 1608 annually and is enrolled for individual coverage in the District sponsored medical and hospitalization insurance plan. The Employer will also contribute an additional amount per month equal to one half of the difference between individual and family premiums toward the premium for family coverage for those enrolled in family coverage based on the lowest cost plan.

The Employer will contribute the total premium for each employee whose position is scheduled to be a minimum of ~~1040~~ 1008 hours annually (e.g. 6 hours per student day) who is enrolled for individual coverage in the District sponsored health plan.

Effective 2024-2025 Contract Year: The Employer will contribute a total amount of \$1,175.00 for employee plus one and \$1,368.15 for family insurance to the high deductible insurance plan for each employee whose position is scheduled to be a minimum of ~~1040~~ 1008 hours annually (e.g. 6 hours per student day) who is enrolled for individual coverage in the District sponsored health plan. ~~The Employer contribution may be applied to either individual or family coverage.~~

Effective 2025-2026 and 2026-2027 Contract Years: The Employer will contribute a total amount of \$1,210.25 for employee plus one and \$1,409.19 family insurance to the high deductible insurance plan for each employee whose position is scheduled to be a minimum of ~~1040~~ 1008 hours annually (e.g. 6 hours per student day) who is enrolled for individual coverage in the District sponsored health plan. ~~The Employer contribution may be applied to either individual or family coverage.~~

For an employee covered by this agreement, who is also employed in the Wayzata Kids program, the District will combine their total assigned hours during the fiscal year, up to ~~1040~~ 1008 hours annually (e.g. 6 hours per student day), when determining eligibility for health insurance. For those combined employees, health insurance contributions will follow amounts determined under this contract.

The Employer will contribute one-half of the premium for individual coverage, in the District sponsored health plan, for each employee whose position is scheduled to be a minimum of twenty hours (20) per week ~~700~~ 672 hours annually (e.g. 4 hours per student day) who is enrolled for individual coverage.

This contribution may be applied to individual or family coverage. The employee must pay the entire cost in excess of the Employer contribution by payroll deduction.

6. Step 3.5 - Step placement on Pay Scale -

Schedule at the same step or a higher step than the one s/he was on in the prior classification. A new employee shall normally be placed on Step 1 of the wage schedule unless previous work experience or training justifies a higher placement. ~~Previous work experience granted a new employee will count towards longevity steps.~~ The district will notify the union steward(s) of any placement higher than Step 1 prior to hiring a new employee.

7. Step 3.5 -Step placement on Pay Scale -

All 10-Month, 11-month and 12-Month Administrative Professionals will be paid in scheduled installments determined by annualizing their projected pay over the District's payroll schedule. Electronic time sheets must be submitted by the employee and approved by their supervisor according to established schedules.

9. Section 4.2 Overtime and Call Back

Work performed in excess of forty (40) hours per week shall be compensated for at the rate of one and one-half times the regular rate. The overtime work week is defined as Saturday through Friday. The Employer may, at its option, grant an employee's request for compensatory time off in lieu of overtime pay, to the extent authorized by the Fair Labor Standards Act, as amended. The scheduling of any compensatory time off requested by an employee shall be subject to approval by the employee's supervisor. Bereavement absence and holiday absence shall be considered as time worked in calculating overtime. If called back the minimum shall be two (2) hours. Accrued compensatory time will generally be used within the assigned work year unless the employee has supervisory Human Resources approval to carry over the compensatory time.

10. Section 4.4 Snow Days and Emergency Closures

On District approved e-Learning days, snow days or emergency closures, paraprofessionals may be expected to provide instructional support to students and/or engage in professional development opportunities.

When schools are closed due to an emergency (broken water main, no electricity) paraprofessionals may be reassigned to other buildings. The District will ask for volunteers to fill open positions or complete tasks prior to making placements. If a paraprofessional has a child in the impacted building, they may be excused from reassignment.

11. Section 6.7 Dental Insurance

~~The Employer will contribute up to \$55.70 an amount equivalent to the monthly cost of single coverage for each eligible employee who work six (6) hours or more per day and who is enrolled in the District dental insurance plan. The amount may be applied towards Employee plus One or Family coverage. The Employer will contribute up to \$55.00 per month toward the premium for each employee who works six (6) hours or more per day and who is enrolled in the district's dental insurance program.~~

Participation in the dental insurance program will be voluntary. Each employee enrolled under the plan shall contribute through payroll deduction any excess of the monthly premium over the maximum monthly Employer contribution.

