

Special Meeting

Monday, December 19, 2022 5:30 PM

High School Media Center, 810 First Street North, Pine River, MN 56474

1. **Call to Order and Pledge to Flag**

Speaker(s): Board
Chair

2. **Discussion Items**

2.1. Health Services Addition - DCD Classroom
Remodel

2.2. Worlds Best Workforce Report

2.3. Wage increase for food service staff

3. **Action Items**

Speaker(s): Board
Chair

3.1. Approve a Memorandum of Agreement with School
Service Employees International Union, Local #284

3.2. Approve a 2023-2025 Master Agreement with
School Service Employees International Union,
Local #284

3.3. Approve Letters of Assignment with Food Service
Staff Effective January 1, 2023

3.4. Approve 2023-2025 Letters of Assignment with
Food Service Staff

3.5. Approve \$2 an Hour Increase to Short Hour Food
Service Staff Effective January 1, 2023.

3.6. Approve the 2023-2024 School Calendar

4. **Motion per Minnesota State Law 13D.05 to Close
Meeting in Order to Perform an Evaluation on
Jonathan Clark, Superintendent**

5. **Reopen Meeting**

6. **Adjourn**

PINE RIVER BACKUS SCHOOLS -ADDITION & REMODEL

PROJECT TEAM

OWNER

PINE RIVER BACKUS SCHOOL
401 MURRAY AVE
PINE RIVER, MN 56474

DESIGN-BUILDER

NOR-SON, INC.
7900 HASTINGS ROAD
BAXTER, MN 56425
PHONE: 218-828-1722
FAX: 218-828-0487

ARCHITECT

NOR-SON, INC.
7900 HASTINGS ROAD
BAXTER, MN 56425
PHONE: 218-828-1722

CONSULTANTS

SANDMAN STRUCTURAL ENGINEERS
517 NW 4th STREET, SUITE 113
BRAINERD, MN 56401
PHONE: 218-227-0022

THE DESIGN GROUP, INC.
3316TH AVE SW
CHISHOLM, MN 55719
PH:218-262-1959

KRAMER LEAS DELEO
1120 INDUSTRIAL PARK ROAD
BRAINERD, MN 56401
PHONE: 218-461-2127

CONTACT: DAVE LINDER

CONTACT: ERIC LARSON

CONTACT: JUSTIN SCHOENBERG

CONTACT: OTTO MAKI

CONTACT: TONY POHL, PE



CODE SUMMARY

PROPOSED USE: NURSE OFFICE, DCD ROOM
OCCUPANCY: EDUCATIONAL
CONSTRUCTION TYPE: II-B
FIRE PROTECTION: FULLY SPRINKLERED NFPA 13

OF OCCUPANTS: 22

APPLICABLE CODES

2020 MINNESOTA STATE BUILDING CODE, INCLUDING:

- 1300 MINNESOTA BUILDING CODE ADMINISTRATION (MBCA)
- 1301 BUILDING OFFICIAL CERTIFICATION
- 1302 STATE BUILDING CODE CONSTRUCTION APPROVALS
- 1303 SPECIAL PROVISIONS
- 1305 MINNESOTA BUILDING CODE (MBC)
- 1306 SPECIAL FIRE PROTECTION SYSTEMS
- 1315 MINNESOTA ELECTRICAL CODE
- 1341 MINNESOTA ACCESSIBILITY CODE (MAC)
- 1346 MINNESOTA MECHANICAL CODE (MMC)
- 4714 MINNESOTA PLUMBING CODE (MPC)
- 1322 AND 1323 MINNESOTA ENERGY CODES (MREC AND MCEC)
- 5230 MINNESOTA HIGH PRESSURE PIPING SYSTEMS

COMPLIANCE WITH APPLICABLE CODES IS REQUIRED. NOTHING IN THESE DOCUMENTS IS INTENDED TO RUN CONTRARY TO THE APPLICABLE CODES OR OTHER REQUIREMENTS OF AUTHORITIES HAVING JURISDICTION. ALL REFERENCED CODES ARE THE MOST RECENT EDITIONS ADOPTED. LOCAL, COUNTY, STATE, AND FEDERAL CODES, ORDINANCES, LAWS, REGULATIONS, AND RESTRICTIVE COVENANTS SHALL GOVERN THE WORK.

