



**INDEPENDENT SCHOOL DISTRICT NO. 108**  
**NORWOOD YOUNG AMERICA, MN 55368**  
**AGENDA: Monday, April 25, 2022**  
**6:00 PM Meeting**  
**Central Elementary Media Center**



A. PROCEDURAL ITEMS:

Board Chair

1. Call to order

Board Chair

call the meeting to order

2. Roll Call

Board Chair

3. Pledge of Allegiance

Board Chair

4. Approval of Agenda

Board Chair

Board members can amend the presented agenda by adding, removing or adjusting items to suit the needs of a particular meeting.

5. Consent Agenda

Board Chair

a) Approval of Minutes

March 28, 2022 Regular Board Meeting Minutes

b) Payment of Invoices

c) Correspondence

d) Approve Field Trip(s)

e) Human Resources Items:

1. Retirement

a).

2. Lane Change

a).

3. Resignations

a).

4. Non-Renewal

a).

5. New Hires

a). Amy Groschen - Finance Coordinator

b). Callie Tescher - High School English Teacher

6. Leave of Absence

f) Extra Curricular Assignments

5

g) Volunteer Coaches:

a). Lyndie Schmitz - Track

6. Acceptance of Gifts

Board Chair

- \$2,000.00 from VFW #1783 to Community Ed Baseball for program support
- \$1,000.00 from Central Booster Club to Softball for program support
- \$500.00 from E. Latzig to Central Schools for WIN Time Program Supplies
- \$1,000.00 from Kopp Family Foundation Central Schools for Scholarships

B. PUBLIC FORUM

Board Chair

During the Public Forum any person may address the School Board on a topic of interest or concern. Listed below are the procedures.

1. Public Forum will follow the Procedural Items on the agenda.
2. Public Forum will be open up to 30 minutes (3 minutes per speaker, 10 minutes per topic, and no more than 3 speakers per topic as a general rule). Comments should be brief, and repetition of public comments already expressed at the same meeting should be avoided.
3. Those wishing to address the Board should fill out the Public Forum Speaker Card and submit the card to the School Board clerk or other district official at the meeting
4. Questions may be asked on any topic, including those on the agenda.
5. School District policy and data privacy laws preclude the Board from publicly discussing personnel matters or data, including information, which, if discussed in a public meeting could violate law or policy. Under School Board Policy 206, complaints or concerns regarding individual school district employees should be presented in writing to school administration and signed by the person submitting the complaint or concern.
6. An attempt will be made to answer questions addressed to the Board. In those cases where an answer is not provided, a phone call from an appropriate school district official will be made as a follow-up.
7. A handout on the purpose of School Board meetings and the meeting process is available at each School Board meeting.
8. Citizens may be asked to address the school board on a particular subject during the discussion of that item.
9. The School Board chairperson will attempt to reasonably honor requests to speak, but shall also exercise discretion with regard to time constraints and therefore may limit the number of requests to speak accordingly.

C. INFORMATIONAL ITEMS: MONTHLY REPORTS

Board Chair

1. Student Council  
Board Chair
2. Student Representative

Board Chair

3. Superintendent  
Board Chair

4. Board

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Board Chair

Minnesota State High School League  
Representative: Strickfaden; Alt: Latzig

Community Education Board  
Representatives: Evenski; Latzig

Southwest Metro Educational Coop  
Representative: Schug Alt: Latzig

Technology Committee  
Representatives: Lehrke, Erickson, Alt: Evenski

Community Development/County & City Liaison  
Representative: Latzig; Alt: Eischens

Finance Committee  
Representative: Strickfaden: Alt: Latzig

Policy Committee:  
Representatives: Erickson, Evenski, Eischens

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***Negotiation Committees:***

MN School Employees Association:  
Representatives: Evenski, Strickfaden, Eischens

Teachers Association:  
Representatives: Latzig, Lehrke, Schug

Superintendent:  
Representatives: Erickson, Schug, Latzig

Principals/Administration:  
Representatives Evenski, Lehrke, Eischens

Non-Union Support Staff, Technology Director, Community Ed. Director:  
Representatives Evenski, Erickson, Eischens

**D. DISCUSSION ITEMS**

Board Chair

1. Student Engagement Study
2. Principal Hiring Timeline/Process
3. Building Update

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E. OPERATIONAL ITEMS

Board Chair

1. Consideration of 2022 contract for Amy Groschen 27
2. Consideration of 2022-2024 Confidential Office Employee Contract (L. Peterson, A. Franck, A. Groschen) 31
3. Consideration of LPN Contract (L. Gales) 35
4. Consideration of IT Director Contract (S. Anderson) 42
5. Consideration of Public Bids 47
6. Consideration of Revised Budget 55

F. NEXT BOARD MEETING

Board Chair

Next Board meeting is May 23, 2022 @ 6PM CHS Media Center

G. ADJOURNMENT

Board Chair

Norwood-Young America School  
 April 25, 2022 Board Meeting Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
GEN1	p21026	53850	39869	Check	1	5123	ANDERSON, STEVEN		Yes	No	No	04/25/2022		240.00
GEN1	p21026	53856	39870	Check	1	6412	AVIBEN		Yes	No	No	04/25/2022		123.35
GEN1	p21026	53871	39871	Check	1	6728	BLUUM OF MINNESOTA, LLC	LLC - C Corp	Yes	No	No	04/25/2022		684.00
GEN1	p21026	53814	39872	Check	1	00334	BOESCHE, DONNA		Yes	No	No	04/25/2022		6.00
GEN1	p21026	53842	39873	Check	1	3620	BRAUN, REBECCA		Yes	No	No	04/25/2022		100.00
GEN1	p21026	53858	39874	Check	1	6435	BRICK & BREW PROPERTIES LLC		Yes	No	No	04/25/2022		1,849.71
GEN1	p21026	53862	39875	Check	1	6459	BROWN-THOR, KIRSTEN		Yes	No	No	04/25/2022		70.20
GEN1	p21026	53849	39876	Check	1	4946	BSN SPORTS LLC		Yes	No	No	04/25/2022		14,575.10
GEN1	p21026	53809	39877	Check	1	00048	CARQUEST AUTO PARTS		Yes	No	No	04/25/2022		21.58
GEN1	p21026	53818	39878	Check	1	00604	CARVER COUNTY TREASURER		Yes	No	No	04/25/2022		3,229.00
GEN1	p21026	53816	39879	Check	1	00548	CENTRAL PUBLIC SCHOOLS		Yes	No	No	04/25/2022		430.00
GEN1	p21026	53853	39880	Check	1	5363	CENTRAL SOFTBALL BOOSTERS		Yes	No	No	04/25/2022		1,720.00
GEN1	p21026	53810	39881	Check	1	00061	CITY OF NORWOOD YOUNG AMERICA		Yes	No	No	04/25/2022		3,294.52
GEN1	p21026	53847	39882	Check	1	4732	DAIKIN APPLIED		Yes	No	No	04/25/2022		2,999.95
GEN1	p21026	53829	39883	Check	1	1442	DALCO		Yes	No	No	04/25/2022		2,293.05
GEN1	p21026	53836	39884	Check	1	2721	DASHIR MANAGEMENT SERVICES INC		Yes	No	No	04/25/2022		38,343.72
GEN1	p21026	53846	39885	Check	1	4717	ECM PUBLISHERS, INC.		Yes	No	No	04/25/2022		799.14
GEN1	p21026	53811	39886	Check	1	00112	ERPENBACH, RON		Yes	No	No	04/25/2022		247.99
GEN1	p21026	53821	39887	Check	1	01124	FLINN SCIENTIFIC INC		Yes	No	No	04/25/2022		15.00
GEN1	p21026	53841	39888	Check	1	3535	FOUR POINT 0 SCHOOL SERVICES		Yes	No	No	04/25/2022		85,265.60
GEN1	p21026	53843	39889	Check	1	3639	FOX, DARRIN		Yes	No	No	04/25/2022		9.00
GEN1	p21026	53859	39890	Check	1	6437	FP MAILING SOLUTIONS		Yes	No	No	04/25/2022		165.00
GEN1	p21026	53863	39891	Check	1	6468	GARCIA-SANCHEZ, FLORMIRA		Yes	No	No	04/25/2022		40.00
GEN1	p21026	53864	39892	Check	1	6496	GENERAL OFFICE PRODUCTS COMPAN	S Corporation	Yes	No	No	04/25/2022		1,928.12
GEN1	p21026	53835	39893	Check	1	2694	HECKERT, LISA		Yes	No	No	04/25/2022		7.50
GEN1	p21026	53826	39894	Check	1	09024	HILGERS PLUMBING & HEATING INC		Yes	No	No	04/25/2022		2,210.50
GEN1	p21026	53857	39895	Check	1	6426	HUBERT COMPANY		Yes	No	No	04/25/2022		1,374.07
GEN1	p21026	53837	39896	Check	1	2860	HYVEE		Yes	No	No	04/25/2022		401.94
GEN1	p21026	53867	39897	Check	1	6620	IDEAL ENERGIES SOLAR LEASING 2021	LLC - Partnership	Yes	No	No	04/25/2022		406.79
GEN1	p21026	53833	39898	Check	1	2037	INNOVATIVE OFFICE SOLUTIONS LLC		Yes	No	No	04/25/2022		53.61
GEN1	p21026	53824	39899	Check	1	05010	INSTRUMENTALIST COMPANY		Yes	No	No	04/25/2022		155.00
GEN1	p21026	53820	39900	Check	1	00838	JOSTENS INC		Yes	No	No	04/25/2022		980.26
GEN1	p21026	53848	39901	Check	1	4917	KESTER, AMBER		Yes	No	No	04/25/2022		100.00
GEN1	p21026	53860	39902	Check	1	6439	KRIZ, TAYLOR		Yes	No	No	04/25/2022		2.00
GEN1	p21026	53855	39903	Check	1	6081	LAZY LOON BOWLING & EVENT CENTEF		Yes	No	No	04/25/2022		3,960.00
GEN1	p21026	53852	39904	Check	1	5312	LIFELINE		Yes	No	No	04/25/2022		200.00
GEN1	p21026	53865	39905	Check	1	6523	LIPPERT PIANO LLC	Ind/Sole Proprietor	Yes	No	No	04/25/2022		100.00
GEN1	p21026	53839	39906	Check	1	3185	MARCO TECHNOLOGIES, LLC	LLC - Partnership	Yes	No	No	04/25/2022		2,034.43
GEN1	p21026	53830	39907	Check	1	1606	MAYER LUMBER CO, INC		Yes	No	No	04/25/2022		107.60
GEN1	p21026	53845	39908	Check	1	4316	MCDOWELL AGENCY, INC.		Yes	No	No	04/25/2022		104.00
GEN1	p21026	53817	39909	Check	1	00572	MENARDS INC		Yes	No	No	04/25/2022		369.24
GEN1	p21026	53866	39910	Check	1	6560	MN HIGHWAY SAFETY & RESEARCH CEN		Yes	No	No	04/25/2022		640.00
GEN1	p21026	53813	39911	Check	1	00278	MN STATE HIGH SCHOOL LEAGUE		Yes	No	No	04/25/2022		160.00
GEN1	p21026	53819	39912	Check	1	00830	MN UC FUND		Yes	No	No	04/25/2022		6,387.76
GEN1	p21026	53823	39913	Check	1	01645	MULTI-HEALTH SYSTEMS INC.		Yes	No	No	04/25/2022		427.50
GEN1	p21026	53822	39914	Check	1	01530	MUSIC MART		Yes	No	No	04/25/2022		33.60
GEN1	p21026	53861	39915	Check	1	6448	NAPA AUTO & TRUCK PARTS		Yes	No	No	04/25/2022		34.28
GEN1	p21026	53840	39916	Check	1	3506	NEUBARTH, RICH		Yes	No	No	04/25/2022		75.00
GEN1	p21026	53831	39917	Check	1	1657	RATWIK, ROSZAK & MALONEY, P.A.		Yes	No	No	04/25/2022		1,104.50
GEN1	p21026	53812	39918	Check	1	00122	REGION V COMPUTER SERVICES		Yes	No	No	04/25/2022		4,220.25
GEN1	p21026	53870	39919	Check	1	6727	RESILITE SPORTS PRODUCTS, INC.		Yes	No	No	04/25/2022		9,955.00
GEN1	p21026	53825	39920	Check	1	05638	RIDDELL ALL AMERICAN SPORTS CORP.		Yes	No	No	04/25/2022		450.95
GEN1	p21026	53854	39921	Check	1	5987	RIVERSIDE INSIGHTS		Yes	No	No	04/25/2022		258.50
GEN1	p21026	53815	39922	Check	1	00374	SMITH OIL CO.		Yes	No	No	04/25/2022		8,974.35
GEN1	p21026	53844	39923	Check	1	4219	SOUTHERN MINNESOTA INSPECTION	LLC - S Corp	Yes	No	No	04/25/2022		4,932.54
GEN1	p21026	53869	39924	Check	1	6707	SUNDE LAND SURVEYING, LLC	LLC - Partnership	Yes	No	No	04/25/2022		6,263.17
GEN1	p21026	53834	39925	Check	1	2325	TAHER, INC. - BIN# 135092		Yes	No	No	04/25/2022		43,118.28
GEN1	p21026	53868	39926	Check	1	6683	TRANS-MISSISSIPPI BIO. SUPPLY		Yes	No	No	04/25/2022		219.44
GEN1	p21026	53838	39927	Check	1	2874	TRI-DIM FILTER CORP.		Yes	No	No	04/25/2022		417.32
GEN1	p21026	53827	39928	Check	1	1157	UHL COMPANY		Yes	No	No	04/25/2022		995.50
GEN1	p21026	53851	39929	Check	1	5278	WAYZATA RESULTS		Yes	No	No	04/25/2022		400.00
GEN1	p21026	53832	39930	Check	1	1870	WIGFIELD DESIGN		Yes	No	No	04/25/2022		228.00
GEN1	p21026	53828	39931	Check	1	1249	WROGE, JON		Yes	No	No	04/25/2022		12.87