12. Section 7.1 Sick Leave -

In conjunction with the long term disability insurance provided above, the Employer has established the following provisions for paid sick leave in order to minimize an employee's loss of income because of unavoidable absence due to illness or injury. Paid sick leave is not available during the term of any leave of absence without pay.

Paid sick leave is provided to all employees at the rate of one (1) day per month recorded at the employee's scheduled hourly level of active employment. The annual sick leave allowance is provided at the time of hire and at the onset of each school year.

An employee may accumulate unused portions of sick leave up to the equivalent of a total of one hundred forty (140) days at the current hourly level of employment. Employees who change pay levels or hours per day carry with them their accumulated hours of sick leave. The employer reserves the right to require substantiation of illness where there is evidence that sick leave is being abused.

~~Sick leave may be used to care for an ill or injured dependent child. A "child" means an individual under eighteen years of age or an individual under age twenty who is still attending secondary school. If required by applicable Minnesota statutes, accrued sick leave (up to 160 hours within a 12-month period) may also be taken due to the illness or injury of an adult child, spouse, sibling, parent, grand-child, mother-in-law, father-in-law, step-parent, grandparent or step-grandparent.~~

An employee may use sick leave for the following reasons:

- an employee's mental or physical illness, treatment or preventative care;
- the mental or physical illness, treatment or preventative care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease

Sick leave covers the employee and the following people:

- their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
- their spouse or registered domestic partner;
- their sibling, stepsibling or foster sibling;

- their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
- their grandchild, foster grandchild or step-grandchild;
- their grandparent or step-grandparent;
- a child of a sibling of the employee;
- a sibling of the parents of the employee;
- a child-in-law or sibling-in-law;
- any of the family members (1 through 9 above) of an employee's spouse or registered domestic partner;
- any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
- up to one individual annually designated by the employee.

Leaves under Sections 7.2-4 and 7.3 may qualify for Family Medical Leave benefits under the Family and Medical Leave Act. Eligible employees may receive up to a total of 12 weeks of unpaid leave during a 12-month period. The District will maintain group insurance coverage for an employee on Family Medical Leave if such insurance was provided before this leave was taken and on the same terms as if the employee had continued to work. After this twelve (12) weeks, the employee shall pay the entire premium or cancel coverage. (Moved from Section 7.2)

13. Section 7.2 Family Emergency Leave -

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

14. Section 7.8 Donation to Sick Leave -

~~Employees may donate up to the equivalent of two (2) days per year to a district employee who has exhausted their accrued paid leave (sick leave, personal leave, vacation or floating holiday) and is experiencing a hardship. The number of hours donated to an individual shall not extend the individual's paid status greater than one calendar month from the date the individual's accrued paid leave was exhausted or the end of the school year or contract year (June 30), whichever is reached first. Donated hours may only be used for regularly scheduled duty days. The donation to sick leave is voluntary and donated days must be deducted from the donating~~

15. Section 8.2 Posting of Seniority List

The Employer will post updated separate seniority lists for 12-month administrative professionals, 11- month, 10-month administrative professionals and paraprofessionals on or before November 15th of each year and immediately before any layoff procedures are initiated.

16. Section 7.8/7.9 Childcare Leave-

A child care leave is defined as a) the period of time once an employee (mother) has been released from the disability period of childbirth or b) the period of time an employee

(mother or father) wishes to take to provide for the care of a newborn or newly adopted child(ren).

An employee may use up to twenty (20) days of accumulated sick leave for child care or adoption of a child. Leave must commence within twelve (12) months following the birth or adoption.

17. Section 8.9 - Change in Assignment -

If a member applies for and accepts a position, they are not eligible to apply for another position until they have worked in the new position for a minimum of six (6) months. The employer may (at its discretion) permit additional voluntary transfers, even if six months have not elapsed.

18. Appendix F- Sick Leave Accumulation -

~~Staff who use five (5) or less sick leave days~~ Staff having thirty (30) or more accumulated sick days not including days donated to the sick leave bank, in a school year may elect to convert sick leave days to cash. The following conditions will apply. The District will use the sick leave balance as of the end of the fiscal year. The new balance will be reflective of the reduction of days converted to cash. The payment will be made to an eligible 403(b) account within sixty (60) days after the end of the fiscal year on the following basis. Participants must select to participate and have an established 403(b) account.

19. Renewal of MOU

APPENDIX H

INTERVENER EXPECTATIONS

Local 284-Paraprofessional/Administrative Professionals and Wayzata Public Schools

MEMORANDUM OF UNDERSTANDING

Whereas, Independent School District 284, Wayzata Public Schools (“District”) and Local 284 (“Union”) have a common desire to have highly qualified paraprofessionals to work with our students who are deaf and blind.

