

# **WAYZATA PUBLIC SCHOOLS**

Independent School District 284

Wayzata, Minnesota

## **BOARD OF EDUCATION**

Special Meeting - July 9, 2012 - 4:00 PM

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

### **AGENDA**

- |   |    |
|---|----|
| 1. CALL TO ORDER AND ROLL CALL - Board Chair Hesby                                  | 3  |
| 2. APPROVAL OF HEALTH AND SAFETY PROJECTS AND BUDGET                                | 4  |
| 3. APPROVAL OF BOARD POLICY 807 - "HEALTH AND SAFETY" - Second Reading and Adoption | 11 |
| 4. HUMAN RESOURCE RECOMMENDATIONS   | 16 |
| 5. APPROVAL OF CUSTODIAN CONTRACT FOR 2012 - 2014                                   | 20 |
| 6. UNAFFILIATED SALARY SCHEDULE FOR 2012 - 2013                                     | 34 |
| 7. ADJOURN  | 44 |

**WAYZATA PUBLIC SCHOOLS**  
**Independent School District 284**  
**Wayzata, Minnesota**

**Vision**

*What We Intend to Create and Experience;*

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

Exceptional Student Learning, Experiences and Relationships:

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

Community Trust, Confidence and Partnership:

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

Operational Excellence:

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

**MISSION**

*Our Core Purpose;*

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

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

**Special Meeting – July 9, 2012**

**AGENDA ITEM:** 1. CALL TO ORDER/ROLL CALL

**COMMENTS BY:** Board Chair Hesby

**Susan Gaither, Board Clerk, will call the roll:**

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

**WAYZATA PUBLIC SCHOOLS**

Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

**Special Meeting – July 9, 2012**

**AGENDA ITEM: 2. Health and Safety Projects and Budget - FY 2012, FY 2013, and FY 2014**

**COMMENTS BY: Mr. Jim Westrum**

A recent revision to Minnesota Statute 123B.57 requires that each Board must annually approve the budget submitted to the Minnesota Department of Education for fund approval.

Attached is the Health and Safety Projects and Budget as submitted to the Minnesota Department of Education for fiscal years 2012, 2013, and 2014.

**RECOMMENDED ACTION:** Approve the Health and Safety Projects and Budget for fiscal years 2012, 2013, and 2014.

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_

Second by: \_\_\_\_\_ No \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions \_\_\_\_\_



**Minnesota Health and Safety  
FY 2012, FY 2013, FY 2014**

For these projects, please call Michael Oxborough at (651) 582-8509.

Add New Project

Web Instructions: [Click Here](#)

Capital Expenditure Report

Fiscal Year	Finance Code	Building Name	State Approval	Approved Amount
District 0284	Project Number	Project Description		Proposed Amount
00	110	Advice for FY2012/13 biennium		0.00
<b>Update</b>	99999	For the 7/2011–6/2013 biennium, FIN Code 352 is capped at \$31.51 per student or \$0.40 per SQ FT for the first 50,000 SQ FT and \$0.208 for each SQ FT beyond. Per agency records, this allowance is capped at \$373,584 or \$357,552 respectively.		0.00
12	347	7 elementaries & csf	yes	5000.00
<b>Update</b>	00477	PPE -custodians, culinary express,		0.00
12	347	ems	yes	5000.00
<b>Update</b>	00478	PPE -custodians, culinary express, science depts, woodshop		0.00
12	347	wms	YES	5000.00
<b>Update</b>	00479	PPE -custodians, culinary express, science depts, woodshop		0.00
12	347	cms	yes	5000.00
<b>Update</b>	00480	PPE -custodians, culinary express, science depts, woodshop		0.00
12	347	whs	yes	5000.00
<b>Update</b>	00481	PPE -custodians, culinary express, science depts, woodshop		0.00
12	347	kl	yes	5000.00
<b>Update</b>	00482	Playground impact attenuating surface top off with eng. wood fiber (16,500 SQ FT)		0.00
12	347	gl	yes	5000.00
<b>Update</b>	00483	Playground impact attenuating surface top off with eng. wood fiber (9,800 SQ FT)		0.00
12	347	pc	yes	5000.00
<b>Update</b>	00484	Playground impact attenuating surface top off with eng. wood fiber (8,000 SQ FT)		0.00
12	347	ssh	yes	5000.00
<b>Update</b>	00485	Playground impact attenuating surface top off with eng. wood fiber (11,500 SQ FT)		0.00
12	347	ow	yes	5000.00
<b>Update</b>	00486	Playground impact attenuating surface top off with eng. wood fiber (18,500 SQ FT)		0.00
12	347	gw	yes	5000.00
<b>Update</b>	00487	Playground impact attenuating surface top off with eng. wood fiber (14,600 SQ FT)		0.00
12	347	bv	yes	5000.00
<b>Update</b>	00488	Playground impact attenuating surface top off with eng. wood fiber (12,750 SQ FT)		0.00
12	347	cms	yes	5000.00
<b>Update</b>	00489	Top off pea rock impact attenuating surface, approx. 2,900sqft		0.00
12	347	HS, 3 middle, 1-elementary	yes	5000.00
<b>Update</b>	00490	Elevator inspections-8 total		0.00
12	347	All 11 schools	yes	1000.00
<b>Update</b>	00492	food code violation corr'ns/MDH license and inspection fees (does not include any corrections just inspection fee)		0.00
12	347	HS, 3 Middle schools, CSF	yes	5000.00
<b>Update</b>	00493	Equipm't Safety Mod'ns-repair/maintain safety items in wood/metal shops		0.00
12	347	kl	yes	6200.00
<b>Update</b>	00494	OSHA Corrections-final LOTO program/directory upgrade		0.00
12	347	gl	yes	6200.00
<b>Update</b>	00495	OSHA Corrections-final LOTO program/directory upgrade		0.00
12	347	pc	yes	6200.00
<b>Update</b>	00496	OSHA Corrections-final LOTO program/directory upgrade		0.00

12	347	ssh	yes	5000.00
<b>Update</b>	00497	OSHA Corrections-final LOTO program/directory upgrade		0.00
12	347	ow	yes	5000.00
<b>Update</b>	00498	OSHA Corrections-final LOTO program/directory upgrade		0.00
12	347	gw	yes	8800.00
<b>Update</b>	00499	OSHA Corrections-final LOTO program/directory upgrade		0.00
12	347	bv	yes	5000.00
<b>Update</b>	00500	OSHA Corrections-final LOTO program/directory upgrade		0.00
12	347	ems	yes	9000.00
<b>Update</b>	00501	OSHA Corrections-final LOTO program/directory upgrade		0.00
12	347	wms	yes	9000.00
<b>Update</b>	00502	OSHA Corrections-final LOTO program/directory upgrade		0.00
12	347	cms	yes	9000.00
<b>Update</b>	00503	OSHA Corrections-final LOTO program/directory upgrade		0.00
12	347	whs	yes	9000.00
<b>Update</b>	00504	OSHA Mezzanine corrections per SFM & final LOTO program/directory upgrade		0.00
12	347	csf-admin	yes	5000.00
<b>Update</b>	00505	OSHA Corrections-final LOTO program/directory upgrade		0.00
12	347	Birchview EI	yes	50435.45
<b>Update</b>	10612	Henn. County food code correction-Inspection#315106 issued 2/17/2011 (INSTALLING HANDWASHING SINK)		0.00
12	347	Sunset Hill EI-Arch fees	yes	4000.00
<b>Update</b>	12172	Install Prep sink per Hennepin County Inspection form (SUBMIT INSP RPT)		0.00
12	347	GreenwoodEI-Arch fees	yes	4000.00
<b>Update</b>	12173	Install Prep sink per Hennepin County Inspection form (SUBMIT INSP RPT)		0.00
12	347	District Wide	yes	2600.00
<b>Update</b>	18292	aerial lift inspections		0.00
12	347	districtwide	yes	2000.00
<b>Update</b>	18293	aerial lift insp		0.00
12	347	EMS-Arch fee	yes	6000.00
<b>Update</b>	19469	Install Prep sink per Hennepin County Inspection form (INFO ON-FILE)		0.00
12	347	PCk EI	NO	0.00
<b>Update</b>	19472	IAS-construct new play area East of existing, 4,000 sf		48000.00
12	347	Kimberly Lane-NE preschool	YES	20000.00
<b>Update</b>	19475	Shifting MDE 10843, Upgrade impact attenuation/drainage-PreSchool Swing area, 60 ft x 90 ft-5400sf (PRJT #10843 ZEROED OUT)		0.00
12	349	Districtwide 14 different bldgs	YES	15000.00
<b>Update</b>	00469	RPZ-Backflow preventor annual inspections/service		0.00
12	349	whs	yes	9000.00
<b>Update</b>	00470	copper in water-testing and remediation fees		0.00
12	349	district wide	yes	5000.00
<b>Update</b>	00471	11 UST's-monitor, repairs, cathodic testing		0.00
12	349	2 middle & 7 elem. schools	YES	15000.00
<b>Update</b>	00472	Haz waste/material fees		0.00
12	349	csf	yes	5000.00
<b>Update</b>	00473	haz. waste/materials fee		0.00
12	349	cms	yes	5000.00
<b>Update</b>	00474	Haz. Waste/materials fee		0.00
12	349	whs	yes	5000.00
<b>Update</b>	00475	Haz waste/materials fee		0.00
12	349	whs & 3 middle schools	YES	10000.00
<b>Update</b>	00476	fume hood-local exhaust testing and remediation		0.00
12	352	district wide	yes	5000.00
<b>Update</b>	00461	AED program maintenance		0.00
12	352	whs and 3 middle schools	yes	5000.00
<b>Update</b>	00462	Chem Hygiene plan implementation/stipend for CHOfficer (FTE HRS NEEDED)		0.00
12	352	Admin Bldg	yes	1000.00
<b>Update</b>	00463	H&S committee reimburseables		0.00
12	352	district wide	yes	5000.00
<b>Update</b>	00464	mold testing/remediation		0.00
12	352	district wide	YES	40000.00
<b>Update</b>	00465	web based training modules and data mgt		0.00
12	352	district wide	YES	100000.00

