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BOARD OF EDUCATION

Special Meeting - Monday, June 23, 2014 - 4:00 PM
Wayzata City Hall
210 County Road 101 North
Plymouth, Minnesota 55447

Minutes of Special Meeting

A Special Meeting of the Board of Education of Wayzata Public Schools was held Monday, June 23, 2014, beginning at 4:00 PM in the Wayzata City Hall
210 County Road 101 North
Plymouth, Minnesota 55447.

1. ROLL CALL	2
2. HUMAN RESOURCES	
A. Unaffiliated Salary Schedule 2014-2015	3
B. Retiree Recognition	10
3. ADJOURN	11

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Special Meeting – June 23, 2014

AGENDA SECTION: 1. Call to Order

ITEM: Call to Order/Roll Call Attendance

COMMENTS BY: Linda Cohen, Board Chair

School Board Chair, Ms. Linda Cohen, will call the meeting to order.

	<u>Present</u>	<u>Absent</u>
Ms. Linda A. Cohen	_____	_____
Ms. Andrea Cuene	_____	_____
Ms. Sarah Johansen	_____	_____
Mr. Jay A. Hesby	_____	_____
Mr. Chris McCullough	_____	_____
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 – June 23, 2014

AGENDA SECTION: 2. Human Resource Services

ITEM: Approval of Unaffiliated Staff Salary Schedule & Language

COMMENTS BY: Linda Cohen, Board Chair

2. Unaffiliated Salary Schedule and Language Change for 2014-2015

Attached is the 2014-2015 costing model and language change for Unaffiliated staff, levels 1-9. This recommendation includes a salary schedule improvement of 2.00% for 2014-2015. This recommendation is within the District's budget parameters.

RECOMMENDED ACTION: Approve the 2014-2015 salary schedule and language change for Unaffiliated positions as presented.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____

Unaffiliated Costing Model

Date: **6/23/2014** **14-15**
 Health Rate Increase 9.00%
 Dental Rate Increase 0.00%

	Base Year	1st Year	\$ Change	% Change
	2013-14	2014-15	Base to Yr 1	Base to Yr 1
Salaries				
Unaffiliated	\$ 4,945,117	\$ 5,075,164	\$130,047	2.63%
Benefits				
FICA/MC (.0765)	\$378,301	\$388,250	\$9,949	2.63%
PERA (.0725)	\$358,521	\$367,949	\$9,428	2.63%
Life	\$ 4,776.96	\$ 4,898.88	\$122	2.55%
LTD	\$14,835	\$15,225	\$390	2.63%
Health	\$732,766	\$790,838	\$58,072	7.93%
Dental	\$65,233	\$65,233	\$0	0.00%
TSA, Def Comp, ERI	\$ 166,680	\$ 169,004	\$2,324	1.39%
Subtotal	\$ 1,721,114	\$ 1,801,398	\$ 80,285	4.66%
Grand Total	\$ 6,666,231	\$ 6,876,562	\$ 210,331	3.16%



2014-15 Unaffiliated Staff – Levels 1-2

New Language underlined

~~Deleted Language strike through~~

Section 4 – Leaves and Absences

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, siblings, sibling's spouse, spouse, and spouse's parents, or it may also include a relative or close friend normally living in the household. If required by applicable Minnesota statutes, accrued sick leave may also be used due to the illness or injury of an adult child, spouse, sibling, parent, grand-child, mother-in-law, father-in-law, step-parent, grandparent or step-grandparent.

Section 6 – Tax-Sheltered Program – 403(b) Plan

A 403(b) Plan shall be available to all employees. Salary Reduction Agreements (SRA) may be submitted for approval at any time during the year. Approved SRAs will be implemented no later than thirty (30) days following submission of an accurate SRA.

For each full-time eligible employee, the Employer will match the contributions of such employee to a 403(b) Plan, subject to a maximum contribution by the Employer of one (1%) of such employee's basic salary. The Employer match will commence at the beginning of the employee's 8th 5th year of service credit. The Employer will contribute up to a two percent (2%) match of annual base salary per year to an approved 403(b) Plan for eligible full-time employees. The match will commence at the beginning of the employee's 16th 11th year of service credit. Employer will contribute up to a 2.5% match of annual base salary per year to an approved 403(b) Plan for eligible full-time employees. The match will commence at the beginning of the employee's 16th year of service credit.

All employee and Employer contributions to 403(b) Plan and deferred compensation must be within the limits specified by law.

NOTE: The SRA must be completed on-line and submitted to the Payroll Department.



2014-15 Unaffiliated Staff – Level 3

New Language underlined

Deleted Language strike through

Section 4 – Leaves and Absences

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, siblings, sibling's spouse, spouse, and spouse's parents, or it may also include a relative or close friend normally living in the household. If required by applicable Minnesota statutes, accrued sick leave may also be used due to the illness or injury of an adult child, spouse, sibling, parent, grand-child, mother-in-law, father-in-law, step-parent, grandparent or step-grandparent.

Child Care Leave

An employee who has been continuously employed for a period of at least one (1) full year prior to the time that the leave of absence is to become effective may be granted a leave of absence without pay for a period of up to twelve (12) months for the purpose of providing full-time care for a newborn or newly adopted child or children. Written application for such leave shall be submitted to the Superintendent at least four (4) months prior to the effective date of such leave.