Whereas, it is in the best interest to clarify expectations and compensate paraprofessionals trained as Interveners fairly.

Be it THEREFORE resolved that:

Interveners will engage in specialized training in which they are paid their hourly rate of pay. The expectation is that engaging in this training also determines their commitment to work with their assigned student as that student moves through the system. Specifically meaning that the Intervener moves with the student E-Transition.

For their services, an Intervener will be paid a stipend of \$1200.00 in two installments throughout the school year. ¹\$600 for semester one and \$600 for

semester two) If an Intervener is not assigned to a student needing Intervener services they will not be paid said stipend. In addition, Interveners will be expected to substitute for other Interveners when necessary.

Those paraprofessionals trained as Interveners may be excluded from the Seniority bumping process based upon their specialized training.

Once a paraprofessional agrees to be an Intervener, they will be expected to remain an Intervener for the time period of five (5) years. Movement into a higher level position may result in an exception to this five (5) year minimum.

The District and the Union are in agreement with the above language as evidenced by their representatives signatures below.

Service Employees International Union Local 284

Independent School District 284

Contract Organizer

Executive Director of Human Resources

Date: _____

Union Steward(s)

Date: _____

20. MOU - Media Paras

**Media Specialist Stipends
Local 284-Paraprofessional/Administrative Professionals and Wayzata Public
Schools**

MEMORANDUM OF UNDERSTANDING

Whereas, Independent School District 284, Wayzata Public Schools (“District”) and Local 284 (“Union”) have a common desire to have Media Centers that are staffed appropriately and to recognize the additional work done by current Media Paraprofessionals.

Whereas, it is in the best interest of our students and the District to acknowledge the additional work done by our Media Paras who do not have assigned Media Specialists in their buildings.

Be it THEREFORE resolved that:

Media Paraprofessionals at East and West Middle Schools will be additionally compensated for the school year(s) in which they do not have a part time or full time Media Specialist assigned to their buildings.

A stipend of \$600.00 per semester for a total of \$1,200.00 per year will be paid at the end of each semester period.

If a Media Specialist is reinstated during the school year the additional the amount of the stipend shall be prorated.

The District and the Union are in agreement with the above language as evidenced by their representatives signatures below.

Service Employees International Union Local 284

Independent School District 284

Contract Organizer

Executive Director of Human Resources

Date: _____

Union Steward(s)

Date: _____

21. Section 3.4 Wage Rates

Review and update job titles.
Classification Job Definitions

I. Administrative Professional, Elementary Principal
Administrative Professional, High School Principal
Administrative Professional, Middle School Principal
Administrative Professional, Teaching & Learning

II. Administrative Professional, Activities/Athletics
~~Administrative Professional, Alternative Learning Center~~
Administrative Professional, Buildings and Grounds
~~Administrative Professional, Community Education Services~~
Administrative Professional, ~~Culinary Express-Wayzata Cafes~~
Administrative Professional, Early Learning School ~~Childhood Family Education~~
Administrative Professional, High School
~~Administrative Professional, High School Guidance Office~~
~~Administrative Professional, High School Receptionist~~
Administrative Professional, High School Registrar/Guidance Office
Administrative Professional, High School Scheduling Office
Administrative Professional, High School Sub Staffing
Administrative Professional, High School Testing Support
Administrative Professional, Middle School Student Services
Administrative Professional, Purchasing
~~Administrative Professional, Science Center~~¹⁷
Administrative Professional, Special Services Program Support

Administrative Professional, Special Services Records
Administrative Professional, Welcome Center
~~Technician~~ Administrative Professional, Assessment and Evaluation
~~Technician~~ Administrative Professional, Payroll Technician
~~Paraprofessional, Certified Occupational Therapy Assistant~~
Paraprofessional, High School Activities/Bursar
Paraprofessional, High School, College & Career Center
Paraprofessional, Technology
Paraprofessional, Health
Paraprofessional, Special Services Audiology/BVI/DHH

III. Administrative Professional, District Office Receptionist/Human Resource Services
Administrative Professional, Equity & Integration Student Data and Supports
~~Administrative Professional, Middle School~~
Administrative Professional, Reading Office Professional Learning
~~Administrative Professional, Research & Evaluation~~
~~Technician~~ Administrative Professional, Accounts Payable Technician
~~Technician, Accounts Receivable~~
~~Technician~~ Administrative Professional, Finance Technician
Paraprofessional, Behavior Intervention
~~Paraprofessional, Health~~
Paraprofessional, Special Education ~~Records/Preschool~~ Screening
Paraprofessional, Special Education – Students With Disabilities