TABLE 601 FIRE-RESISTANCE RATING REQUIREMENT FOR BUILDING ELEMENTS

BUILDING ELEMENT	TYPE I		TYPE II		TYPE II		TYPE IV		TYPE V	
	A	B	A	B	A	B	HT	A	B	
PRIMARY STRUCTURAL FRAME	3	2	1	0	1	0	1/HT	1	0	
BEARING WALLS										
EXTERIOR	3	2	1	0	2	2	2	1	0	
INTERIOR	3	2	1	0	1	0	1/HT	1	0	
NONBEARING WALLS AND PARTITIONS										
EXTERIOR	SEE TABLE 602									
NONBEARING WALLS AND PARTITIONS							SEE SECTION 602.4.6			
INTERIOR	0	0	0	0	0	0		0	0	
FLOOR CONSTRUCTION AND SECONDARY MEMBERS (SEE SECTION 202 IBC)	2	2	1	0	1	0	HT	1	0	
ROOF CONSTRUCTION AND SECONDARY MEMBERS (SEE SECTION 202 IBC)	1 1/2	1	1	0	1	0	HT	1	0	



SHEET NUMBER	SHEET NAME	ISSUE DATE	REVISION DATE	DESCRIPTION	
G000	TITLE SHEET	12/07/2022			
G001	GENERAL INFORMATION & BUILDING SYSTEMS	12/07/2022			
G002	ACCESSIBILITY STANDARDS	12/07/2022			
G003	FIRE / LIFE SAFETY PLAN	12/07/2022			
C1.0	PLAN LEGEND & DETAILS	12/02/2022			
C2.0	EXISTING CONDITIONS & REMOVALS	12/02/2022			
C3.0	SITE & GRADING PLAN	12/02/2022			
S001	STRUCTURAL NOTES	11/18/2022			
S002	SPECIAL INSPECTIONS	11/18/2022			
S101	FOUNDATION PLAN	11/18/2022			
S201	ROOF FRAMING PLAN	11/18/2022			
S301	FOUNDATION DETAILS	11/18/2022			
S401	FRAMING DETAILS	11/18/2022			
D110	VESTIBULE DEMO PLAN	12/07/2022			
A100	OVERALL KEY PLAN	12/07/2022			
A101	DCD ROOM FLOOR PLANS	12/07/2022			
A103	NURSE STATION FLOOR PLAN	12/07/2022			
A300	BUILDING ELEVATIONS	12/07/2022			
A310	BUILDING SECTIONS	12/07/2022			
A490	EXTERIOR DETAILS	12/07/2022			
A600	DOOR SCHEDULE & ELEVATIONS	12/07/2022			
A701	DCD INTERIOR ELEVATIONS	12/07/2022			
A702	NURSE STATION INTERIOR ELEVATIONS	12/07/2022			
A810	REFLECTED CEILING PLAN	12/07/2022			
MEP100	EQUIPMENT SCHEDULE	11/29/2022			
MEP200	NURSE STATION MECHANICAL, ELECTRICAL, PLUMBING ROOF PLAN	11/29/2022			
MP000	DCD ROOM MECHANICAL DEMOLITION	11/29/2022			
MP001	NURSE STATION MECHANICAL DEMOLITION PLAN	11/29/2022			
P100	DCD ROOM PLUMBING PLANS	11/29/2022			
P101	NURSE STATION PLUMBING PLANS	11/29/2022			
P102	NURSE STATION RISER PLANS	11/29/2022			
P103	PLUMBING REFERENCE PLAN (GAS SERVICE LOCATION)	11/29/2022			
P104	PLUMBING REFERENCE PLAN (WATER PIPING)	11/29/2022			
M100	DCD ROOM HVAC & PIPING PLAN	11/29/2022			
M101	NURSE STATION HVAC & PIPING PLAN	11/29/2022			
M102	NURSE STATION MECHANICAL DETAILS	11/29/2022			
E000	DCD ROOM ELECTRICAL DEMOLITION PLAN	11/29/2022			
E001	NURSE STATION ELECTRICAL DEMOLITION PLAN	11/29/2022			
E100	DCD ROOM ELECTRICAL PLAN	11/29/2022			
E101	NURSE STATION HVAC & PIPING PLAN	11/29/2022			
E102	NURSE STATION MECHANICAL DETAILS	11/29/2022			
E103	ELECTRICAL REFERENCE PLAN (ELECTRICAL SERVICE LOCATION)	11/29/2022			