Bank Total: \$260,325.78

Report Total: \$260,325.78

**Norwood-Young America School  
April 2022 Payroll Taxes and Liabilities**

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
GEN1	p21031	53757		Wire	1	04035	TEACHERS RETIREMENT ASSOC		No	No	No	04/05/2022	35,660.21
GEN1	p21031	53758		Wire	1	05255	DEPARTMENT OF THE TREASURY		No	No	No	04/05/2022	62,878.10
GEN1	p21031	53759		Wire	1	06027	COMMISSIONER OF REVENUE		No	No	No	04/05/2022	10,471.68
GEN1	p21031	53760		Wire	1	3785	EDUCATORS FINANCIAL SERVICES		No	No	No	04/05/2022	8,175.14
GEN1	p21031	53761		Wire	1	3904	FURTHER-SELECT ACCOUNT		No	No	No	04/05/2022	1,951.19
GEN1	p21032	53799		Wire	1	00150	BLUE CROSS & BLUE SHIELD		No	No	No	04/20/2022	21,109.50
GEN1	p21032	53800		Wire	1	01780	MN CHILD SUPPORT PAYMENT CTR		No	No	No	04/20/2022	439.00
GEN1	p21032	53801		Wire	1	04035	TEACHERS RETIREMENT ASSOC		No	No	No	04/20/2022	35,061.06
GEN1	p21032	53802		Wire	1	05255	DEPARTMENT OF THE TREASURY		No	No	No	04/20/2022	58,346.97
GEN1	p21032	53803		Wire	1	06027	COMMISSIONER OF REVENUE		No	No	No	04/20/2022	9,601.23
GEN1	p21032	53804		Wire	1	2260	AFLAC		No	No	No	04/20/2022	166.98
GEN1	p21032	53805		Wire	1	3785	EDUCATORS FINANCIAL SERVICES		No	No	No	04/20/2022	8,279.32
GEN1	p21032	53806		Wire	1	3904	FURTHER-SELECT ACCOUNT		No	No	No	04/20/2022	766.43
GEN1	p21032	53807		Wire	1	5699	MN PUBLIC EMPLOYEES INSURANCE PF		No	No	No	04/20/2022	56,656.14
GEN1	p21031	53755	39842	Check	1	01140	MADISON NATL LIFE INS CO INC.		Yes	No	No	04/05/2022	1,117.97
GEN1	p21031	53756	39843	Check	1	04034	PERA		Yes	No	No	04/05/2022	7,371.21
GEN1	p21032	53796	39862	Check	1	07999	C.E.A.		Yes	No	No	04/20/2022	8,181.20
GEN1	p21032	53797	39863	Check	1	1439	DELTA DENTAL PLAN OF MN		Yes	No	No	04/20/2022	4,511.66
GEN1	p21032	53795	39864	Check	1	06032	MINNESOTA SCHOOL EMP ASSOC		Yes	No	No	04/20/2022	789.90
GEN1	p21032	53798	39865	Check	1	3796	NATIONAL INSURANCE SERVICES OF WI		Yes	No	No	04/20/2022	366.60
GEN1	p21032	53793	39866	Check	1	00808	NCPERS Group Life Ins.		Yes	No	No	04/20/2022	48.00
GEN1	p21032	53794	39867	Check	1	04034	PERA		Yes	No	No	04/20/2022	5,960.27

Bank Total: \$337,909.76

Report Total: \$337,909.76

### April 5-2022 PAYROLL

GROSS PAY	\$288,903.91
FEDERAL TAX	(21,174.54)
MN STATE TAX	(10,471.68)
OASDI	(16,899.52)
MEDICARE	(3,952.26)
PERA	(3,422.33)
TRA	(16,884.58)
ANNUITIES	(4,891.80)
FLEX	(16,332.78)
VOLUNTARIES	(5,284.01)
NET PAYROLL	<u><u>\$189,590.41</u></u>

### April 20-2022 PAYROLL

GROSS PAY	\$270,164.35
FEDERAL TAX	(19,510.83)
MN STATE TAX	(9,601.23)
OASDI	(15,737.47)
MEDICARE	(3,680.60)
PERA	(2,767.27)
TRA	(16,600.89)
ANNUITIES	(4,943.89)
FLEX	(16,332.78)
VOLUNTARIES	(5,284.01)
NET PAYROLL	<u><u>\$175,705.38</u></u>

Norwood-Young America School  
March 2022 Miscellaneous Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
GEN1	p20925	53630		Wire	1	2468	R2 MASTERCARD - HARRIS BANK		No	Yes	No	03/08/2022	2,216.63
GEN1	p20925	53631		Wire	1	4091	MASTERCARD - HARRIS BANK		No	Yes	No	03/08/2022	4,897.22
GEN1	p20925	53743		Wire	1	01606	CENTERPOINT ENERGY		No	Yes	No	03/30/2022	18,031.46
GEN1	p20925	53744		Wire	1	09609	XCEL ENERGY		No	Yes	No	03/30/2022	28,520.95
GEN1	p20925	53745		Wire	1	2728	BREMER BANK, NA28		No	Yes	No	03/30/2022	87.00
GEN1	p20925	53746		Wire	1	3904	FURTHER-SELECT ACCOUNT		No	Yes	No	03/30/2022	208.80
GEN1	p20925	53747		Wire	1	5002	WASTE MANAGEMENT OF WI-MN		No	Yes	No	03/30/2022	2,449.01
GEN1	p20925	53748		Wire	1	6605	ELEYO	S Corporation	No	Yes	No	03/30/2022	2,562.62
GEN1	p20925	53628	39725	Check	1	6716	BORAAS, ROB	Ind/Sole Proprietor	Yes	Yes	No	03/04/2022	105.00
GEN1	p20925	53619	39726	Check	1	4415	DEMORETT, ANDREW		Yes	Yes	No	03/04/2022	105.00
GEN1	p20925	53629	39727	Check	1	6717	DERKSEN, CAROLYN	Ind/Sole Proprietor	Yes	No	No	03/04/2022	105.00
GEN1	p20925	53626	39728	Check	1	6544	EICHACKER, ERIC	Ind/Sole Proprietor	Yes	Yes	No	03/04/2022	125.00
GEN1	p20925	53627	39729	Check	1	6685	GARRETT, SCOTT		Yes	Yes	No	03/04/2022	125.00
GEN1	p20925	53622	39730	Check	1	5274	GRAMS, RYAN	Ind/Sole Proprietor	Yes	Yes	No	03/04/2022	90.00
GEN1	p20925	53617	39731	Check	1	4026	HAMANN, RON		Yes	Yes	No	03/04/2022	125.00
GEN1	p20925	53612	39732	Check	1	00182	HOME SOLUTIONS UNLIMITED		Yes	Yes	No	03/04/2022	164.02
GEN1	p20925	53613	39733	Check	1	01095	ISD #282 - ST. ANTHONY-NEW BRIGHTON		Yes	No	No	03/04/2022	105.00
GEN1	p20925	53615	39734	Check	1	2624	ISD #881 - MAPLE LAKE PUBLIC		Yes	No	No	03/04/2022	58.50
GEN1	p20925	53623	39735	Check	1	6009	MOYNAGH, ROBERT	Ind/Sole Proprietor	Yes	Yes	No	03/04/2022	124.00
GEN1	p20925	53618	39736	Check	1	4193	MUSIC IS ELEMENTARY		Yes	Yes	No	03/04/2022	1,000.61
GEN1	p20925	53624	39737	Check	1	6501	OLIVER, JOE	Ind/Sole Proprietor	Yes	Yes	No	03/04/2022	125.00
GEN1	p20925	53620	39738	Check	1	4767	PAGGEN, TONY		Yes	Yes	No	03/04/2022	62.00
GEN1	p20925	53616	39739	Check	1	3550	REGION 2A MSHSL		Yes	Yes	No	03/04/2022	867.00
GEN1	p20925	53621	39740	Check	1	5200	SHIBLEY, JEREMY	Ind/Sole Proprietor	Yes	Yes	No	03/04/2022	125.00
GEN1	p20925	53625	39741	Check	1	6527	VINKEMEIER, JEFF	Ind/Sole Proprietor	Yes	Yes	No	03/04/2022	125.00
GEN1	p20925	53614	39742	Check	1	2436	YAGER, MIKE	Ind/Sole Proprietor	Yes	No	No	03/04/2022	62.00
GEN1	p20925	53640	39747	Check	1	3213	CENTURYLINK		Yes	Yes	No	03/11/2022	611.67
GEN1	p20925	53638	39748	Check	1	2382	CITY OF COLOGNE		Yes	Yes	No	03/11/2022	62.61
GEN1	p20925	53639	39749	Check	1	2659	FARBER SOUND, LLC		Yes	Yes	No	03/11/2022	6,809.90
GEN1	p20925	53641	39750	Check	1	3550	REGION 2A MSHSL		Yes	Yes	No	03/11/2022	1,571.00
GEN1	p20925	53637	39751	Check	1	1795	TREBESCH, GUY	Ind/Sole Proprietor	Yes	Yes	No	03/11/2022	105.00
GEN1	p20925	53642	39752	Check	1	5139	VOGEL, CORY	Ind/Sole Proprietor	Yes	Yes	No	03/11/2022	105.00
GEN1	p20925	53636	39753	Check	1	1038	WITTERSCHEIN, JOE	Ind/Sole Proprietor	Yes	Yes	No	03/11/2022	105.00
GEN1	p20925	53643	39754	Check	1	5287	SOUTHWEST METRO INTERMEDIATE DIS		Yes	Yes	No	03/11/2022	4,156.00
GEN1	p20925	53644	39755	Check	1	5287	SOUTHWEST METRO INTERMEDIATE DIS		Yes	Yes	No	03/11/2022	31,518.56
GEN1	p20925	53646	39756	Check	1	5274	GRAMS, RYAN	Ind/Sole Proprietor	Yes	No	No	03/11/2022	90.00
GEN1	p20925	53676	39763	Check	1	4946	BSN SPORTS LLC		Yes	Yes	No	03/18/2022	1,223.18
GEN1	p20925	53666	39764	Check	1	00061	CITY OF NORWOOD YOUNG AMERICA		Yes	Yes	No	03/18/2022	2,785.71
GEN1	p20925	53675	39765	Check	1	4732	DAIKIN APPLIED		Yes	Yes	No	03/18/2022	957.90
GEN1	p20925	53667	39766	Check	1	01124	FLINN SCIENTIFIC INC		Yes	Yes	No	03/18/2022	179.95
GEN1	p20925	53668	39767	Check	1	05062	MID-COUNTY CO-OP OIL ASSN.		Yes	Yes	No	03/18/2022	1,673.67
GEN1	p20925	53677	39768	Check	1	5107	MOUNTAIN STREAM SPORTS		Yes	No	No	03/18/2022	60.97
GEN1	p20925	53671	39769	Check	1	1563	MSU-MANKATO ATHLETICS		Yes	Yes	No	03/18/2022	350.00
GEN1	p20925	53672	39770	Check	1	1657	RATWIK, ROSZAK & MALONEY, P.A.		Yes	Yes	No	03/18/2022	430.50
GEN1	p20925	53674	39771	Check	1	3713	ROCHESTER TELECOM SYSTEMS, INC		Yes	No	No	03/18/2022	40.82
GEN1	p20925	53673	39772	Check	1	2656	STEP SAVER INC.		Yes	Yes	No	03/18/2022	263.63
GEN1	p20925	53678	39773	Check	1	6654	SUMMIT FIRE PROTECTION		Yes	Yes	No	03/18/2022	1,400.00
GEN1	p20925	53670	39774	Check	1	1157	UHL COMPANY		Yes	Yes	No	03/18/2022	2,825.58
GEN1	p20925	53669	39775	Check	1	08026	WM MUELLER & SONS, INC		Yes	Yes	No	03/18/2022	2,240.00
GEN1	p20925	53751	39836	Check	1	4847	ADVANCED HEALTH, SAFETY AND SECUI	Partnership	Yes	No	No	03/30/2022	230.00
GEN1	p20925	53754	39837	Check	1	6725	BEHRENS, SYDNEY/UW-RIVER FALLS		Yes	No	No	03/30/2022	250.00
GEN1	p20925	53752	39838	Check	1	4946	BSN SPORTS LLC		Yes	No	No	03/30/2022	1,642.92
GEN1	p20925	53753	39839	Check	1	6724	FOSTER, SYDNI/SOUTH DAKOTA STATE I		Yes	No	No	03/30/2022	250.00
GEN1	p20925	53750	39840	Check	1	3185	MARCO TECHNOLOGIES, LLC	LLC - Partnership	Yes	No	No	03/30/2022	392.00
GEN1	p20925	53749	39841	Check	1	05604	RIDGEVIEW MEDICAL CENTER		Yes	No	No	03/30/2022	5,841.22

Bank Total: \$130,744.61

Report Total: \$130,744.61

Regular Board Meeting  
Monday, March 28, 2022 6:00 PM Central

High School Media Center  
531 Morse Street  
Norwood Young America, MN 55368

Sara Eischens: Present  
Shelby Erickson: Present  
Nicole Evenski: Present  
Elroy Latzig: Present  
Sarah Lehrke: Present  
Rich Schug: Present  
Kyle Strickfaden: Present  
Present: 7.  
Tim Schochenmaier  
Andie Franck  
Alyson Winn  
Trey Gratz - Student council  
Nathan Panning - Student Council

