

**Special Meeting**

**Board of Education**

**Independent School District #690**

**Friday, September 27, 2013**

**12:00 p.m. (noon)**

**District Office Boardroom**

**Proposed Agenda**

- 1. Call Meeting to Order at 12:00 p.m.**
- 2. Approve Agenda**
- 3. Certification of Levy 2013 Payable 2014**
- 4. Approve Election Judges for Referendum Election**
- 5. Business Manager Contract Change**
- 6. Adjourn**

## Comments and Recommendations

### Special Meeting

9-27-13

#### 3. Certification of Levy 2013 Payable 2014

The initial certification of the levy takes place before October 7<sup>th</sup>. The Minnesota Department of Education has been struggling with the levy certification sheet. We are told it will be ready on the 24<sup>th</sup>. We have typically certified the maximum on the initial levy certification. We officially certify the levy in December and have our Truth in Taxation meeting explaining the various levy amounts and limits. I recommend certifying the maximum on the levy, even if we don't have the certification sheet. This provides a safety net for the district.

#### 4. Approve Election Judges for Referendum Election

Election Judges need approval by October 11<sup>th</sup>. We contacted the county auditor's office for a list of names. Janet Olson has contacted these individuals to be election judges for the referendum vote on November 5<sup>th</sup>. The election will take place in the high school library from 8:00 a.m. until 8:00 p.m. The recommendation would include hiring the following people as judges: Carol Hallan (Head Judge), Deanna Comstock, Ron Tveit, Cindy Poole, Diane Erickson, Joyce Strand, Nancy Lien, and Clarice Dahlberg.

#### 5. Business Manager Contract Change

In accordance with pay equity issues, there is a recommendation to include full paid health insurance for the business manager position. The attached contract indicates what the new contract would look like with the change in the insurance benefit.



Craig Offedahl &lt;craig\_offedahl@warroad.k12.mn.us&gt;

## Revised Levy Limitation and Certification Report and Status

1 message

**Yetter, Terri (MDE)** <terri.yetter@state.mn.us> Fri, Sep 20, 2013 at 7:32 PM  
Cc: "Bomstad, Audrey (MDE)" <audrey.bomstad@state.mn.us>, "Carlson, Janice (MDE)" <Janice.Carlson@state.mn.us>, "Hokenson, Carol (MDE)" <carol.hokenson@state.mn.us>, "Kiesow, Bill (MDE)" <bill.kiesow@state.mn.us>, "Krile, Jeanne (MDE)" <jeanne.krile@state.mn.us>, "Kubesh, Chris (MDE)" <chris.kubesh@state.mn.us>, "Kuck, Judy (MDE)" <judy.kuck@state.mn.us>, "Melcher, Tom (MDE)" <tom.melcher@state.mn.us>, "Olson, Debra (MDE)" <debra.olson@state.mn.us>, "Peck, Sharon (MDE)" <sharon.peck@state.mn.us>, "Porter, Bob (MDE)" <bob.porter@state.mn.us>, "Sogaard, Greg (MDE)" <greg.sogaard@state.mn.us>, "Yetter, Terri (MDE)" <terri.yetter@state.mn.us>, "VanOeveren, Jon (MDE)" <Jon.VanOeveren@state.mn.us>

To: Selected School Districts

A revised Payable 2014 Levy Limitation and Certification Report dated 09-20-13 was posted to the MDE Website for select districts. The major changes may relate to the following:

- Lease levies were reinstated.
- A correction was made to the referendum unequalized levy limits for districts showing a negative amount.
- Levy Information System changes made through the end of the day yesterday.
- New approvals to health and safety project costs through the end of the day.
- Changes to debt service and lease costs entered recently may not be included on this levy report as they require staff review.
- Other data changes processed by MDE staff through the end of the day today.

Issues identified but not yet resolved:

- CTE adjustments are still are not available.

The Levy Certification System is currently being tested and should be open for use on September 24<sup>th</sup>. Districts may still certify their proposed levies, but the actual board signed form cannot be delivered to the county auditor until the system is available.

Thanks,

Terri Yetter

Education Funding Supervisor



- Craig Oftedahl <craig\_oftedahl@warroad.k12.mn.us>

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## Agenda Request

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**Jeri Horner** <jeri\_horner@warroad.k12.mn.us>

Wed, Sep 18, 2013 at 5:47 PM

To: Craig Oftedahl <craig\_oftedahl@warroad.k12.mn.us>

Hello Craig,

I would like to put Alicia Franzen's contract on the agenda for the special meeting coming up.

I am recommending that she would have the same benefit as the rest of the administrative team. This would put her in the correct category for pay equity. The revision would read as follows:

The Business Manager will receive full paid health insurance. One family or one individual policy. The Business Manager will have a \$500 deductible on his/her health insurance.

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Jeri Horner

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jeri\_horner@warroad.k12.mn.us

## WARROAD PUBLIC SCHOOLS EMPLOYMENT CONTRACT

The School Board of Independent School District No. 690 of Warroad, Minnesota, referred to as the "District" enters into this contract with Alicia Franzen, referred to as the "Employee", who hereby accepts employment as **Business Manager/Payroll**.

The following provisions shall apply and are a part of this contract:

1. **Duties:** The Employee shall carry out the duties as stated in the Job Description and under the direction of the Superintendent of Schools. It is understood that this position may involve days and hours outside the regular school day and it is the responsibility of the employee in cooperation with the Superintendent to develop working hours.
2. **Term of Employment:** Employment under this contract commences September 1, 2013 and ends June 30, 2014.
3. **Salary:**  
September 1, 2013-June 30, 2014 - \$45,834.00

Payments will be made on the 15<sup>th</sup> and 30<sup>th</sup> of each month throughout each year.

4. **Benefits:**
  - a. **Health Insurance:** The Business Manager will receive full paid health insurance. One family or one individual policy. The Business Manager will have a \$500 deductible on his/her health insurance.
  - b. **Vacation:** The Employee is entitled to 160 hours of vacation per year to a maximum of 320 hours. Hours accrued over the maximum will be paid out at the end of June in the year in which they are accrued.
  - c. **Bereavement Leave:** Up to 5 8 hour days shall be allowed per incident and deducted from sick leave. Requests for bereavement leave shall be made to the Superintendent who will determine the applicability of this clause.
  - d. **Sick Leave:** The employee shall accrue one 8 hour day of sick leave for each month of employment, accumulative to 120 days. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness and/or disability. Sick leave may be used for illness of self, spouse, child, siblings, parents, and father and mother in law.
  - e. **Paid Holidays:** Labor Day, Thanksgiving and Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, President's Day, Good Friday, Memorial Day and Independence Day unless school is in session these days.

- f. **403b Match.** The School district shall make a dollar for dollar match up to 3% of salary per pay period to a state approved/district approved tax-deferred matching contribution plan. The maximum lifetime School district contribution will not exceed \$25,000.
- 5. **Retirement:** When the employee resigns or retires and has a minimum of 10 years of employment with the School District, the employee shall be paid for 40% of his accumulated sick days. Retirement pay will be calculated at the employee's highest daily pay.

Either of the parties hereto may terminate this agreement by giving at least thirty (30) calendar days written notice. The School District may immediately terminate the employee without thirty (30) days written notice if there is just cause to terminate.

This contract shall be effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have subscribed my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Employee \_\_\_\_\_

IN WITNESS THEREOF we have subscribed our signatures this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

INDEPENDENT SCHOOL DISTRICT NO. 690

Chairman \_\_\_\_\_

Clerk \_\_\_\_\_