IV. Paraprofessionals:
CES Building Supervisor
CES Receptionist
Early Childhood Family Education
Early Childhood Family Education Child Care Worker
Early Learning School Administrative
~~English Language Learners (ELL)~~
~~Focus?~~
General/Club Y.E.S. Support
Greeter
Instructional
Kindergarten
Media Center
Office
Parking Lot Attendant
~~Primary Project~~
Student Supervisor
Supervisory – Lunch, Recess, etc.
Testing Office

22. **Section 7.4 Personal Leave** Each employee is eligible to earn up to a maximum of two (2) days of leave per year. If a new employee begins work prior to January 1, they will receive two (2) personal days, if work begins between January 1 and March 31, they will receive one (1) personal day, and if work begins between April 1 and June 30, the

employee will not receive any personal leave days. This leave is cumulative to four (4) days and will not be deducted from sick leave credits. Requests for such leave must be submitted in writing to the employee's supervisor at least three (3) working days in advance, except in emergency situations, and must be approved by the immediate supervisor.

Effective 2025-2026 - Upon completion of six (6) years of service (start of 7th year), employees who are not eligible for vacation, will receive one additional personal day.

Each year, up to two (2) days of unused personal days, after the two (2) day carryover criteria is met, will be converted at fiscal year-end to a daily rate of pay and credited to the employee's 403(b) plan. The District will verify the unused days and determine the number eligible for conversion. Verification of these unused days will be determined by the absence reports submitted through Skyward to Payroll.

23. Section 8.4 • Paraprofessional Layoffs

Layoffs in the paraprofessional classification shall first be made on the basis of district seniority within the building, including Special Education, or seniority within a district-wide service department, pursuant to Section 8.1. The least senior employee in a paraprofessional classification in the building shall be the first employee laid off; provided, however, that employees retained have the qualifications and ability to perform the work available. Reference Section 8.5 for bumping procedures.

The only exception to this procedure involves paraprofessionals who are assigned to a one to-one management paraprofessional position for a ~~severely and profoundly handicapped~~ child or for management paraprofessionals whose positions are a part of the Individual Education Program (IEP) ~~of a handicapped child or children~~. Such IEP's must be certified by the Director of Special Education in accordance with state law. If the least senior paraprofessional holds one of these positions, layoff shall be deferred until the end of the school year; until the child leaves the school; or until the child no longer is required to have a management paraprofessional, whichever occurs the earliest. Such deferrals relate only to that portion of the paraprofessionals' time in the assignments described in the exception above. If deferment is accepted, the employee is not eligible to apply for another position within the current school year. If a layoff is deferred for such reasons the next least senior paraprofessional shall be laid off.

If layoffs require senior paraprofessionals to transfer to new or different positions, the available positions will be posted to allow employees at least five (5) working days to review the position requirements prior to accepting a position.

25. Appendix [] - Sick Leave Bank

MEMORANDUM OF UNDERSTANDING

Wayzata Public Schools ISD No. 284 and the Administrative Professionals and Paraprofessionals, Local School Service Employees Local 284. Employees agree to establish a voluntary sick leave bank. A sick leave bank is set up to provide additional sick leave to those members of the bargaining unit who have exhausted their sick leave and are experiencing a medical emergency that will require a prolonged absence from work and a substantial loss of income because they have exhausted their accumulated leave.

Donation Eligibility:

- 1) The employee must be a full-time or part-time member of the bargaining unit eligible for benefits.
- 2) Must be an active employee and not have submitted a resignation or retirement to the District prior to making the donation.
- 3) The employee must donate sick days in order to use the sick leave bank.

Donation Process:

- 1) In order to establish the Sick Leave Bank, all members of the bargaining unit must donate one (1) sick leave day unless the employee submits an election form opting out of membership in the Sick Leave Bank.
- 2) All donations once made are irrevocable.
- 3) Donations are not taxed for the donor and are not tax deductible.
- 4) Days donated are donated at the donor employee's rate of pay.
- 5) At such time the sick bank balance dips below 30 days, all members of the sick leave bank will contribute one (1) day each. Employees who opt out of this contribution will no longer be a part of the sick leave bank and will lose eligibility for its benefits.
- 6) New employees will have thirty (30) days in which to opt out of the Sick Leave Bank.
- 7) Members may opt in to the Sick Leave Bank every year during the first thirty days of the school year and again for the month January.