GENERAL NOTES:

- THE CONTRACT DOCUMENTS, INCLUDING DRAWINGS, SPECIFICATIONS, AND ANY SUBSEQUENTLY ISSUED ADDENDA OR FIELD BULLETIN ARE COMPLEMENTARY DOCUMENTS. WHAT IS REQUIRED BY ONE SECTION, DRAWING, OR DETAIL IS REQUIRED BY ALL.
- PERFORMANCE BY THE CONTRACTOR SHALL BE REQUIRED ONLY TO THE EXTENT CONSISTENT WITH THE CONTRACT DOCUMENTS AND REASONABLY INFERRABLE FROM THEM AS BEING NECESSARY TO PRODUCE THE INDICATED RESULTS.
- THE CONTRACTOR SHALL PERFORM THE WORK IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.
- THE CONTRACTOR SHALL VISIT THE SITE, BECOME GENERALLY FAMILIAR WITH THE LOCAL CONDITIONS UNDER WHICH THE WORK WILL BE PERFORMED, AND CORRELATED THEIR PROFESSIONAL OBSERVATIONS WITH THE REQUIREMENTS OF THE CONTRACT DOCUMENTS.
- BEFORE STARTING EACH PORTION OF THE WORK, THE CONTRACTOR SHALL CAREFULLY STUDY AND COMPARE THE VARIOUS CONTRACT DOCUMENTS, TAKE FIELD MEASUREMENTS OF EXISTING CONDITIONS, AND OBSERVE CONDITIONS AT THE SITE AFFECTING THE WORK. THESE OBLIGATIONS ARE FOR THE PURPOSE OF FACILITATING COORDINATION AND CONSTRUCTION.
- THE CONTRACTOR SHALL PROMPTLY REPORT TO THE ARCHITECT ANY ERRORS, INCONSISTENCIES, OR OMISSIONS DISCOVERED OR MADE KNOWN TO THE CONTRACTOR AS A REQUEST FOR INFORMATION (RFI).
- THE CONTRACTOR SHALL PROMPTLY REPORT TO THE ARCHITECT ANY NON-COMFORMITY WITH APPLICABLE LAWS, STATUTES, ORDINANCES, CODES, RULES AND REGULATIONS DISCOVERED OR MADE KNOWN TO THE CONTRACTOR AS A REQUEST FOR INFORMATION (RFI).
- THE PURPOSE OF SHOP DRAWINGS, PRODUCT DATA, SAMPLES, AND SIMILAR SUBMITTALS IS TO DEMONSTRATE HOW THE CONTRACTOR PROPOSES TO CONFORM TO THE INFORMATION GIVEN AND THE DESIGN CONCEPT EXPRESSED IN THE CONTRACT DOCUMENTS.
- BY SUBMITTING SHOP DRAWINGS, PRODUCT DATA, AND SIMILAR SUBMITTALS, THE CONTRACTOR REPRESENTS THAT THE CONTRACTOR HAS (1) REVIEWED AND APPROVED THEM, (2) DETERMINED AND VERIFIED MATERIALS, FIELD MEASUREMENTS, AND FIELD CONSTRUCTION CRITERIA RELATED THERETO AND (3) CHECKED AND COORDINATED THE INFORMATION CONTAINED WITHIN SUCH SUBMITTALS WITH THE REQUIREMENTS OF THE WORK AND OF THE CONTRACT DOCUMENTS.
- THE ARCHITECT'S REVIEW OF SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES IS CONDUCTED FOR THE LIMITED PURPOSE OF CHECKING FOR CONFORMANCE WITH INFORMATION GIVEN AND THE DESIGN CONCEPT EXPRESSED IN THE CONTRACT DOCUMENTS. REVIEW OF SUCH SUBMITTALS IS NOT CONDUCTED FOR THE PURPOSE OF DETERMINING THE ACCURACY OR COMPLETENESS OF OTHER DETAILS SUCH AS DIMENSIONS OR QUANTITIES, OR FOR SUBSTANTIATING INSTRUCTIONS FOR INSTALLATION OR PERFORMANCE OF EQUIPMENT OR SYSTEMS.
- THE ARCHITECT AND ARCHITECT'S CONSULTANTS SHALL BE DEEMED THE AUTHORS AND OWNERS OF THEIR RESPECTIVE INSTRUMENTS OF SERVICE, INCLUDING THE DRAWINGS AND SPECIFICATIONS, AND RETAIN ALL COMMON LAW, STATUTORY, AND OTHER RESERVED RIGHTS IN THEIR INSTRUMENTS OF SERVICE, INCLUDING COPYRIGHTS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR INITIATING, MAINTAINING, AND SUPERVISING ALL SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK.
- THE CONTRACTOR SHALL TAKE REASONABLE PRECAUTIONS FOR THE SAFETY OF, AND SHALL PROVIDE REASONABLE PROTECTION TO PREVENT DAMAGE, INJURY, OR LOSS TO: (1) EMPLOYEES ON THE WORK AND OTHER PERSONS, (2) THE WORK AND MATERIALS AND EQUIPMENT TO BE INCORPORATED THEREIN, (3) OTHER PROPERTY AT THE SITE OR ADJACENT THERETO.