#### A. PROCEDURAL ITEMS:

A.1. Call to order

A.2. Roll Call

A.3. Pledge of Allegiance

A.4. Approval of Agenda

Move to approve the agenda as presented/amended:. This motion, made by Nicole Evenski and seconded by Sarah Lehrke, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea,  
Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea  
Yea: 7, Nay: 0

A.5. Consent Agenda

Move to approve Consent agenda as presented. This motion, made by Sara Eischens and seconded by Elroy Latzig, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea,  
Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea  
Yea: 7, Nay: 0

A.6. Acceptance of Gifts

Move to approve gifts. This motion, made by Sarah Lehrke and seconded by Rich Schug, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea,  
Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea  
Yea: 7, Nay: 0

#### B. PUBLIC FORUM

## C. INFORMATIONAL ITEMS: MONTHLY REPORTS

C.1. Student Council

C.2. Student Representative

C.3. Superintendent

C.4. Board

## D. DISCUSSION ITEMS

D.1. 2021-2022 Revised Budget

### E. CLOSED SESSION: Human Resources

Move to close regular board meeting and move into closed HR session. This motion, made by Sara Eischens and seconded by Sarah Lehrke, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea

Yea: 7, Nay: 0

### F. Re-Open Regular Board Meeting

Move to end Closed Session and re-open Regular Board Meeting. This motion, made by Sara Eischens and seconded by Nicole Evenski, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea

Yea: 7, Nay: 0

## G. OPERATIONAL ITEMS

G.1. Human Resources

Move to approved agreement as presented. This motion, made by Sara Eischens and seconded by Sarah Lehrke, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea

Yea: 7, Nay: 0

G.2. Consideration of 2021-2022 Special Education Director Contract

Move to approve 21-22 SpEd Director contract as presented. This motion, made by Shelby Erickson and seconded by Sara Eischens, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea

Yea: 7, Nay: 0

G.3. Consideration of 2022-2024 Special Education Director Contract

Move to approve 22-23 SpEd Director contract as presented. This motion, made by Sara Eischens and seconded by Elroy Latzig, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea

Yea: 7, Nay: 0

G.4. Consideration of MOU: Confidential Office Workers

Move to approve MOU as presented. This motion, made by Sarah Lehrke and seconded by Rich Schug, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea  
Yea: 7, Nay: 0

## H. NEXT BOARD MEETING

### I. ADJOURNMENT

Move to adjourn meeting 7:06 PM. This motion, made by Sarah Lehrke and seconded by Sara Eischens, Carried.

Sara Eischens: Yea, Shelby Erickson: Yea, Nicole Evenski: Yea, Elroy Latzig: Yea, Sarah Lehrke: Yea, Rich Schug: Yea, Kyle Strickfaden: Yea  
Yea: 7, Nay: 0

# *Finance Committee Report*

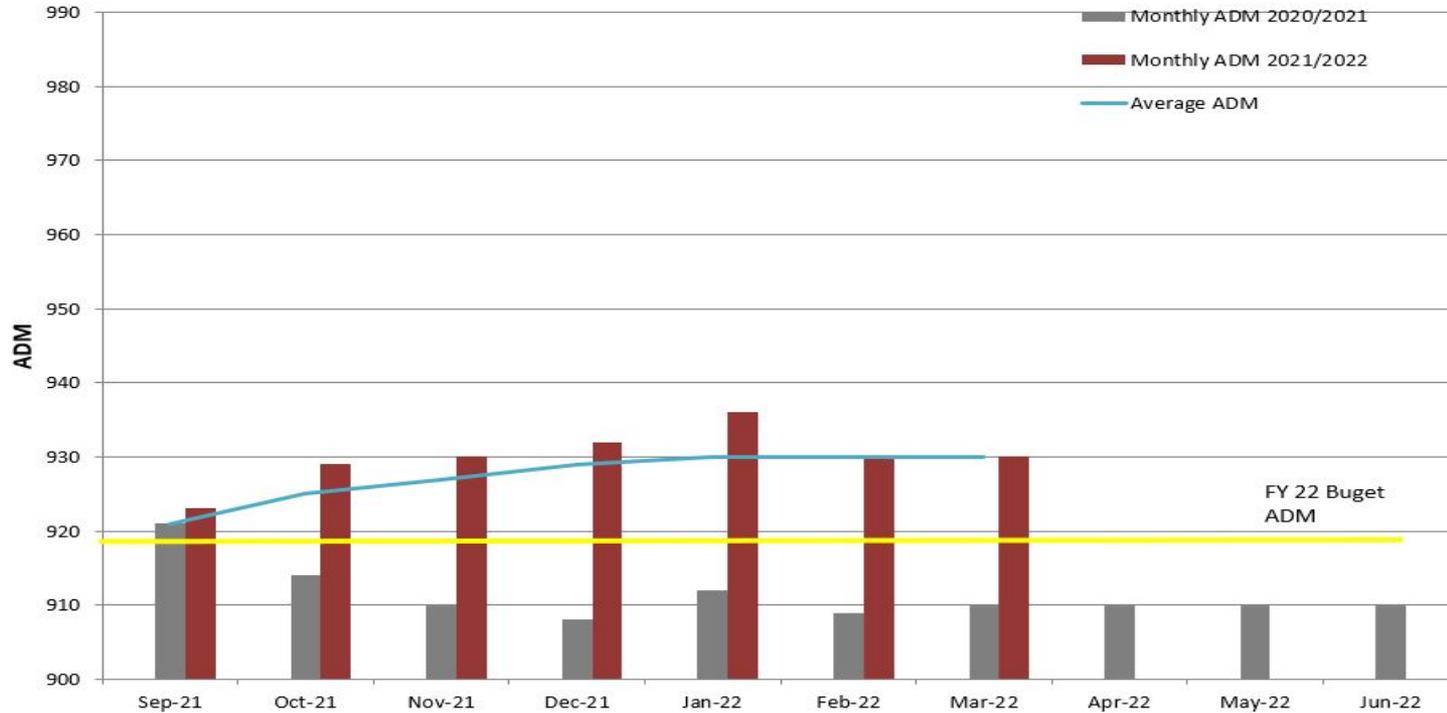


**April 25, 2022**

# Enrollment by Month



## 21-22 Monthly, Average, and Budgeted Daily Membership



# Revenues and Expense



March 2022 Data

Using FY22 Revised Budget

YTD Revenues						
	21-22 Revenue Budget	21-22 Revenue to Date	% of Budget	20-21 Revenue Budget	20-21 Revenue to Date	% of Budget
General Fund	\$ 12,721,423	\$ 7,361,599	57.9%	\$ 11,509,854	\$ 6,976,591	60.6%
Food Services	\$ 621,706	\$ 395,212	63.6%	\$ 377,243	\$ 228,618	60.6%
Community Services	\$ 896,778	\$ 617,517	68.9%	\$ 722,304	\$ 501,142	69.4%
Debt Services	\$ 980,801	\$ 426,751	43.5%	\$ 988,392	\$ 564,425	57.1%
Scholarships	\$ 3,000	\$ 4,553	151.8%	\$ 3,000	\$ 3,243	108.1%
Student Activities	\$ -	\$ 64,035	0.0%	\$ -	\$ 18,333	0.0%
<b>Total Revenue</b>	<b>\$ 15,223,708</b>	<b>\$ 8,869,667</b>	<b>58.3%</b>	<b>\$ 13,600,793</b>	<b>\$ 8,292,352</b>	<b>61.0%</b>
YTD Expenses						
	21-22 Expense Budget	21-22 Expenses to Date	% of Budget	20-21 Expense Budget	20-21 Expenses to Date	% of Budget
General Fund	\$ 12,365,337	\$ 7,658,543	61.9%	\$ 11,876,623	\$ 6,937,117	58.4%
Food Services	\$ 531,824	\$ 272,522	51.2%	\$ 376,400	\$ 191,633	50.9%
Community Services	\$ 882,606	\$ 613,475	69.5%	\$ 769,323	\$ 465,250	60.5%
Debt Services	\$ 988,979	\$ 988,254	99.9%	\$ 990,303	\$ 990,053	100.0%
Scholarships	\$ 3,000	\$ 3,150	105.0%	\$ 3,000	\$ 2,750	91.7%
Student Activities	\$ -	\$ 50,563	0.0%	\$ -	\$ 27,059	0.0%
<b>Total Expenses</b>	<b>\$ 14,771,746</b>	<b>\$ 9,586,507</b>	<b>64.9%</b>	<b>\$ 14,015,649</b>	<b>\$ 8,613,862</b>	<b>61.5%</b>
<b>Favorable/(Unfavorable)</b>	<b>\$ 451,962</b>	<b>\$ (716,840)</b>	<b>-158.61%</b>	<b>\$ (414,856)</b>	<b>\$ (321,510)</b>	<b>77.5%</b>

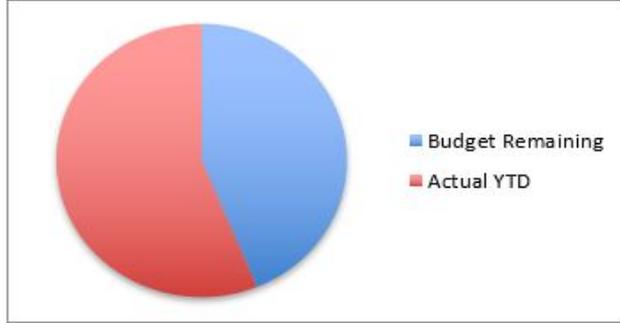
21-22 Fund Balance					
	Audited Fund Balance 7/1/21	21-22 Revenues to Date	21-22 Expenses to Date	Fund Balance 6/30/22	Favorable/(Unfavorable)
General Fund	\$ 2,371,332	\$ 7,361,599	\$ 7,658,543	\$ 2,074,388	\$ (296,944)
Food Services	\$ 128,167	\$ 395,212	\$ 272,522	\$ 250,857	\$ 122,690
Community Services	\$ 332,840	\$ 617,517	\$ 613,475	\$ 336,882	\$ 4,042
Debt Services	\$ 208,956	\$ 426,751	\$ 988,254	\$ (352,547)	\$ (561,503)
Scholarships	\$ 33,584	\$ 4,553	\$ 3,150	\$ 34,987	\$ 1,403
Student Activities	\$ 109,590	\$ 64,035	\$ 50,563	\$ 123,062	\$ 13,472
<b>Total Fund Balance</b>	<b>\$ 3,184,469</b>	<b>\$ 8,869,667</b>	<b>\$ 9,586,507</b>	<b>\$ 2,467,629</b>	<b>\$ (716,840)</b>

# ISD 108 Promise to Voters



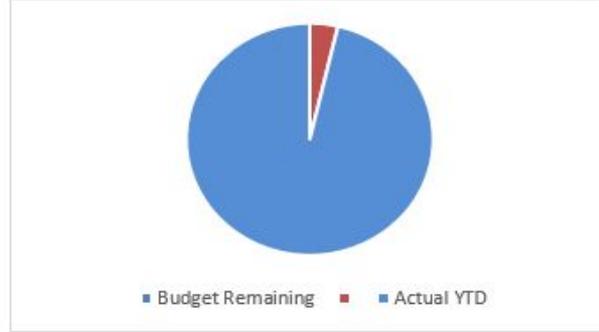
Q1 Curriculum

Budget Remaining 74,000  
Actual YTD 95,000



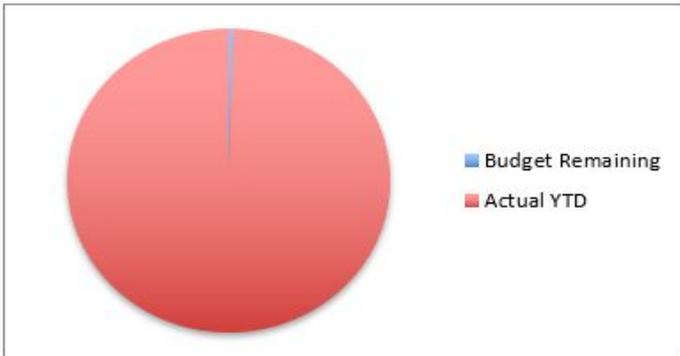
Q1 Staff Development

Budget Remaining 2500  
Actual YTD 65,500



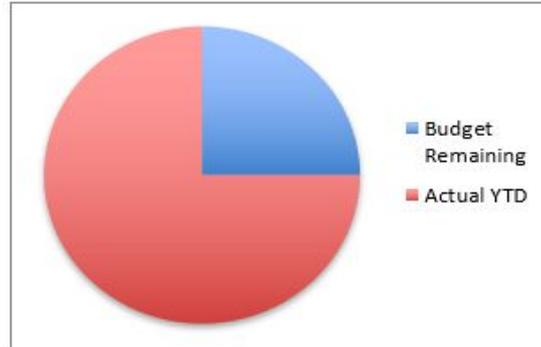
Q2 Tech Levy

Budget Remaining -1,686  
Actual YTD 351,686

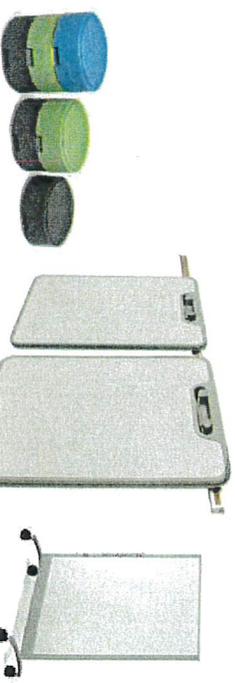
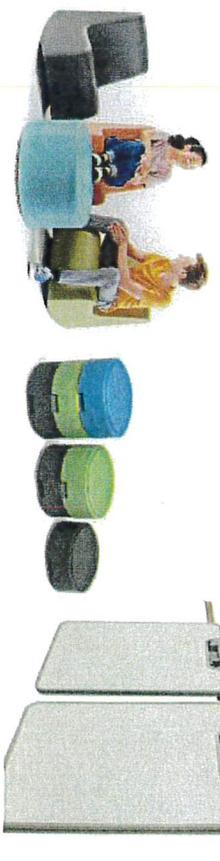
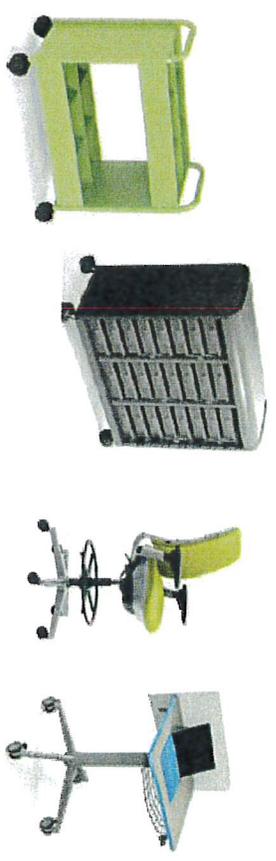
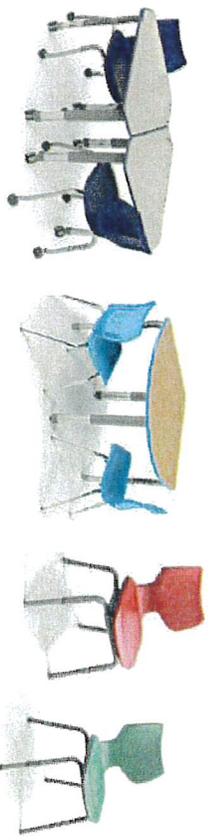


