



**ROCK RIDGE PUBLIC SCHOOLS
411 SOUTH 5TH AVENUE
VIRGINIA MN 55792**

Working Session

Tuesday, January 17, 2023 at 5:00 PM

Rock Ridge Administration Building (formerly Spectrum Health Building), 1405 Progress Parkway, Virginia, MN 55792

AGENDA

1. Call working session to order.
2. Individual contracts.
 1. Cierra Brelie, Data Specialist/1:1 Coordinator, for 2022-23 (\$60,343) and 2023-24 (\$61,550). 3
 2. Stephanie McDermid, Finance Assistant/Payroll, for 2022-23 (\$47,406) and 2023-2024 (\$48,354). 7
 3. Sandy Viger, Finance Officer, for 2022-2023 (\$63,240) and 2023-2024 (\$64,505). 11
 4. Janelle Dolinsek, Payroll Benefits Clerk, for 2022-23 (\$63,240) and 2023-24 (\$64,505). 15
 5. Andrea Lintula, Controller, for 2022-2023 (\$65,280) and 2023-24 (\$66,586). 20
 6. Debbie Wiirre, Executive Assistant/HR, for 2022-23 (\$61,200) and 2023-24 (\$62,424). 24
 7. Stacie Lamma, Superintendent's Secretary, for 2022-23 (\$61,200) and 2023-24 (\$62,424). 30
 8. Willie Spelts, School to Work and Fundraising and Grants, for 2022-23 (\$115,700) and 2023-24 (\$118,014). 35
 9. Chad Hazelton, Activities Director, for 2022-23 (\$90,836) and 2023-24 (\$92,653). 39
 10. Mike Hoag, Supervisor of Maintenance/Custodians, for 2022-23 (\$80,070) and 2023-24 (\$81,671). 43

11. Bob Voss, Transportation Director, for 2022-23 (\$83,640) and 2023-24 (\$85,313).	50
12. Bill Bryson, Technology Director, for 2022-2023 (\$100,614) and 2023-24 (\$102,626).	54
13. Spencer Aune, Business Manager, for 2022-23 (\$141,079) and 2023-24 (\$143,901).	58
14. Additional job descriptions.	61
15. Unaffiliated contract summary & employee requests.	66
3. Policy 206 Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations.	68
4. North Star Elementary construction.	
5. Student school board reps.	

ROCK RIDGE PUBLIC SCHOOLS

Work Agreement for Salary and Benefits for the Data Specialist/1:1 Coordinator Cierra Brellie

Work Years July 1, 2022 through June 30, 2024

Salary for 2022-23: \$60,343 2023-24: \$61,550

Supervisor: Technology Director

Days Worked: 46 Weeks (230 Days)

Work Day: Usually 8 hours or as needed to meet the needs of the district.

Personal Leave: 2 days per year

Sick Leave: 20 days accumulative to a maximum of 135. This includes up to 3 days (to be deducted from sick leave) for bereavement leave for the death of an immediate family member.

Health Insurance: BC/BS VEBA plan #835 as chosen by the District.

The District will contribute to the employee's health insurance premiums as follows:

District Premium Contribution: Single Policy = 95% less \$25/month

Family Policy = 70% less \$25/month

Example: (monthly family premium x 70%) - \$25 = District

contribution

The District will contribute to the employee's VEBA savings account as follows:

District VEBA Contribution: 2022-24 school year = 85% of VEBA deductible

VEBA contribution deposits will be made quarterly.

Dental Insurance: Shall be the Delta Dental Non-contracted Subgroup 0002 Plan. The District will pay 100% of the premium for a single policy or 75% of the premium for a family policy.

Life Insurance: The premium for a \$50,000 Term Life Policy shall be paid by the District.

Long Term Disability Insurance: Shall be provided by the District.

Tax-Sheltered Annuities: Eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) or 457 (b) of the Internal Revenue Code of 1986, Minnesota Statutes, Section 123B.02, Subd. 15, and School District policy, and as otherwise provided by law. The School District will match payroll deduction up to an amount of \$450 annually.

Health Care Savings Plan: Contributions based on School District Policy #430.

The purpose of this document is to set forth the wages and benefits for the listed position; it is not intended to serve as an employment contract. The district reserves the right to reduce or eliminate the listed position at any time or to terminate the employee for just cause. Signatures below indicate an understanding and acceptance of the terms of this document.

Signature of Employee Ciera Brelie Date of Employee's Signature 12/29/2022

Signature of Board Chair _____ Date of Chair's Signature _____

Signature of Board Clerk _____ Date of Clerk's Signature _____



Ciana Bulie

Job Description

Job Title: Database Specialist / 1-1 Coordinator

Department: Technology

FLSA Status: Exempt

General Definition of Work:

Manage the district student information system (currently Powerschool). This will include integration with outside curriculum and other services via plugins and nightly automated SQL FTP exports. Will support district secretaries, principles, and teachers in their SIS customization and data request needs. Configure, setup, and maintain web based district curriculum. Will oversee the implementation of the districts 1-1 initiative. Coordinate the distribution of all devices, manage the repair process for broken devices. During merger with Eveleth-Gilbert School District optimize current databases and work with Eveleth-Gilbert School district to optimize their database, then work with consultants to merge into one new database. Design and implement document storage system. Work with other technology team members to resolve help desk tickets. Work is performed under the supervision of Director of Technology.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

Database Management, Data Maintenance, Decision Making, Problem Solving, Process Improvement, Requirements Analysis, Attention to Detail, Database Security, Developing Standards, Database Performance Tuning. Manage users, groups, and field/page level security in the student information system. Streamline custom database fields and tables. Install, configure and update plugins to extend the student information systems functionality. Assist building principals, secretaries and admin with data extracts and manipulation. Configure data exports to enable nightly student, teacher, and course rostering in a variety of web based curriculum. Manage the creation and maintenance of students active directory and gmail accounts. Lead the creation and distribution of districts 1-1 initiative with help from VSTS and technology team. Manage the repair process and inventory control for broken devices. Work with staff and web based ticketing system to resolve technology needs in the school district.

Knowledge, Skills and Abilities:

- Working technical knowledge in database design, administration and development.
- Knowledge of the PostgreSQL database platform preferred, but experience with any modern relation database platform such as Oracle, MS SQL Server, or MySQL required.
- Knowledge of current business intelligence and data warehousing technologies.
- Understanding of database security and knowledge of applicable data privacy practices and laws.
- Strong written and oral communication skills.
- Strong interpersonal skills and ability to work as a member of a team.
- Ability to work independently.
- Ability to analyze problems and determine appropriate solutions.
- Ability to work directly with both internal and external resources to ensure timely completion of assigned deliverables.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Proven analytical and problem-solving abilities.
- Strong report writing skills.
- Ability to train non-technical staff on data entry, reading and understanding record information, creating basic reports, queries, exports and mailings.
- Maintain effective working relationships with industry professionals, staff and the general public.

Education and Experience:

Associates degree and considerable experience, or equivalent combination of education and experience.

Physical Requirements:

This work requires the occasional exertion of up to 20 pounds of force; work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires standing and sitting and occasionally requires walking, speaking or hearing and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements: Google and/or Apple certification preferred.

Last Revised: 9/2019 (V)



ROCK RIDGE PUBLIC SCHOOLS

Salary and Benefits for the Finance Assistant/Payroll – Stephanie McDermid Work Year July 1, 2022 through June 30, 2024

Salary for 2022-23: \$47,406 2023-2024: \$48,354

Days Worked = 208 (.8 FTE) Supervisor: Business Manager

Work Day = 8 hours exclusive of lunch with more time as needed to meet the needs of the district.
Expectation to work on days that school is called off for inclement weather.

Holidays = 12 (New Year's Eve, New Year's Day, President's Day, Good Friday, Easter Monday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day).

Vacation Days = 20 Days

Sick Leave = 15 days accumulative to a maximum of 130. This includes bereavement leave.

Health Insurance: BC/BS VEBA plan #835 as chosen by the District.

The District will contribute to the employee's health insurance premiums as follows:

District Premium Contribution:	Single Policy = 95% less \$25/month
	Family Policy = 70% less \$25/month

Example: (monthly single premium x 95%) - \$25 = District contribution

The District will annually contribute to the employee's VEBA savings account as follows:

Annual District VEBA Contribution:	2022-2024 = 85% of VEBA deductible
------------------------------------	------------------------------------

VEBA contribution deposits will be made quarterly starting September.

Dental Insurance: Shall be the Delta Dental Non-contracted Subgroup 0002 Plan. The District will pay 100% of the premium cost for a single policy or 75% of the premiums for a family policy.

Life Insurance: The premium for a \$50,000 Term Life Policy shall be paid by the District.

Long Term Disability Insurance: Shall be provided by the district.

Tax-Sheltered Annuities: The employee will be eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) or 457 (b) of the Internal Revenue Code of 1986, Minnesota Statutes, Section 123B.02, Subd. 15, and School District policy, and as otherwise provided by law. The School District will match the payroll deduction up to an amount of \$1,150 annually.

Health Care Savings Plan: Contribution based on School District Policy #430.

The purpose of this document is to set forth the wages and benefits for the listed position, it is not intended to serve as an employment contract. The district reserves the right to reduce or eliminate the position at any time or to terminate the employee for just cause. Signatures below indicate an understanding and acceptance of the terms of this document.

Signature of Employee Stephen K Date of Employee's Signature 12/19/22

Signature of Board Chair _____ Date of Chair's Signature _____

Signature of Board Clerk _____ Date of Clerk's Signature _____



*Steph
McDermid
(Finance Asst /
Payroll)*

Job Description

Job Title: Finance Assistant

Department: Business Office

FLSA Status: Non-Exempt

General Definition of Work:

Performs difficult skilled technical work that provides support to department activities with specific responsibility for the processing, recording, updating and reconciling fiscal information in compliance with established policies; providing instructions, recommendations and/or accounting support to other personnel; and analyzing expenditures against budget, and related work as apparent or assigned. Work is performed under the supervision of the Business Manager.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

Assists in performing general ledger accounting functions (e.g. general ledger, purchasing) and oversight for district operations including building operations, construction, and other facilities related projects, for the purpose of ensuring that department functions are completed in an accurate and timely manner. Assists auditors for the purpose of providing supporting documentation and/or information on internal process that is required for audit.

Processes a wide variety of financial information for the purpose of updating and distributing information and/or complying with established accounting practices. Provides support to other departmental personnel regarding procedures and program requirements for the purposes of ensuring efficient processing in compliance within district policy and established regulatory guidelines. Reconciles a wide variety of financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work team. Demonstrated excellent customer services skills.

Knowledge, Skills and Abilities:

Thorough knowledge of general laws and administrative policies governing school district financial practices and procedures; thorough knowledge of the principles and practices of accounting and budgeting in school districts; ability to evaluate financial systems and apply accounting principles and budget processing; ability to prepare informative financial reports; problem solving with data requiring independent interpretation of guidelines; ability to operate standard office equipment including pertinent software applications, performing accounting procedures and preparing and maintaining accurate records; ability to establish and maintaining effective working relationships with associates, government officials and the general public; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; adapting to changing priorities; and ability to utilize resources from other departments.

Education and Experience:

Associates/Technical degree with coursework in Accounting, or related field and moderate experience with Minnesota school finance, or equivalent combination of education and experience. Bachelor's degree preferred.

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and repetitive motions and occasionally requires walking and using hands to finger, handle or feel; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements: None.

Last Revised: 2/2017 (V)



Signature of Employee *Sandra Vigen*

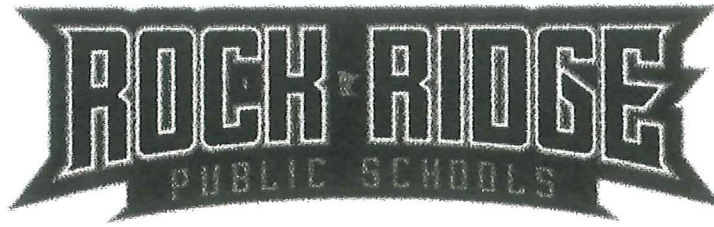
Date of Employee's Signature 12/19/22

Signature of Board Chair _____

Date of Chair's Signature _____

Signature of Board Clerk _____

Date of Clerk's Signature _____



*Sandy Viger
(Finance
Officer)*

Job Description

Job Title: Accounts Payable and Bookkeeping Clerk

Department: Business Office

FLSA Status: Non-Exempt

General Definition of Work:

Performs skilled administrative support work processing invoices, check requests and reimbursements, maintaining records, reports and files, and related work as apparent or assigned. Work is performed under the supervision of the Business Manager.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions:

Enters invoice data into finance system. Prepares and processes check register and checks. Reviews various financial reports for accuracy. Communicates with vendors and employees to effectively resolve questions and problems that arise. Prepares and enters journal entries. Prepares 1099 tax reporting; submits to IRS. Collect and process W-9 forms for vendors. Prepares various financial data reports and summaries for board or administrative review. Processes incoming mail and forwards to appropriate departments. Processes outgoing mail and maintains the postage meter. Establishes and maintains various financial files, records and reports. Assists with the preparation and completion of the annual audit. Enters data necessary to generate purchase orders. Orders supplies for the school's copiers. Receives incoming calls and forwards the calls to the appropriate departments. Receives incoming faxes and forwards to appropriate departments. Provides customer service to students, staff, parents, and community members. Other duties as assigned.