[P] TABLE 2902.1 MINIMUM NUMBER OF REQUIRED PLUMBING FIXTURES

NO.	CLASSIFICATION	OCCUPANCY	DESCRIPTION	WATER CLOSETS (URINALS SEE SECTION 419.2 OF THE INTERNATIONAL PLUMBING CODE)		LAVATORIES		BATHTUBS/SHOWERS	DRINKING FOUNTAINS (SEE SECTION 410.1 OF THE INTERNATIONAL PLUMBING CODE)	OTHER
				MALE	FEMALE	MALE	FEMALE			
1	ASSEMBLY	A-2	NIGHTCLUBS, BARS, TAVERNS, DANCE HALLS AND BUILDINGS FOR SIMILAR PURPOSE	1 PER 40	1 PER 40	1 PER 75			1 PER 500	1 SERVICE SINK
1	ASSEMBLY	A-2	RESTAURANTS, BANQUET HALLS AND FOOD COURTS	1 PER 75	1 PER 75	1 PER 200			1 PER 500	1 SERVICE SINK
1	ASSEMBLY	A-4	COLISEUMS, ARENAS, SKATING RINKS, POOLS AND TENNIS COURTS FOR INDOOR SPORTING EVENTS AND ACTIVITIES.	1 PER 75 FOR THE FIRST 1500 AND 1 PER 120 FOR THE REMAINDER EXCEEDING 1500		1 PER 200	1 PER 150		1 PER 1000	1 SERVICE SINK
2	BUSINESS	B	BUILDINGS FOR THE TRANSACTION OF BUSINESS, PROFESSIONAL SERVICES, OTHER SERVICES INVOLVING MERCHANDISE, OFFICE BUILDINGS, BANKS, LIGHT INDUSTRIAL AND SIMILAR USES	1 PER 25 FOR THE FIRST 50 AND 1 PER 50 FOR THE REMAINDER EXCEEDING 50		1 PER 40 FOR THE FIRST 80 AND 1 PER 80 FOR THE REMAINDER EXCEEDING 80			1 PER 100	1 SERVICE SINK
3	EDUCATIONAL	E	EDUCATIONAL FACILITIES	1 PER 50		1 PER 50			1 PER 1000	1 SERVICE SINK
4	FACTORY AND INDUSTRIAL	F-1, F-2	STRUCTURES IN WHICH OCCUPANTS ARE ENGAGED IN WORK FABRICATING, ASSEMBLY OR PROCESSING OF PRODUCTS OR MATERIALS	1 PER 100		1 PER 100		SEE SECTION 411 OF THE INTERNATIONAL PLUMBING CODE	1 PER 400	1 SERVICE SINK
5	INSTITUTIONAL	I-1	RESIDENTIAL CARE	1 PER 10		1 PER 10		1 PER 8	1 PER 100	1 SERVICE SINK
5	INSTITUTIONAL	I-2	HOSPITAL, AMBULATORY NURSING HOME PATIENTS	1 PER ROOM		1 PER ROOM		1 PER 15	1 PER 100	1 SERVICE SINK
6	MERCANTILE	M	RETAIL STORE, SERVICE STATIONS, SHOPS, SALESROOMS, MARKETS AND SHOPPING	1 PER 500		1 PER 750			1 PER 1000	1 SERVICE SINK
7	RESIDENTIAL	R-1	HOTEL, MOTELS, BOARDING HOUSES (TRANSIENT)	1 PER SLEEPING UNIT		1 PER SLEEPING UNIT		1 PER SLEEPING UNIT	-----	1 SERVICE SINK
			REQUIRED:	1	1	1	1			PROVIDED IN EXISTING BUILDING
			PROVIDED:	2	2	2	2			PROVIDED IN EXISTING BUILDING

TABLE 803.9 INTERIOR WALL AND CEILING FINISH BY OCCUPANCY

GROUP	SPRINKLERED			NONSPRINKLERED		
	EXIT ENCLOSURES AND EXIT PASSAGEWAYS	CORRIDORS	ROOMS AND ENCLOSED SPACES	EXIT ENCLOSURES AND EXIT PASSAGEWAYS	CORRIDORS	ROOMS AND ENCLOSED SPACES
A-1 & A-2	B	B	C	A	A	B
A-3, A-4, A-5	B	B	C	A	A	C
B, E, M, R-1	B	C	C	A	B	C
R-4	B	C	C	A	B	B
F	C	C	C	B	C	C
H	B	B	C	A	A	B
I-1	B	C	C	A	A	B
I-2	B	B	B	A	A	B
I-3	A	A	C	A	A	B
I-4	B	B	B	A	A	B
R-2	C	C	C	B	B	C
R-3	C	C	C	C	C	C
S	C	C	C	B	B	C
U	NO RESTRICTIONS			NO RESTRICTIONS		

CLASS A: FLAME SPREAD INDEX 0-25; SMOKE DEVELOPED INDEX 0-450
CLASS B: FLAME SPREAD INDEX 26-75; SMOKE DEVELOPED INDEX 0-450
CLASS C: FLAME SPREAD INDEX 75-200; SMOKE DEVELOPED INDEX 0-450

PINE RIVER BACKUS SCHOOLS -ADDITION & REMODEL

PINE RIVER, MN

PERMIT SET

PRINTED: 12/13/2022 10:14:09 AM

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.