Q1 Maintain Class Size

Budget Remaining 86,943  
Actual YTD 260,829

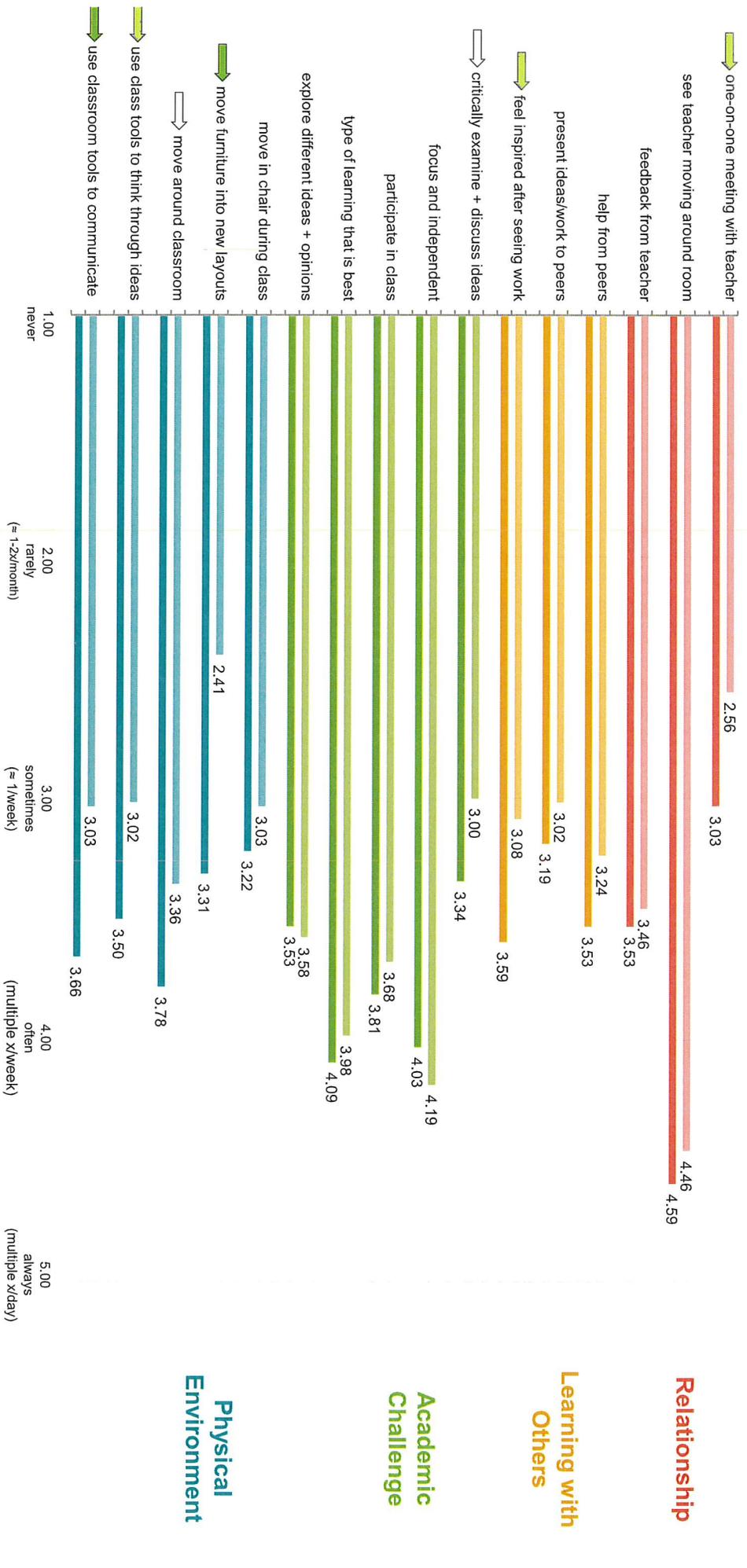


# Learning Environments



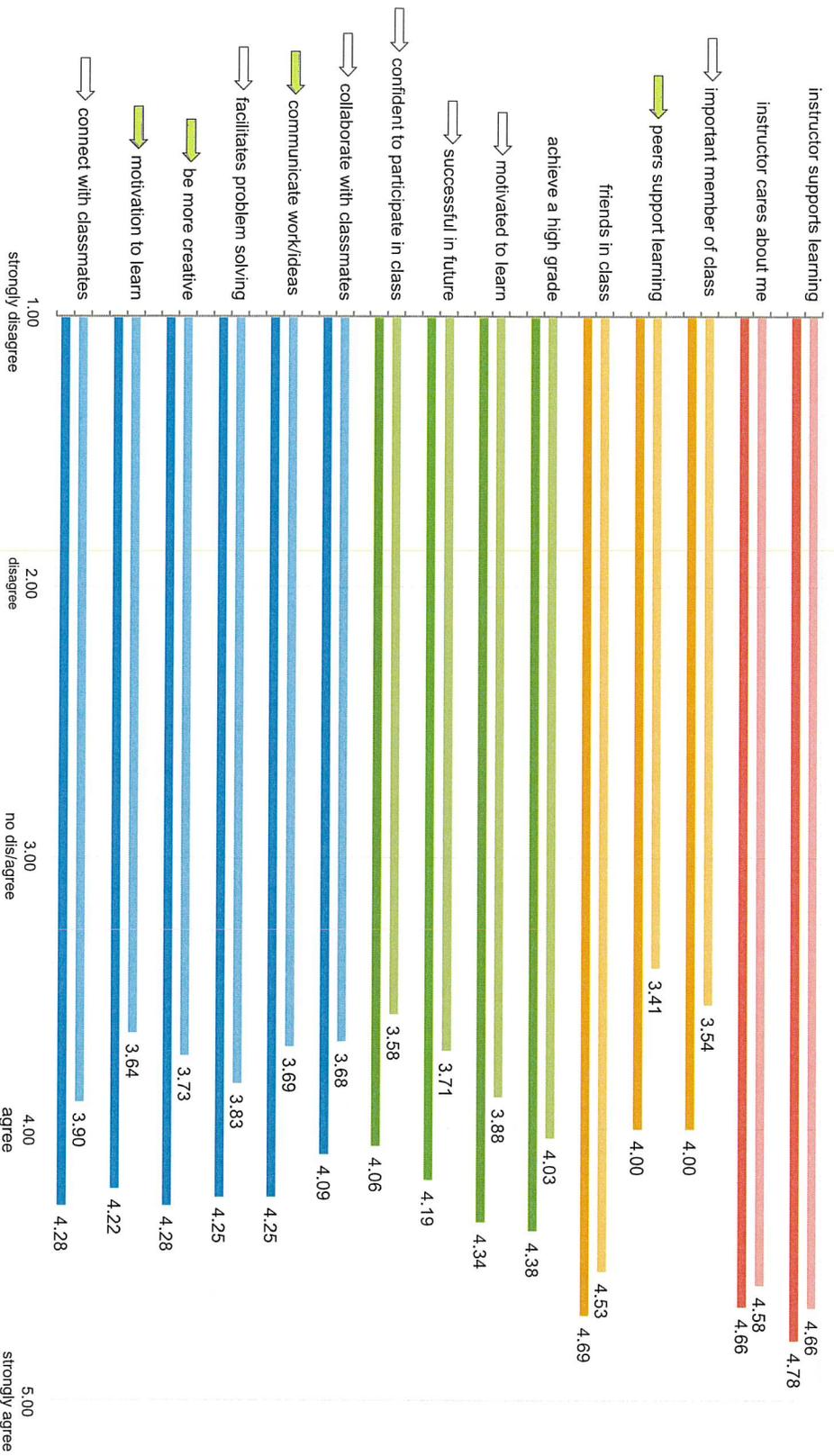
# Overall Behavioral Frequency Questions

Average Frequency between Pre and Post Survey



# Overall Affective Engagement & Perceived Effect Questions

Average Level of Agreement between Pre and Post Survey



% Difference: 10%+ 15%+ 20%+

## Relationship

## Learning with Others

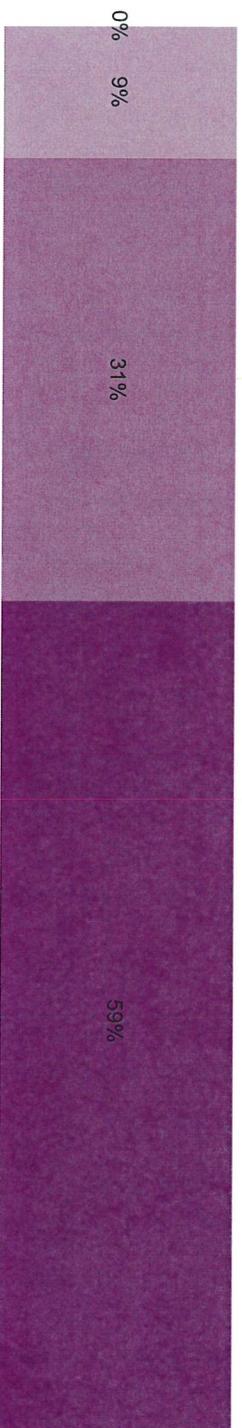
## Academic Challenge

## Perceived Effect of Classroom

# Student Learning Experience

Learning Environment

Overall, how would you rate your learning experience in this classroom environment compared to experiences you have had in traditional, row-by-column desk/table classrooms?



## Student Responses

How do you feel the physical classroom environment impacts your learning experience?

It impacts your experience because you're just in the room doing work learning some type of important topic you should know which would make me wanna learn more. You get to be in the physical classroom with others that are learning too. Which might make you want to learn as well.

It allows me to move around and help other people and allows other people to help me. the whiteboards can help you work out problems and see what you are doing wrong.

Loud noises can distract learning. The whiteboards help physically see the problem. The teacher openly gives help.

It helps me learn by allowing me to move around and ask my classmates questions when I need to.

I think it's fine. I like the fact that I can move around and sit by my friends without getting yelled at as I do in some other classes.

I think that the physical classroom helps my classmates and I, learn better than other classrooms.

the physical classroom environment didn't impact my learning and how well I did in class

The newer chairs has allowed me to fidget properly and still be able to listen and learn theres kinda a lot of distractions

I feel that the environment is very good

It is good because if you have any questions you can ask someone that is right by you.

It helps me talk to people being close to them.

fun

i fell like they dont agree with me and they just think im wierd and dumb and stupid but brynley and jada they dont think im wierd or stupid or dumb they think im great smart and not stupid

## Student Responses

How do you feel the physical classroom environment impacts your learning experience?

I feel like i am more creative and smarter

i like it better than the other one we had because you can move around more and it is more fun.  
often

I like this way but it's hard to focus when people are messing with the new stuff.

its really good cause we aint 6 ft.

its pretty good we can talk a little bit more

Makes me feel more at home. And makes me be able to focus better with this kind of classroom.

ok

nothing

I feel grateful

it is good to learn here

I think it is beter then before.

IT is a cool room

I dot no

I like having white boards by us to show classmates our work.

The chairs, tables, and white boards are often distracting during lessons but helpful during work time.

Idk

## Vital Skills

---

### Appendix

In 2014 The National Association of Colleges and Employers conducted a survey with 260 employers, having them rank the most important skills for potential new hires to possess. The top three skills reported were:

1. Ability to **work in a team**
2. Ability to make decisions and **solve problems**
3. Ability to **communicate** verbally with people both inside and outside of an organization (Forbes, 2015)

According to a 2010 study — the American Management Association, the AMA 2010 Critical Skills Survey — the “Four Cs” will become even more important to organizations in the future.

Three out of four (75.7 percent) executives who responded to the AMA survey said they believe **these skills and competencies will become more important to their organizations in the next three to five years**, particularly as the economy improves and organizations look to grow in a global marketplace.