<b>Update</b>	00466	H&S Mgt fees, salary, expenses, benefits, medical, ...		0.00
12	352	district wide	yes	5000.00
<b>Update</b>	00467	ERTK program, training, recordkeeping fees		0.00
12	352	district wide	yes	1000.00
<b>Update</b>	00468	bloodborne pathogen training/vaccination fees		0.00
12	358	sh	YES	5000.00
<b>Update</b>	00454	asbestos contractor&consultant fees, Room 16, Music, Title One, and Reading Recovery Rooms (3,300 sq.ft.)		0.00
12	358	ow	YES	5000.00
<b>Update</b>	00455	asbestos contractor&consultant fees, Room 24 and Conference Rm (1,150 sq.ft.)		0.00
12	358	gw	yes	8000.00
<b>Update</b>	00456	asbestos contractor&consultant fees, May, 2012-abate boiler refractory brick (1 ton?)		0.00
12	358	ems	YES	75000.00
<b>Update</b>	00457	asbestos contractor&consultant fees, July/Aug/2011asbestos caulk/glaze in over 40 windows, 18 classrooms and 8 bathroom pipe chases (17,500sq.ft & 160 TSI fittings)		0.00
12	358	wms	yes	20000.00
<b>Update</b>	00458	asbestos contractor&consultant fees, Choir RmTSI, 15 locations of VAT/mastic, TSI in hallways		0.00
12	358	cms	yes	10000.00
<b>Update</b>	00459	asbestos contractor&consultant fees, Band area, 10 offices/practice rooms, 1,100 sqft		0.00
12	358	central services facility	yes	3000.00
<b>Update</b>	00460	asbestos fees for medicals, licenses, refresher classes, PPE, ...		0.00
12	358	West MS-Contractor&Consultant	yes	35000.00
<b>Update</b>	19308	2 Boilers, Demolition/abatement of fire refractory brick/linings		0.00
12	363	district wide	YES	35000.00
<b>Update</b>	00450	Inspect/repair fire alarm systems (15 total)		0.00
12	363	district wide	YES	10000.00
<b>Update</b>	00451	emergency liting-maintain 10 generators and 14 liting systems		0.00
12	363	district wide	YES	10000.00
<b>Update</b>	00452	fire extinguisher inspections/testing/14 locations		0.00
12	363	district wide	YES	20000.00
<b>Update</b>	00453	sprinkler inspections/repairs/modifications-14 systems		0.00
12	363	PC,WMS,KL,HS	YES	11500.00
<b>Update</b>	09993	SFM inspection fees-4 buildings		0.00
12	363	WEST MS	yes	75000.00
<b>Update</b>	09994	Upgrade fire alarm system (SFM PLAN REVIEW ON-FILE)		0.00
12	363	one half of school bldgs	yes	11452.00
<b>Update</b>	10614	SFM inspections, HS, WMS, pck, kl		0.00
12	363	GW	PPA	40000.00
<b>Update</b>	19470	Upgrade fire alarm per SFM Insp.#29730, File#ED-284-4, Code MSFC2007, Section901.6 (SFM PLAN REVIEW NEEDED)		0.00
12	363	OW	PPA	45000.00
<b>Update</b>	19471	Upgrade fire alarm per SFM Insp.#29731, File#ED-284-5, Code MSFC2007, Section901.6 (SFM PLAN REVIEW NEEDED)		0.00
12	363	Central MS-Auditorium	yes	7000.00
<b>Update</b>	19474	3-15-2012 SFM Inspection 31192, File ED-284-1, Replace several Stage Curtains		0.00
12	366	wms-architect/commission fees	OKL	200000.00
<b>Update</b>	00446	IAQ upgrade from FY11		0.00
12	366	wms-contractor fees	OKL	2557000.00
<b>Update</b>	00447	IAQ upgrades-continue with FY11 project		0.00
12	366	Central Services Facility-IAQ	yes	40000.00
<b>Update</b>	10613	Contractor & Arch fees-Upgrade front admin. Offices to ashrae 62n (ATTACH 7)		0.00
13	347	HS, 3 middle schools	yes	20000.00
<b>Update</b>	10832	LOTO finalize directory, labelling, equipment inventory		0.00
13	347	7 elementaries, 4 maint. bldgs	yes	25000.00
<b>Update</b>	10833	LOTO finalize inventory, equipment labelling, procedures		0.00
13	347	East MS	yes	13000.00
<b>Update</b>	10834	aerial lift		0.00
13	347	Gleason Lk	yes	13000.00
<b>Update</b>	10835	aerial lift		0.00
13	347	Central Middle School	yes	13000.00
<b>Update</b>	10836	aerial lift		0.00
13	347	Kimberly Lane El	yes	13000.00

<b>Update</b>	10837	aerial lift		0.00
13	347	Plymouth Creek el	yes	13000.00
<b>Update</b>	10838	aerial lift		0.00
13	347	DW	yes	10000.00
<b>Update</b>	10839	PPE		0.00
13	347	DW	yes	5000.00
<b>Update</b>	10840	Elevator inspections		0.00
13	347	DW	yes	10000.00
<b>Update</b>	10841	aerial lift annual inspection		0.00
13	347	DW	yes	20000.00
<b>Update</b>	10842	impact attenuation top offs, 7 wood fiber elems, 1 pea rock middle school (ASSUMING COST IS <12/SQ FT)		0.00
13	347	Kimberly Lane EI	yes	0.00
<b>Update</b>	10843	Upgrade impact attenuation/drainage-PreSchool Swing area, 60 ft x 90 ft--5400sf		0.00
13	347	Sunset Hill EI	yes	60000.00
<b>Update</b>	10844	Upgrade/replace wood fiber impact Attenuating Surface, drainage 7,000sf		0.00
13	347	Greenwood EI-Arch&Contractor	yes	40000.00
<b>Update</b>	14895	Install prep sink per Hennepin County Inspection form (SUBMIT INSPECTION RPT) (CONTINUATION OF PRJT #12173)		0.00
13	347	SunsetHill-Arch&Contractor fee	yes	40000.00
<b>Update</b>	14896	Install prep sink per Hennepin County Inspection form (SUBMIT INSPECTION RPT) (CONTINUATION OF PRJT #12172)		0.00
13	347	CMS & Ice Arena	no	0.00
<b>Update</b>	19236	Install per Fire Dept. a Wrestling Rm Storage OSHA approved ladder for access to the Arena attic		9000.00
13	347	EMS--Arch & contractor	yes	40000.00
<b>Update</b>	19476	(Continuation of Prjt # 19469) Install Prep sink per Hennepin County Inspection form (INFO ON-FILE)		0.00
13	347	Central Services Facility	no	0.00
<b>Update</b>	GEN.	Upgrade 2-dock levelers due to 120 decibel noise exposure to all occupants		13500.00
13	347	East ms	yes	11000.00
<b>Update</b>	GEN.	Henn county Inspection 307623 correction, Critical item 10E, sent file to MDE on June 5th (CONTINUATION OF PRJT #19469 & 19476)		0.00
13	349	HS	yes	10000.00
<b>Update</b>	10846	Copper in Water testing fees		0.00
13	349	DW	yes	10000.00
<b>Update</b>	10847	UST monitor / repairs		0.00
13	349	DW-13 bldgs	yes	50000.00
<b>Update</b>	10848	Haz Waste /Recycle fees		0.00
13	349	DW 15 bldgs(extra Maint. bldgs	yes	10000.00
<b>Update</b>	10849	RPZ inspections		0.00
13	352	HS	yes	5000.00
<b>Update</b>	10845	fume hood-local exhaust testing (MOVED TO 352)		0.00
13	352	DW	yes	5000.00
<b>Update</b>	10850	Bloodborne Pathogen training/vaccinations (FY 11 & 12 = \$1,000 RESPECTIVELY, SUBSTANTIATE INCREASED COST)		0.00
13	352	DW	yes	10000.00
<b>Update</b>	10851	ERTK program, training, & recording fees		0.00
13	352	DW	yes	115000.00
<b>Update</b>	10852	Environmental H&S Mgt. fees/salary/benefits/expenses		0.00
13	352	DW	yes	40000.00
<b>Update</b>	10853	Web based H&S training/recordkeeping		0.00
13	352	DW	yes	5000.00
<b>Update</b>	10854	Mold testing/remediation		0.00
13	352	DW	yes	1000.00
<b>Update</b>	10855	H&S Committee supplies (FY 11 & 12 = \$1,000 RESPECTIVELY, SUBSTANTIATE INCREASED COST) (SAFETY COMMITTEE RECOMMENDATIONS ARE ONLY FOR ALLOWABLE PROJECTS, ANTICIPATED INC OF \$4,000 IS UNLIKELY)		0.00
13	352	DW	nmi	0.00
<b>Update</b>	10856	Chemical Hygiene program expenses/stipends (DETAIL/FTE HRS)		5000.00
13	352	DW	yes	5000.00
<b>Update</b>	10857	AED pad replacement		0.00
13	358	Central Services Facility	yes	5000.00
<b>Update</b>	10864	Asbestos fees Re; licenses, refresher classes, expenses, physical		0.00