ERIC LARSON
LIC# 47862 12/07/2022

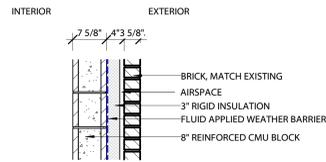
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ISSUED: 12/07/2022

REVISION DATE

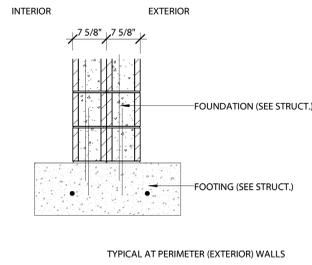
TITLE SHEET

G000

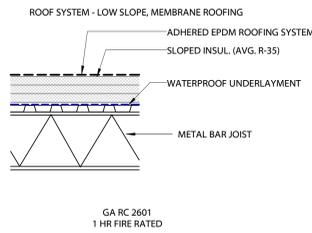
EXTERIOR WALL ABOVE GRADE SYSTEMS



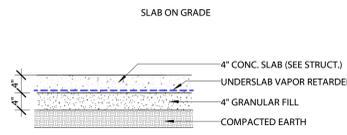
EXTERIOR WALL BELOW GRADE SYSTEMS



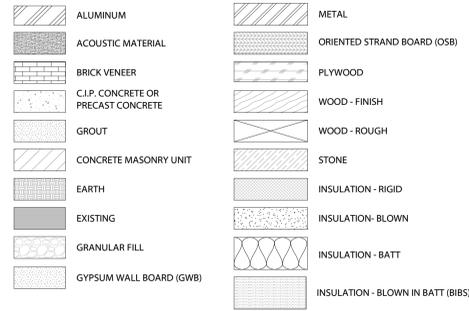
ROOF SYSTEMS



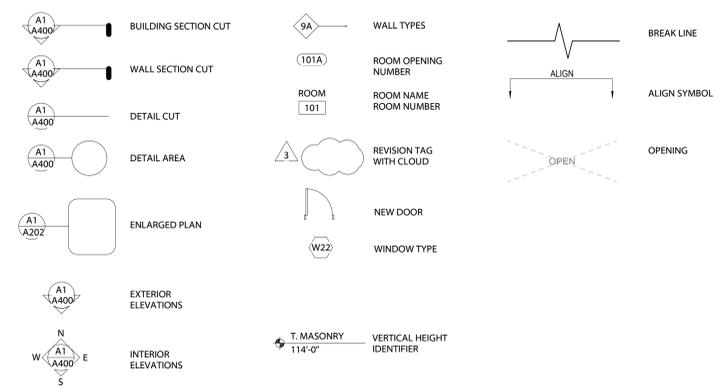
FLOOR SYSTEMS



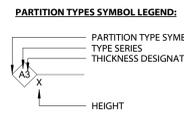
MATERIAL LEGEND



SYMBOLS LEGEND

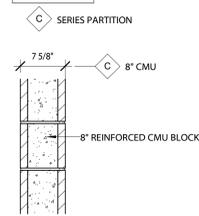


INTERIOR PARTITION SYSTEMS:

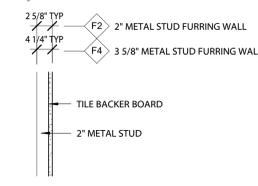


- GENERAL INTERIOR PARTITION NOTES**
- PARTITIONS TO EXTEND TO UNDERSIDE OF ROOF STRUCTURE UNLESS NOTED OTHERWISE.
 - EXTEND FIRE RATED WALLS TO BOTTOM OF STRUCTURE W/ FIRE SEALANT & FIRE CAULKING AS REQUIRED.
 - PROVIDE MOISTURE RESISTANT (OR TILE BACKER BOARD AT WALL TILE LOCATIONS) IN LIEU OF STANDARD GYPSUM BOARD AT RESTROOMS AND/OR CUSTODIAL AREAS.