Knowledge, Skills and Abilities:

General knowledge of governmental accounting principles and procedures; general knowledge of federal and state fiscal regulations and procedures relevant to school program funding; general

knowledge of bookkeeping terminology and methods; general knowledge of standard office procedures, practices and equipment; thorough skill in the use of standard computer equipment and software; ability to maintain financial records and to prepare reports and statements; ability to make arithmetical computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Associates/Technical degree in accounting, accounts payable, or related field and moderate experience working in an accounting role, or equivalent combination of education and experience.

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, speaking or hearing, climbing or balancing, reaching with hands and arms, pushing or pulling and lifting; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements: Ability to type 40 wpm.

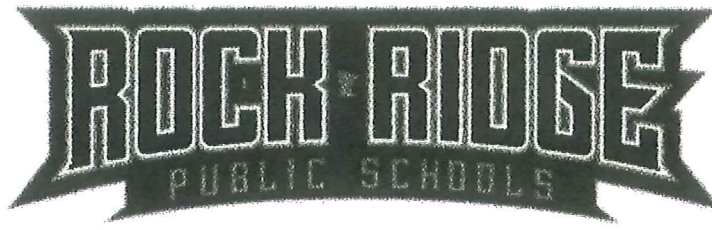
Last Revised: 2/2017 (V)



Signature of Employee *Paula Smith* Date of Employee's Signature 12/20/22

Signature of Board Chair _____ Date of Chair's Signature _____

Signature of Board Clerk _____ Date of Clerk's Signature _____



EG Job
Description

Janelle
Dalinuk

Job Description

I. Title Position: Payroll Clerk/Benefits Coordinator
Unit: Confidential

II. Reporting Relationship: The Payroll Clerk/Benefits Coordinator reports to the Superintendent and is responsible to that person for the proper interpretation and performance of the duties and responsibilities of that position.

III. Basic Function of the Position: The Payroll Clerk/Benefits Coordinator is responsible for ensuring all payroll and benefits are administered properly for all district employees.

IV. Duties and Responsibilities of the Position:

A. SMART HR system

- Enter the following information into the SMART HR System for all new employees
 - Add demographic information
 - Add licensure
 - Set up pay rates, annual contract limits
 - Code to appropriate UFARS code
 - Set up mandatory employee deductions (taxes, garnishments, etc.)
 - Set up chosen employee deductions
 - Set up board shares

B. Process payroll

- Maintain payroll files
- Do payroll maintenance including
 - Entering new annual rates based on contracts, steps, lanes
 - Enter employee deductions and board shares for insurances
- Gather and enter manual time cards, import time cards from electronic system
- Calculate and enter retro pay (ARCC can assist the first couple of times)
- Make changes to pay rates, tables, deductions, insurances, board shares, etc., (ARCC can assist the first couple of times)
- Calculate payroll in SMART
- Balance time cards
- Balance contracted employees
- Balance deductions and Board shares
- Send payroll authorization to ARCC

- After ARCC processes payroll
 - Let Bookkeeper know the cash impact
 - Process all state, federal and tax shelter wire payments, including FICA, PERA, TRA, OASDI timely to avoid penalties
 - Distribute payroll
 - Process third party payments

C. Benefits

- Enroll new employees into their benefit packages
- Answer questions on benefits available
- Manage open enrollment process
- Provide existing employees with application forms for benefits, notify employees when there are changes to premiums
- Provide COBRA information to Bookkeeper to process billings

Quarterly

- Process quarterly tax reports, both state and federal
- Process hours worked for re-employment
- LCTS reporting

Annually

- W2
- STAR Reports
- Provide audit work papers for all payroll liability accounts
- Assist in workers compensation audit
- Sales Tax Returns

Affordable Care Act (ACA)

- Track hours worked
- Insurance offers, declined
- Monitor measurement periods
- Import and analyze data provide by insurance carrier
- Print 1095 forms and report to the IRS
- Coordinate with Administrative Specialist on insurance renewals

D. Other

- Keep up to date on employment and human resource law as it relates to payroll
- Fully understand all contracts
- Reconcile office petty cash fund.
- Attend ARCC and other training as needed

V. Supervisory Responsibilities: None

VI. Education and/or Experience: Minimum two-year degree in accounting required. Four-year Business or Accounting Degree preferred.

VII. Language Skills: Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

VIII. Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

IX. Communication Skills: Must be able to communicate effectively with the Superintendent, staff and community members on all aspects of school finance. Must be able to maintain a calm demeanor and clearly communicate financial information.

X. Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

XI. Other Skills and Abilities: Proficiency with micro computer applications. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

XII. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some travel abilities are required.

XIII. Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment is usually very quiet.



ROCK RIDGE PUBLIC SCHOOLS

Salary and Benefits for the Controller – Andrea Lintula Work Year July 1, 2022 through June 30, 2024

Salary for 2022-23: \$65,280 2023-2024: \$66,586

Days Worked = 261 Supervisor: Business Manager

Work Day = 8 hours exclusive of lunch with more time as needed to meet the needs of the district.
Expectation to work on days that school is called off for inclement weather.

Holidays = 12 (New Year's Eve, New Year's Day, President's Day, Good Friday, Easter Monday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day).

Vacation Days = 25 Days

Sick Leave = 18 days accumulative to a maximum of 130. This includes bereavement leave.

Health Insurance: BC/BS VEBA plan #835 as chosen by the District.

The District will contribute to the employee's health insurance premiums as follows:

District Premium Contribution:	Single Policy = 95% less \$25/month
	Family Policy = 70% less \$25/month

Example: (monthly single premium x 95%) - \$25 = District contribution

The District will annually contribute to the employee's VEBA savings account as follows:

Annual District VEBA Contribution:	2022-2024 = 85% of VEBA deductible
------------------------------------	------------------------------------

VEBA contribution deposits will be made quarterly starting September.

Dental Insurance: Shall be the Delta Dental Non-contracted Subgroup 0002 Plan. The District will pay 100% of the premium cost for a single policy or 75% of the premiums for a family policy.

Life Insurance: The premium for a \$50,000 Term Life Policy shall be paid by the District.

Long Term Disability Insurance: Shall be provided by the district.

Tax-Sheltered Annuities: The Employee will be eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) or 457 (b) of the Internal Revenue Code of 1986, Minnesota Statutes, Section 123B.02, Subd. 15, and School District policy, and as otherwise provided by law. The School District will match the payroll deduction up to an amount of \$1,150 annually.

Health Care Savings Plan: Contribution based on School District Policy #430.

The purpose of this document is to set forth the wages and benefits for the listed position, it is not intended to serve as an employment contract. The district reserves the right to reduce or eliminate the position at any time or to terminate the employee for just cause. Signatures below indicate an understanding and acceptance of the terms of this document.

Signature of Employee Andrea Lintula

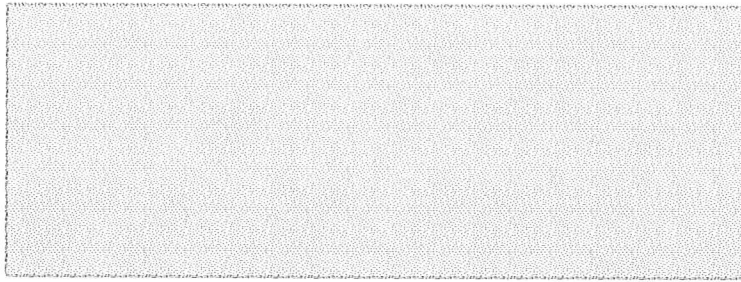
Date of Employee's Signature 01/06/2023

Signature of Board Chair _____

Date of Chair's Signature _____

Signature of Board Clerk _____

Date of Clerk's Signature _____



Job Description

*Andrea
Juntula
(Controller)*

Job Title: Payroll and Benefits Assistant

Department: Business Office

FLSA Status: Exempt

General Definition of Work:

Performs intermediate administrative work processing payroll, remitting information to governing agencies, maintaining and updating various financial records, and related work as apparent or assigned. Work is performed under the supervision of the Business Manager.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions:

Coordinates and processes district payroll; collects, calculates and enters employee information into system; verifies account codes; processes deductions and garnishments; prepares and issues paper checks and direct deposit notifications. Maintains accurate information for employees regarding personal, contract and deduction information. Reviews and process time cards for payment. Calculates salary changes and updates payroll system and records. Calculates and processes wages, payroll taxes, TRA and PERA, garnishments, child support orders and union dues. Reviews, prints and makes available to all employees year-end W2 information. Verifies and transmits W2 information to IRS and state governing agencies. Resolves employee payroll issues or questions. Gathers information into appropriate record or summary format for presentation to the Board or administrators. Receives district cash and checks, prepares bank deposit. Performs general ledger adjustments and analyzes ledgers and supporting documents to ensure the accuracy and integrity of various financial reports; prepares and enters journal entries. Reconciles budget accounts. Maintains seniority, Affordable Care Act reports. Coordinate benefits with employees. Ensure all new hire paperwork is completed by employee. Maintain HR database for job postings and new hire selection process.

Provides customer service to students, staff, parents, visitors and community members. Communicates with unions during employment changes. Performs year end-audit procedures including fund balance reconciliation, calculation of receivables and revenue verification. Prepares and files quarterly federal and state withholding tax forms. Serves as backup for accounts payable. Performs other duties as assigned. Acts as a notary when requested.

Knowledge, Skills and Abilities:

Thorough knowledge of payroll and benefit program administration; thorough knowledge of bookkeeping terminology and methods; general knowledge of accounting theory and principles; general knowledge of word processing and spreadsheet programs; general knowledge of standard office procedures, practices and equipment; thorough skill in the use of personal computer and general office equipment; ability to follow detailed instructions; ability to maintain financial records and prepare financial reports; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to establish and maintain effective working relationships with associates, staff and the general public.

Education and Experience:

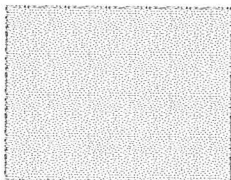
Associates/Technical degree in finance, accounting, or related field and considerable experience working in an accounting role, or equivalent combination of education and experience. Bachelor's degree preferred.

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and repetitive motions, frequently requires using hands to finger, handle or feel and occasionally requires standing, walking, speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements: Minnesota Notary Public preferred.

Last Revised: 2/2017 (V)



ROCK RIDGE PUBLIC SCHOOLS

Salary and Benefits for the Executive Assistant/HR – Debra Wiirre

Salary for 2022-2023: \$61,200 2023-2024: \$62,424

Days Worked = 261 Supervisor: Superintendent

Work Day = 8 hours exclusive of lunch with more time as needed to meet the needs of the district. Expectation to work on days that school is called off for inclement weather.

Holidays = 12 (New Year's Eve, New Year's Day, President's Day, Good Friday, Easter Monday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day).

Vacation Days = 25 Days

Sick Leave = 18 days accumulative to a maximum of 130. This includes bereavement leave.

Health Insurance: BC/BS VEBA plan #835 as chosen by the District.

The District will contribute to the employee's health insurance premiums as follows:

District Premium Contribution: Single Policy = 95% less \$25/month
Family Policy = 70% less \$25/month

Example: (monthly single premium x 95%) - \$25 = District contribution

The District will annually contribute to the employee's VEBA savings account as follows:

Annual District VEBA Contribution: 2022-2024 = 85% of VEBA deductible
VEBA contribution deposits will be made quarterly starting September.

Dental Insurance: Shall be the Delta Dental Non-contracted Subgroup 0002 Plan. The District will pay 100% of the premium cost for a single policy or 75% of the premiums for a family policy.