Additionally, **80 percent** of executives believe fusing the “Three Rs” and “Four Cs” would ensure that students are better prepared to enter the workforce. According to these managers, proficiency in reading, writing, and arithmetic is not sufficient if employees are unable to think critically, solve problems, collaborate, or communicate effectively. (National Education Association, Preparing Students for a Global Society)

# Vital Skills

Appendix



When looking across multiple industries, **Creative problem solving, Critical thinking, Communication** and **Collaboration** skills were identified as desired skills by a survey of recruiters from over 600 companies.

# Key Summary from Student Surveys

Some highlights found in the results of the student survey are highlighted below. The full results are found in the body of this document.

The quantitative and qualitative results highlight the positive impact the active learning classroom had at Norwood Young. Students reported very positively on movement indicators in the active learning classroom. Specifically, students reported moving furniture into new layouts to support different learning modes and moving in chairs to work with peers more often than they had in the traditional classroom setting. Additionally, students reported that the active learning classroom facilitates the use of tools to think through ideas and communicate with peers, resulting in a more interactive learning environment. When asked to rate their learning experiences in the active learning classroom, compared to traditional (row-by-column) classroom learning experiences, 90% of students surveyed at Norwood Young reported that learning in the active learning classroom was "somewhat/much better" than in the traditional classroom. In both classrooms, students surveyed reported that it was easy/very easy to see information being presented in the classroom (61% in traditional classroom, 56% in active learning).

## Movement

In the active learning classroom survey, the percentage of students reporting that the following activities 'often' or 'always' (multiple/week/day) happened is as follows:

- **Move furniture into new layouts to support learning:** 15% traditional classroom, 44% active learning (187% increase)
- **Move in chair to work with others:** 37% traditional classroom, 47% active learning (26% increase)
- **See instructor moving around the room:** 88% traditional classroom, 91% active learning (3% increase)

Student quotes: "It helps me learn by allowing me to move around and ask my classmates questions when I need to."

"I like it better than the other one we had because you can move around more and it is more fun."

## Creative Activities

Students reported favorably on creative activities in the active learning classroom. In the post survey, the percentage of students reporting that the following activities 'often' or 'always' (multiple/week/day) happened is as follows:

- **Use tools to think through ideas:** 27% traditional classroom, 53% active learning (96% increase)
- **Feel inspired by work:** 37% traditional classroom, 53% active learning (42% increase)
- **Explore ideas/opinions:** 53% traditional classroom, 53% active learning (no change)

## Communication

Students reported favorably on communication indicators on the active learning survey. In the post survey, the percentage of students reporting that the following activities 'often' or 'always' (multiple/week/day) happened is as follows:

- **Use classroom tools to communicate:** 31% traditional classroom, 59% active learning (95% increase)
- **Meet with instructor one on one:** 20% traditional classroom, 31% active learning (54% increase)
- **Participate in class:** 59% traditional classroom, 59% active learning (no change)
- **Present their work/ideas to their classmates:** 31% traditional classroom, 31% active learning (no change)

Student quote: "It's pretty good we can talk a little bit more."

## Key Summary from Student Surveys

Some highlights found in the results of the student survey are highlighted below. The full results are found in the body of this document.

### Perceived Effect of the Classroom

In direct questioning about the perceived effect of the classroom, students in the active learning classroom reported that the classroom had a 'positive' or 'very positive' effect on the following:

- **Be more creative:** 63% traditional classroom, 91% active learning (45% increase)
- **Facilitate problem solving:** 64% traditional classroom, 88% active learning (36% increase)
- **Communicate work/ideas:** 63% traditional classroom, 84% active learning (35% increase)
- **Connect with others:** 68% traditional classroom, 91% active learning (34% increase)
- **Collaborate with classmates:** 61% traditional classroom, 78% active learning (28% increase)

Student quotes: "It impacts your experience because you're just in the room doing work learning some type of important topic you should know which would make me wanna learn more. You get to be in the physical classroom with others that are learning too. Which might make you want to learn as well."

"It allows me to move around and help other people and allows other people to help me. the whiteboards can help you work out problems and see what you are doing wrong."

"I feel like I am more creative and smarter"

"The newer chairs has allowed me to fidget properly and still be able to listen and learn"

### Learner Belonging

Learner-belonging indicators were very positive in the active learning classroom. Below are the percentages of students reporting that they 'agree' or 'strongly agree' with the following statements:

- **My peers support my learning:** 53% traditional classroom, 78% active learning (49% increase)
- **I am an important member of the class:** 58% traditional classroom, 78% active learning (36% increase)
- **My instructor cares about me:** 90% traditional classroom, 97% active learning (8% increase)
- **I have a friend in class:** 90% traditional classroom, 94% active learning (4% increase)
- **My instructor supports my learning:** 95% traditional classroom, 94% active learning (1% decrease)

Student quotes: "I think it's fine. I like the fact that I can move around and sit by my friends without getting yelled at as I do in some other classes."

"It helps me talk to people being close to them."

# Key Summary from Student Surveys

Some highlights found in the results of the student survey are highlighted below. The full results are found in the body of this document.

## Learner Mindset

Learner-mindset indicators at Norwood Young were very positive in the active learning classroom, with students reporting that they "agree" or "strongly agree" with the following statements:

- **Successful in the future:** 56% traditional classroom, 88% active learning (56% increase)
- **Confident participating in class:** 56% traditional classroom, 72% active learning (29% increase)
- **Achieve a high grade in class:** 75% traditional classroom, 84% active learning (13% increase)
- **Motivated to learn in class:** 75% traditional classroom, 84% active learning (13% increase)

Student quote: *"Makes me feel more at home. And makes me be able to focus better with this kind of classroom."*

## Critical Thinking

Students reported positively on critical-thinking indicators in the active learning classroom. In the post survey, the percentage of students reporting that the following activities 'often' or 'always' (multiple/week/day) happened is as follows:

- **Critically examine and discuss classmates' work/ideas:** 32% traditional classroom, 47% active learning (46% increase)
  - **Engaged in their best type of learning:** 68% traditional classroom, 78% active learning (15% increase)
- The following indicator decreased in the active learning classroom. Further discussion may be warranted:
- **Work independently/focused:** 81% traditional classroom, 75% active learning (8% decrease)

## Collaborative Learning

In the active learning classroom survey, students reported moving to work with others frequently. When asked the following, the percentage of students who reported 'often' or 'always' (multiple/week/day) increased after the installation of the active learning furniture:

- **Move to work with others:** 47% traditional classroom, 66% active learning (38% increase)
- **Feedback from peers:** 39% traditional classroom, 53% active learning (36% increase)
- **Verbal/written feedback from instructor:** 49% traditional classroom, 66% active learning (34% increase)

Student quotes: *"It is good because if you have any questions you can ask someone that is right by you."*

*"I like having white boards by us to show classmates our work."*

**DISTRICT OFFICE CONFIDENTIAL EMPLOYEE GROUP  
CONTRACT  
CENTRAL PUBLIC SCHOOLS**

This agreement is made and entered into by and between Independent School District No. 108, Norwood Young America, Minnesota, hereinafter referred to as the School Board, and District Office Confidential Employee Group, Amy Groschen, during the duration of this Agreement.

I. Basic Service:

The employee shall perform the services prescribed by the School Board whether or not such services are specifically described in this contract or in a general job description, abide by the rules, regulations and policies as established by the School Board for the annual salary indicated below.

II. Duration:

The conditions of employment shall remain in full force and effect, commencing May 16, 2022 through June 30, 2022, except if modified by mutual consent of the School Board and the District Office Confidential Employee Group or unless terminated by written resignation.

III. Duty Year and Leaves:

Section 1. - Basic Work Year:

The employee's duty year shall be twelve (12) months and the employee shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board so determines.

Section 2. – Vacation:

The employee group shall earn vacation annually at a rate of 21 days per year. Any member joining the group on a date other than July 1 will have these days pro-rated.

Section 3. – Holidays:

The employee shall be entitled to eleven (11) paid holidays each contract year as designated by the School Board, namely: July 4th, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, President's Day, Good Friday, and Memorial Day.

The School Board, however, reserves the right to cancel any of the holidays and establish another holiday in lieu thereof with the understanding, however, that the employee under this provision will be guaranteed eleven (11) paid holidays per year. Any legal holiday or holidays which fall within an employee's vacation period shall not be counted as a vacation day.

IV. Leaves of Absence:

Section 1. - Sick Leave:

Subd. 1 - The employee shall earn sick leave with full pay at the rate of fifteen (15) days annually. Unused sick leave days may accumulate to a maximum of one-hundred twenty (120) days. After maximum has been reached for a fiscal year, employee will be paid 25% of remaining sick leave earned, at current rate of pay.

Subd. 2 - Sick leave may be used for illness of immediate family. A maximum of ten (10) days annually will be allowed for this leave.

Subd. 3 In the event of an emergency, a phone request may be granted, then within two (2) days of the employees return, the necessary forms must be completed. Leaves granted under this section shall be deducted from sick leave.

Section 2. - Bereavement Leave:

There will be an allowance of six (6) days annually for absence because of death of relatives and friends. Leaves granted under this section shall be deducted from sick leave.

Section 3. - Business Leave:

Subd. 1 – One (1) business leave day during any one school year may be used for necessary absence required for the transaction of personal business which cannot be completed outside school duty hours. Request for business leave must be made in writing at least three (3) days in advance, except in the cases of emergency.

Subd. 2. - Leaves granted under this section shall be deducted from the annual sick leave.

Section 5. - Family Care Leave

Upon school board approval, an employee may take up to one (1) year leave of absence without pay or fringe benefits for the purpose of providing care to his or her child, spouse or parent. Upon return from family care leave the employee shall be reinstated to his or her original position or to a position of similar status and conditions. The contract shall remain in effect, and the employee shall retain all seniority, salary, benefit status and other advantages accrued prior to taking the leave. These provisions shall also apply to an employee returning from pregnancy leave or disability leave. Employee may participate in insurance at own expense while on leave.

V. Worker's Compensation:

Section 1. - Payment: Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Worker's Compensation Act, the School Board will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the employee's accumulated sick leave and/or vacation pay.

Section 2. - Accumulated Leave: A deduction shall be made from the employee's accumulated sick leave and/or vacation time according to the pro-rata portions of days of sick leave or vacation time which is used to supplement worker's compensation.

Section 3. - Disability: Such payment shall be paid by the School District to the employee only during the period of disability.

Section 4. - Normal Compensation: In no event shall the additional compensation paid to the employee by virtue of sick leave or vacation pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

Section 5. - Sick Leave or Vacation Pay: An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act who elects to receive sick leave or vacation pay pursuant to this policy shall submit their worker's compensation check to the School District for photocopying prior to receiving allowable payment from the School District.

VI. Group Insurance:

Section 1. - Health and Hospitalization:

Subd. 1 The School District shall provide the employee a single or family health and hospitalization fully funded insurance plan at the expense of the School District. If the employee elects not to take insurance through the District, the employee may apply the full single amount to their HCSP plan.

Subd. 2 When retiring from the District, the employee, if at least 55 years of age and having at least ten years of continuous service in the School District, shall have the option of remaining in the District's health and hospitalization insurance plan until the age of Medicare or the expiration of five years, whichever date occurs earlier, provided the employee pays the full premium.

Section 2. - Long Term Disability:

The School District shall provide a long term disability insurance plan for the employee providing a benefit of 66 2/3% of the employee's regular monthly compensation, with a waiting period of not more

than ninety (90) calendar days after the date of disability, with such benefits to continue until the employee reaches the age of 65 and as long as the employee remains disabled.

Section 3. - Severance Pay

Subd. 1 Two (2) weeks notice shall be required of an employee if he/she wishes to resign or retire in good standing. Two (2) weeks notice shall be given an employee if he/she is to be laid off. If proper notification is given for resignation or retirement the District shall pay severance to employees based on present salary schedule placement as follows:

- 20 or more years of service in the district  
55% of salary schedule placement at the time of retirement
- 15 years of service  
40% of salary schedule placement at the time of retirement
- 10 years of service  
15% of salary schedule placement at the time of retirement

Subd. 2: All employees eligible for severance payment outlined in Section 3, Subd. 1 of this contract will receive 100% of their severance deposited in their Health Care Savings Plan.

Section 4.

Life Insurance: The district shall pay the premium for term life insurance in the amount \$60,000 provided such insurance is available for this employee under a group insurance plan to be provided for the school district.

If term life insurance is available the effective date shall be the first of the month following approval by the insurance carrier.

Section 5. Dental Insurance

The District shall pay the full premium toward the dental plan the employee is best qualified for. The employee can elect not to take the dental insurance through the District and may apply the full amount to a 403(b) plan.

VII. Other Benefits:

Section 1. Tax Sheltered Annuities:

The employee will be eligible to participate in a tax sheltered annuity plan established pursuant to United States Public Law No. 87-370, M.S. 123.35, Subd. 12, and School District policy.

Section 2.

Health Care Savings Plan: The employee is eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds paid by the district on behalf of the employee will be deposited into the employee's post-employment health care savings plan account.

The district shall contribute a lump sum payment in the amount listed below to the employee's HCSP account at the end of each fiscal school year. If the employee leaves during the school year, the lump sum payment will be prorated.

1-10 Years	\$4,200
11-20 Years	\$4,700
21+ Years	\$5,200

Section 3. Longevity Pay:

The employee shall be paid longevity pay per the schedule below:

After ten (10) years through 15 yrs of employment .25 per hour

After fifteen (15) years of employment

.50 per hour

The longevity pay does not add onto the employee's base pay.

VIII. Salary:

Section 1: The District Office Confidential Employees will be paid an annual salary as follows:

	<u>2021-22</u>
<b>Amy Groschen, Finance Coordinator</b>	<b>\$ 70,000</b>

Overtime, with advanced approval by the Superintendent, shall be paid-at the rate of 1 ½ times the regular hourly rate for all hours worked in excess of 40 hours per week. Compensation hours may be taken in lieu of the pay and used within the calendar year unless there is written prior approval from the Superintendent.