13	358	Oakwood-Consultant/Contrator	yes	8000.00
<b>Update</b>	19477	July, 2012-VAT-Rm 21, 24, A101 & A117-2400 sf]		0.00
13	358	OW-consultant & contractor	yes	35000.00
<b>Update</b>	19479	May, 2013-Abate 2 large boilers, refractory brick, 5 tons?		0.00
13	358	CMS-consultant&Contractor fees	yes	55000.00
<b>Update</b>	19480	May, 2013-Abate 2 huge boilers/1 small boiler, refractory brick/10 tons?		0.00
13	358	BirchviewEI-consult'nt/contrac	yes	20000.00
<b>Update</b>	19481	Gym VAT& mastic, 3,200sqft below carpet, june 2013		0.00
13	358	East MS-consultant/contractor	yes	20000.00
<b>Update</b>	19482	Remaining classroom VAT and bathroom pipe chases/TSI		0.00
13	358	Greenwood-consultant/contracto	yes	20000.00
<b>Update</b>	19483	June, 2013-Exterior soffit Transite/caulk prior to tuckpointing, 3,000sqft		0.00
13	358	Birchview-consultant/contracto	yes	5000.00
<b>Update</b>	19484	June, 2013-ACBM expected for roof project, samples not yet collected/analyzed		0.00
13	358	EastMS-consultant/contractor	yes	10000.00
<b>Update</b>	19485	June, 2013-ACBM expected for roof project, samples not yet collected/analyzed		0.00
13	358	Greenwood EI	yes	5000.00
<b>Update</b>	GEN.	Abate 800 sqft VAT/mastic from Fiber Optic Server storage room by Custodian Office, July, 2012		0.00
13	358	GREENWOOD EL	yes	15000.00
<b>Update</b>	GEN.	asbestos fees, contractor and consultant, July, 2012 [Rm 2,3,5,7-3800 sf]		0.00
13	358	SUNSET HILL EL	yes	10000.00
<b>Update</b>	GEN.	July, 2012-asbestos fees, contractor and consultant [Rm 16, music, Title I, & Reading recovery rooms-3K sf]		0.00
13	358	WestMS-Consultant/contractor	yes	5000.00
<b>Update</b>	GEN.	June, Postponed due to rain/Gym Roof-transite/40%CH around windows, Approx. 1,000 sqft		0.00
13	363	DW-15 bldgs	yes	10000.00
<b>Update</b>	10865	Fire Extinguisher inspections		0.00
13	363	DW	yes	25000.00
<b>Update</b>	10866	Emergency liting/generator inspections/maintenance		0.00
13	363	DW-14 bldgs	yes	10000.00
<b>Update</b>	10867	Fire suppression/Sprinkler systems-inspections & repairs		0.00
13	363	DW-all buildings	yes	50000.00
<b>Update</b>	10868	fire alarm system maintenance/inspections		0.00
13	363	Gleason Lake EI	PPA	50000.00
<b>Update</b>	10869	Upgrade fire alarm panel/system pending SFM order in 2012 (SFM PLAN REVIEW)		0.00
13	363	Kimberly Lane EI	PPA	50000.00
<b>Update</b>	10870	Upgrade fire alarm panel/system pending SFM order in 2012 (SFM PLAN REVIEW)		0.00
13	363	Plymouth Creek EI	PPA	50000.00
<b>Update</b>	10871	Upgrade fire alarm panel/system pending SFM order in 2012 (SFM PLAN REVIEW)		0.00
13	363	one third of school bldgs	yes	7196.79
<b>Update</b>	10874	SFM inspections, cms,ssh,bv, ow		0.00
13	363	CMS-Ice Arena-Arch&contractor	NMI	0.00
<b>Update</b>	19478	Repair dry sprinkler system SFM INSPECTION #31693, ITEM #1 (SFM PLAN REVIEW NEEDED)		30000.00
13	366	Central Services Facility	yes	50000.00
<b>Update</b>	10872	IAQ upgrade per Hallberg plan, Arch & Contractor fees for Dock, Warehouse/garage offices-continuation of projects 10413 and 10613		0.00
13	366	HS	yes	250000.00
<b>Update</b>	10873	Recommission HS, 500,000sf		0.00
14	347	DW	yes	15000.00
<b>Update</b>	19488	PPE-14 BLDGS & SCIENCE, SPECIAL ED, NURSES DEPT'S		0.00
14	347	DW	yes	5000.00
<b>Update</b>	19489	ELEVATOR INSPECTIONS		0.00
14	347	DW	yes	10000.00
<b>Update</b>	19490	AERIAL LIFT INSPECTIONS-13 SITES		0.00
14	347	DW	yes	30000.00
<b>Update</b>	19491	impact attenuation top offs, 7 wood fiber elems, 1 pea rock middle school (160,000SQ FT)		0.00
14	347	HS	yes	13000.00
<b>Update</b>	19511	AERIAL LIFT		0.00
14	347	GW	yes	13000.00

<b>Update</b>	19512	AERIAL LIFT		0.00
14	347	SsHILL EL	yes	13000.00
<b>Update</b>	19513	AERIAL LIFT		0.00
14	349	HS	yes	10000.00
<b>Update</b>	19492	COPPER IN WATER TESTING/FEES		0.00
14	349	DW	yes	10000.00
<b>Update</b>	19493	UST MONITOR/REPAIRS-10 LOCATIONS		0.00
14	349	DW-13 BLDGS	yes	50000.00
<b>Update</b>	19494	HAZ WASTE RECYCLE/DISPOSAL FEES		0.00
14	349	DW-13 SITES	yes	10000.00
<b>Update</b>	19495	RPZ INSPECTIONS		0.00
14	349	HS	yes	40000.00
<b>Update</b>	19496	UPGRADE DUST COLLECTOR		0.00
14	352	LOCAL EXHAUST-DW	yes	10000.00
<b>Update</b>	19497	TEST/REPAIR FUME HOODS-		0.00
14	352	DW	yes	5000.00
<b>Update</b>	19498	BBP TRAININGS/VACCINATIONS		0.00
14	352	DW	yes	10000.00
<b>Update</b>	19499	ERTK PROGRAM, TRAINING, & RECORDKEEPING FEES		0.00
14	352	DW	yes	125000.00
<b>Update</b>	19500	ENV'AL H&S MGT FEES/SALARY/BENEFITS/EXPENSES		0.00
14	352	DW	yes	40000.00
<b>Update</b>	19501	WEB BASED H&S TRAINING/RECORDKEEPING		0.00
14	352	DW	NO	0.00
<b>Update</b>	19502	MOLD TESTING/REMEDICATION (contingency)		5000.00
14	352	DW	nmi	0.00
<b>Update</b>	19503	CHEM HYGIENE OFFICER FEES/SALARY/BENEFITS/ (detail/fte hrs)		5000.00
14	352	DW	yes	20000.00
<b>Update</b>	19504	AED-REPLACE BATTERIES		0.00
14	358	Greenwood-consultant/contracto	yes	5000.00
<b>Update</b>	19486	Transite from 3 classroom cabinets/750sqft		0.00
14	358	Sunset Hill-Consult/contractor	yes	5000.00
<b>Update</b>	19487	Transite from 3 classroom cabinets/750sqft		0.00
14	358	CENTRAL SERVICES FACILITY	yes	5000.00
<b>Update</b>	19505	ASBESTOS FEES: LICENSES, REFRESHER CLASSES, PHYSICAL,		0.00
14	363	DW	yes	10000.00
<b>Update</b>	19506	FIRE EXTINGUISHER INSPECTION FEES		0.00
14	363	DW	yes	25000.00
<b>Update</b>	19507	EMER. LIGHTING/GENERATOR (inspection) FEES		0.00
14	363	DW	yes	20000.00
<b>Update</b>	19508	FIRE SPRINKLER INSPECTION/MODIFICATIONS/REPAIRS		0.00
14	363	DW	yes	50000.00
<b>Update</b>	19509	FIRE ALARM FEES (maintenance/inspection)		0.00
14	363	1/3 OF DISTRICT-SFM FEES	yes	7196.80
<b>Update</b>	19510	EMS, GW, WMS, PCK, & GLK		0.00
14	366	Recommission-7 Elem's	...	0.00
<b>Update</b>	19514	BV, GW, GL, KL, OW, PC, & SsH, Approx. 500,000sqft (PROVIDE INDIVIDUAL PROJECT ENTRIES PER BUILDING)		250000.00

Add New Project

Web Instructions: [Click Here](#)

This site is best viewed using either Microsoft Internet Explorer 5.5 or above, or Netscape Navigator version 6.0 or above

[Copyright Department of Education](#)[Privacy Policy](#)[Help](#)[Contact MDE](#)[Minnesota Department of Education](#)

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

**Special Meeting – July 9, 2012**

**ITEM: 3. School Board Policy 807 – “Health and Safety” – Second Reading**

**COMMENTS BY: Mr. Westrum**

To receive health and safety revenue for any fiscal year, school districts must submit an application to the Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district’s health and safety board approved policy. Currently, the Wayzata school district does not have a board approved policy, even though the district has procedures and processes in place that mirror this new statutory requirement.

The provisions of the proposed Health and Safety Policy reflect current processes and substantially reflect statutory requirements.

**RECOMMENDED ACTION:** Approve the proposed School Board Policy 807 – Health and Safety for second reading and adoption

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_

Second by: \_\_\_\_\_ No \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions \_\_\_\_\_

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 807  
Orig. 2012

Revised: \_\_\_\_\_

## **807 HEALTH AND SAFETY POLICY**

*[Note: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. The provisions of this policy substantially reflect statutory requirements.]*

### **I. PURPOSE**

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with health and safety, environmental, and occupational health laws, rules, and regulations.
- B. Every school district employee has responsibilities for maintaining a safe and healthy environment within the school district and will be expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district will form a Health and Safety Committee. The committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation.