Life Insurance: The premium for a \$50,000 Term Life Policy shall be paid by the District.

Long Term Disability Insurance: Shall be provided by the district.

Tax-Sheltered Annuities: The employee will be eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) or 457 (b) of the Internal Revenue Code of 1986, Minnesota Statutes, Section 123B.02, Subd. 15, and School District policy, and as otherwise provided by law. The School District will match the payroll deduction up to an amount of \$1,150 annually.

Health Care Savings Plan: Contribution based on School District Policy #430.

The purpose of this document is to set forth the wages and benefits for the listed position, it is not intended to serve as an employment contract. The district reserves the right to reduce or eliminate the position at any time or to terminate the employee for just cause. Signatures below indicate an understanding and acceptance of the terms of this document.

Signature of Employee Debrah Jen Date of Employee's Signature 01/04/2023

Signature of Board Chair _____ Date of Chair's Signature _____

Signature of Board Clerk _____ Date of Clerk's Signature _____



EG Job Description

Debbie Wiene

Job Description

I. Title Position: Human Resources Specialist/Executive Assistant

Unit: Confidential

II. Reporting Relationship: The Human Resources Specialist/Executive Assistant reports to the Superintendent and is responsible to that person for the proper interpretation and performance of the duties and responsibilities of that position.

III. Basic Function of the Position: The Human Resources Specialist/Executive Assistant is responsible for providing leadership for all district Human Resource functions to ensure all actions play a strategic role in accomplishing the district mission, vision and strategic direction. The Human Resources Specialist/Executive Assistant is responsible for essential department functions including recruitment, advertising, and selection of high performing employees, interpretation and management of employment contracts, employee relations, organizational planning, staffing, policy development, and compliance with all applicable state and federal laws.

IV. Duties and Responsibilities of the Position:

A. District

- Main contact for everyone entering the office
- Handles all data requests and tracks flow of response

B. School Board

- Attend school board committee meetings
- Keep board book up to date, including original meeting documents, handouts and approved minutes
- Track all board motions and make a note to the impact on the budget, share this information with Bookkeeper and Business manager
- Responsible for all elections

C. Superintendent

- Process communication for the Superintendent
- Assist the Superintendent as required

D. Human Resources

- New employee onboarding
- Application

- DOT verifications
- Background checks
- Verify with the Board of Teaching
- In-service on policies/procedures.
- Provide information to payroll so they can enter employees into the system in time to make the next payroll. Should have all information necessary to process paychecks.
- Maintains pre-employment, employment and post-employment personnel records and information according to applicable data retention laws and policies.
- Keep up to date on employment law.
- Process terminations and follow through with exit interview.
- Keep up to date on employment and human resource law and be the main contact for the district.
- Serves as district's Human Rights Officer and district's staff 504 Coordinator.
- Administers labor contracts as to maintain fair and equitable treatment of employees and to assure compliance with negotiated agreements. Provides contract interpretations to supervisors and employees.
- Leads a culture of customer service and continuous improvement that sets the tone for the district and the Human Resources department. Consistently evaluates products and services for focus on customers, efficiency, effectiveness and alignment with district goals.
- Record leave for employees and provide leave reporting as requested (SMART, Varitime). Be sure that employees have adequate leave available to use.
- Ensures implementation of performance management procedures including job descriptions, job evaluations and performance evaluations.
- Interfaces with district legal counsel, when necessary and/or prudent, on employment matters and ensures compliance.
- Develops, recommends and implements Human Resources policies and procedures ensuring compliance with district policies and state and federal labor laws and regulations.
- Designs and implements strategies and procedures for recruitment, selection, orientation and retention of high performing employees necessary to fulfill the mission, vision and strategic directions of the school district. This includes permanent and temporary staff.
- Partners with all employees and union leadership to enhance communication and employee engagement.
- Maintain seniority lists
- Performs other duties as assigned or apparent.

E. Accounts Receivable

- Open mail and make out deposits (make copies of checks when there is not a remittance advice). Deposit is entered into SMART by the Bookkeeper and brought to the bank by custodian.
- Count and make deposit for community ed events. Balance with report submitted by Community Ed Supervisor. Give to custodian to deposit, and give copy of deposit to Bookkeeper.

- Count and make deposit for games and other gate fees. Balance with report from activity. Give deposit to custodian to deposit and give information to Bookkeeper to record in SMART Finance.

F. Accounts payable

- File completed purchase orders in an unpaid file.
- Match purchase orders with shipping/delivery confirmations and put into a “to pay” folder.
- Match invoice to order that has confirmed delivery and code.
- Enter invoice into accounts payable.
- Have Bookkeeper generate payment, review pay gen list.
- Print checks.
- Match checks to payment vouchers.
- Keep a check stub and attach to invoice – REVIEW to make sure payment is correct.
- Present checks to Bookkeeper and he will bring to the Board for approval.
- File paid invoice into an accounts payable file cabinet in a timely manner.
- Year end 1099 reconciliation and reporting.
- Manage files in accordance with Minnesota Historical Society Rules.
- Attend ARCC Training, training at MDE and MASBO.

V. Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include setting up interviews, hiring process, and training employees; planning, assigning and directing work.

VI. Education and/or Experience: BA degree, previous experience in human resources.

VII. Certificates, Licenses and Registrations: None

VIII. Language Skills: Ability to read, analyze and interpret employee contracts, general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of supervisors, employees, vendors and the general public.

IX. Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

X. Reasoning Ability: Ability to define problems, collect data, establish facts and draw conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

XI. Other Skills and Abilities: Ability to develop effective working relationships with staff, ability to communicate clearly and concisely, both orally and in writing. Ability to negotiate

and handle pressure situations for long periods of time. Ability to apply knowledge of current research and theory in specific field. Ability to perform duties with awareness of all district requirements and Board of Education policies. Proven experience in supervision and leadership in Human Resource management particularly in an union environment. Demonstrated facilitation and conflict management skills.

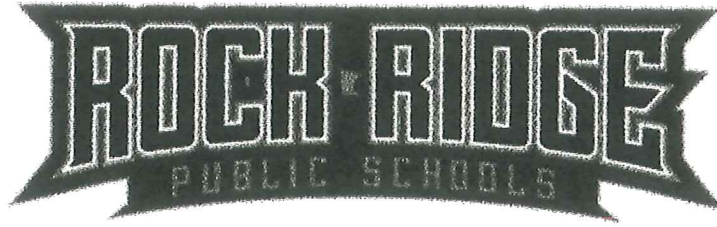
XII. Physical Demands: While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision such as to read typed or handwritten work. The employee frequently works irregular hours.



Signature of Employee *Shiv M. Samra* Date of Employee's Signature **1/5/23**

Signature of Board Chair _____ Date of Chair's Signature _____

Signature of Board Clerk _____ Date of Clerk's Signature _____



Stacie
Lampson
(Administrative
Asst)

Job Description

Job Title: Superintendent Secretary

Department: Administration

FLSA Status: Exempt

General Definition of Work:

Performs difficult skilled administrative support work providing high level, confidential and administrative support for the Superintendent, members of the School Board, including, but not limited to assisting in the development and assembly of meetings and agendas, attendance at all Board meetings, preparing and publishing minutes and resolutions, screening callers and greeting visitors, managing calendars, providing assistance in resolving and addressing routine issues and problems not requiring the Superintendent, providing coordination and scheduling of workshops, meetings and special events, making travel arrangements and maintaining and organizing confidential records, reports and files, and related work as apparent or assigned. Work is performed under the general direction of the Superintendent. Individual must be a positive representative for district.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions:

Responsible for maintaining the Superintendent's calendar, schedules and arranges appointments, workshops or special events and coordinates complex meetings for the Superintendent. Prepares and organizes materials and reports for School Board members; attends all School Board meetings and other meetings to provide clerical and secretarial support and assistance during meetings. Provide administrative support for the Superintendent of a confidential nature or as needed, including preparation of high volume of general and specialized correspondence; preparation of materials, which may include financial, analytical and communication materials. Prepares minutes of the School Board meetings and directing routine follow-up, including transmittal preparation, indexing of minutes and publishes the official minutes. Performs advanced secretarial and routine clerical work for the Superintendent and School Board involving tasks such as maintaining files, serving as a liaison to

principals, distributing messages, copying, faxing, processing incoming/outgoing mail, typing documents, ordering supplies, and providing customer service to internal and external sources. Coordinates activities and communication among the Superintendent, School Board, other agencies, city and state officials and internal departments. Initiates and maintains confidential and administrative information and files and records including those relating to employee-employer relations. Receives and resolves problems and routine concerns that do not require the assistance of the Superintendent; and when appropriate, regularly update the Superintendent. Ensures the office operates in an effective, efficient and professional manner; transmits new procedures and decisions to various departments. Researches, compiles and analyzes data for a variety of projects at the request of the Superintendent; responds and provides assistance to the Superintendent and staff. Maintains and updates School Board policies when approved by the School Board; prepares policies for review by policy committee and School Board. Assists in processing requests, and maintaining records. Projects the Superintendent and School Board in a positive and supportive manner to staff and public. Works cooperatively and in tandem with other administrative support staff; serves as a back-up to other department clerical staff. Assists with emergency/disaster situations, including emergency protocols with the Superintendent and other staff. Demonstrates excellent customer service to students, staff, parents, visitors and the general public. Performs other duties as assigned related to carrying out the responsibilities of the function. Prepares and creates materials and has working knowledge of presentation software and newsletter software, including online social media materials. Maintains employee contracts, applications, licenses, and records. Maintains personnel files. Acts as a notary when requested. Must support the school's mission and culture, to have good attendance, and to be a positive team player.

Knowledge, Skills and Abilities:

Thorough knowledge of the policies, practices, methods and techniques used in the administrative functions of a school office; thorough knowledge of prescribed school board policies and procedures; thorough skill in oral and written communication; thorough skill in the use of personal computers and related software packages; ability to work independently; ability to detect sensitive situations and respond appropriately; ability to understand and apply law; ability to compose correspondence and reports from brief instructions; ability to follow direction and to perform related office duties with limited supervision and oversight; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to type accurately and at a reasonable rate of speed; skill in collecting and assembling data, preparing reports, monitoring progress and analyzing data; skill in adapting style to divergent situations; ability to multiplex and work well under pressure; ability to meet the public effectively; ability to establish and maintain effective working relationships with associates, the School Board, parents, elected officials, students, staff, superintendent and the general public.

Education and Experience:

Associates/Technical degree and considerable experience working with standard office programs, including all computer platforms, as an administrative assistant, or equivalent combination of education and experience. Experience with promotional, marketing, and social media platforms is desired. Bachelor's degree preferred.

Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing and using digit dexterity, frequently requires reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements: Valid driver's license in the State of Minnesota.

Last Revised: 2/2017 (V)



ROCK RIDGE PUBLIC SCHOOLS

Work Agreement for Salary and Benefits for the School to Work and Fundraising and Grants

Willie Spelts

Work Years July 1, 2022 through June 30, 2024

Salary for 2022-23: \$115,700 **Salary for 2023-24:** \$118,014

Supervisors: Superintendent

Days Worked: 44 Weeks (220 Days)

Work Day: Usually 8 hours or as needed to meet the needs of the district.

Personal Leave: 2 days per year

Sick Leave: 20 days accumulative to a maximum of 135. This includes up to 3 days (to be deducted from sick leave) for bereavement leave for the death of an immediate family member.

Health Insurance: BC/BS VEBA plan #835 as chosen by the District.

The District will contribute to the employee's health insurance premiums as follows:

District Premium Contribution:	Single Policy =	95% less \$25/month
	Family Policy =	90% less \$25/month

Example: (monthly family premium x 90%) - \$25 = District contribution

The District will contribute to the employee's VEBA savings account as follows:

District VEBA Contribution: 2022-24 school year = 85% of VEBA deductible

VEBA contribution deposits will be made quarterly.

Dental Insurance: Shall be the Delta Dental Non-contracted Subgroup 0002 Plan. The District will pay 100% of the premium cost for a single policy or a family policy.

Life Insurance: The premium for a \$100,000 Term Life Policy shall be paid by the District.

Long Term Disability Insurance: Shall be provided by the District.

Tax-Sheltered Annuities: Eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) or 457 (b) of the Internal Revenue Code of 1986, Minnesota Statutes, Section 123B.02, Subd. 15, and School District policy, and as otherwise provided by law. The School District will match the School to Work/Fundraising Director's payroll deduction up to an amount of \$1,200 annually.