Eligibility to Receive Sick Leave from the Bank:

1. Must be a full or part time employee eligible for benefits.
2. Must be a contributing member of the Sick Leave Bank.
3. Exhaust all sick and personal accumulated leave. One personal day may be retained.
4. Be eligible for leave under the Family Medical Leave Act (FMLA).
5. Not receiving Worker Compensation, Social Security, or Long Term Disability. If there is an initial denial from LTD or Worker Compensation who ultimately collects benefits they will be responsible to cooperate in the repayment to the sick leave bank.
6. Not have submitted a resignation or retirement to the District.
7. Not serving a disciplinary suspension.
8. Employees working less than full time shall be eligible for benefits at a pro-rata basis.
9. Employees may draw from the sick leave bank until they are eligible for Long Term Disability or up to 60 days per school year.

10. The Sick Leave Bank may be used for normal childbirth delivery and recovery shall be limited to 20 days. The amount of time granted from the sick leave bank shall not exceed the maternity disability period. For example, if a person has 20 days of accumulated sick leave and they are out for a 6 week time period, the sick leave bank would contribute 10 days so that the disability period is covered.

Administration:

1. An employee must apply for benefits under the Sick Leave Bank by completing the necessary forms.
2. The application will be submitted to the Human Resources Department.
3. Decisions are final and not subject to the grievance process.

The District shall provide an accounting of the status and use of the Sick Leave Bank at the end of the year.

In the event that the Sick Leave Bank is dissolved, all days shall be returned to those participating in the bank. All members will receive an equal number of days, with the understanding that no one will receive more days than they contributed to the Bank.

The sick leave bank will be in effect starting October 1, 2024.

This Memorandum of Understanding was established in the 2024-2027 contract.

25. Salary Schedule - Year One - 0%, Year Two - 1% and Year Three - 2%

Effective July 1, 2023	Step	I	II	III	IV
	1	24.26	22.79	21.97	18.89
	2	25.49	23.95	23.10	19.81
	3-5	28.58	26.89	25.91	22.33
	6-8	28.93	27.22	26.23	22.64
	9-10	29.56	27.82	26.88	23.26
	11-15	30.11	28.39	27.40	23.70
	16-18	30.45	28.71	27.72	24.04
	19-20	31.01	29.28	28.34	24.65
	21+	32.28	31.41	29.59	25.90
	30+	34.05	32.33	31.38	27.70

2024-2025

Step	Classification 1	Classification 2	Classification 3	Classification 4
1-2	26.49	24.95	24.10	20.81
3-45	29.14	27.10	26.05	22.76
56-7	29.74	27.60	26.75	23.46
8-9	29.99	28.30	27.35	24.06
10-11	30.24	28.80	27.95	24.66
12-13	30.74	29.30	28.45	25.16
14-17	31.34	29.90	29.05	25.76
18-19	31.84	30.40	29.55	26.26
20	33.84	32.40	30.65	27.70
21+	34.85	33.40	32.55	29.26

Effective July 1, 2024, Employees with twenty-five or more years of service will receive an additional \$1.00 per hour.

2025-2026 1%

Step	Classification 1	Classification 2	Classification 3	Classification 4
1-2	26.75	25.20	24.34	21.02
3-45	29.43	27.37	26.31	22.99
56-7	30.04	27.88	27.02	23.69
8-9	30.29	28.58	27.62	24.30
10-11	30.54	29.09	28.23	24.91
12-13	31.05	29.59	28.73	25.41
14-17	31.65	30.20	29.34	26.02
18-19	32.16	30.70	29.85	26.52
20	34.18	32.72	30.96	27.98
21+	35.20	33.73	32.88	29.55

2026-2027 2%

Step	Classification 1	Classification 2	Classification 3	Classification 4
1-2	27.29	25.70	24.83	21.44
3-45	30.02	27.92	26.84	23.45
56-7	30.64	28.43	27.56	24.17
8-9	30.90	29.15	28.18	24.79

10-11	31.15	29.67	28.79	25.40
12-13	31.67	30.18	29.31	25.92
14-17	32.29	30.80	29.93	26.54
18-19	32.80	31.32	30.44	27.05
20	34.86	33.38	31.58	28.54
21+	35.90	34.41	33.53	30.14



Board of Education
Regular Meeting – August 27, 2024

AGENDA SECTION: Adjourn

ITEM: Adjourn

COMMENTS BY: Milind Sohoni, Board Chair

This agenda item brings closure to the School Board meeting.

Recommended Action: Call the meeting to a close.

Motion by: _____ **Yes:** _____ **Passed:** _____

Second by: _____ **No:** _____ **Failed:** _____

Time of Adjournment: _____ 24