### **III. PROCEDURES**

- A. Based upon recommendations from the health and safety advisory committee and

subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

#### **IV. PROGRAM AND PLANS**

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
  - 1. Aerial Lift Program
  - 2. Asbestos Management Plans
  - 3. Bloodborne Pathogens and Infectious Agents Exposure Control Plan
  - 4. Bloodborne Pathogens Program for ECFS
  - 5. Chemical Hygiene Plan
  - 6. Confined Space Entry Program
  - 7. Ergonomic and Back Safety
  - 8. Fall Protection/Ladders/Scaffold Safety
  - 9. Fire Safety Program
  - 10. First Aid Program
  - 11. Gas Cylinders and Compressed Gas Program
  - 12. Hazard Communication-Employee Right to Know Act
  - 13. Hazard Communication-Community Right to Know Act
  - 14. Hearing Conservation
  - 15. Hoist Use and Inspection Policy
  - 16. Indoor Air Quality Management Plan
  - 17. Industrial Trucks/Forklift Safety Program
  - 18. Lockout/Tagout Electrical Safety Program
  - 19. Offensive Behavior, Sexual Harrassment, and Violence Prevention
  - 20. Personal Protective Equipment (PPE)
  - 21. Radon Management Plan

22. Respiratory Protection Program
23. Welding Safety Program

Other safety issues being addressed include:

24. Automated External Defibrillators
25. Bleacher Safety
26. Chlorine
27. Machine Guarding
28. Mercury
29. Playground Safety
30. Underground and Above Ground Storage Tanks
31. Other topics or areas determined by the health and safety committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

## V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare

preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

## **VI. ENFORCEMENT**

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

***Legal References:*** Minn. Stat. §123B.56 (Health, Safety, and Environmental Management)  
Minn. Stat. §123B.57 (Capital Expenditure; Health and Safety)

***Cross References:*** MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)

**WAYZATA PUBLIC SCHOOLS**  
**Independent School District 284**  
**Wayzata, Minnesota**

**BOARD OF EDUCATION**

**Special Meeting – July 9, 2012**

**AGENDA ITEM: 4. HUMAN RESOURCE RECOMMENDATIONS**

---

**COMMENTS BY: Ms. Annie Doughty**

---

Employment

<b>Brian Ackerman</b> Transfer – Kathy Kopecky	Technology Systems Administrator Unaffiliated-Technology	Central Middle
<b>Sarah Bolton</b> Increased Enrollment	1.0 2 <sup>nd</sup> Grade Teacher	Plymouth Creek
<b>Allison Caldwell</b> New Position PLC	2 Hour Paraprofessional	Plymouth Creek
<b>Emily Cooley</b> Transfer – Alissa Thomes	1.0 Special Education Teacher	Greenwood & Oakwood
<b>Jennifer Doxsey</b> Transfer – Kate Brewer	1.0 6 <sup>th</sup> Grade Teacher	West Middle
<b>Laura Folven</b> Increased Enrollment	1.0 5 <sup>th</sup> Grade Teacher	Oakwood
<b>Benjamin Froehling</b> Non-renew	1.0 Science Teacher	High School
<b>Michelle Gehrz</b> Transfer – Brad Gaspar	1.0 Vocal Music Teacher	Birchview
<b>Krysta Hanson</b> Transfer – Angie Kaphers	1.0 Special Education Teacher	Gleason Lake
<b>Craig Hawkinson</b> Resign – Kelly Allgaier	1.0 Physical Education Teacher	Plymouth Creek
<b>Melissa Hosmann</b> New Position PLC	2.5 Hour Paraprofessional	Greenwood
<b>Kathleen Huot</b> Increased Enrollment	1.0 3 <sup>rd</sup> Grade Teacher	Gleason Lake
<b>Stephanie Janish</b>	1.0 3 <sup>rd</sup> Grade Teacher	Plymouth Creek

<b>Andrew Juelich</b> Retirement – Kate Brayman	1.0 Art Teacher	Plymouth Creek
<b>Margaret Karschnik</b> New Position PLC	2.17 Hour Paraprofessional	Greenwood
<b>Anthony Lotzer</b> Retirement – Mary Anderson	1.0 6 <sup>th</sup> Grade Teacher	West Middle
<b>Kristine Miska</b> Transfer – Chris Zobrack	.6 Physical Education Teacher	Birchview & Gleason Lake
<b>Melissa O’Neill</b> Non-renew	.333 Vocal Music Teacher	High School
<b>Sarah Pavek</b> Retirement – Michele Burniece	1.0 2 <sup>nd</sup> Grade Teacher	Plymouth Creek
<b>Sheila Peterson</b> Retirement – Gail Sarff	1.0 Communications Teacher	High School
<b>Anne Phaneuf</b> Transfer – Ross Downing	1.0 Communications Teacher ( LTR)	High School
<b>Jarret Roloff</b> Nonrenew	.833 Spanish Teacher	High School & Central Middle
<b>Lindsey Rymer</b> Transfer – Adam Hinnenkamp	1.0 2 <sup>nd</sup> Grade Teacher	Sunset Hill
<b>Alison Somers</b> Nonrenew	1.0 Special Education Teacher	West Middle
<b>Caitlin St. Clair</b> Increased Enrollment	1.0 Kindergarten Teacher	Plymouth Creek
<b>Lauren Steffel</b> Sabbatical Leave of Absence – Randi Michels	1.0 Special Education Teacher (LTR)	West Middle
<b>Christine Stoner</b> New Position PLC	2 Hour Paraprofessional	Birchview
<b>Daniel Tewalt</b> Non-renew	.8 Band & Orchestra Teacher	High School
<b>Olivia VanKempen</b> Increased Enrollment	.667 Mathematics Teacher	High School



**RECOMMENDED ACTION:** Approve the Human Resource Actions as recommended.

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_

Second by: \_\_\_\_\_ No \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions \_\_\_\_\_

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

**Special Meeting – July 9, 2012**

**AGENDA ITEM: 5. APPROVAL OF THE CUSTODIAL CONTRACT FOR 2012-2014**

**COMMENTS BY: Ms. Annie Doughty**

**Approval of the Custodial Contract for 2012-2014**

The School Board Bargaining Team and the Wayzata Custodial Maintenance Union have reached agreement for the 2012-2014 contract. The Custodial Maintenance Union Membership voted on July 2, 2012 and ratified the contract with a 99% majority vote. Attached is a copy of the language and the costing model.

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

The negotiation team members were:

Kelly Gibbons, Dave Horn, Pat Olson, Carri Williams, Chris Michaelson, Jordan Kern for the Custodial Maintenance unit.

Mike Johnson, Cheryl Polzin and Annie Doughty represented the School Board.

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

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

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_

Second by: \_\_\_\_\_ No \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions \_\_\_\_\_



**ISD 284 Custodial Maintenance Employees  
SEIU Local 284 And  
District 284**

**2012-14 Tentative Agreement - as of June 29, 2012**

New Language underlined

Deleted Language strike through

**Memorandum of Understanding – Progressive Discipline**

As part of the 2012-2014 Custodial/Maintenance and Wayzata Public Schools Negotiations process, we agree the following will apply for the 2012-2014 school years:

If an employee meeting may result in discipline:

1. The Employer will notify the Employee of the scheduled meeting at least one (1) day in advance.
2. The Employer will inform the Employee of their right to have union representation and the Employee's responsibility to contact their union representation.
3. If the Employee chooses not to be represented by the Union, the Union is not responsible for the outcome of said meeting.

The parties agree that the above will not apply with allegations of possible criminal activity (e.g. theft, child maltreatment, misuse of District Technology) or other serious allegations as deemed by the Employer).

This MOU will sunset on June 30, 2014.

**Section 4.4 • Boiler License and Other Required Licenses**

~~All full time employees shall be required to obtain and maintain a valid boiler license according to the terms of this section.~~

New employees are ~~required~~ encouraged to obtain a Special Engineer's License within their first year of employment. Failure of new employees to obtain a boiler license within their first year of employment shall result in the automatic disqualification from future postings which involve a factored rate of pay until they have obtained their Special Engineer's License.

Failure of other non-factored employees to obtain or renew their boiler license and/or other license(s) prior to expiration shall result in the automatic disqualification from future postings which involve a factored rate of pay until they have obtained their Special Engineer's License and/or other license(s).

An employee with less than one year of service may apply for a factored position and if chosen for a factored position the employee must obtain the required Special Engineer's License within the first year of their initial employment date. And, if chosen for a factored position, the employee must also obtain the appropriate ~~boiler~~ license(s) within three (3) years of the date of appointment and must submit proof of progression by June 1 of each year to the Assistant Director of Buildings and Grounds and the Union Steward.

~~Failure to obtain the Special Engineer's License within the first year of initial employment may result in freezing of their salary step until the license is obtained.~~

Applicants for a factored position must have or must be able to obtain within three (3) years of appointment the appropriate boiler license(s) required for the position to be considered for appointment.

Failure of factored employees to show adequate progression towards or to obtain within three (3) years of appointment or renew their boiler license or other required license(s) prior to expiration shall result in freezing their salary including their factor pay.

The Employer shall reimburse all employees for their boiler license renewal every two years or the renewal dates as dictated by the State.

### **Section 4.5 • Other License**

The Employer shall reimburse employees for the renewal of the following required licenses: Commercial Driver's License (Class A with Air Brake Endorsement); Pesticide Applicator's License; Certified Pool Operator; Contractor's License; Refrigeration License; Maintenance Electrician License; Unlicensed Maintenance Electrician.

### **Section 4.6 • Designated Factored Positions**

Designated Factored Positions will receive the monthly wages produced by multiplying the factor indicated below by the individual's wage range specified in Section 4.1.

<b>Position</b>	<b>Factor</b>	
<del>Maintenance and</del> Grounds Foreman	1.190	
<u>Maintenance Technician I</u>	<u>1.185</u>	
Senior High Head Custodian	1.165	
Maintenance Technician – District	1.165	
CMS Head Custodian	1.150	
Maintenance Technician - Building	1.150	
Warehouse Technician	1.150	
EMS & WMS Head Custodian	1.125	
Elementary Head Custodian	1.100	
Senior High Night Lead Custodian	1.075	
CMS Night Lead Custodian	1.075	
Grounds Technician	1.075	
Building Maintenance –		
EMS, WMS, CMS, WHS, District	1.075	
Ice Arena/Grounds Technician	1.075	
Senior High Night Maintenance	1.060	
Truck Driver	1.060	
EMS & WMS Night Lead Custodian	1.050	WHS
& CMS Day Custodian	1.025	
Elementary Night Lead	1.018	

If an injury or prolonged illness keeps a designated factored position employee from work, the Employer may name another employee to replace the absent designated replacement for a factored position for a period of ten (10) consecutive workdays, the employee shall receive the appropriate factored position's rate of pay, retroactive to the first day of such temporary assignment.