Health Care Savings Plan: Contributions based on School District Policy #430.

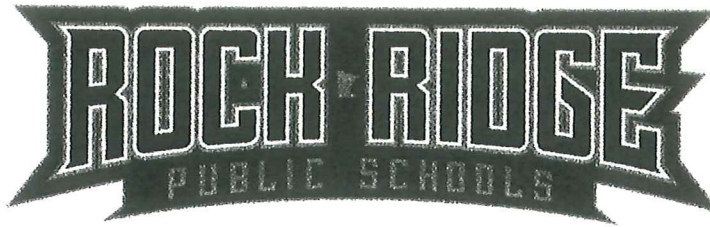
Dues: State and Local Activities Dues to be paid by the district as approved by Superintendent.

The purpose of this document is to set forth the wages and benefits for the listed position, it is not intended to serve as an employment contract. The district reserves the right to reduce or eliminate the listed position at any time or to terminate the employee for just cause. Signatures below indicate an understanding and acceptance of the terms of this document.

Signature of Employee  _____ Date of Employee's Signature 12-19-22

Signature of Board Chair _____ Date of Chair's Signature _____

Signature of Board Clerk _____ Date of Clerk's Signature _____



Willie
Speets

Job Description

Job Title: Director of Human Resources and Fundraising and Grants

Department: Administration

FLSA Status: Exempt

Special Note: Fundraising is expected to be the major activity of this position until, at least, the 2023-2024 school year.

General Definition of Work:

Reporting to the Superintendent, this individual leads the District in recruiting, hiring, training and retaining quality employees to support the mission. The position is designed for the purposes of managing assigned operations in accordance with district policies; providing information to the Board, superintendent, staff and the public; ensuring compliance to established policies, procedures and/or codes; and addressing a variety of administrative needs and processes. This position is also in charge of Fundraising and grants for the school district.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions:

Administers a comprehensive human resources program for the purpose of maintaining a well-qualified and diverse employee workforce with adequate staffing. Leads the recruitment and hiring of a workforce at all levels of the organization including substitutes, develops recruitment materials, visits college campuses, arrange for and attends career fairs, trains administrators in recruitment techniques, and plans other recruitment functions. Designs and direct the hiring process for all certificated and/or classified district employees, in cooperation with the administrators/supervisors for the purpose of assuring consistency in the district and ensuring compliance with state and federal law and contractual provisions (i.e. Highly Qualified, endorsement, certification requirements). Develops/revises district policies and procedures for human resources for the school board's consideration, for the purpose of assuring consistency in the district, and compliance with laws, regulations and collective bargaining agreements. Develops and implements goal areas as defined by the District Strategic Plan. Provides leadership and training in developing staff evaluation procedures. Coordinates performance assessment of all employees, advises supervisors, oversees processes for tracking notification and receipt of evaluation/probation paperwork, works with appropriate personnel in the development/revision of evaluation procedures and related forms. Administers

the District's collective bargaining agreements, from negotiations through managing the contract, interpreting contract language, processing grievances and supporting administrators in managing the collective bargaining agreements, for the purpose of assuring high quality staff. Monitors human resource activities of administrators and managers for the purpose of assuring compliance with district's human resources policies and procedures, collective bargaining agreements and laws and regulations. Provides training to District administration for the purpose of ensuring that personnel policies and procedures are understood and implemented fairly and appropriately. Collaborates with the Superintendent and other team members to ensure best practices in Human Resources leadership operations and management. Supervises the preparation and/or complete in an accurate and timely manner state and federal reports for the purpose of compliance. Oversees, supervises, and is accountable for management aspects of the Human Resources department including the evaluation of staff. Advises the Superintendent as a member of the admin team for the purpose of assuring sound and accurate information for decisions. Participates in labor-management meetings and follow-up action based on labor management discussion/meetings, works proactively to resolve issues before they become formal grievances and utilizes problem solving and mediation techniques to bring about resolution where appropriate. Attends professional growth sessions for the purpose of keeping his/her professional human resource knowledge current with changing laws and regulations. Develops and maintains a productive working relationship with collective bargaining groups for the purpose of assuring good employee relationships. Participates in the negotiation process as a member/lead of the district negotiations team, prepares district proposals, drafts contract language, and coordination of staff and meeting times. Work with administrators/Cabinet members on employee relations issues including investigations of alleged misconduct and other personnel issues and either completes investigations and/or oversees outside contracted services as appropriate. Acts as the District Title IX officer and coordinates the Affirmative Action Plan. Acts as the District Compliance Officer and conducts or coordinates investigations into allegations of sexual harassment or other illegal discrimination. Acts as the District Discipline Hearing Officer. Assists in the preparation of a new employee packet of information for personnel. Displays the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Supervises various programs or personnel, including building principals as determined by the Superintendent. Protects confidentiality of records and information about staff, and uses discretion when sharing any such information within legal confines. Participates in regional and national human resources organizations. Leads fundraising efforts for the school district. In charge of grant writing activities for the school district.

Knowledge, Skills and Abilities:

Experience with contract management, contract negotiations, and contract interpretation including establishing positive relationships with labor groups required. Knowledge of and experience with applicable laws, regulations, and emerging practices pertaining to assigned responsibilities, including current issues and trends in education and human resource activities. Knowledge of State of Minnesota and federal regulations and policies regarding personnel matters and employment, civil rights, Title IX, student discipline. Knowledge of and experience with supervisory methods and practices in leadership and instructional frameworks. Skills and ability in organization, time management, task prioritization and record keeping. Exemplary skills in written and oral language with the ability to communicate respectfully, clearly and concisely by telephone, in person, and in written form. Skills demonstrating high levels of integrity, commitment, and work ethic. Ability to make effective presentations,

produce high quality reports, draft policies and procedures, and produce publications. Ability to apply diplomatic techniques in all district-related matters and maintain strict confidentiality in sensitive matters. Ability to analyze and synthesize complex data. Ability to establish and maintain effective working relationships with staff, administration and community in a variety of roles and positions. Ability to work effectively as a team member and as a cabinet-level administrator. Ability to remain calm, flexible, and work effectively under pressure. Ability to use computers and/or electronic equipment to fulfill job functions. Knowledge of fundraising tactics and strategies and ability to implement. Able to approach both smaller and large potential donors. Knowledge of the grant writing process and ability to follow-through and complete the entire grant writing process, for both large and small grants.

Education and Experience:

College or University Degree required. Experience in educational leadership/administration, human resources, public administration or related field. Minimum three years successful supervisory experience. Teaching experience preferred. Experience in fundraising and grant writing preferred.

Physical Requirements:

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and reaching with hands and arms and occasionally requires standing, walking, using hands to finger, handle or feel, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements: Licensure as a Human Resources Director preferred. Minnesota Teaching and Minnesota K-12 Principal licensure preferred.

Last Revised: 07/07/2020 (RR)



ROCK RIDGE PUBLIC SCHOOLS

Salary and Benefits for the Activities Director – William Hazelton

Work Year July 1, 2022 through June 30, 2024

Salary for 2022-2023: \$90,836
2023-2024: \$92,653

Supervisor: Superintendent

Work Day = 8 hours exclusive of lunch with more time as needed to meet the needs of the district. Expectation to work on days that school is called off for inclement weather. After consultation with the superintendent, work hours and days may be adjusted when school is not in session.

Holidays = 11 (New Year’s Eve, New Year's Day, President's Day, Good Friday, Easter Monday, Memorial Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day)

Work Days = 230

Sick Leave = 20 days accumulative to a maximum of 135. This includes bereavement leave.

Health Insurance: BC/BS VEBA plan #835 as chosen by the District.

The District will contribute to the employee’s health insurance premiums as follows:

District Premium Contribution: Single Policy = 95% less \$25/month
Family Policy = 90% less \$25/month

Example: (monthly family premium x 90%) - \$25 = District contribution

The District will annually contribute to the employee’s VEBA savings account as follows:

Annual District VEBA Contribution: 2022-2024 = 85% of VEBA deductible

VEBA contribution deposits will be made quarterly starting September.

Tax-Sheltered Annuities: The Employee will be eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) or 457 (b) of the Internal Revenue Code of 1986, Minnesota Statutes, Section 123B.02, Subd. 15, and School District policy, and as otherwise provided by law. The School District will match the Employee’s payroll deduction up to an amount of \$1,150 annually.


Dental Insurance: Shall be the Delta Dental Non-contracted Subgroup 0002 Plan. The District will pay 100% of the premium for a family policy.

Life Insurance: The premium for a \$100,000 Term Life Policy shall be paid by the District

Long Term Disability Insurance: Will be provided by the District.

Health Care Savings Plan: Contributions based on School District Policy #430.

The purpose of this document is to set the wages and benefits for the listed position, it is not intended to serve as an employment contract. The district reserves the right to reduce or eliminate the listed position at any time or to terminate the employee for just cause. Signatures below indicate an understanding and acceptance of the terms of this document.

Signature of Employee  Date of Employee's Signature 12-19-22

Signature of Board Chair _____ Date of Chair's Signature _____

Signature of Board Clerk _____ Date of Clerk's Signature _____



*Chad Hazelton
Josh Lamppa*

Job Description

Job Title: Activities Director

Department: Administration

FLSA Status: Exempt

General Definition of Work:

Under the direction of the building principals and superintendent, but primarily the high school principal, the Activities Director is responsible for leading, supervising and overseeing the total after school student activity programs within Virginia Public Schools within the policies of the District, and rules and guidelines of the National Federation, Minnesota High School League, and area conferences. The Activities Director is responsible for assuring a whole child approach with respect to entire programs in order to best meet the needs of students and the community. This position also runs the Virginia Community Education program.

Performs difficult professional and administrative work developing and maintaining an effective educational program consistent with state and federal guidelines and the philosophy, policies and goals of the School Board, ensuring student safety, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the superintendent and building principals.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions:

Willing to and actively challenges the status quo. Uses a variety of data to identify necessary change initiatives. Builds on data analysis to define processes and protocols in order to create or adopt new and better ways to improve school and classroom practices. Adapts his or her leadership behavior to the needs of the current situation and is comfortable with dissent. Communicates and operates from strong ideals and beliefs about school and learning. Possesses well-defined ideals and beliefs about schools and learning that align with district non-negotiable goals and creates demand for change through sharing beliefs about school, teaching, and learning with teachers and staff.

Shares leadership in a manner that extends and promotes the ideals and beliefs about schools and learning throughout the community. Inspires and leads new and challenging innovations. Inspires coaches and staff to individually and collectively accomplish school goals. Establishes strong lines of communication with teachers, coaches, associations, booster clubs, and community groups. Leverages communications among and between stakeholder groups to increase the adoption of new and innovative change initiatives within the district or school. Ensures that the coaches and staff are aware of the most current theories and practices and makes the discussion of these a regular aspect of the school culture. Uses rigorous and relevant research and theory on effective schooling to create demand for change by providing professional development opportunities. Establishes clear goals and keeps those goals in the forefront of the school's attention. Understands the importance of setting high expectations for student and adult learning and achievement. Leads the school community in the establishment of rigorous and concrete goals to ensure student learning and achievement. Provides staff with tools, materials, equipment and professional development necessary for the execution of their jobs. Ensures that all staff have professional development that enhances their skills and abilities.

Seeks out additional resources to maximize outcomes for all students and adults. Fosters shared beliefs and a sense of community and cooperation. Demonstrates an understanding of how unity of purpose, teamwork, and commitment to the work are interrelated and support the work of the school. Involves faculty and staff in the design and implementation of important decisions. Demonstrates an understanding of the importance of providing opportunities for stakeholder input on important issues and decisions. Makes quality contacts and interactions with faculty, staff and students. Develops a systematic and strategic plan for visibility that includes frequent visits to classrooms and work areas. Frequent interactions with all stakeholder groups. Uses visits and interactions with stakeholder groups to reinforce the outcomes that matter to all and the overall purpose of the school.

Establishes a set of standard operating procedures and routines. Maximizes the established policies, procedures, and routines to build a culture that is safe, orderly and enhances student, faculty and staff to engage in meaningful and productive work. Lead advocate and spokesperson of the school to all stakeholders. Uses community relationships as both tangible and intangible assets to engage all stakeholders in family and community involvement initiatives. Demonstrates awareness of the personal aspects of all faculty and staff. Implements strategies to ensure productive working relationships. Recognizes and rewards and celebrates school and individual accomplishments and acknowledges failures. Inspires all stakeholders to make significant contributions. Protects coaches and staff from issues and influences that would detract from their time or focus. Serves as a champion for protecting and maximizing coaching and instructional time and focus to assure an effective learning environment. Performs other duties as assigned.