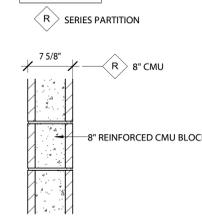
INTERIOR WALL



INTERIOR WALL



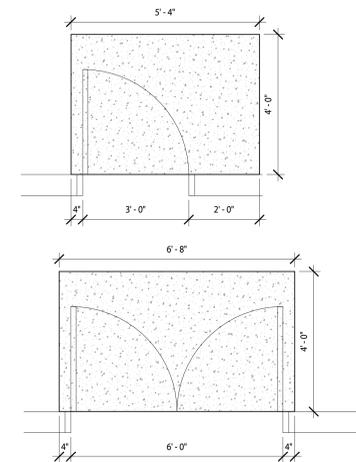
INTERIOR WALL



2 HOUR FIRE RATING
IBC TABLE 722.3.2 MIN. EQUIVALENT THICKNESS OF CONCRETE MASONRY WALLS
(2 HOUR FIRE-RESISTANCE RATING)
PUMICE OR EXPANDED SLAG = 3.2
EXPANDED SHALE, CLAY OR SLATE = 3.6
LIMESTONE, CINDERS OR UNEXPANDED SLAG = 4.0
(EQUIVALENT THICKNESS OF 8\"/>

MINIMUM STOOP DIMENSIONS

*PROVIDE MIN. STOOP SIZES UNLESS SHOWN OTHERWISE ON PLANS.