The employee shall perform the service prescribed by the School Board whether or not such services are specifically described in this contract. The employee shall engage in no other employment, consultant services or other activity for which an honorarium is paid without receiving prior approval of the School Board, but shall devote full time and due diligence to the affairs and activities of the School District.

Section 2: The Confidential District Office Administrative Assistant is required to be in attendance at all regular board meetings for the primary purpose of recording the minutes of such meetings. The Confidential District Office Administrative Assistant will be compensated a rate of 1 ½ times the regular hourly rate or be compensated with time off from work.

This contract shall be effective only upon the signature of the officers of the School Board in appropriate action recorded in its Minutes.

IN WITNESS THEREOF, I have  
subscribed my signature this

\_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IN WITNESS THEREOF, we have  
subscribed our signature this

\_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_

Chairperson

\_\_\_\_\_

Clerk

**DISTRICT OFFICE CONFIDENTIAL EMPLOYEE GROUP  
CONTRACT  
CENTRAL PUBLIC SCHOOLS**

This agreement is made and entered into by and between Independent School District No. 108, Norwood Young America, Minnesota, hereinafter referred to as the School Board, and District Office Confidential Employee Group, Lynn Peterson, Amy Groschen, Andrea Franck during the duration of this Agreement.

I. Basic Service:

The employee shall perform the services prescribed by the School Board whether or not such services are specifically described in this contract or in a general job description, abide by the rules, regulations and policies as established by the School Board for the annual salary indicated below.

II. Duration:

The conditions of employment shall remain in full force and effect, commencing **July 1, 2022 through June 30, 2024**, except if modified by mutual consent of the School Board and the District Office Confidential Employee Group or unless terminated by written resignation.

III. Duty Year and Leaves:

Section 1. - Basic Work Year:

The employee's duty year shall be twelve (12) months and the employee shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board so determines.

Section 2. – Vacation:

The employee group shall earn vacation annually at a rate of 25 days per year. Any member joining the group on a date other than July 1 will have these days pro-rated. The value of unused days will be deposited into the employees HCSP account at a maximum of 5 days per year.

Section 3. – Holidays:

The employee shall be entitled to eleven (11) paid holidays each contract year as designated by the School Board, namely: July 4th, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, President's Day, Good Friday, and Memorial Day.

The School Board, however, reserves the right to cancel any of the holidays and establish another holiday in lieu thereof with the understanding, however, that the employee under this provision will be guaranteed eleven (11) paid holidays per year. Any legal holiday or holidays which fall within an employee's vacation period shall not be counted as a vacation day.

IV. Leaves of Absence:

Section 1. - Sick Leave:

Subd. 1 - The employee shall earn sick leave with full pay at the rate of fifteen (15) days annually. Unused sick leave days may accumulate to a maximum of one-hundred twenty (120) days. After maximum has been reached for a fiscal year, employee will be paid 25% of remaining sick leave earned, at current rate of pay. Employees will have this payment deposited into their HCSP account as allowed by law.

Subd. 2 - Sick leave may be used for illness of immediate family. A maximum of ten (10) days annually will be allowed for this leave.

Subd. 3 In the event of an emergency, a phone request may be granted, then within two (2) days of the employees return, the necessary forms must be completed. Leaves granted under this section shall be deducted from sick leave.

Section 2. - Bereavement Leave:

There will be an allowance of six (6) days annually for absence because of death of relatives and friends. Leaves granted under this section shall be deducted from sick leave.

Section 3. - Business Leave:

Subd. 1 – One (1) business leave day during any one school year may be used for necessary absence required for the transaction of personal business which cannot be completed outside school duty hours. Request for business leave must be made in writing at least three (3) days in advance, except in the cases of emergency.

Subd. 2. - Leaves granted under this section shall be deducted from the annual sick leave.

Section 5. - Family Care Leave

Upon school board approval, an employee may take up to one (1) year leave of absence without pay or fringe benefits for the purpose of providing care to his or her child, spouse or parent. Upon return from family care leave the employee shall be reinstated to his or her original position or to a position of similar status and conditions. The contract shall remain in effect, and the employee shall retain all seniority, salary, benefit status and other advantages accrued prior to taking the leave. These provisions shall also apply to an employee returning from pregnancy leave or disability leave. Employee may participate in insurance at own expense while on leave.

V. Worker's Compensation:

Section 1. - Payment: Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Worker's Compensation Act, the School Board will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the employee's accumulated sick leave and/or vacation pay.

Section 2. - Accumulated Leave: A deduction shall be made from the employee's accumulated sick leave and/or vacation time according to the pro-rata portions of days of sick leave or vacation time which is used to supplement worker's compensation.

Section 3. - Disability: Such payment shall be paid by the School District to the employee only during the period of disability.

Section 4. - Normal Compensation: In no event shall the additional compensation paid to the employee by virtue of sick leave or vacation pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

Section 5. - Sick Leave or Vacation Pay: An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act who elects to receive sick leave or vacation pay pursuant to this policy shall submit their worker's compensation check to the School District for photocopying prior to receiving allowable payment from the School District.

VI. Group Insurance:

Section 1. - Health and Hospitalization:

Subd. 1 The School District shall provide the employee a single or family health and hospitalization fully funded insurance plan at the expense of the School District. If the employee elects not to take insurance through the District, the district shall apply the full single amount to their HCSP.

Subd. 2 When retiring from the District, the employee, if at least 55 years of age and having at least ten years of continuous service in the School District, shall have the option of remaining in the District's health and hospitalization insurance plan until the age of Medicare or the expiration of five years, whichever date occurs earlier, provided the employee pays the full premium.

Section 2. - Long Term Disability:

The School District shall provide a long term disability insurance plan for the employee providing a benefit of 66 2/3% of the employee's regular monthly compensation, with a waiting period of not more

than ninety (90) calendar days after the date of disability, with such benefits to continue until the employee reaches the age of 65 and as long as the employee remains disabled.

### Section 3. - Severance Pay

Subd. 1 Two (2) weeks notice shall be required of an employee if he/she wishes to resign or retire in good standing. Two (2) weeks notice shall be given an employee if he/she is to be laid off. If proper notification is given for resignation or retirement the District shall pay severance to employees based on present salary schedule placement as follows:

- 20 or more years of service in the district
  - 55% of salary schedule placement at the time of retirement
- 15 years of service
  - 40% of salary schedule placement at the time of retirement
- 10 years of service
  - 15% of salary schedule placement at the time of retirement

Subd. 2: All employees eligible for severance payment outlined in Section 3, Subd. 1 of this contract will receive 100% of their severance deposited in their Health Care Savings Plan.

### Section 4.

Life Insurance: The district shall pay the premium for term life insurance in the amount \$60,000 provided such insurance is available for this employee under a group insurance plan to be provided for the school district.

If term life insurance is available the effective date shall be the first of the month following approval by the insurance carrier.

### Section 5. Dental Insurance

The District shall pay the full premium toward the dental plan the employee is best qualified for. If the employee elects not to take insurance through the District, the district shall apply the full single amount to their HCSP.

## VII. Other Benefits:

### Section 1. Tax Sheltered Annuities:

The employee will be eligible to participate in a tax sheltered annuity plan established pursuant to United States Public Law No. 87-370, M.S. 123.35, Subd. 12, and School District policy.

### Section 2

Tax Sheltered Annuities: The group shall be eligible to participate in a tax sheltered annuity plan through payroll deduction established pursuant to Section 403(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 shall contribute up to \$1000 in matching funds each year into the 403(b) matching fund on behalf of the group and as described and allowed by Minnesota Statute.

This provision would have a lifetime cap of \$20,000 district contribution.

### Section 3.

Health Care Savings Plan: The employee is eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds paid by the district on behalf of the employee will be deposited into the employee's post-employment health care savings plan account.

The district shall contribute a lump sum payment in the amount listed below to the employee's HCSP account at the end of each fiscal school year. If the employee leaves during the school year, the lump sum payment will be prorated.

1-10 Years	\$4,200
11-20 Years	\$4,700
21+ Years	\$5,200

Section 3. Longevity Pay:

The employee shall be paid longevity pay per the schedule below:

After ten (10) years through 15 yrs of employment	.25 per hour
After fifteen (15) years of employment	.50 per hour

The longevity pay does not add onto the employee's base pay.

VIII. Salary:

Section 1: The District Office Confidential Employees will be paid an annual salary as follows:

	<u>2022-23</u>	<u>2023-24</u>
Lynn Peterson, Payroll	\$ 63,733	\$ 65,000
Amy Groschen, Finance Coordinator	\$ 71,365	\$ 72,756
Andrea Franck, Confidential Secretary	\$47,000	\$49,982

Overtime, with advanced approval by the Superintendent, shall be calculated at the rate of 1 ½ times the regular hourly rate for all hours worked in excess of 40 hours per week. Compensation hours will be taken in lieu of the pay and used within the calendar year unless there is written prior approval from the Superintendent.

The employee shall perform the service prescribed by the School Board whether or not such services are specifically described in this contract. The employee shall engage in no other employment, consultant services or other activity for which an honorarium is paid without receiving prior approval of the School Board, but shall devote full time and due diligence to the affairs and activities of the School District.

Section 2: The Confidential District Office Administrative Assistant is required to be in attendance at all regular board meetings for the primary purpose of recording the minutes of such meetings. The Confidential District Office Administrative Assistant will be compensated a rate of 1 ½ times the regular hourly rate or be compensated with time off from work.

This contract shall be effective only upon the signature of the officers of the School Board in appropriate action recorded in its Minutes.

IN WITNESS THEREOF, I have  
subscribed my signature this

\_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IN WITNESS THEREOF, we have  
subscribed our signature this

\_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Chairperson  
  
\_\_\_\_\_  
Clerk

## LICENSED PRACTICAL NURSE CONTRACT CENTRAL PUBLIC SCHOOLS

The School Board of Independent School District No. 108, Norwood Young America, MN enters into this agreement with \_\_\_\_\_, who agrees to perform the duties of Licensed Practical Nurse in the public schools of the District commencing July 1, 2022 through June 30, 2024.

### **Section 1. Basic Work Year**

**Subd. 1. Basic Work** LPN shall faithfully perform the services prescribed by the School Board whether or not such services are specifically described in this contract or in a general job description, abide by the rules, regulations and policies as established by the School Board for the annual salary indicated below.

**Subd. 2. Shifts and Starting Time:** The LPN's normal duty year shall be for 172 school days.

~~**Subd. 3. Breaks and Lunch:** One 15-minute break will be allowed each four hours as part of the eight (8) hour day. All employees who work six (6) hours or more in a work shift shall be entitled to an unpaid thirty (30) minute duty free break.~~

~~**Section 2. Overtime:** All work over forty (40) hours per week shall be paid at the overtime rate of time and one-half (1 1/2).~~

### **Section 3. Shifts, Starting Time and Notice of Assignment:**

**Subd. 1. Shifts and Starting Time:** All employees will be assigned starting times and shifts as determined by the School District. The School District reserves the right to modify starting times and shifts as determined by the School District. The School District shall provide two weeks' notice, except in case of emergency.

**Section 4. Emergency School Closing:** In the event of a school closing because of inclement weather or other emergency, employees on duty at the time of the closing shall be compensated without using sick or vacation leave.

~~**Section 5. Vacation Days:** The LPN shall be entitled to eleven (11) paid holidays each contract year as designated by the School Board, namely: July 4th, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, President's Day, Good Friday, and Memorial Day.~~

The School Board, however, reserves the right to cancel any of the holidays and establish another holiday in lieu thereof with the understanding, however, that the Director under this provision will be guaranteed eleven (11) paid holidays per year. Any legal holiday or holidays which fall within an employee's vacation period shall not be counted as a vacation day.

## **ARTICLE IV RATES OF PAY**

**Section 1. New Employees.** A new employee shall be placed in the salary range as agreed between the School District and the employee and shall be eligible for pay increases as provided in this agreement.

**Section 2. Application:** The School District may withhold a salary increase in individual cases where a demonstrable deficiency in performance of the employee occurs, provided the employee affected shall receive notice of such action to withhold a salary increase ninety (90) days prior to the otherwise effective date of increase.

### **Subd. 3. Rate of Pay**

**2022-23**  
\$35,430.01

**2023-24**  
\$36,209.56

### **Subd 3. Summer School Rate of Pay**

The above salary includes compensation for the LPN to supervise the health needs during summer school. The pay has been calculated is for 95 additional hours of time.

## **ARTICLE V GROUP INSURANCE**

### **Section 1. Health and Hospitalization Insurance:**

**Subd. 1. Eligibility.** Health and hospitalization insurance benefits shall be provided for all employees whose assignments require that they work at least an average of thirty (30) hours or more per week and at least nine months or more per year.

**Subd. 2. Individual Coverage.** Effective July 1, 2022, the School District shall contribute a sum not to exceed \$400 per month toward the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Any additional cost for the premium shall be born by the employee and paid by payroll deduction.

**Subd. 3. Family Coverage.** Effective July 1, 2022, the School District shall contribute a sum not to exceed \$830 per month toward the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Any additional cost for the premium shall be born by the employee and paid by payroll deduction.

**Section 2. Long Term Disability:** The School Board shall contribute the premium for long term disability insurance for all employees whose permanent assignment requires that they work at least an average of thirty (30) hours or more per week and at least nine months or more per year. Long term disability will be made available to all other employees at the employee's expense through payroll deduction providing that they work a minimum of 20 hours per week.