This position supervises, evaluates, and delegates responsibilities accordingly. Develops and maintains a handbook for coaches and advisors. Assists, advises and implements procedures for improving after school advisors and all coaches and after school instructors and community educators. Supervises coaches. Plans and schedules all activity events. Develops and coordinates supervision schedules for home activity events using administrators, site managers, officials, volunteers, etc. Coordinates the public relations and publicity for all activity events and programs. Prepares and recommends the

budget for the activity's program. Approves and authorizes an expenditure and payment of all invoices and purchases orders. Coordinates and monitors and accounting and tracking of the department budget. Supervises the use and coordinates the maintenance of all school-owned equipment, supplies and physical facilities used by the activities program. Collaborates with the Maintenance Director of athletic fields on their improvements.

Knowledge, Skills and Abilities:

Comprehensive knowledge of the policies, practices, methods and techniques used in the administration and supervision of a school; thorough knowledge of prescribed school board policies and procedures; thorough skill in oral and written communication; thorough skill in the use of personal computers and related software packages; thorough skills in outstanding leadership and personal characteristics; ability to motivate others to reach their fullest potential; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to establish and maintain effective working relationships with associates, area activities directors, coaches, the Minnesota High School League, the school board, parents, elected officials, students, staff, superintendent and the general public. Completes all federal and state title applications.

Education and Experience:

Bachelor's degree in education, or related field and moderate experience teaching, or equivalent combination of education and experience. Certification as an athletic/activities director preferred. Head coaching experience is preferred.

Physical Requirements:

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and reaching with hands and arms and occasionally requires standing, walking, using hands to finger, handle or feel, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements: Minnesota Education Administrator License preferred.

Last Revised: 10/20 (V)



ROCK RIDGE PUBLIC SCHOOLS

Salary and Benefits for the Supervisor of Maintenance/Custodians – Mike Hoag

Work Year July 1, 2022 through June 30, 2024

Salary for 2022-2023: \$80,070
2023-2024: \$81,671

Supervisor: Superintendent

Work Day = 8 hours exclusive of lunch with more time as needed to meet the needs of the district. Expectation to work on days that school is called off for inclement weather. After consultation with the superintendent, work hours and days may be adjusted when school is not in session.

Holidays = 12 (New Year's Eve, New Year's Day, President's Day, Good Friday, Easter Monday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day)

Work Days = 261 **Vacation Days** = 25 Days

Sick Leave = 20 days accumulative to a maximum of 135. This includes bereavement leave.

Health Insurance: BC/BS VEBA plan #835 as chosen by the District.

The District will contribute to the employee's health insurance premiums as follows:

District Premium Contribution: Single Policy = 95% less \$25/month

Family Policy = 90% less \$25/month

Example: (monthly family premium x 90%) - \$25 = District contribution

The District will annually contribute to the employee's VEBA savings account as follows:

Annual District VEBA Contribution: 2022-2024 = 85% of VEBA deductible

VEBA contribution deposits will be made quarterly starting September.

Tax-Sheltered Annuities: The Employee will be eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) or 457 (b) of the Internal Revenue Code of 1986, Minnesota Statutes, Section 123B.02, Subd. 15, and School District policy, and as otherwise provided by law. The School District will match the Employee's payroll deduction up to an amount of \$1,150 annually.

Dental Insurance: Shall be the Delta Dental Non-contracted Subgroup 0002 Plan. The District will pay 100% of the premium for a family policy.

Life Insurance: The premium for a \$100,000 Term Life Policy shall be paid by the District

Long Term Disability Insurance: Will be provided by the District.

Health Care Savings Plan: Contributions based on School District Policy #430.

The purpose of this document is to set the wages and benefits for the listed position, it is not intended to serve as an employment contract. The district reserves the right to reduce or eliminate the listed position at any time or to terminate the employee for just cause. Signatures below indicate an understanding and acceptance of the terms of this document.

Signature of Employee Mike Hoag Date of Employee's Signature 12-20-22

Signature of Board Chair _____ Date of Chair's Signature _____

Signature of Board Clerk _____ Date of Clerk's Signature _____



*EG Contract
Mike Hoag
(Supervisor of
Maintenance &
Custodians)*

Job Description

Title Position: Director of Buildings, Grounds and Transportation

Unit: Unaffiliated

II. Reporting Relationship: The Director of Buildings, Grounds, and Transportation reports directly to the Superintendent and is responsible to that person for the proper interpretation and performance of the duties and responsibilities of the position.

III. Basic Function of the Position: Maintain a program and supervise personnel for the care and upkeep of facilities, air distribution, heating, cooling, plumbing, and electrical systems, structural components, building automation controls, and other facility components consistent with the maintenance needs of the Eveleth-Gilbert Schools. Maintain a program and supervise personnel for the care of the grounds, athletic facilities, storm sewer/drainage systems, parking lots and roads at all district facilities. Maintain a transportation program and schedule all transportation routes.

IV. Duties and Responsibilities of the Position:

- A. Plan and schedule a systematic approach to facility maintenance to include a Preventive Maintenance program, prompt response to facility and customer needs, and a system of identifying capital improvement projects.
- B. Schedule, supervise and review the general repair, upkeep, maintenance and preventive maintenance of the following systems: air distribution, heating, cooling, plumbing, electrical, roofs, building envelopes, pools, and other facility components or systems.
- C. Schedule and supervise the general repair of the following systems: fencing, asphalt, concrete, storm sewer, irrigation, bleachers, tracks, buildings, etc.
- D. Supervise the maintenance of practice and game fields for outdoor athletic events, including set up of fields and striping.
- E. Responsible for supervision of snow removal on all district driveways and parking lots prior to the start of school. This includes sanding during icy conditions to insure safety of building users. Decides when the crew should go out and decides what size crew it will take to complete the tasks. Notifies plowing crew in a timely manner.
- F. Identify, prioritize, schedule, perform and supervise a variety of facility improvement projects including, component replacement, system upgrades and replacement, capital improvements for all facility components and systems as needed.
- G. Maintain an inventory

of critical equipment and maintain a system of tracking the equipment as it is transferred from site to site.

H. Report any major maintenance problems to the Superintendent for immediate attention.

I. Research products, equipment and procedures to increase efficiencies or lower maintenance costs or improve services provided by the maintenance department.

J. Assist in the development of specifications and work with vendors to help bid or quote new equipment and facility improvements.

K. Develop and maintain good working relationship with a variety of vendors to insure quality products are used in the maintenance program.

L. Develop student transportation routes in the most efficient manner possible.

M. Schedule and supervise maintenance of transportation fleet.

N. Perform other duties and assume other responsibilities as assigned or apparent.

V. Supervisory Responsibilities: Supervise staff of Grounds, Custodians and District-wide & Building Maintenance personnel.

VI. Education and/or Experience: A minimum of five years in the building maintenance/custodial services area with a minimum of three years in a supervisory capacity. A four-year degree in a business related field, with some technical training in maintenance related area is preferred. Experience with Microsoft Office and Google Suite.

VII. Certificates, Licenses and Registrations: This area is still being looked at

VIII. Language Skills: The Maintenance & Grounds Coordinator must possess excellent written and verbal language skills to properly communicate to a wide variety of employees, teachers, students, administrators, community members, enforcement agencies, and municipalities among others. Listening skills are also critical in problem solving and interviewing prospective employees.

IX. Mathematical Skills: This position requires good analytical skills for determining formulas, dilution ratios, volume and square footage, costing, estimating and maintaining a budget.

X. Reasoning Ability: The Director of Buildings, Grounds and Transportation must have a strong reasoning ability to make decisions on a variety of issues. Routine decisions are made on personnel issues, evaluating products and equipment. This position requires the ability to work on multiple tasks simultaneously and be able to prioritize these tasks. Decisions must be made routinely based on factors such as public safety, cost effectiveness, customer or public satisfaction and district policy.

XI. Other Skills and Abilities: The Director of Buildings, Grounds and Transportation must possess excellent interpersonal skills to deal with a variety of people including district residents, students, staff, administrators and the School Board as well as motivate the custodial staff. Must be able to run a meeting, work in-group settings and gather information and compromise on decisions. Must have an excellent understanding of custodial services procedures, products and equipment. Must have the ability to research and gather information from a variety of sources to make the best decisions.

XII. Physical Demands: Must be able to lift and carry 50 to 60 pounds, be on your feet and walking for extended periods of time, climb ladders, climb into confined spaces, work in temperature extremes, in wet areas, outdoors in all weather conditions and indoors. Must be able to respond to alarms at all hours of the day and night. Must be able to work a flexible schedule, primarily second shift during the school year. Must be able to work at a desk to process paper work or operate a computer for extended periods of time.

XIII. Work Environment: Must be able to work in hot, cold, wet, dry, and noisy environments. Must be able to climb ladders, work on the roofs, crawl tunnels, and drive vehicles. At times must work in hostile social environment.



*Virginia
Contract
Mike Haag
(Supervisor of
Maintenance/
Custodians)*

Job Description

Job Title: Director of Buildings and Grounds and Maintenance

Department: Administration

FLSA Status: Exempt

General Definition of Work:

Reporting to the Superintendent, the director of buildings and grounds and maintenance oversees the district's buildings and grounds and maintenance in accordance with state law, board policies, and district administrative guidelines. Provides overall direction with respect to the supervision, evaluation, and coordination of work schedules for the staff assigned to provide services in maintenance, and buildings and grounds. Provides oversight and direction with respect to staff development and training for all buildings and grounds and maintenance staff.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions:

Responsible for meeting the budgetary objectives of the District for all areas related to custodial, buildings and grounds, and maintenance. Develops, implements and administers programs, procedures, and activities necessary to meet or exceed the District's high expectations for safe, effective, and efficient operations of facilities. Recommends comprehensive short and long range planning and scheduling of preventative maintenance and repair requirements of the District. Develops a prioritized list of needed facility upgrades and repairs. Oversees the scheduling of the work of outside contractual firms and the inspection of the work performance of such firms. Provides reports to the Superintendent as to the status and completion of all projects and work. Oversees, implements and conducts a continuing program of staff training, safety awareness, and personnel development that moves buildings and grounds and maintenance staff toward achievement of goals with respect to safety and efficiency within this area of operations. Provides oversight in the hiring of candidates for employment in buildings and grounds and maintenance. Makes recommendations for hiring, assignment, and termination of employment of all personnel encompassed within this area of

operations. Assigns, supervises, evaluates, and disciplines all full time and substitute staff in buildings and grounds and maintenance. Establishes training schedules with District personnel to ensure that all employees meet appropriate licensing and job description requirements. Oversees the monitoring of District Security and Safety Systems to insure all are operational and meeting the diverse needs of the District. Oversees the development and implementation of work schedules and procedures for the regular ongoing custodial, pool care, and maintenance of all buildings and grounds owned and/or leased by the Board of Education.

Ensures that all school buildings and grounds are inspected on a regular basis to determine that high standards of safety, security, cleanliness, and workmanship are maintained. Conducts safety inspections and training programs to create a safe work environment. Ensures District compliance with all state and federal regulations pertinent to this area of operations. Maintains all records and monitors all State and Federally regulated plans. Advises the Superintendent on road hazards for decision on school closing during inclement weather. Is responsible for the oversight, management and the meeting of all responsibilities and requirements associated with the District's Energy Management Program. Serves in special administrative assignments and provides other services and duties as assigned by the Superintendent. IAQ Coordinator, Health and Safety Coordinator, Drug and Alcohol Coordinator.

Knowledge, Skills and Abilities:

General knowledge of cleaning methods, materials and equipment; general knowledge of life safety procedures; general knowledge of maintenance and storage of hazardous materials; general knowledge of painting equipment and supplies; general knowledge of school board policies and procedures as they relate to terms of employment; general skill using cleaning and snow removal equipment; general skill operating standard office equipment; general skill in the use of cleaning and maintenance of tools and standard tools of the trade; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to take written direction and perform work duties with little or no supervision or guidance; ability to read cleaning supply labels and requirements for handling; ability to be thorough and maintain cleanliness of a building; ability to establish and maintain effective working relationships with building staff, students, co-workers, tradesman, associates and general public.

Education and Experience:

Minimum AA degree or equivalent combination of education and experience. Preferred Bachelor's degree in Building Management/Operations, Business Management, Transportation Fleet Management, or related field preferred. Five years of experience in building management, custodial, maintenance and/or transportation services. Three to five years of demonstrated supervisory experience.