#	POUND OR NUMBER	DBL	DOUBLE	GEN	GENERAL	MISC	MISCELLANEOUS	VB	VAPOR BARRIER
&	EXISTING	DEPT	DEPARTMENT	GL	GLASS	ML	MICROLAM	VB	VINYL BASE
@	ANGLE	DIET	DETAIL	GL BLK	GLASS BLOCK	MO	MASONRY OPENING	VCT	VINYL COMPOSITION TILE
∅	DIAMETER OR ROUND	DF	DRINKING FOUNTAIN	GLU LAM	GLUE LAMINATED	MTG	MOUNTING	SCD	SEAT COVER DISPENSER
*		DIA	DIAMETER	GLZ	GLAZING	MULL	MULLION	SCHED	SCHEDULE
AB	ANCHOR BOLTS	DN	DOWN	GR	GRADE	N	NORTH	SD	SOAP DISPENSER
ACS PNL	ACCESS PANEL	DS	DOWNSPOUT	GWB	GYPSUM WALL BOARD	NE	NORTH EAST	SE	SOUTH EAST
ACST	ACOUSTICAL	DW	DISHWASHER	GYP	GYPSUM	NTS	NOT TO SCALE	SECT	SECTION
ACT	ACOUSTICAL CEILING TILE	DWR	DRAWER	HB	HOSE BIB	NO	NOT IN CONTRACT	SF	SQUARE FOOT (FEET)
ADJ	ADJUSTABLE	E	EAST	HC	HOSE CABINET	NR	NUMBER	SHR	SHOWER
ADJ	ADJUSTABLE	EA	EACH	HCP	HANDICAPPED	NOM	NOMINAL	SHT	SHOWER
AFF	ABOVE FINISH FLOOR	EIFS	EXTERIOR INSULATION FINISH SYSTEM	HD	HAND DRYER	NTS	NOT TO SCALE	SHTG	SHEATHING
ALT	ALTERNATE	EJ	EXPANSION JOINT	HDBD	HARDBOARD	NW	NORTH WEST	SHV	SHELVING
ALIM	ALUMINUM	EL	ELEVATION (HEIGHT)	HDW	HARDWARE	OA	OVERALL	SIM	SIMILAR
ANOD	ANODIZE(D)	ELEV	ELEVATION (HEIGHT)	HDWD	HARDWOOD	OC	ON CENTER	SLNT	SLANT
APPROX	APPROXIMATE	ELEC	ELECTRICAL	HGT	HEIGHT	OD	OUTSIDE DIAMETER (DIM)	SLR	SEALER
ARCH	ARCHITECTURAL	ELEV	ELEVATOR	HM	HOLLOW METAL	OF	OUTSIDE FACE	SND	SANITARY NAPKIN DISPENSER
AV	AUDIO VISUAL	EMER	EMERGENCY	HMTB	HOLLOW METAL THERMALLY BROKEN	OFF	OFFICE	SNDU	SANITARY NAPKIN DISPOSAL UNIT
BB	BULLETIN BOARD	ENR	ENTRANCE	HORIZ	HORIZONTAL	OH	OVERHEAD	SPC	SPECIFICATION
BBM	BOND BEAM	ENTR	ENTRANCE	HR	HOUR	OH	OVERHEAD	SQ	SQUARE
BD	BOARD	EPDM	ETHYLENE PROPYLENE DIENE MONOMER	HVAC	HEATING, VENTILATING, & AIR CONDITIONING	OPNG	OPENING	SR	SERVICE SINK