### **Section 4.10 • Trainer Position**

~~We will have a designated trainer position to work with new employees. Selection of trainers will be made by the employer. The designated trainer would be paid a \$1.00 premium for the hours actually worked in the training process, not to exceed three (3) days or 24 hours per new employee.~~

**Section 4.11 • License Incentive Program**

	<u>Current</u>	<u>New</u>
Chief C	<del>.25</del>	<u>.35</u>
1 <sup>st</sup> Class	<del>.20</del>	<u>.30</u>
2 <sup>nd</sup> Class	<del>.15</del>	<u>.25</u>
Special Class	<del>.00</del>	<u>.10</u>
CPO	<del>.15</del>	<u>.25</u>
Pesticide	<del>.15</del>	<u>.25</u>
CDL	<del>.20</del>	<u>.35</u>
Trade School Diploma (TSD) (Carpentry/HVAC)	<del>.25</del>	<u>.35</u>
Refrigerant License	<del>.25</del>	<u>.35</u>
Maintenance Electrician License (MEL)	<del>.25</del>	<u>.35</u>
Contractor’s License	<del>.25</del>	<u>.35</u>
Unlicensed Maintenance Electrician (UME)	<del>.00</del>	<u>.20</u>

These incentives are stackable to a maximum of ~~two~~ three for positions with specific position requirement only. ~~Example (Chief C and CPO or First Class and Pesticide)~~ All full-time non-factored custodians are eligible for the Special Class boilers license incentive regardless of level of license held.

For the purpose of this section, the following positions are eligible to receive the following incentives:

		<u># Allowed</u>
Grounds Foreman	CDL, Pesticide, UME	3
Grounds Technician/Arena	CDL, Pesticide, UME	3
WHS, CMS Head Custodian	Boiler License, UME	2
WHS, CMS Night Lead	Boiler License, UME	2
WHS, CMS Building Maintenance	Boiler License, UME	2
EMS, WMS Head Custodian	Boiler License, CPO,UME	3
EMS, WMS Night Lead	Boiler License, CPO,UME	3
EMS, WMS Building Maintenance	Boiler License, CPO,UME	3
Building Maintenance District	CDL, Boiler License, UME	3
Maintenance Technician/Tech 1 – District	Boiler License, UME, Refrig., MEL, Contractors, TSD	3
Elementary H.C./ Night Lead	Boiler License, UME	2
Truck Driver	CDL, Boiler License, UME	1
Custodian Full-Time	Boiler License – Special Class Only	1
WHS/CMS Day Custodian	Boiler License, UME	2

**Section 5.2 • Schedule Changes**

The District can only change an employee’s hours by two (2) hours earlier or later than what the position was posted as. ~~If the District needs to make hourly changes, it can do so on a temporary basis with permission from the employee and Union Steward and understanding from the exclusive representative.~~ If the District needs to make hourly changes of more than two (2) hours, the position would need to be posted and the affected employee would have bumping rights per Section 9.3. The following exclusion(s) would apply: for those employees assigned to work a summer schedule and employees that need to adjust their schedules for night snowplowing in winter months or for emergencies.

## **Section 5.3 • Overtime and Call Back Rates**

All time over forty (40) hours per week shall be paid at the rate of one and one-half times the regular hourly rate. Effective as of July 1, 1986, the Employer may, at its option, grant an employee's request for compensatory time off in lieu of overtime pay, to the extent authorized by the Fair Labor Standards Act, as amended. The scheduling of any compensatory time off requested by an employee shall be subject to approval by the employee's supervisor. Overtime is incurred when an employee renders service at the specific direction of the Employer or its designee in excess of the employees regular forty (40) hour shift. Bereavement absence, family illness absence, vacations and holidays ~~and personal illness absence~~ shall be considered as time worked in calculating overtime.

Employees being called back shall be paid a minimum of two (2) hours. A list of the employees in each building will be maintained in order of district-wide seniority for the purpose of a system of rotation of opportunities for overtime within that building. Any employee who is offered an overtime opportunity, whether accepting the opportunity or not, will not be eligible for another opportunity until such employee's turn on the list comes up again.

Employees on call for snow removal, mechanical break-downs or alarms, would be paid two (2) hours of overtime for the weekend. The employee can either get the specified two (2) hours of overtime or the overtime they actually worked, not both. This would apply only to employees that are designated to be on call for weekends and holidays as specified by the Employer.

## **Section 6.1 • Vacations**

Full-time twelve-month employees shall accrue one (1) day of vacation per month of employment to an annual maximum of ten (10) days. In the first year of employment an employee's vacation shall be prorated from their date of hire through June 30. During the first month of employment, the employee must work prior to the fifteenth (15th) day for these months to be used in computation of vacation time. For vacation accrual, an employee will be given a full year's credit if the employee is hired before January 1 of the fiscal year. Employees hired January 1 or later will not be given credit for that year. Additional vacation time is accrued based on consecutive years of service as a full-time employee. Employees must complete the actual number of consecutive years of service to advance on the vacation schedule as outlined below regardless of the employee's pay rate step.

Employees working 8-hour shifts may, at the discretion of the Head Custodian and Director of Buildings & Grounds or designee, use their accumulated vacation time during non-school days each Friday or Monday, but not both, through the summer break as long as it does not create a hardship for the building or fellow employees. This schedule may start on the Monday at least one week following the teachers last work day and end at least one week prior to the teachers return to work.

Additional vacation time is accrued as follows:

Fifteen (15) days after six (6) consecutive years and able to begin using at the start of the seventh (7th) year of employment.

Sixteen (16) days after twelve (12) consecutive years and able to begin using at the start of the thirteenth (13th) year of employment.

Twenty (20) days after fourteen (14) consecutive years and able to begin using at the start of the fifteenth (15th) year of employment.

Twenty-two (22) days after seventeen (17) consecutive years and able to begin using at the start of the eighteenth (18th) year of employment.

Twenty-five (25) days after twenty (20) consecutive years and able to begin using at the start of the twenty-first (21st) year of employment.

Twenty-seven (27) days after twenty-three (23) consecutive years and able to begin using at the start of the twenty-fourth (24th) year of employment.

Part-time twelve-month employees shall earn vacation according to the schedule for full-time employees, but shall be paid for such vacation based on their normal daily schedule.

Employees shall be allowed to carryover up to five (5) days of unused vacation into the next contract year.

Employees are encouraged to schedule their vacations during the summer prior to August 15th, during the Teachers' Convention time, or during the winter or spring breaks when schools are not in session. The Employer will permit a limited number of employees to take vacations during times when schools are in session. The Employer will have sole authority to determine if a vacation is permitted when school is in session. This determination will, primarily, be based on the Employer's ability to cover an employee's responsibilities without hiring substitutes or paying overtime.

No more than two (2) employees per building on custodial staff of four (4) or fewer full-time persons or three (3) employees per building on staffs of five (5) or more full-time persons may take vacations at the same time. In no event shall any building be left unattended. In granting vacation applications, regular vacation periods shall take preference over sick leave trade-in days.

Initial request for all vacations must be submitted at least two months prior to the proposed period and the vacation schedule shall be posted thereafter. Any changes in schedule or subsequent vacation requests must be made in advance and receive written approval from the employer. In constructing vacation schedules, the person in charge shall give senior employees first choice of dates. The schedule shall be constructed so that as many employees as possible will be satisfied with recognizing that seniority will determine any conflicts. A senior employee shall not have the right to vacation at winter or spring break periods for two years in a row if other employees on the same staff desire vacation during those periods. All summer vacations shall be completed by August 15.

- a.) Vacation is accrued on a monthly basis to the maximums illustrated in Section 6.1.
- b.) Vacation must be earned prior to the time it is taken.
- c.) Employer will develop a spreadsheet to outline vacation anniversary dates and make it available to each employee.
- d.) Vacation time must be used in not less than 30-minute increments.

## **Section 6.2 • Holidays**

During the 2012-2013 and 2013-2014 contract years there shall be eleven (11) holidays for twelve-month employees. Ten (10) holidays will be set by the Employer each year, and will be consistent with the district's annual school calendar.

Floating Holidays shall be determined per individual employee request, where such request(s) do not create a hardship for the Employer. Floating Holidays may not be used until the probationary employee has worked six continuous months. Floating Holidays must be used in 8-hour increments. A maximum of one (1) Floating Holiday may be carried over to the next fiscal year.

Part-time school year employees shall receive five (5) paid holidays if they work at least three (3) hours per day/5 days per week, and shall receive seven (7) paid holidays if they work at least six (6) hours per day. These holidays will be determined by the employee, chosen from the list of Employer designated holidays.

In order to be eligible for holiday pay, an employee must work the last regular work day immediately before the holiday and the first regular work day immediately following the holiday, unless the employee's absence qualified for leave with pay. If the leave is due to sickness or illness, the Employer ~~reserves the right to~~ requires substantiation of illness from a physician.

All work performed on a school district holiday will be paid at a ~~double~~ two times the employee's regular rate of pay unless an employee's regular work schedule calls for work on such holidays.

Scheduled work (e.g. boiler checks) will not be performed on a school district holiday unless it is an emergency as deemed by the Employer.

## **Section 7.6 • Tax-Sheltered Annuities**

A Tax-Sheltered Annuity Program shall be available to all employees. Salary Reduction Agreements (SRA) may be submitted for approval at any time during the calendar year. Approved SRA's will be implemented not later than twenty-one (21) days following submission of an accurate application.

The Employer will contribute up to a one percent (1%) match of annual base salary per school year to an approved Tax Sheltered Annuity Program for eligible full-time employees. The match would begin on the first July 1<sup>st</sup> following completion of seven (7) years of full-time district service. The Employer will contribute up to a two percent (2%) match of annual base salary per school year to an approved Tax Sheltered Annuity Program for eligible employees. The match would begin following the completion of fifteen (15) years of full-time service. Full-time is defined in Section 5.1.

For the TSA match, an employee will be given a full year's credit if the employee is hired before January 1 of the fiscal year. Employees hired January 1 or later will not be given credit for that year.

## **Section 8.2 • Family Emergency Leave**

~~Upon advance notice and approval by the supervisor an employee may apply accumulated sick leave benefits to absence due to death or critical illness in the employee's immediate family in accordance with the Family Medical Leave Act. An employee's "immediate family" shall include the spouse and the employees or spouse's parents, children, grandparents, grandchildren, brothers and sisters. An employee who qualifies under the Family Medical Leave Act may choose to have the district continue to make its contribution to existing health and dental plans for 12 weeks in one calendar year. After that 12-week period, the employee will pay the entire premium under any continuation law.~~

## **Section 8.2 • Family Emergency Leave**

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

Leaves under Sections 8.2 and 8.3 may qualify for Family Medical Leave benefits under the Family and Medical Leave Act. Eligible employees may receive up to a total of 12 weeks of unpaid leave during a 12-month period. The District will maintain group insurance coverage for an employee on Family Medical Leave if such insurance was provided before this leave was taken and on the same terms as if the employee had continued to work. After this twelve (12) weeks, the employee shall pay the entire premium or cancel coverage.