Physical Requirements:

This work requires the regular exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires sitting, climbing

or balancing and tasting or smelling; work requires close vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements:

Last Revised: 05/2018 (V)



ROCK RIDGE PUBLIC SCHOOLS

**Salary and Benefits for the Director of Transportation – Bob Voss
Work Year July 1, 2022 through June 30, 2024**

Salary for 2022-2023: **\$83,640**
 2023-2024: **\$85,313**

Supervisor: Superintendent

Work Day = 8 hours exclusive of lunch with more time as needed to meet the needs of the district. Expectation to work on days that school is called off for inclement weather. After consultation with the superintendent, work hours and days may be adjusted when school is not in session.

Holidays = 12 (New Year’s Eve, New Year's Day, President's Day, Good Friday, Easter Monday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day)

Work Days = 261 **Vacation Days** = 25 Days

Sick Leave = 20 days accumulative to a maximum of 135. This includes bereavement leave.

Health Insurance: BC/BS VEBA plan #835 as chosen by the District.

The District will contribute to the employee’s health insurance premiums as follows:

District Premium Contribution: Single Policy = 95% less \$25/month
Family Policy = 90% less \$25/month

Example: (monthly family premium x 90%) - \$25 = District contribution

The District will annually contribute to the employee’s VEBA savings account as follows:

Annual District VEBA Contribution: 2022-2024 = 85% of VEBA deductible

VEBA contribution deposits will be made quarterly starting September.

Tax-Sheltered Annuities: The Employee will be eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) or 457 (b) of the Internal Revenue Code of 1986, Minnesota Statutes, Section 123B.02, Subd. 15, and School District policy, and as otherwise provided by law. The School District will match the Employee’s payroll deduction up to an amount of \$1,150 annually.

Dental Insurance: Shall be the Delta Dental Non-contracted Subgroup 0002 Plan. The District will pay 100% of the premium for a family policy.

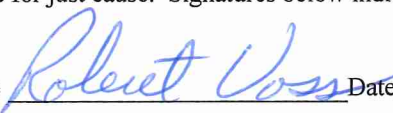
Life Insurance: The premium for a \$100,000 Term Life Policy shall be paid by the District

Long Term Disability Insurance: Will be provided by the District.

Dues: The District Shall pay the dues for two state associations

Health Care Savings Plan: Contributions based on School District Policy #430.

The purpose of this document is to set the wages and benefits for the listed position, it is not intended to serve as an employment contract. The district reserves the right to reduce or eliminate the listed position at any time or to terminate the employee for just cause. Signatures below indicate an understanding and acceptance of the terms of this document.

Signature of Employee  Date of Employee's Signature 12-20-22

Signature of Board Chair _____ Date of Chair's Signature _____

Signature of Board Clerk _____ Date of Clerk's Signature _____



Bob Voss

Job Description

Job Title: Director of Transportation

Department: Administration

FLSA Status: Exempt

General Definition of Work:

Reporting to the Superintendent, the Director of Transportation oversees the Transportation Services in accordance with state law, board policies, and district administrative guidelines. Provides overall direction with respect to the supervision, evaluation, and coordination of work schedules for the staff assigned to provide services in Transportation. Provides oversight and direction with respect to staff development and training for all Transportation staff. The Director of Transportation reports directly to the Superintendent.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions:

Responsible for meeting the budgetary objectives of the District for all areas related to transportation. Develops, implements and administers programs, procedures, and activities necessary to meet or exceed the District's high expectations for safe, effective, and efficient operations of student transportation. These activities include but are not limited to directing transportation personnel, establishing bus routes, and coordination of the transportation systems with other local districts. Recommends comprehensive short and long range planning and scheduling of preventative maintenance and repair requirements relating to transportation of the Districts. Makes recommendations for hiring, assignment, and termination of employment of all personnel encompassed within this area of operations. Assigns, supervises, evaluates, and disciplines all full time and substitute staff in Transportation. Establishes training schedules with District personnel to ensure that all employees meet appropriate licensing and job description requirements. Administers a comprehensive substitute and employee-training program for Transportation staff to ensure student safety, behavioral management, discipline, and compliance with student related health procedures while being transported.

Ensures that all school transportation vehicles are inspected on a regular basis to determine that high standards of safety, security, cleanliness, and workmanship are maintained. Conducts safety inspections, accident investigations, and training programs to create a safe work environment. Ensures Districts compliance with all state and federal regulations pertinent to this area of operations. Maintains all records and monitors all State and Federally regulated plans. Oversees the Transportation communication process with parents, superintendents, administrators and all applicable staff with respect to the transportation of students. Oversees the development of all bus routes for efficiency and monitors on a regular basis. Oversees the ongoing maintenance of the transportation fleet and ensures that all buses are maintained in accordance with applicable law and district procedures. Advises the Superintendent on road hazards for decision on school closing during inclement weather. Is responsible for the oversight, management and the meeting of all responsibilities and requirements associated with the District's Energy Management Program. Serves in special administrative assignments and provides other services and duties as assigned by the Superintendent.

Knowledge, Skills and Abilities:

General knowledge of cleaning methods, materials and equipment; general knowledge of life safety procedures; general knowledge of maintenance and storage of hazardous materials; general knowledge of school board policies and procedures as they relate to terms of employment; general skill using cleaning and snow removal equipment; general skill operating standard office equipment; general skill in the use of cleaning and maintenance of tools and standard tools of the trade; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to take written direction and perform work duties with little or no supervision or guidance; ability to read cleaning supply labels and requirements for handling; ability to be thorough and maintain cleanliness of a building; ability to establish and maintain effective working relationships with building staff, students, co-workers, tradesman, associates and general public. Knowledge of school buses, including maintenance and safety protocols.

Education and Experience:

Minimum high school diploma or GED, or equivalent combination of education and experience. Preferred Bachelor's or Associates degree. Five years of experience in transportation services. Three to five years of demonstrated supervisory experience.

Physical Requirements:

This work requires the regular exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires sitting, climbing or balancing and tasting or smelling; work requires close vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection

involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements: Valid CDL with school bus and passenger endorsements in the State of Minnesota.

Last Revised: 5/2020 (V/EG)



ROCK RIDGE PUBLIC SCHOOLS

Salary and Benefits for the Technology Director – William Bryson III Work Year July 1, 2022 through June 30, 2024

Salary for 2022-2023: \$100,614
2023-2024: \$102,626

Supervisor: Superintendent

Work Day = 8 hours exclusive of lunch with more time as needed to meet the needs of the district. Expectation to work on days that school is called off for inclement weather. After consultation with the superintendent, work hours and days may be adjusted when school is not in session.

Holidays = 12 (New Year's Eve, New Year's Day, President's Day, Good Friday, Easter Monday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day)

Work Days = 210

Sick Leave = 20 days accumulative to a maximum of 135. This includes bereavement leave.

Health Insurance: BC/BS VEBA plan #835 as chosen by the District.

The District will contribute to the employee's health insurance premiums as follows:

District Premium Contribution: Single Policy = 95% less \$25/month

Family Policy = 90% less \$25/month

Example: (monthly family premium x 90%) - \$25 = District contribution

The District will annually contribute to the employee's VEBA savings account as follows:

Annual District VEBA Contribution: 2022-2023 = 85% of VEBA deductible

VEBA contribution deposits will be made quarterly starting September.

Tax-Sheltered Annuities: The Employee will be eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) or 457 (b) of the Internal Revenue Code of 1986, Minnesota Statutes, Section 123B.02, Subd. 15, and School District policy, and as otherwise provided by law. The School District will match the Employee's payroll deduction up to an amount of \$1,150 annually.

Dental Insurance: Shall be the Delta Dental Non-contracted Subgroup 0002 Plan. The District will pay 100% of the premium for a family policy.

Life Insurance: The premium for a \$100,000 Term Life Policy shall be paid by the District

Long Term Disability Insurance: Will be provided by the District.

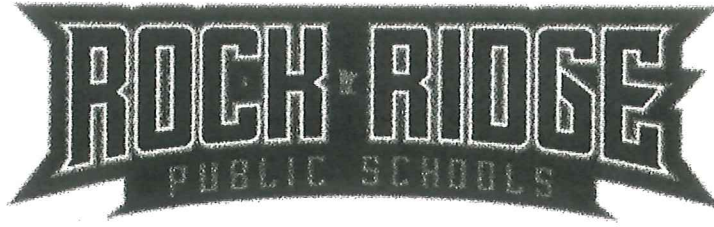
Health Care Savings Plan: Contributions based on School District Policy #430.

The purpose of this document is to set the wages and benefits for the listed position, it is not intended to serve as an employment contract. The district reserves the right to reduce or eliminate the listed position at any time or to terminate the employee for just cause. Signatures below indicate an understanding and acceptance of the terms of this document.

Signature of Employee Bill Bryson III Date of Employee's Signature 12/20/2022

Signature of Board Chair _____ Date of Chair's Signature _____

Signature of Board Clerk _____ Date of Clerk's Signature _____



Bill Bryson

Job Description

Job Title: Director of Technology

Department: Technology

FLSA Status: Exempt

General Definition of Work:

Performs complex executive and professional work. The Director of Technology provides vision and leadership for developing, implementing and managing information technology (IT) initiatives and functions. Must partner to constantly improve student achievement in support of a 21st Century Learning environment. Must drive cost effective solutions for district and school operations and increase efficiency of business processes in support of the district's business plan, and related work as apparent or assigned. Work involves setting policies and goals and action under the direction of the Business Manager and Superintendent. Departmental supervision is exercised over Technology Department.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

Serves as the leader of district-wide technologies issues and strategies. Develop and maintain School Board policies, District protocols, and operational plans related to technology that are in compliance with state and federal law and are consistent with the District's vision, mission and strategic plan. Works in concert with the superintendent and principals to conduct regular needs assessments to ensure the integration of technology across the curriculum. Develops and administers the District technology budget to ensure that resources are allocated in a manner consistent with the District Technology Plan. Maintains the District's inventory of hardware and software and coordinates the purchase of new hardware and software so that acquisitions are cost effective and consistent with the District's Technology Plan. Supervises system support of all data, video and voice communication

infrastructure and equipment. Directs development and maintenance of a Wide Area Network (WAN) and building level Local Area Networks (LAN). Demonstrates excellent customer service skills. Oversees the training of staff in the use of technology. Supervises all personnel within the technology department. Performs other duties of a similar nature or level as assigned. Administers and configures all technology platforms, servers, and software. Administers and configures all technology networks and directories. Responsible for District's Social Media pages, including websites and Facebook. Responsible for student and staff information system and database. Administers HVAC servers and software. Manages all district phones, communications, security, and bell systems.

Knowledge, Skills and Abilities:

Thorough knowledge of a technology department operation; thorough knowledge of the program areas in instructional technology; thorough knowledge in creating and monitoring a department budget; thorough knowledge of state and federal funding for technology; demonstrated effective management skills, including project management, planning, employee supervision, and verbal and written communication skills; demonstrated effective human relations skills; evidence of significant successful experience in technology leadership and general education, including visionary, innovative expertise in planning and directing the strategic use of technology for instructional engagement, management efficiency and instructional improvement; strong communication skills and interpersonal skills as applied to interaction and coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction. Ability to understand and implement technical concepts within a short period of time.

Education and Experience:

Bachelor's degree with coursework in education or information technology, or related field and considerable experience in E-12 Setting, or equivalent combination of education and experience. Master's degree preferred.

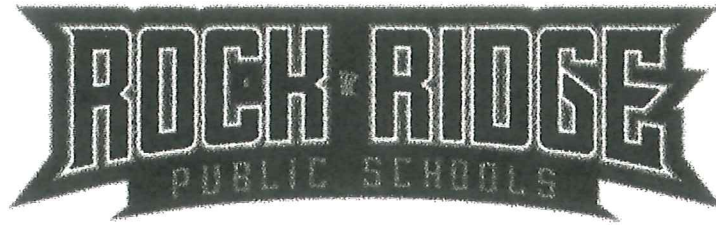
Physical Requirements:

This work requires the occasional exertion of up to 25 pounds of force; work frequently standing, walking, speaking or hearing and using hands to finger, handle or feel and occasionally requires sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic). Work occasionally requires exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to the risk of electrical shock. Work occasionally requires visual inspection involving small defects and/or small parts and operating machines.

Special Requirements: MN Teaching License and valid driver's license in the State of Minnesota.