An employee may utilize accumulated sick leave up to a maximum of ~~six~~ two weeks for child care leave.

A child care leave shall be for the period approved by the Employer in consultation with the employee. The Employer may adjust the proposed beginning or ending date of a family leave so the dates of leave coincide with a natural break in the school year.

Section 6 – Tax-Sheltered Program – 403(b) Plan

Tax-Sheltered Program – 403(b) Plan

A 403(b) Plan shall be available to all employees. Salary Reduction Agreements (SRA) may be submitted for approval at any time during the year. Approved SRAs

will be implemented no later than thirty (30) days following submission of an accurate SRA.

For each full-time eligible employee, the Employer will match the contributions of such employee to a 403(b) Plan, subject to a maximum contribution by the Employer of two percent (2%) of such employee's basic salary. The Employer match will commence at the beginning of the employee's 8th year of service credit. Beginning with the employee's 15th year of service credit, the Employer match will be 2.7%. Service credit is defined as 1760 hours (44 weeks at eight (8) hours per day).

All employee and Employer contributions to a 403(b) Plan must be within the limits specified by law.

NOTE: The SRA must be completed on-line and submitted to the Payroll Department.



2014-15 Unaffiliated Staff – Levels 4-9

New Language underlined

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Section 4 – Leaves and Absences

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, siblings, sibling's spouse, spouse, and spouse's parents, or it may also include a relative or close friend normally living in the household. If required by applicable Minnesota statutes, accrued sick leave may also be used due to the illness or injury of an adult child, spouse, sibling, parent, grand-child, mother-in-law, father-in-law, step-parent, grandparent or step-grandparent.

Section 6 – Tax-Sheltered Program – 403(b) Plan

A 403(b) Plan shall be available to all employees. ~~Applications~~ Salary Reduction Agreements (SRA) may be submitted for approval at any time during the calendar year. Approved ~~elections~~ SRAs will be implemented no later than thirty (30) days following submission of the ~~application~~ SRA.

For each employee, employed prior to June 30, 2015, the Employer will match the contributions of such employee to a 403(b) Plan, subject to a maximum contribution by the Employer of ~~two~~ three percent (~~2~~ 3%) of such employee's basic salary.

The Employer will also contribute up to \$2,000 to a Minnesota deferred compensation plan or 403(b) Plan if matched by the individual employee.

For each employee employed after June 30, 2015, the Employer will match the contributions of such employee to a 403(b) Plan, subject to a maximum contribution by the Employer of five (5%) percent of such employee's basic salary.

All employee and Employer contributions to 403(b) Plan and deferred compensation must be within the limits specified by law.

NOTE: ~~403(b) Plan Election Forms~~ The SRA must be completed on-line and submitted to the Payroll Department.

Section 7 - Retirement / Severance Pay

Eligibility

An employee will be eligible for retirement severance pay if he/she meets all of the following standards:

a) Employed in the Wayzata Public School District and covered under the Unaffiliated Handbook prior to June 30, 2015.

b) Has attained the age of 55 or meets the "Rule of 90" eligibility rules under PERA as of the projected date of retirement.

c) Meets one of the following three service requirements as of the projected date of retirement:

1. Has completed twenty (20) years of District service in a Level 4-8 capacity.
2. Has completed a minimum of ten (10) years of service in District Level 4-8 capacity AND additional years of directly related service credit outside the District for a combined total of 20 years.
3. Has completed at least ten (10) years in District Level 4-8 capacity AND additional years of service credit within the District to total twenty (20) years of District service.

d) The employee must submit a written application for retirement incentive pay to the Superintendent at least five (5) months prior to retirement.

e) The School Board shall act on the application for retirement incentive pay at its first regular meeting occurring ten (10) days or more after receipt of the application for retirement.

f) No retirement incentive pay will be paid to any employee who has been discharged by the Employer.

MEMORANDUM OF UNDERSTANDING

Wayzata Public Schools ISD No. 284 and the Unaffiliated Employees – Levels 4-9 will establish a joint committee to research options regarding retiree benefits. An outside consultant will be utilized during these discussions.

The committee will complete their work by June 1, 2015.

WAYZATA PUBLIC SCHOOLS
Independent School District 284
Wayzata, Minnesota

BOARD OF EDUCATION
Special Meeting – June 23, 2014

AGENDA SECTION: 2. Human Resource Services

ITEM: Retiree Recognition

COMMENTS BY: Annie Doughty, Exec. Dir. of Human Resource Services

Retirement

Bonnie Stone, Oakwood Achievement Intervention Specialist, has submitted her retirement effective June 30, 2014. Ms. Stone has been employed with the District since 1988.

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 – June 23, 2014

AGENDA SECTION: 3. Adjourn

ITEM: Adjourn the Meeting

COMMENTS BY: Linda Cohen, Board Chair

This agenda item brings closure to the school board meeting.

RECOMMENDED ACTION: Call the meeting to a close.

Motion by: _____ Yes _____ Passed _____

Second by: _____ No _____ Failed _____

Abstentions: _____