## **Section 8.3 • ~~Death or Critical Illness of Relative or Close Friend~~ Bereavement Leave**

Upon advance notice and approval by the supervisor, an employee may take up to five (5) days leave for the death of a spouse/partner, child, step-child, step-parent, grandchild, parent, ~~brother or sister~~ sibling without using sick time, personal days or vacation. Upon advance notice and approval by the supervisor, an employee may take up to three (3) days leave for the death of a grandparent, sibling's spouse/partner, spouse/partner's parents, children's spouse and relative residing in the employee's household without using sick time, personal days or vacation. There will be no deduction from accumulated paid leave. Any additional days granted at the discretion of the Employer will be deducted from accumulated sick leave.

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

### **Section 9.7 • Appointment of Factored Positions**

Designated factored positions shall be appointed by the Employer. The leading candidates whose background, abilities, qualifications and seniority best meet the requirements of the position will be interviewed by the administration. The first round of interviews for factored positions shall be internal candidates only.

The position shall be awarded to the candidate whose background, abilities, qualifications and seniority best meet the requirements of the position. If the Employer has determined that two (2) or more applicants are equally qualified, the senior employee shall be awarded the position.

Candidates for ~~Head Custodian~~ Factored positions must hold or must be able to obtain within three (3) years the appropriate boiler license to be considered for appointment.

If a candidate is offered a factored position but does not hold the appropriate license at the time of appointment, they must submit proof of progression by June 1 of each year to the Assistant Director of Buildings and Grounds and Union Steward.

Any senior applicant not granted such a position has the right to request, through the union steward(s), the reasons for such a decision. The intent of this action is to increase or correct any qualifications that are lacking in order to be considered for future factored positions.

### **Section 9.8 • Appointment Notification**

When the employer has appointed a Regular Custodian, Head Custodian, Technicians, or any other Custodial or Maintenance employee, the employer shall notify the bargaining unit of the appointment. The notification shall be distributed to Head Custodians, the Maintenance and Grounds Foremen, and the Steward(s) designated by the union, who shall have the obligation to post positions in a place they have designated for their buildings.

Factored Employees: When the Employer has appointed a factored employee, the Employer shall notify the appointee either in person or by a phone call. The appointee shall use discretion until all other applicants have been notified.

Upon acceptance by the appointee, the Employer shall immediately attempt to notify all other applicants using the phone number the applicant has provided at the interview. A written confirmation letter will be sent.

### **Section 10.2 • Insurance Benefits**

Any employee may retire prior to Medicare eligibility age and receive the same fringe benefits for hospital / medical and life insurance to Medicare eligibility age as that stipulated for active employees not to exceed \$660.00 per month for retiree electing single coverage, \$1240.00 per month for retirees electing E+1 or Family coverage, provided the sum of the employee's age and years of full-time service to the District equals or exceeds seventy five (75).

Any custodian who has accumulated ten (10) or more years of continuous service to the district, who is fifty-five (55) years of age, and who voluntarily terminates their employment with the district may be allowed to continue participation with the district hospital/medical group. The complete cost of such insurance shall be paid by the employee on the dates specified by the employer.

The provision will become effective only if the present hospital / medical insurance carrier agrees to offer this coverage with no increase in the total group rates.

This section is retro to all bargaining unit retirees as of July 1, 2002.



7	\$	20.82	\$	21.13	\$	21.37
8	\$	20.82	\$	21.13	\$	21.37
9	\$	20.82	\$	21.13	\$	21.37
10	\$	20.82	\$	21.13	\$	21.37
11	\$	21.00	\$	21.32	\$	21.57
12	\$	21.00	\$	21.32	\$	21.57
13	\$	21.00	\$	21.32	\$	21.57
14	\$	21.00	\$	21.32	\$	21.57
15	\$	21.00	\$	21.32	\$	21.57
16	\$	21.21	\$	21.53	\$	21.78
17	\$	21.21	\$	21.53	\$	21.78
18	\$	21.21	\$	21.53	\$	21.78
19	\$	21.21	\$	21.53	\$	21.78
20	\$	21.21	\$	21.53	\$	21.78
21	\$	21.44	\$	21.76	\$	22.01
22	\$	21.44	\$	21.76	\$	22.01
23	\$	21.44	\$	21.76	\$	22.01
24	\$	21.44	\$	21.76	\$	22.01
25	\$	21.44	\$	21.76	\$	22.01
26	\$	21.68	\$	22.01	\$	22.26
27	\$	21.68	\$	22.01	\$	22.26
28	\$	21.68	\$	22.01	\$	22.26
29	\$	21.68	\$	22.01	\$	22.26
30+	\$	21.90	\$	22.23	\$	22.49
PT	\$	14.27	\$	14.48	\$	14.65

INDEPENDENT SCHOOL DISTRICT NO 284									
WAYZATA, MINNESOTA									
CUSTODIAL BARGAINING UNIT CONTRACT COSTING MODEL									
UPDATED:									
FINAL 6/29/12									
Pct Increase									
12-13 13-14									
1.50% 1.15%									
\$ Increase \$ - \$ -									
BASE YEAR YEAR 1 YEAR 2 2 YEAR 2 YEAR									
COST SUMMARY SECTION: 2011-12 2012-13 \$ CHG % CHG 2013-14 \$ CHG % CHG \$ CHG % CHG									
FTE Equivalent	1.000	1.000			1.000				
Total Wage Cost	\$3,307,800	\$3,431,227	\$123,427	3.73%	\$3,515,081	\$83,854	2.44%	\$207,281	6.27%
Total Benefit Cost	\$1,073,065	\$1,126,451	\$53,386	4.98%	\$1,166,265	\$39,814	3.53%	\$93,200	8.69%
Total Cost	\$4,380,865	\$4,557,678	\$176,813	4.04%	\$4,681,346	\$123,668	2.71%	\$300,481	6.86%
Avg Wage Cost	\$3,307,800	\$3,431,227	\$123,427	3.73%	\$3,515,081	\$83,854	2.44%	\$207,281	6.27%
Avg Ben Cost	\$1,073,065	\$1,126,451	\$53,386	4.98%	\$1,166,265	\$39,814	3.53%	\$93,200	8.69%
Avg Total Cost	\$4,380,865	\$4,557,678	\$176,813	4.04%	\$4,681,346	\$123,668	2.71%	\$300,481	6.86%
<b>Increased Cost of the Contract:</b>					<b>2 Yr. Base</b>	<b>2Yr New</b>	<b>Difference</b>	<b>Percent</b>	
		<b>Salaries:</b>			<b>\$6,615,600</b>	<b>\$6,946,308</b>	<b>\$330,708</b>	<b>5.00%</b>	
		<b>Total Salaries/Benefits:</b>			<b>\$8,761,730</b>	<b>\$9,239,024</b>	<b>\$477,294</b>	<b>5.45%</b>	
Recap of Benefits:									
FICA, Medicare - .0765	253,047	262,489	9,442	3.73%	268,904	6,415	2.44%	\$15,857	6.27%
PERA	239,816	248,764	8,948	3.73%	254,843	6,079	2.44%	\$15,027	6.27%
Life - .00096	3,175	3,294	119	3.75%	3,374	80	2.43%	\$199	6.27%
LTD - .0030	9,923	10,294	371	3.74%	10,545	251	2.44%	\$622	6.27%
TSA	24,212	43,447	19,235	79.44%	47,632	4,185	9.63%	\$23,420	96.73%
Medical	509,031	524,302	15,271	3.00%	546,429	22,127	4.22%	\$37,398	7.35%
Dental	33,861	33,861	0	0.00%	34,538	677	2.00%	\$677	2.00%
Total	1,073,065	1,126,451	53,386	4.98%	1,166,265	39,814	3.53%	\$93,200	8.69%


COST CHANGE FACTORS SECTION:				2012-13	2013-14			
WAGES:								
GLOBAL PERCENT INCREASE				1.50%	1.15%			
GLOBAL HOURLY RATE INCREASE				\$ -	\$ -			
NIGHT SHIFT DIFFERENTIAL (2nd)				\$0.30	\$0.30			
NIGHT SHIFT DIFFERENTIAL (3rd)				\$0.50	\$0.50			
HOURS OF SERVICE				2088	2088			
COORD PERA				7.250%	7.250%			
FICA				7.65%	7.65%			
<u>HEALTH INS</u> Rate Changes:				3.00%	4.22%			
Low Deductible								
	# Employees	11-12 Dist. Cont.	2011-12	12-13 Dist. Cont.	2012-13	13-14 Dist. Cont.	2013-14	
Single	31	\$447.21	\$166,362	\$460.63	\$171,354	\$480.07	\$178,586	
One + One	12	\$876.10	\$126,158	\$902.38	\$129,943	\$940.46	\$135,426	
Family	8	\$876.10	\$84,106	\$902.38	\$86,628	\$940.46	\$90,284	
<u>Retiree:</u>								
Single	0	\$447.21	\$0	\$460.63	\$0	\$480.07	\$0	
1+1	0	\$876.00	\$0	\$902.28	\$0	\$940.36	\$0	
1 w/ & 1 w/o	0	\$808.94	\$0	\$833.21	\$0	\$868.37	\$0	
<b>LOW DED. HEALTH INSURANCE</b>			<b>\$376,626</b>		<b>\$387,925</b>		<b>\$404,296</b>	
High Deductible								
	# Employees	11-12 Dist. Cont.	2011-12	12-13 Dist. Cont.	2012-13	13-14 Dist. Cont.	2013-14	
Single	9	\$447.21	\$48,299	\$460.63	\$49,748	\$480.07	\$51,848	
One + One	5	\$876.10	\$52,566	\$902.38	\$54,143	\$940.46	\$56,428	
Family	3	\$876.10	\$31,540	\$902.38	\$32,486	\$940.46	\$33,857	
<u>Retiree:</u>								
Single	0	\$447.21	\$0	\$460.63	\$0	\$480.07	\$0	
1+1	0	\$876.00	\$0	\$902.28	\$0	\$940.36	\$0	
1 w/ & 1 w/o	0	\$808.94	\$0	\$833.21	\$0	\$868.37	\$0	
<b>HIGH DED. HEALTH INSURANCE</b>			<b>\$132,405</b>		<b>\$136,377</b>		<b>\$142,133</b>	
<u>DENTAL INS</u> Change in District Contribution:				0.00%	2.00%			