Last Revised: 2/2017 (V)





*Spencer
Aune*

Job Description

Job Title: Business Manager

Department: Administration

FLSA Status: Exempt

General Definition of Work:

Performs executive work planning, directing, coordinating and supervising department operations, preparing and enforcing the budget, ensuring that regulations and procedures are followed, maintaining appropriate records and files, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Superintendent. Departmental supervision is exercised over all employees of the Business Office and the Technology Office.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

Directs, organizes and participates in district financial forecasting, accounting, budget preparation and control. Provides fiscal and technical assistance to department heads, principals, directors, supervisors, finance advisory committee, School Board and staff. Works collaboratively with Human Resources to effectively negotiate and manage relations with bargaining units. Promotes community partnerships relating to instructional and facility improvements. Represents the District during presentations to community organizations. Directs the preparation and completion of the audit process. Develops accounting and finance policies and procedures. Provides fiscal reports to the School Board and the public. Advises and initiates recommendations to the Superintendent concerning the District's business affairs; prepares and submits reports as required or requested to the Superintendent. Prepares statistical research for projects assisting in short- and long-range planning and decision making. Performs other duties as assigned.

Knowledge, Skills and Abilities:

Comprehensive knowledge of general laws and administrative policies governing school district financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in school districts; ability to evaluate financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to establish and maintain effective working relationships with associates, governmental officials and the general public.

Education and Experience:

Bachelor's degree with coursework in business administration, accounting, or related field and extensive experience working as a financial manager in the public sector, or equivalent combination of education and experience. Master's degree preferred.

Physical Requirements:

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements: CPA preferred.

Last Revised: 2/2017





Job Description

Job Title: Early Childhood Coordinator

Department: Administration

FLSA Status: Exempt

*Sharon Hush -
Jeffrey*

General Definition of Work:

Under the supervision and direction of the Principal, the Early Childhood Education Coordinator promotes ECFE and school readiness by providing technical assistance, mentoring, and training to the staff and agency. The planning of children's readiness to learn involves culturally responsive, integrated service delivery of child development, disabilities, and mental health that supports learning environments to: a) enhance children's cognitive, social, and emotional development and b) promote children's growth in language, literacy, mathematics, science, social and emotional development, creative arts, physical development, and approaches to learning.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions:

Maintains content development expertise and disseminates such knowledge by providing ongoing quality assistance to staff. Develops and disseminates resources and best practices for the process of implementing quality improvement efforts. Promotes continuous quality improvement and quality assurance efforts for the agency. Facilitates peer-to-peer learning both one-on-one or group settings in joint process of capacity-building strategies. Provides skill development and mentoring to staff progressing in their position by performing on-the-job technical assistance and mentoring of specific skills. Provide guidance to staff in building skills and competence. Facilitating the development, implementation, and coordination of internal support plans (action plans, behavior plans) with parents, teachers, and supervisors. Implementation and evaluation of skills and strategies. Providing ongoing quality assistance to address children's challenging behaviors and sensory needs. Supports the professional development of all staff by delivering coaching and technical assistance. Participates in site visits, classrooms observations, and work groups to assess program needs and planning strategies for system/process improvement and/or development of early childhood education, disabilities, and

curriculum/individualization plans and ongoing assessments. Communicates effectively to build trust. Works cooperatively with other agencies to meet the needs of families and children served. Coordinate child and/or family referrals. Participate in regional meetings as requested. Participate in child/family staffing. Assist families with completing scholarship forms.

Knowledge, Skills and Abilities:

Ability to utilize agency resources, technology and library to appropriately answer questions and provides guidance to staff and parents. Ability to train and provide presentations to large and small groups. Ability to collaborate with and have working knowledge of local community resources related to disability services. Ability to communicate (verbal and written) effectively and appropriately with others. Ability to work independently as well as in a team environment. Sustained concentration and attention to detail and accuracy. Ability to prioritize and manage workload and deadlines. Excellent diagnostic and problem solving skills. Ability to meet the needs of all children specifically those with special needs, challenging behaviors, at risk, gifted and culturally diverse populations.

Education and Experience:

Minimum of a Bachelor's degree Early Childhood Education, Child Development or related field. Knowledge and experience in working with early childhood mental health and disabilities services. Valid Driver's License.

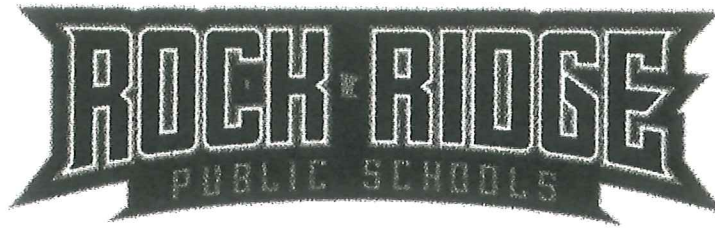
Physical Requirements:

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and reaching with hands and arms and occasionally requires standing, walking, using hands to finger, handle or feel, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements: Minnesota Teacher Licensure. Minnesota Education Administrator License preferred.

Last Revised: 2/2017 (V)





*Mike Hoche
(Network
Engineer)*

Job Description

Job Title: Advanced Technology: IT Network Administration

Department: Technology

FLSA Status: Exempt

General Definition of Work:

Performs intermediate skilled technical work installing, troubleshooting, repairing, maintaining, modifying and replacing network hardware, software and peripheral equipment, and related work as apparent or assigned. Work is performed under the general direction of the Director of Technology and Business Manager.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

Provides network access via wired and wireless connection to district users. Installs, sets up and configures networking devices and cabling including: switches, routers, wireless controllers, wireless access points, servers, printers, computers etc. Monitors wired and wireless network traffic and make necessary changes and improvements to better utilize network resources. Troubleshoots wired and wireless network, hardware, software, cabling etc. Makes recommendations for wireless network optimization, additions and upgrades to meet business requirements. Sets up, installs, configures and troubleshoots telephone system including, hardware, cabling, programming, servers, voicemail, controllers, etc. Provides daily support for users with issues that pertain to network access, network devices, telephones, security cameras, key card access, AV, etc. Oversees the ordering, install and support of district interactive smart boards. Supports, maintains, administers and troubleshoots local area network (LAN) and wireless LAN (WLAN), security and telephone systems for the district. Analyzes current configurations to optimize performance. Tracks, logs and documents related issues and resolutions. Replaces telephones, cables or cords as configuration requires. Manages the configuration and installation of security cameras and security recording equipment. Archives and backs-up recorded data; assists administrators in viewing and saving recorded data, including security cameras. Provides

assistance with hardware and software issues as needed. Creates a positive relationship with the customer and ensure the interaction the customer has with the district is an efficient and satisfying experience. Supervises Level 2 Technology Support position. Performs other duties as assigned.

Knowledge, Skills and Abilities:

Thorough knowledge of personal computer and office automation systems, software and networks; thorough knowledge of computer program preparation principles and practices; thorough knowledge of the operation, care, capabilities, installations and adjustment of a wide variety of networking equipment; thorough knowledge of the policies, practices, methods and techniques used in the administrative functions of a school office; thorough knowledge of network, hardware and software terminology, methods, theory and principles; thorough knowledge of prescribed School Board policies and procedures; thorough knowledge of the operation, uses and capabilities of electronic data processing main and peripheral equipment; thorough knowledge of hardware and software procedures and techniques; thorough knowledge of network administration practices and techniques; ability to understand and carry out oral and written instructions; thorough skill in oral and written communication; thorough skill in the use of personal computers and related software packages, hardware and peripheral equipment; ability to recognize and assess maintenance and repair needs; ability to present ideas effectively, both orally and in writing; ability to follow direction from others and to perform related office duties with limited supervision and oversight; ability to adhere to timelines under pressure and maintain reasonable reliability; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates, the school board, parents, elected officials, students, staff, superintendent and the general public.

Education and Experience:

Bachelor's degree with coursework in information technology, information services, or related field and moderate experience working at a helpdesk, troubleshooting network, hardware or software problems, or equivalent combination of education and experience.

Physical Requirements:

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions, frequently requires walking and occasionally requires sitting, climbing or balancing and stooping, kneeling, crouching or crawling; work requires close vision and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements: Valid driver's license in the State of Minnesota.

Last Revised: 2/2021



2021-22 Year (Settled Contract)		<u>Salary</u>	<u>Longevity</u>	<u>Stipend/ Allowance</u>	TOTAL SALARY	TOTAL BENEFITS	TOTAL COST
Business Office	Aune, Spencer L	\$138,313	\$0	\$0	\$138,313	\$45,760	\$184,073
Technology	Bryson III, William H	\$98,641	\$0	\$0	\$98,641	\$27,374	\$126,015
Activities Director	Hazelton, William C	\$80,000	\$0	\$0	\$80,000	\$15,447	\$95,447
Buildings & Grounds	Hoag, Michael	\$73,500	\$0	\$0	\$73,500	\$34,188	\$107,688
Early Childhood	Kush-Jeffery, Shanon M	\$63,745	\$0	\$0	\$63,745	\$21,557	\$85,302
Activities Director	Lamppa, Joshua E	\$98,110	\$0	\$0	\$98,110	\$38,836	\$136,946
Fundraising	Spelts, William E	\$108,501	\$0	\$0	\$108,501	\$41,127	\$149,628
Transportation	Voss, Robert W	\$82,000	\$0	\$0	\$82,000	\$36,009	\$118,009
HR	Wiirre, Debra S	\$59,000	\$0	\$0	\$59,000	\$21,714	\$80,714
Business Office	Dolinsek, Janelle	\$60,000	\$0	\$0	\$60,000	\$12,267	\$72,267
Superintendent Secretary	Lamppa, Stacie M	\$56,993	\$0	\$0	\$56,993	\$10,779	\$67,772
Business Office	Lintula, Andrea W	\$64,000	\$0	\$0	\$64,000	\$12,762	\$76,762
Business Office	McDermid, Stephanie L	\$46,476	\$0	\$0	\$46,476	\$9,644	\$56,120
Business Office	Viger, Sandra M	\$60,000	\$0	\$0	\$60,000	\$22,132	\$82,132
Technology	Brelie, Cierra J	\$59,160	\$0	\$0	\$59,160	\$19,501	\$78,661
Technology	Hoche, Michael W	\$76,798	\$0	\$0	\$76,798	\$22,742	\$99,540
		\$1,225,237	\$0	\$0	\$1,225,237	\$391,839	\$1,617,076

2022-23 Year (Proposed)		<u>Salary</u>	<u>Salary % increase</u>	<u>Longevity</u>	<u>Stipend/ Allowance</u>	TOTAL SALARY	TOTAL BENEFITS	TOTAL COST	Overall % increase
Business Office	Aune, Spencer L	\$141,079	2.0%	\$0	\$0	\$141,079	\$47,024	\$188,103	
Technology	Bryson III, William H	\$100,614	2.0%	\$0	\$0	\$100,614	\$28,007	\$128,621	
Activities Director	Hazelton, William C	\$90,836	13.5%	\$0	\$0	\$90,836	\$17,222	\$108,058	
Buildings & Grounds	Hoag, Michael	\$80,070	8.9%	\$0	\$0	\$80,070	\$36,043	\$116,113	
Early Childhood	Kush-Jeffery, Shanon M	\$65,020	2.0%	\$0	\$0	\$65,020	\$22,082	\$87,101	
Activities Director	Lamppa, Joshua E	\$90,836	-7.4%	\$0	\$0	\$90,836	\$38,479	\$129,315	
Fundraising	Spelts, William E	\$115,700	6.6%	\$0	\$0	\$115,700	\$43,080	\$158,780	
Transportation	Voss, Robert W	\$83,640	2.0%	\$0	\$0	\$83,640	\$37,098	\$120,738	
HR	Wiirre, Debra S	\$61,200	3.7%	\$0	\$0	\$61,200	\$22,382	\$83,582	
Business Office	Dolinsek, Janelle	\$63,240	5.4%	\$0	\$0	\$63,240	\$12,770	\$76,010	
Superintendent Secretary	Lamppa, Stacie M	\$61,200	7.4%	\$0	\$0	\$61,200	\$11,432	\$72,632	
Business Office	Lintula, Andrea W	\$65,280	2.0%	\$0	\$0	\$65,280	\$12,961	\$78,241	
Business Office	McDermid, Stephanie L	\$47,406	2.0%	\$0	\$0	\$47,406	\$9,789	\$57,194	
Business Office	Viger, Sandra M	\$63,240	5.4%	\$0	\$0	\$63,240	\$22,962	\$86,202	
Technology	Brelie, Cierra J	\$60,343	2.0%	\$0	\$0	\$60,343	\$20,012	\$80,355	
Technology	Hoche, Michael W	\$78,334	2.0%	\$0	\$0	\$78,334	\$23,308	\$101,642	
Total		\$1,268,038		\$0	\$0	\$1,268,038	\$404,648	\$1,672,686	
Overall increase over Prior Year		\$42,801		\$0	\$0	\$42,801	\$12,809	\$55,610	3.4%