**Section 3. Group Term Life Insurance:** The School Board shall contribute the full premium cost for a \$60,000 group term life insurance policy for all employees whose work assignment requires that they work at least an average of thirty (30) hours or more per week and at least nine months or more per year.

**Section 4. Dental Insurance:** Employees will be allowed to participate in the District's Delta Dental Insurance plan at the employee's own expense.

## **ARTICLE VII LEAVES OF ABSENCE**

### **Section 1. Sick Leave and Wellness:**

**Subd. 1. Sick Leave:** All employees shall earn sick leave at the rate of 1.25 days per month of service. For purposes of this section, an employee is credited with working a full month if he/she is scheduled for the majority of normal working days for her/his position.

**Subd. 2:** Unused sick leave days may accumulate to a maximum of sixty eight (68) days of sick leave per employee.

**Subd. 3: Wellness Incentive:** An employee who does not use sick leave during an academic semester (excluding bereavement and business leave) shall receive a \$100.00 cash award payable in June of each year.

### **Section 2. Family Illness Leave:**

**Subd. 1** Sick leave may be used for family illness. A maximum of five (5) days annually will be allowed for this leave. Employees may take sick leave to care for sick family members in accordance with Minnesota State Statute 181.9413.

**Subd. 2.** Leaves granted under this section shall be deducted from the annual sick leave.

### **Section 3. Bereavement Leave:**

**Subd. 1.** Up to three days of leave, per occurrence, shall be allowed for a death in an employee's immediate family. "Immediate family" is defined as the employee's spouse, parent, child, sibling, grandparent or grandchild.

**Subd. 2.** Up to three days annually may be used in the case of death in the employee's close family. "Close family" is defined as the employee's parent-in-law, sibling-in-law, son or daughter-in-law, niece, nephew, and aunt or uncle. One of the three days may be used for the death of a close friend.

**Subd. 3.** Leaves granted under this section shall be deducted from sick leave.

### **Section 5. Personal Leave:**

**Subd. 1.** Each employee shall be granted two (2) personal leave days per contract year with pay.

**Subd. 2.** One day of personal leave may be accumulated; the maximum personal leave days an employee may take in a school year is three.

**Subd. 3.** Request for a personal day must be made in writing to the Superintendent at least three days in advance of taking the day, unless there is an emergency.

**Subd. 4.** Any employee who does not use or accumulate their personal days shall be paid for an unused accumulated day at the employees rate of pay effective June. 30. This payment will be made in July of the succeeding school year.

### **Section 6. Worker's Compensation:**

**Subd. 1. Payment.** Upon the request of an employee who is absent from work as a result of a compensable injury under the provisions of the Workers Compensation Act, the School Board will pay the difference between the compensation received pursuant to the Worker's Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's accumulated sick leave and/or vacation pay.

**Subd. 2. Accumulated Leave.** A deduction shall be made from the employee's accumulated sick leave and/or vacation time according to the pro-rata portion of

days of sick leave or vacation time which is used to supplement worker's compensation.

**Subd. 3. Disability.** Such payment shall be paid by the School Board to the employee only during the period of disability.

**Subd. 4. Normal Compensation.** In no event shall the additional compensation paid to the employee by virtue of sick leave or vacation pay result in the payment of a total daily, weekly, or monthly compensation that exceed the normal compensation of the employee.

**Subd. 5. Sick Leave or Vacation Pay.** An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act who elects to receive sick leave or vacation pay pursuant to this policy shall submit their worker's compensation check to the School District for photocopying prior to receiving allowable payment from the School District for his/her absence.

**Section 7. Jury Duty Pay:** All employees shall be granted pay by the School Board the difference between their regular pay and jury duty pay if required to serve on jury duty.

**Section 8. Child Care Leave:**

**Subd. 1.** The District shall grant a child care leave without pay or fringe benefits, except as provided by law, to any employee, regardless of marital status, who requests such a leave for the purpose of providing parental care to his or her natural born or adopted child or children.

**Subd. 2.** In the event of pregnancy, an employee may commence either a pregnancy leave without pay prior to the onset of disability occasioned by childbirth, or the employee may continue working until the onset of disability and thereafter commence a disability leave with pay.

- A. **Pregnancy leave:** If a pregnant employee chooses to commence a pregnancy leave, she shall first submit a written application to the employer at least six (6) weeks prior to beginning the leave. The application shall provide notice of the employee's expected delivery date determined by her attending physician. The pregnancy leave shall remain in effect from the date of commencement through the period of childbirth and recovery.
- B. **Disability leave:** If a pregnant employee chooses to continue working until the onset of disability occasioned by pregnancy and childbirth, she shall notify the District in writing at least six (6) weeks prior to the expected delivery date as determined by her attending physician. The employee may utilize her accumulated disability/sick leave through the period of pregnancy related disabilities, childbirth, and recovery.

**Subd. 3.** An employee may take a child care leave of up to twelve (12) months by notifying the employer in writing at least six (6) weeks prior to commencing the leave of the beginning date and length of the leave. The date of return from the leave shall be determined by mutual agreement between the employee and the employer. If the employee initiates a pregnancy leave or a disability leave, pursuant to Subd. 2 above, she may elect to notify the employer of her intent to take a child care leave at the time of notice of pregnancy leave or disability or anytime thereafter, but in no event later than four (4) weeks prior to the commencement of child care leave.

**Subd. 4.** Child care leave may be extended by mutual agreement between the employee and the District.

**Subd. 5.** Upon return from child care leave the employee shall be reinstated to his or her original position or to a position of similar status and conditions. The contract shall remain in effect, and the employee shall retain all seniority, salary, and benefit status, and other advantages, accrued prior to taking the leave. These provisions shall also apply to an employee returning from pregnancy leave or disability leave.

**Subd. 6.** An employee returning from child care leave shall be re-employed in a similar position which he or she is qualified unless previously discharged or placed on unrequested leave.

## **ARTICLE VIII MATCHING ANNUITY PROGRAM**

**Section 1. Eligibility:** LPNs who are employed by the School District on a regular (not substitute) agreement are eligible to participate in the Matching Annuity Program.

**Section 2. Match Deductions:** The School District will match eligible annual contributions based on the completion of the following service credit with the District:

	Effective July 1, 2022
0-5 years	No Match
6-10 years	\$450.00 per year
11-15 years	\$500.00 per year
16-20 years	\$550.00 per year
21+ years	\$600.00 per year

The School District shall contribute annually an amount equal to the amount contributed by the employee. The amount contributed by the District shall not exceed the maximum amount outlined in this subdivision.

This contract shall be effective only upon the signature of the officers of the School Board in appropriate action recorded in its Minutes.

IN WITNESS THEREOF, I have  
subscribed my signature this

\_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
\_\_\_\_\_, LPN

IN WITNESS THEREOF, we have  
subscribed our signature this

\_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Board Clerk

## **TECHNOLOGY DIRECTOR'S CONTRACT CENTRAL PUBLIC SCHOOLS**

The School Board of Independent School District No. 108, Norwood Young America, MN enters into this agreement with Steven Anderson, who agrees to perform the duties of Technology Director/Coordinator in the public schools of the District commencing July 1, 2022 through June 30, 2025.

### I. Basic Service:

Said Director shall faithfully perform the services prescribed by the School Board whether or not such services are specifically described in this contract or in a general job description, abide by the rules, regulations and policies as established by the School Board for the annual salary indicated below.

### II. Duty Year and Leaves:

#### 1. Basic Work Year:

The Director's normal duty year shall be for the entire year. The Director shall perform services on those legal holidays on which the school district is authorized to conduct school if the school board so determines. He must notify the Superintendent beforehand.

#### 2. Vacation:

The Director shall earn twenty (20) working days of annual paid vacation each contract year. Five (5) days of unused vacation may be carried over for one full year. All other unused vacation must be taken within six months after the current contract year in which it is earned. No more than seven (7) days may be taken during the time school is in session.

The Technology Director may carry over more than (5) days for the duration of this contract only. The additional carryover is due to the COVID-19 pandemic, the planning that went into school plans, and the inability for some staff to use vacation in a timely manner. This paragraph expires at the end of this contract.

#### 3. Holidays:

The Director shall be entitled to eleven (11) paid holidays each contract year as designated by the School Board, namely: July 4th, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, President's Day, Good Friday, and Memorial Day.

The School Board, however, reserves the right to cancel any of the holidays and establish another holiday in lieu thereof with the understanding, however, that the Director under this provision will be guaranteed eleven (11) paid holidays per year. Any legal holiday or holidays which fall within an employee's vacation period shall not be counted as a vacation day.

4. Sick Leave:

The Director shall earn sick leave at the rate of one (1) day for each working month which may be accumulated to a maximum of one-hundred twenty (120) days.

5. Bereavement Leave:

There will be an allowance of two (2) days annually for absence because of death of relatives.

Leaves granted under this section shall be deducted from the annual sick leave.

6. Emergency Leave:

The Director may be granted emergency leave during the contract year at the discretion of the Superintendent/or School Board.

Leaves granted under this section shall be deducted from the annual sick leave.

7. Medical Leave:

If the Director is unable to perform his duties because of illness or disability and has exhausted all sick leave credit available or has become eligible for long term disability compensation shall, upon request, be granted a medical leave of absence up to one (1) year in duration without pay. The School Board may, in its discretion, extend such a leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by a written doctor's statement outlining the conditions of health and estimated time at which the Director is expected to be able to assume his normal responsibilities. The Director, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance programs as permitted under the insurance policy provisions, but shall pay the entire premium for such programs as he wishes to retain commencing with the beginning of the leave.

III. Insurance:

1. Health and Hospitalization Insurance

The School District shall provide the Director and Director's dependents with the health and hospitalization plan at the 500 CMM level at the expense of the school district.

2. Income Protection Insurance:

The School District shall provide a long term disability insurance plan for the Director. Benefits shall be payable upon ninety (90) calendar days after the day of disability at two-thirds (66 2/3%) of the annual contractual salary. Benefit payments shall continue until the age of (65) or until termination of the disability - whichever occurs first. The coverage shall include coverage for mental and emotional disturbance.

3. Claims Against the School District:

It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claims shall be made against the School District as a result of a denial of insurance benefits by insurance carriers.

4. Life Insurance

The School District shall provide a group term life insurance plan providing \$50,000.00 of coverage for the Technology Director, payable to the Technology Director's named beneficiary, at the expense of the School District.

5. Duration of Insurance Contributions:

The Director is eligible for School Board contributions as provided in this Article as long as the directors employed by the School Board. Upon termination of employment, all Board participation and contribution shall cease, effective on the last working day.

6. Dental Insurance:

The District shall pay \$20.20 toward the individual plan for the Director in the Delta Dental Plan.

IV. Other Benefits:

1. Tax Sheltered Annuities:

The Director will be eligible to participate in a tax sheltered annuity plan established pursuant to United States Public Law No. 87-370, M.S. 123.35, Subd. 12, and School District policy.

2. Car Expense:

The Director will be responsible to use his own vehicle for school purposes. He shall be reimbursed at the rate set by the School Board.

3. Conferences and Meetings:

The School District shall pay valid expenses for participation in professional conferences and seminars, and which have been pre-approved by the Superintendent. Appropriate claim forms and receipts must be filed for reimbursement.

4. 403b Plan

The district will match employee's contribution to a 403b plan up to an annual maximum of \$2,000 with a lifetime maximum of \$30,000.

Anything illegal or in conflict with Minnesota state law will make only this section null and void.

5. A \$80 per month allowance for business cell phone shall be granted the director.

V. The Technology Director shall be paid an annual salary of:

2022-2023	\$69,792
2023-2024	\$71,327
2024-2025	\$72,896

The Director shall engage in no other employment, consultant services or other activity for which honorarium is paid without receiving prior approval of the School Board, but shall devote full time and due diligence to the affairs and the activities of the School District.

This contract shall be effective only upon the signature of the officers of the School Board in appropriate action recorded in its Minutes.

IN WITNESS THEREOF, I have  
subscribed my signature this

\_\_\_\_\_ day of \_\_\_\_\_, 2022

IN WITNESS THEREOF, we have  
subscribed our signature this

\_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Steven Anderson, Technology Director

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Board Clerk













**Date:** April 25, 2022  
**To:** Central ISD 108  
**From:** Brian Lonquist  
Nexus Solutions  
**Subject:** Central Schools – Bid Package No. 2 – Athletic Field & Site Improvements  
Recommendation to Award and Reject Bids

Dear Board Members,

Bids for the Central Schools Bid Package No.2 – Central Schools Athletic Field & Site Improvements Project were received and publicly opened at 11:00 AM on Tuesday, April 12, 2022, at the District Office.

Nexus Solutions recommends to ISD #108 that the motion be approved for the bids to be **awarded:**

**Work Scope 01: South Earthwork**

- Peterson Companies, Inc. in the amount of \$2,543,000.00

**Work Scope 03: North Earthwork & Paving**

- Rachel Contracting in the amount of \$900,000.00

**Work Scope 04: Electrical**

- Laketown Electric in the amount of \$850,000.00

**Work Scope 05: Fencing**

- Century Fence in the amount of \$454,375.00

Nexus Solutions recommends to ISD #108 that the motion be approved for the bids to be **rejected:**

**Work Scope 02: South Paving**

- Minnesota Roadways in the amount of \$1,330,405.00

**Work Scope 03: North Earthwork & Paving**

- Alternate 1. Connection to Webster St. in the amount of \$58,838.00

Total of **award** recommendation: \$4,747,375  
Total of **rejection** recommendations: \$1,389,243

Please contact me at either [blonquist@nexussolutions.com](mailto:blonquist@nexussolutions.com) or 612-916-0939 with any questions.