		# Employees	11-12 Dist. Cont.	<b>2011-12</b>	12-13 Dist. Cont.	<b>2012-13</b>	13-14 Dist. Cont.	<b>2013-14</b>	
	Single	35	\$44.09	\$18,518	\$44.09	\$18,518	\$44.97	\$18,888	
	One + One	16	\$44.09	\$8,465	\$44.09	\$8,465	\$44.97	\$8,634	
	Family	13	\$44.09	\$6,878	\$44.09	\$6,878	\$44.97	\$7,016	
	<b>TOTAL DENTAL INSURANCE</b>			<b>\$33,861</b>		<b>\$33,861</b>		<b>\$34,538</b>	

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

**Special Meeting – July 9, 2012**

**AGENDA ITEM: 6. UNAFFILIATED SALARY SCHEDULE – 2012-13**

**COMMENTS BY: Ms. Annie Doughty**

Attached is the 2012-13 salary schedule and summary of language changes for the Unaffiliated staff, Levels 1-9. This recommendation includes a salary schedule improvement of 1.5% for 2012-13. This recommendation is within the District’s budget parameters.

The Human Resources’ Board Subcommittee reviewed the recommended changes at their July 3, 2012 Subcommittee meeting.

**RECOMMENDED ACTION:** Approve the 2012-2013 Salary Schedule for Unaffiliated Positions as recommended.

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_

Second by: \_\_\_\_\_ No \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions \_\_\_\_\_

**Unaffiliated Costing Model**

6/30/2012

**Date:** 5/21/2012

**12-13**

Health Rate Increase 3.00%  
 Dental Rate Increase 0.00%

	<b>Base Year</b>	<b>1st Year</b>	<b>\$ Change</b>	<b>% Change</b>
	<b>12-Nov</b>	<b>13-Dec</b>	<b>Base to Yr 1</b>	<b>Base to Yr 1</b>
<b>Salaries</b>				
Unaffiliated	\$ 4,164,280	\$ 4,301,555	\$137,275	3.30%
<b>Benefits</b>				
FICA (.0765)	\$318,567	\$329,069	\$10,502	3.30%
PERA (.07)	\$291,500	\$301,109	\$9,609	3.30%
Life	\$ 3,997.71	\$ 4,129.49	\$132	3.30%
LTD	\$12,076	\$12,475	\$398	3.30%
Health	\$670,072	\$690,174	\$20,102	3.00%
Dental	\$108,806	\$108,806	\$0	0.00%
TSA, Def Comp, ERI	\$ 160,862	\$ 163,693	\$2,831	1.76%
	<b>\$ 1,565,881</b>	<b>\$ 1,609,455</b>	<b>\$ 43,574</b>	
<b>Grand Total</b>	<b>\$ 5,730,161</b>	<b>\$ 5,911,010</b>	<b>\$ 180,849</b>	<b>3.16%</b>



**District Language Proposals – 2012-13**  
**Unaffiliated Levels 1-2**  
**July 1, 2012**

**Basic Salary**

Salary shall be based on administrative procedures for evaluating employee performance and shall be within the financial guidelines established by the School Board. Initial salary shall be determined by mutual agreement between the employee and the Employer. Salary adjustments may be made on an annual basis and will be effective July 1 through June 30. Salary adjustments will be based on employee's performance as determined by their supervisor. Employees must work a minimum of 1,664 hours per year to advance a performance increment. If an employee works less than 1,664 hours per year, the employee's annual hours will be added together until they reach a minimum of 1,664 hours. The performance increment will occur the following July 1.

**Vacation and Nonwork Days**

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

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

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

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

All vacation/non-work days scheduled must be prior approved by the immediate supervisor.

**Family Emergency Leave**

Upon advance notice and approval by the supervisor an employee may apply up to five (5) days of accumulated sick leave benefits to an absence due to critical illness, which may include recovery time, in the employee's immediate family. The use of more than five (5) days accumulated sick leave may be granted at the discretion of the Employer. An employee's "immediate family" shall include only parents, children, grandparents, grandchildren, ~~brothers, sisters, siblings, sibling's spouse/partner~~, spouse or partner (normally living in the same household), and spouse's/partner's parents, or it may also include a relative or close friend normally living in the household.

**Bereavement Leave**

An employee shall be granted up to three (3) days paid leave without a deduction from accumulated sick leave, per incident, during the scheduled work year due to death of an immediate family member. An employee's immediate family is defined as parents, children, grandparents, grandchildren, ~~brothers, sisters, siblings, sibling's spouse/partner~~, spouse or partner (normally living in the same household), spouse's/partner's parents, and spouse's/partner's siblings. This definition also includes a relative or close friend normally living in the employee's household. Any additional days granted at the discretion of the Employer will be deducted from accumulated sick leave.

**Career Increment**

An Unaffiliated Level 1 employee may qualify for a career increment in the amount of \$500, Level 2 \$750, not cumulative, if the following criteria is met:

1. Worked full-time in an unaffiliated position in District 284 for ten (10) years; and
2. Met their performance expectations as determined by their supervisor; and
3. Has been at the maximum of their salary range for at least two years.

## **Retirement Insurance Benefits**

### **Hospitalization / Medical Insurance**

An employee who has completed fifteen (15) continuous years of full-time service in an unaffiliated Level 1-2 staff capacity or ten (10) years continuous full-time service in an Unaffiliated Level 1-2 staff capacity and additional ten (10) years of service credit in the District and who has attained the age of fifty-five (55) at the time of retirement, shall be eligible for a continued District contribution towards hospitalization / medical insurance until Medicare eligibility not to exceed \$660 per month for retirees electing single coverage, or \$1,250 per month for retirees electing 1+1 or family coverage.



**District Language Proposals – 2012-13**  
**Unaffiliated Level 3**  
**July 1, 2012**

**Basic Salary**

Salary shall be based on administrative procedures for evaluating employee performance and shall be within the financial guidelines established by the School Board. Initial salary shall be determined by mutual agreement between the employee and the Employer. Salary adjustments may be made on an annual basis and will be effective July 1 through June 30. Salary adjustments will be based on employee's performance as determined by their supervisor. Employees must work a minimum of 1,664 hours per year to advance a performance increment. If an employee works less than 1,664 hours per year, the employee's annual hours will be added together until they reach a minimum of 1,664 hours. The performance increment will occur the following July 1.

**Vacation and Nonwork Days**

Vacation is accrued on an annual basis beginning July 1. 52 week Unaffiliated Level 3 employees earn fifteen (15) days of vacation per year. Additional vacation time is earned as follows:

Twenty (20) days after the completion of five (5) years of employment.

Twenty-five (25) days after the completion of ten (10) years of employment.

All vacation/non-work days scheduled must be prior approved by the immediate supervisor.

**Family Emergency Leave**

Upon advance notice and approval by the supervisor an employee may apply up to five (5) days of accumulated sick leave benefits to an absence due to critical illness, which may include recovery time, in the employee's immediate family. The use of more than five (5) days accumulated sick leave may be granted at the discretion of the Employer. An employee's "immediate family" shall include only parents, children, grandparents, grandchildren, ~~brothers, sisters,~~ siblings, sibling's spouse/partner, spouse or partner (normally living in the same household), and spouse's/partner's parents, or it may also include a relative or close friend normally living in the household.

**Bereavement Leave**

An employee shall be granted up to three (3) days paid leave without a deduction from accumulated sick leave, per incident, during the scheduled work year due to death of an immediate family member. An employee's immediate family is defined as parents, children, grandparents, grandchildren, ~~brothers, sisters,~~ siblings, sibling's spouse/partner, spouse or partner (normally living in the same household), spouse's/partner's parents, and spouse's/partner's siblings. This definition also includes a relative or close friend normally living in the employee's household. Any additional days granted at the discretion of the Employer will be deducted from accumulated sick leave.

**Career Increment**

An Unaffiliated Level 3 employee may qualify for a career increment in the amount of \$750, not cumulative, if the following criteria is met:

1. Worked full-time in an unaffiliated position in District 284 for ten (10) years; and
2. Met their performance expectations as determined by their supervisor; and
3. Has been at the maximum of their salary range for at least two years.

## **Early Retirement Incentive Program (Replaces Retirement/Severance Pay)**

Employees who are hired after June 30, 2003 or employees hired prior to July 1, 2003 who are currently enrolled, will fall under the Early Retirement Incentive Program and will not be eligible for the Section 7 Retirement/Severance Pay, with the exception of Retirement Insurance Benefits.

Beginning with the 2nd year of full-time service credit, each full-time employee (employees working a minimum of 44 weeks at 8 hours per day) has the option of contributing the following amounts for a period of six years, for which the District will match the participant's contribution. Employees working less than 44 weeks at 8 hours per day but at least 34 weeks at six (6) hours per day will receive one-half of the District contribution per year.