2023-24 Year (Proposed)		<u>Salary</u>	<u>Salary % increase</u>	<u>Longevity</u>	<u>Stipend/ Allowance</u>	TOTAL SALARY	TOTAL BENEFITS	TOTAL COST	Overall % increase
Business Office	Aune, Spencer L	\$143,901	2.0%	\$0	\$0	\$143,901	\$47,462	\$191,363	
Technology	Bryson III, William H	\$102,626	2.0%	\$0	\$0	\$102,626	\$28,320	\$130,946	
Activities Director	Hazelton, William C	\$92,653	2.0%	\$0	\$0	\$92,653	\$17,520	\$110,172	
Buildings & Grounds	Hoag, Michael	\$81,671	2.0%	\$0	\$0	\$81,671	\$36,292	\$117,963	
Early Childhood	Kush-Jeffery, Shanon M	\$66,320	2.0%	\$0	\$0	\$66,320	\$22,284	\$88,604	
Activities Director	Lamppa, Joshua E	\$92,653	2.0%	\$0	\$0	\$92,653	\$38,776	\$131,429	
Fundraising	Spelts, William E	\$118,014	2.0%	\$0	\$0	\$118,014	\$43,439	\$161,453	
Transportation	Voss, Robert W	\$85,313	2.0%	\$0	\$0	\$85,313	\$37,358	\$122,670	
HR	Wiirre, Debra S	\$62,424	2.0%	\$0	\$0	\$62,424	\$22,572	\$84,996	
Business Office	Dolinsek, Janelle	\$64,505	2.0%	\$0	\$0	\$64,505	\$12,967	\$77,472	
Superintendent Secretary	Lamppa, Stacie M	\$62,424	2.0%	\$0	\$0	\$62,424	\$11,623	\$74,047	
Business Office	Lintula, Andrea W	\$66,586	2.0%	\$0	\$0	\$66,586	\$13,163	\$79,749	
Business Office	McDermid, Stephanie L	\$48,354	2.0%	\$0	\$0	\$48,354	\$9,936	\$58,290	
Business Office	Viger, Sandra M	\$64,505	2.0%	\$0	\$0	\$64,505	\$23,158	\$87,663	
Technology	Brelie, Cierra J	\$61,550	2.0%	\$0	\$0	\$61,550	\$20,199	\$81,749	
Technology	Hoche, Michael W	\$79,901	2.0%	\$0	\$0	\$79,901	\$23,551	\$103,452	
Total		\$1,293,398		\$0	\$0	\$1,293,398	\$408,620	\$1,702,018	
Overall increase over Prior Year		\$25,361		\$0	\$0	\$25,361	\$3,972	\$29,332	1.75%

2021-22 Year

EMPLOYEE REQUEST

		<u>Salary</u>	<u>Longevity</u>	<u>Stipend/ Allowance</u>	<u>TOTAL SALARY</u>	<u>TOTAL BENEFITS</u>	<u>TOTAL COST</u>
Business Office	Aune, Spencer L	\$138,313	\$0	\$0	\$138,313	\$45,760	\$184,073
Technology	Bryson III, William H	\$98,641	\$0	\$0	\$98,641	\$27,374	\$126,015
Activities Director	Hazelton, William C	\$80,000	\$0	\$0	\$80,000	\$15,447	\$95,447
Buildings & Grounds	Hoag, Michael	\$73,500	\$0	\$0	\$73,500	\$34,188	\$107,688
Early Childhood	Kush-Jeffery, Shanon M	\$63,745	\$0	\$0	\$63,745	\$21,557	\$85,302
Activities Director	Lamppa, Joshua E	\$98,110	\$0	\$0	\$98,110	\$38,836	\$136,946
Fundraising	Spelts, William E	\$108,501	\$0	\$0	\$108,501	\$41,127	\$149,628
Transportation	Voss, Robert W	\$82,000	\$0	\$0	\$82,000	\$36,009	\$118,009
HR	Wiirre, Debra S	\$59,000	\$0	\$0	\$59,000	\$21,714	\$80,714
Business Office	Dolinsek, Janelle	\$60,000	\$0	\$0	\$60,000	\$12,267	\$72,267
Superintendent Secretary	Lamppa, Stacie M	\$56,993	\$0	\$0	\$56,993	\$10,779	\$67,772
Business Office	Lintula, Andrea W	\$64,000	\$0	\$0	\$64,000	\$12,762	\$76,762
Business Office	McDermid, Stephanie L	\$46,476	\$0	\$0	\$46,476	\$9,644	\$56,120
Business Office	Viger, Sandra M	\$60,000	\$0	\$0	\$60,000	\$22,132	\$82,132
Technology	Brelie, Cierra J	\$59,160	\$0	\$0	\$59,160	\$19,501	\$78,661
Technology	Hoche, Michael W	\$76,798	\$0	\$0	\$76,798	\$22,742	\$99,540
		\$1,225,237	\$0	\$0	\$1,225,237	\$391,839	\$1,617,076

		<u>Salary</u>	<u>% increase</u>	<u>Longevity</u>	<u>Stipend/ Allowance</u>	<u>TOTAL SALARY</u>	<u>TOTAL BENEFITS</u>	<u>TOTAL COST</u>	Overall % increase
2022-23 Year									
Business Office	Aune, Spencer L	\$141,079	2.0%	\$0	\$0	\$141,079	\$47,024	\$188,103	
Technology	Bryson III, William H	\$100,614	2.0%	\$0	\$0	\$100,614	\$28,007	\$128,621	
Activities Director	Hazelton, William C	\$89,055	11.3%	\$0	\$0	\$89,055	\$16,930	\$105,985	
Buildings & Grounds	Hoag, Michael	\$83,640	13.8%	\$0	\$0	\$83,640	\$36,948	\$120,588	
Early Childhood	Kush-Jeffery, Shanon M	\$65,020	2.0%	\$0	\$13,000	\$78,020	\$24,102	\$102,122	
Activities Director	Lamppa, Joshua E	\$100,072	2.0%	\$0	\$0	\$100,072	\$39,992	\$140,064	
Fundraising	Spelts, William E	\$118,499	9.2%	\$1,000	\$0	\$119,499	\$45,195	\$164,694	
Transportation	Voss, Robert W	\$83,640	2.0%	\$0	\$0	\$83,640	\$37,098	\$120,738	
HR	Wiirre, Debra S	\$60,180	2.0%	\$0	\$0	\$60,180	\$22,223	\$82,403	
Business Office	Dolinsek, Janelle	\$65,280	8.8%	\$0	\$0	\$65,280	\$13,088	\$78,368	
Superintendent Secretary	Lamppa, Stacie M	\$58,133	2.0%	\$0	\$0	\$58,133	\$10,956	\$69,089	
Business Office	Lintula, Andrea W	\$65,280	2.0%	\$0	\$0	\$65,280	\$14,961	\$80,241	
Business Office	McDermid, Stephanie L	\$47,406	2.0%	\$0	\$0	\$47,406	\$9,789	\$57,194	
Business Office	Viger, Sandra M	\$61,200	2.0%	\$4,284	\$0	\$65,484	\$23,311	\$88,795	
Technology	Brelie, Cierra J	\$60,343	2.0%	\$0	\$0	\$60,343	\$20,012	\$80,355	
Technology	Hoche, Michael W	\$79,486	3.5%	\$0	\$0	\$79,486	\$23,487	\$102,972	
		\$1,278,927		\$5,284	\$13,000	\$1,297,211	\$413,119	\$1,710,330	
		\$53,690		\$5,284	\$13,000	\$71,974	\$21,280	\$93,254	5.77%

		<u>Salary</u>	<u>Longevity</u>	<u>Stipend/ Allowance</u>	<u>TOTAL SALARY</u>	<u>TOTAL BENEFITS</u>	<u>TOTAL COST</u>		
2023-24 Year									
Business Office	Aune, Spencer L	\$143,901	2.0%	\$0	\$0	\$143,901	\$47,462	\$191,363	
Technology	Bryson III, William H	\$102,626	2.0%	\$0	\$0	\$102,626	\$28,320	\$130,946	
Activities Director	Hazelton, William C	\$90,836	2.0%	\$0	\$0	\$90,836	\$17,222	\$108,058	
Buildings & Grounds	Hoag, Michael	\$85,313	2.0%	\$0	\$0	\$85,313	\$37,208	\$122,520	
Early Childhood	Kush-Jeffery, Shanon M	\$66,320	2.0%	\$0	\$13,000	\$79,320	\$24,304	\$103,624	
Activities Director	Lamppa, Joshua E	\$102,074	2.0%	\$0	\$0	\$102,074	\$40,320	\$142,393	
Fundraising	Spelts, William E	\$120,869	2.0%	\$1,000	\$0	\$121,869	\$45,563	\$167,432	
Transportation	Voss, Robert W	\$85,313	2.0%	\$0	\$0	\$85,313	\$37,358	\$122,670	
HR	Wiirre, Debra S	\$61,384	2.0%	\$0	\$0	\$61,384	\$22,410	\$83,794	
Business Office	Dolinsek, Janelle	\$66,586	2.0%	\$0	\$0	\$66,586	\$13,290	\$79,876	
Superintendent Secretary	Lamppa, Stacie M	\$59,296	2.0%	\$0	\$0	\$59,296	\$11,137	\$70,432	
Business Office	Lintula, Andrea W	\$66,586	2.0%	\$0	\$0	\$66,586	\$15,163	\$81,749	
Business Office	McDermid, Stephanie L	\$48,354	2.0%	\$0	\$0	\$48,354	\$9,936	\$58,290	
Business Office	Viger, Sandra M	\$62,424	2.0%	\$4,370	\$0	\$66,794	\$23,514	\$90,308	
Technology	Brelie, Cierra J	\$61,550	2.0%	\$0	\$0	\$61,550	\$20,199	\$81,749	
Technology	Hoche, Michael W	\$82,268	3.5%	\$0	\$0	\$82,268	\$23,919	\$106,187	
		\$1,305,698		\$5,370	\$13,000	\$1,324,067	\$417,325	\$1,741,392	
		\$26,771		\$86	\$0	\$26,857	\$4,205	\$31,062	1.82%



Rock Ridge Public Schools

1405 Progress Parkway

Adopted: September 28, 2020

Revised: December 14, 2020

Revised: June 28, 2021

Revised: _____

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.

- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work

experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.
- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and,

upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. [Ch. 260E](#) (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization. The school board will allow a maximum of three (3) minutes speaking time for an individual or spokesperson for a group or organization during Visitor Input.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board and potentially removed from the meeting.

8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Visitor Input

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. If a person wishes to address ~~a non-agenda item~~ the school board, a request must be submitted to the district office or school board chair ~~or superintendent~~ in a timely manner and on an official form created by the district. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly. The school board will allow a maximum of three (3) minutes speaking time for an individual or spokesperson for a group or organization during Visitor Input.

All those wishing to address the school board shall notify the district office or school board chair at least three hours prior to the start of the school board meeting. The school board chair may make exceptions and is authorized to use his/her discretion if a request is submitted less than three hours prior to the start of the school board meeting.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these

meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

A maximum of ten (10) individuals will be allowed to speak at any regular meeting.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (~~Open Meeting Law~~) (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (~~Student Dismissal Hearing~~) (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (~~Coaches; Opportunity to Respond~~) (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (~~Teacher Discharge Hearing~~) (Employment; Contracts; Termination; Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. ~~§ 626.556~~ Ch. 260E (Reporting of Maltreatment of Minors)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: Policy 205 (Open Meetings and Closed Meetings)
Policy 207 (Public Hearings)
Policy 406 (Public and Private Personnel Data)
Policy 515 (Protection and Privacy of Pupil Records)
MSBA ~~Service Manual, Chapter 13~~, School Law Bulletin “C” (Minnesota’s
Open Meeting Law)
MSBA ~~Service Manual, Chapter 13~~, School Law Bulletin “I” (School
Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 206

Orig. 1995

Revised: _____

Rev. 2022

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:
 - Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and

awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);

4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.

6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)