Thank you,



Brian Lonquist, Project Manager  
Nexus Solutions

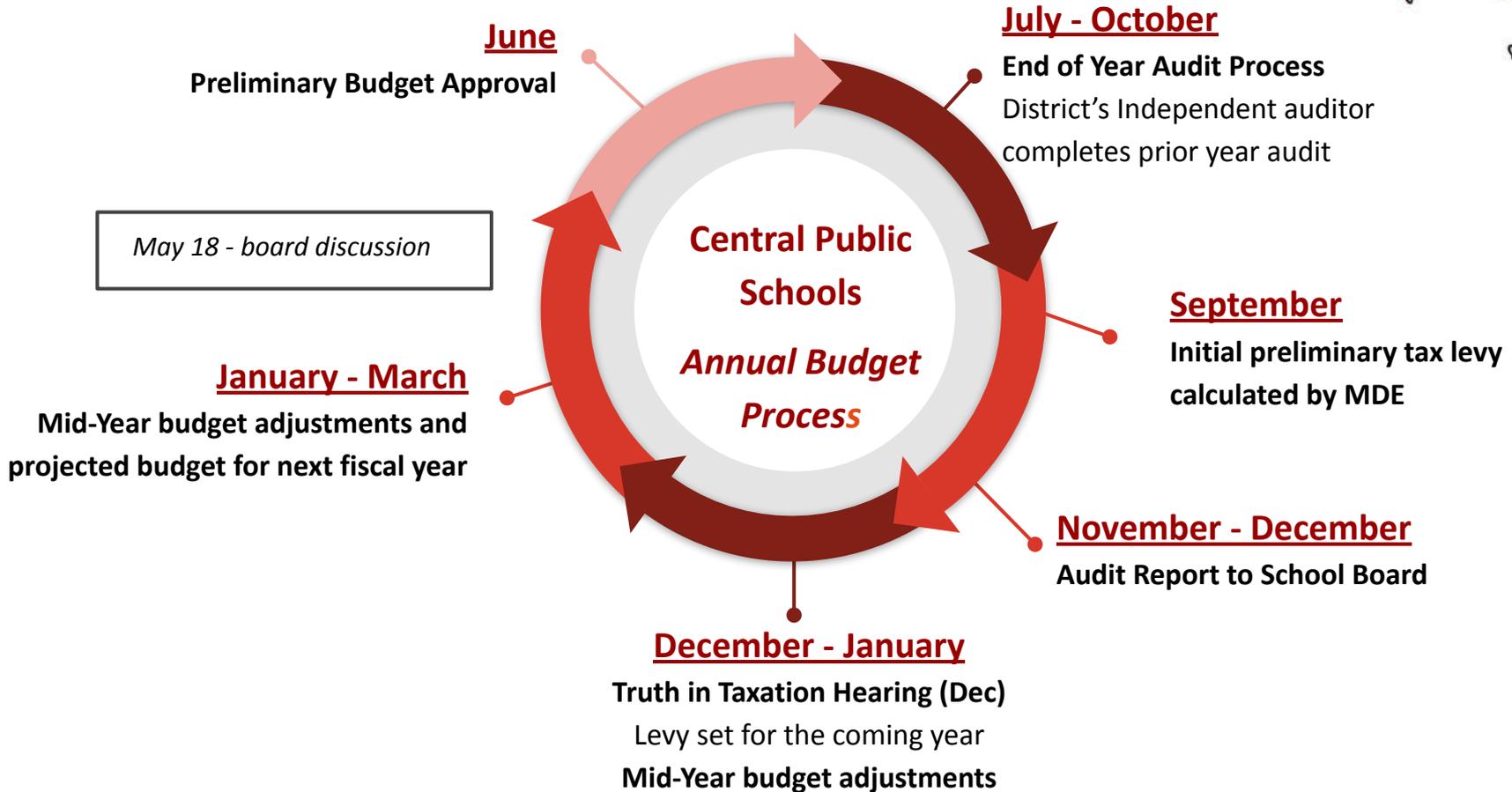
Attachments: BP02 Athletic Field & Site Improvements Bid Tabulation

CC: Central ISD 108  
Nexus Solutions

# ***FY22 Budget Revision***



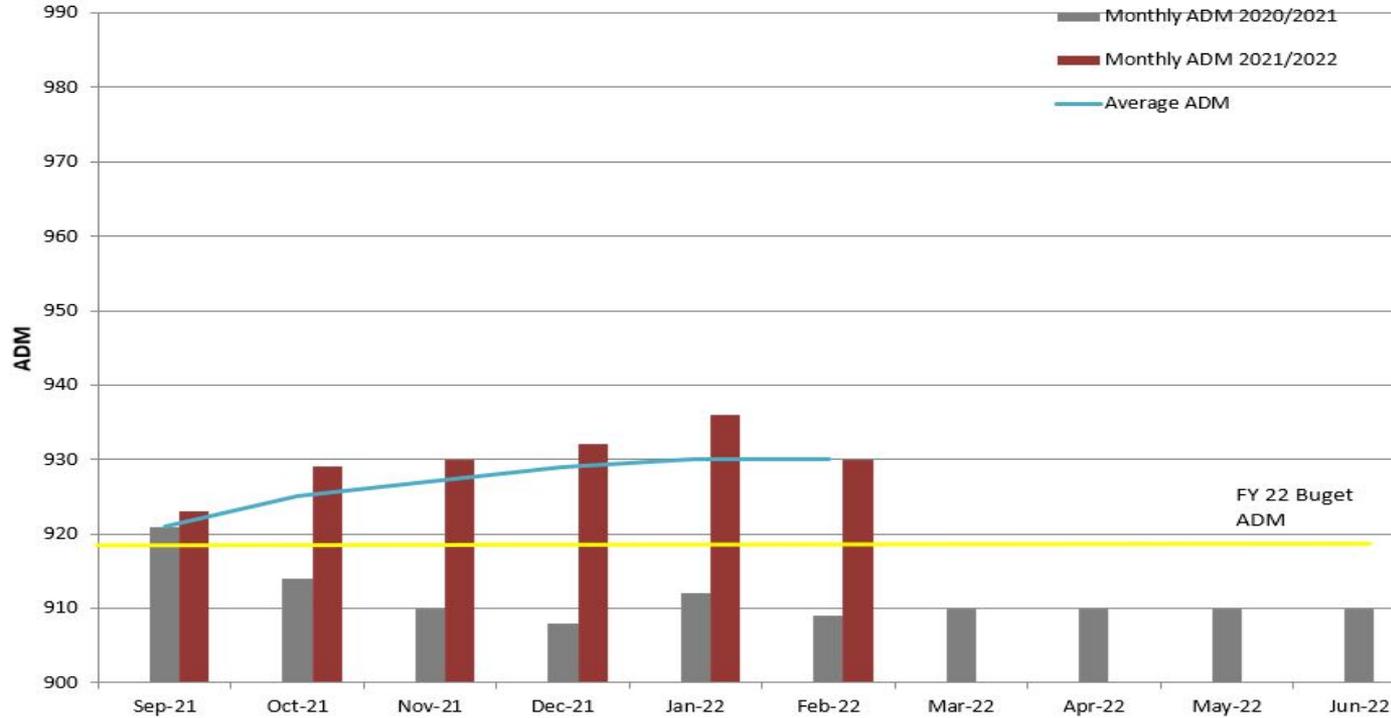
**March 2022**



# Enrollment by Month



## 21-22 Monthly, Average, and Budgeted Daily Membership



# FY22 Budget Overview



## ISD 108 - Central (Norwood-Young America Schools)

FISCAL YEAR 2021-2022

PRELIMINARY BUDGET - June 28, 2021

REVENUES							
	GENERAL FUND	FOOD SERVICE FUND	COMM. ED. FUND	BUILDING FUND	DEBT FUND	TRUST FUND	TOTALS
Levy	\$2,356,229	\$0	\$98,441	\$0	\$976,801	\$0	\$3,431,471
Misc. Local Rev.	135,540	57,837	535,000	0	1,000	3,000	732,377
State Aid	8,622,544	0	125,551	0	0	0	8,748,095
Federal Aid	541,574	430,194	0	0	0	0	971,768
<b>Totals</b>	<b>\$11,655,887</b>	<b>\$488,031</b>	<b>\$758,992</b>	<b>\$0</b>	<b>\$977,801</b>	<b>\$3,000</b>	<b>\$13,883,711</b>

EXPENSES							
	GENERAL FUND	FOOD SERVICE FUND	COMM. ED. FUND	BUILDING FUND	DEBT FUND	TRUST FUND	TOTALS
Salary & Wages	\$5,948,187	\$10,000	\$543,413	\$0	\$0	\$0	\$6,501,600
Employee Benefits	1,768,941	2,000	105,526	0	0	0	1,876,467
Purchased Services	2,616,639	255,675	120,450	0	0	0	2,992,764
Supplies and Materials	821,916	201,015	18,320	0	0	0	1,041,251
Capital Expenditure	291,899	0	0	0	0	0	291,899
Debt Service	0	0	0	0	988,979	0	988,979
Other Expense	45,335	0	0	0	0	3,000	48,335
							0
							0
<b>Totals</b>	<b>\$11,492,917</b>	<b>\$468,690</b>	<b>\$787,709</b>	<b>\$0</b>	<b>\$988,979</b>	<b>\$3,000</b>	<b>\$13,741,295</b>

<b>BUDGET BALANCE</b>	<b>\$162,970</b>	<b>\$19,341</b>	<b>(\$28,717)</b>	<b>\$0</b>	<b>(\$11,178)</b>	<b>\$0</b>	<b>\$142,416</b>
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# FY22 Budget Revision Overview



REVENUES						
	GENERAL FUND	FOOD SERVICE FUND	COMM. ED. FUND	DEBT FUND	TRUST FUND	TOTALS
<b>Levy</b>	\$2,306,280	\$0	\$98,441	\$976,801	\$0	\$3,381,522
<b>Misc. Local Rev.</b>	320,557	83,375	607,012	4,000	3,000	1,017,944
<b>State Aid</b>	8,749,630	13,848	182,925	0	0	8,946,403
<b>Federal Aid</b>	1,344,956	524,483	8,400	0	0	1,877,839
<b>Totals</b>	<b>\$12,721,423</b>	<b>\$621,706</b>	<b>\$896,778</b>	<b>\$980,801</b>	<b>\$3,000</b>	<b>\$15,223,708</b>
EXPENSES						
	GENERAL FUND	FOOD SERVICE FUND	COMM. ED. FUND	DEBT FUND	TRUST FUND	TOTALS
<b>Salary &amp; Wages</b>	\$6,187,541	\$10,000	\$549,055			\$6,746,596
<b>Employee Benefits</b>	1,841,207	2,470	109,477			1,953,154
<b>Purchased Services</b>	2,883,387	302,100	161,769			3,347,256
<b>Supplies and Materials</b>	1,000,549	217,254	60,805			1,278,608
<b>Capital Expenditure</b>	419,821	0	0			419,821
<b>Debt Service</b>	0	0	0	988,979		988,979
<b>Other Expense</b>	32,832	0	1,500		3,000	37,332
<b>Totals</b>	<b>\$12,365,337</b>	<b>\$531,824</b>	<b>\$882,606</b>	<b>\$988,979</b>	<b>\$3,000</b>	<b>\$14,771,746</b>
<b>BUDGET BALANCE</b>	<b>\$356,086</b>	<b>\$89,882</b>	<b>\$14,172</b>	<b>(\$8,178)</b>	<b>\$0</b>	<b>\$451,962</b>

# FY22 Revised Budget Overview



FY22	Revised 3-28-2022	Adopted Budget	Revised Budget	Difference
		<b>GENERAL FUND</b>	<b>GENERAL FUND</b>	<b>GENERAL FUND</b>
<b>Levy</b>		\$2,356,229	\$2,306,280	-\$49,949
<b>Misc. Local Rev.</b>		135,540	320,557	\$185,017
<b>State Aid</b>		8,622,544	8,749,630	\$127,086
<b>Federal Aid</b>		541,574	1,344,956	\$803,382
<b>Totals</b>		<b>\$11,655,887</b>	<b>\$12,721,423</b>	<b>\$1,065,536</b>
<b>EXPENSES</b>				
		<b>GENERAL FUND</b>	<b>GENERAL FUND</b>	<b>GENERAL FUND</b>
<b>Salary &amp; Wages</b>		\$5,948,187	\$6,187,541	\$239,354
<b>Employee Benefits</b>		1,768,941	1,841,207	\$72,266
<b>Purchased Services</b>		2,616,639	2,883,387	\$266,748
<b>Supplies and Material</b>		821,916	1,000,549	\$178,633
<b>Capital Expenditure</b>		291,899	419,821	\$127,922
<b>Debt Service</b>		0	0	\$0
<b>Other Expense</b>		45,335	32,832	-\$12,503
<b>Totals</b>		<b>\$11,492,917</b>	<b>\$12,365,337</b>	<b>\$872,420</b>
Difference		\$162,970	\$356,086	\$193,116

# Levy Promises



## What is the plan?

Q1: \$640 per pupil increase

51% Maintain class size

23% Update curriculum

16% Rebuild fund balance

10% Teacher training

Q1, Operating Levy



51%

23%

16%

10%

<b>MAINTAIN CLASS SIZE</b>	347,093.76
<b>UPDATE CURRICULUM</b>	156,532.48
<b>REBUILD FUND BALANCE</b>	108,892.16
<b>TEACHER TRAINING</b>	<u>68,057.60</u>

Q2: \$350,000 for Technology

73% Maintain current offerings

27% Address lack of technology in  
the middle and elementary  
schools

Q2, Capital Levy



73%

27%

<b>MAINTAIN CURRENT TECH</b>	255,500.00
<b>ADDRESS ES AND MS TECH</b>	<u>94,500.00</u>