<u>Employment Status</u>	<u>Employee</u>	<u>Employer</u>
2nd Year	<del>\$ 550</del> <u>\$600</u>	<del>\$ 550</del> <u>\$600</u>
3rd Year	<del>\$ 550</del> <u>\$600</u>	<del>\$ 550</del> <u>\$600</u>
4th Year	<del>\$1,050</del> <u>\$1,100</u>	<del>\$1,050</del> <u>\$1,100</u>
5th Year	<del>\$1,050</del> <u>\$1,100</u>	<del>\$1,050</del> <u>\$1,100</u>
6th Year	<del>\$1,550</del> <u>\$1,600</u>	<del>\$1,550</del> <u>\$1,600</u>
7th Year	<del>\$1,550</del> <u>\$1,600</u>	<del>\$1,550</del> <u>\$1,600</u>
Total Maximum		
Contributions	<del>\$6,300</del> <u>\$6,600</u>	<del>\$6,300</del> <u>\$6,600</u>

## **Retirement Insurance Benefits**

### **Hospitalization / Medical Insurance**

An employee who has completed fifteen (15) continuous years of full-time service in an unaffiliated specialist capacity or ten (10) years continuous full-time service in an Unaffiliated capacity and additional ten (10) years of service credit in the District and who has attained the age of fifty-five (55) at the time of retirement, shall be eligible for a continued District contribution towards hospitalization / medical insurance until Medicare eligibility not to exceed \$660 per month for retirees electing single coverage, \$1,225 per month for retirees electing 1+1 and \$1,525 per month for retirees electing family coverage. Full-time service for retirement benefit eligibility is defined as 44 weeks at eight (8) hours per day as referenced in Section 5 Benefits.



**District Language Proposals – 2012-13**  
**Unaffiliated Levels 4-8**  
**July 1, 2012**

**Basic Salary**

Salary shall be based on administrative procedures for evaluating employee performance and shall be within the financial guidelines established by the School Board. Initial salary shall be determined by mutual agreement between the employee and the Employer. Salary adjustments may be made on an annual basis and will be effective July 1 through June 30. Salary adjustments will be based on employee's performance as determined by their supervisor. Employees must work a minimum of 1,664 hours per year to advance a performance increment. If an employee works less than 1,664 hours per year, the employee's annual hours will be added together until they reach a minimum of 1,664 hours. The performance increment will occur the following July 1.

**Vacation Conversion**

~~Beginning July 1, 2006 employees may convert three (3) vacation days at fiscal year-end to a daily rate of pay and be credited to the Health Care Savings Plan (HCSP) established by the Minnesota State Retirement System Health Care Savings Plan. Employees must notify the Human Resource Services Certified Manager of their desire to participate in this program by October 15 of each year.~~

Each year, up to three (3) unused vacation days will be converted at fiscal year-end to a daily rate of pay and credited to the Health Care Savings Plan (HCSP) established by the Minnesota State Retirement Systems. The District will verify the unused days and determine the number eligible for conversion. Verification of these unused days will be determined by the absence reports submitted through Skyward to Payroll.

**Family Emergency Leave**

Upon advance notice and approval by the supervisor an employee may apply up to five (5) days of accumulated sick leave benefits to an absence due to critical illness, which may include recovery time, in the employee's immediate family. The use of more than five (5) days accumulated sick leave may be granted at the discretion of the Employer. An employee's "immediate family" shall include only parents, children, grandparents, grandchildren, ~~brothers, sisters,~~ siblings, sibling's spouse/partner, spouse or partner (normally living in the same household), and spouse's/partner's parents, or it may also include a relative or close friend normally living in the household.

**Bereavement Leave**

An employee shall be granted up to three (3) days paid leave without a deduction from accumulated sick leave, per incident, during the scheduled work year due to death of an immediate family member. An employee's immediate family is defined as parents, children, grandparents, grandchildren, ~~brothers, sisters,~~ siblings, sibling's spouse/partner, spouse or partner (normally living in the same household), spouse's/partner's parents, and spouse's/partner's siblings. This definition also includes a relative or close friend normally living in the employee's household. Any additional days granted at the discretion of the Employer will be deducted from accumulated sick leave.

**Career Increment**

An Unaffiliated Level 4-5 employee may qualify for a career increment in the amount of \$1,000, Level 6 \$1,250, Level 7-8 \$1,500, not cumulative, if the following criteria is met:

1. Worked full-time in an unaffiliated position in District 284 for ten (10) years; and
2. Met their performance expectations as determined by their supervisor; and
3. Has been at the maximum of their salary range for at least two years.

## **Hospitalization and Medical Insurance**

For each full-time staff enrolled in the District medical and hospitalization insurance plan, the Employer will contribute ~~for 2011-12 up to:~~ an amount equal to the premium for the lowest cost medical and hospitalization insurance plan.

~~—\$447.21/month for single coverage~~

~~\$930.71/month for Employee + 1 coverage~~

~~\$1,258.71/month for Family coverage~~

## **Retirement Insurance Benefits**

To be eligible for retirement insurance benefits, the retiring employee must have attained the age of fifty-five (55) or meets the “Rule of 90” eligibility rules under PERA as of the effective date of retirement and have completed ten (10) years of continuous service to the District in a position eligible for Level 4-8 benefits.

Eligible employees hired on or before June 30, 1994, shall qualify for the same Employer contribution toward the premium actually charged by such retired employees insurance carrier for hospital/medical insurance, for the same life insurance benefit, and individual or family dental insurance as provided to similar employees actively at work not to exceed \$660.00 per month for retirees electing single coverage, \$1,325.00 per month for retirees electing 1+1 coverage and \$1,850.00 per month for retirees electing family coverage.

For eligible employees hired after June 30, 1994, The District will contribute the single premium for medical and dental up to Medicare eligibility. If enrolled in 1+1/family coverage, the District will contribute up to 90% of the premium for medical and dental up to Medicare eligibility. The District will contribute the full premium for life insurance up to Medicare eligibility not to exceed \$660.00 per month for retirees electing single coverage, \$1,325.00 per month for retirees electing 1+1 coverage and \$1,850.00 per month for retirees electing family coverage.



**District Language Proposals – 2012-13**  
**Unaffiliated Level 9**  
**July 1, 2012**

**Basic Salary**

Salary shall be based on administrative procedures for evaluating employee performance and shall be within the financial guidelines established by the School Board. Initial salary shall be determined by mutual agreement between the employee and the Employer. Salary adjustments may be made on an annual basis and will be effective July 1 through June 30. Salary adjustments will be based on employee's performance as determined by their supervisor. Employees must work a minimum of 1,664 hours per year to advance a performance increment. If an employee works less than 1,664 hours per year, the employee's annual hours will be added together until they reach a minimum of 1,664 hours. The performance increment will occur the following July 1.

**Vacation Conversion**

~~Beginning July 1, 2006 employees may convert three (3) vacation days at fiscal year end to a daily rate of pay and be credited to the Health Care Savings Plan (HCSP) established by the Minnesota State Retirement System Health Care Savings Plan. Employees must notify the Human Resource Services Certified Manager of their desire to participate in this program by October 15 of each year.~~

Each year, up to three (3) unused vacation days will be converted at fiscal year-end to a daily rate of pay and credited to the Health Care Savings Plan (HCSP) established by the Minnesota State Retirement Systems. The District will verify the unused days and determine the number eligible for conversion. Verification of these unused days will be determined by the absence reports submitted through Skyward to Payroll.

**Family Emergency Leave**

Upon advance notice and approval by the supervisor an employee may apply up to five (5) days of accumulated sick leave benefits to an absence due to critical illness, which may include recovery time, in the employee's immediate family. The use of more than five (5) days accumulated sick leave may be granted at the discretion of the Employer. An employee's "immediate family" shall include only parents, children, grandparents, grandchildren, ~~brothers, sisters,~~ siblings, sibling's spouse/partner, spouse or partner (normally living in the same household), and spouse's/partner's parents, or it may also include a relative or close friend normally living in the household.

**Bereavement Leave**

An employee shall be granted up to three (3) days paid leave without a deduction from accumulated sick leave, per incident, during the scheduled work year due to death of an immediate family member. An employee's immediate family is defined as parents, children, grandparents, grandchildren, ~~brothers, sisters,~~ siblings, sibling's spouse/partner, spouse or partner (normally living in the same household), spouse's/partner's parents, and spouse's/partner's siblings. This definition also includes a relative or close friend normally living in the employee's household. Any additional days granted at the discretion of the Employer will be deducted from accumulated sick leave.

**Career Increment**

An Unaffiliated Level 9 employee may qualify for a career increment in the amount of \$2,000, not cumulative, if the following criteria is met:

1. Worked full-time in an unaffiliated position in District 284 for ten (10) years; and
2. Met their performance expectations as determined by their supervisor; and
3. Has been at the maximum of their salary range for at least two years.

## **Hospitalization and Medical Insurance**

For each full-time staff enrolled in the District medical and hospitalization insurance plan, the Employer will contribute ~~for 2011-12 up to:~~ an amount equal to the premium for the lowest cost medical and hospitalization insurance plan.

~~—\$447.21/month for single coverage~~

~~\$930.71/month for Employee + 1 coverage~~

~~\$1,258.71/month for Family coverage~~

## **Retirement Insurance Benefits**

To be eligible for retirement insurance benefits, the retiring employee must have attained the age of fifty-five (55) or meets the “Rule of 90” eligibility rules under PERA as of the effective date of retirement and have completed ten (10) years of continuous service to the District in a position eligible for Level 4-8 benefits.

Eligible employees hired on or before June 30, 1994, shall qualify for the same Employer contribution toward the premium actually charged by such retired employees insurance carrier for hospital/medical insurance, for the same life insurance benefit, and individual or family dental insurance as provided to similar employees actively at work not to exceed \$660.00 per month for retirees electing single coverage, \$1,325.00 per month for retirees electing 1+1 coverage and \$1,850.00 per month for retirees electing family coverage.

For eligible employees hired after June 30, 1994, The District will contribute the single premium for medical and dental up to Medicare eligibility. If enrolled in 1+1/family coverage, the District will contribute up to 90% of the premium for medical and dental up to Medicare eligibility. The District will contribute the full premium for life insurance up to Medicare eligibility not to exceed \$660.00 per month for retirees electing single coverage, \$1,325.00 per month for retirees electing 1+1 coverage and \$1,850.00 per month for retirees electing family coverage.

**WAYZATA PUBLIC SCHOOLS**  
Independent School District 284  
Wayzata, Minnesota

**BOARD OF EDUCATION**

**Special Meeting – July 9, 2012**

**AGENDA ITEM: 7. ADJOURN**

**COMMENTS BY: Board Chair Hesby**

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

Motion by: \_\_\_\_\_ Yes \_\_\_\_\_ Passed \_\_\_\_\_

Second by: \_\_\_\_\_ No \_\_\_\_\_ Failed \_\_\_\_\_

Abstentions \_\_\_\_\_