BFE	BOTTOM FOOTING ELEVATION	EQUIP	EQUIPMENT	ID	INSIDE DIAMETER (DIM)	OPP	OPENING	SST	STAINLESS STEEL
BIBS	BLOWN-IN BATT INSULATION SYSTEM	EW	ELECTRIC WATER COOLER	IHM	INSULATED HOLLOW METAL	PCC	PRECAST CONCRETE	STA	STATION
BITUM	BITUMINOUS	EXIST	EXISTING	INS	INSULATED HOLLOW METAL	PERF	PERFORATED	STD	STANDARD
BLDG	BUILDING	EXP	EXPOSED	IN	INCH	PL	PLATE	STL	STEEL
BLKG	BLOCKING	EXT	EXTERIOR	INS	INSIDE	PLAM	PLASTIC LAMINATE	STOR	STORAGE
BM	BEAM	FC	BRK FACE BRICK	INSUL	INSULATION	PLAS	PLASTER	STRUCT	STRUCTURAL
BOT	BOTTOM	FD	FLOOR DRAIN	INT	INTERIOR	PLYWD	PLYWOOD	SUSP	SUSPENDED
BR C	BRICK COURSE	FDN	FOUNDATION	JAN	JANITOR	PNL	PANEL	SW	SOUTH WEST
BR L	BRICK LEDGE	FE	FIRE EXTINGUISHER	JST	JOIST	PR	PAIR	SYMM	SYMMETRICAL
BRG	BEARING	FFC	FINISHED FLOOR ELEVATION	JT	JOINT	PREFIN	PREFINISHED	T	TREAD
BRK	BRICK	FG	FIBERGLASS	KD	KNOCK DOWN	PT	PAINT	T&B	TOP AND BOTTOM
BSMT	BASEMENT	FHC	FIRE HOSE CABINET	KIT	KITCHEN	PTD	PAPER TOWEL DISPENSER	T&G	TONGUE AND GROOVE
BUR	BUILT-UP ROOFING	FIN	FINISH	KP	KICK PLATE	PTDR	PAPER TOWEL DISPENSER & RECEPTACLE (COMBINATION)	TB	TOWEL BAR
CAB	CABINET	FLASH	FLASHING	LAB	LABORATORY	PTN	PARTITION	TD	TOWEL DISPENSER
CBG	CORNER GUARD	FLR	FLOOR	LAM	LAMINATE	PTR	PAPER TOWEL RECEPTACLE	TEL	TELEPHONE
CD	CORNER GUARD	FLUOR	FLUORESCENT	LAV	LAVATORY	QT	QUARRY TILE	TER	TERRAZZO
CENR	COUNTER	FOC	FACE OF CONCRETE	LVR	LOUVER	R	RADIUS	THK	THICKNESS
CH	COAT HOOK	MACH	MACHINE	M/S	MIRROR WITH SHELF	THRES	THRESHOLD	TK	BD TACK BOARD
CI	CAST IRON	MAS	MASONRY	M	MIRROR	R	RUBBER BASE	TLT PTN	TOILET PARTITION
CJ	CONTROL JOINT	FR	FRAME	MACH	MACHINE	RB HK	ROBE HOOK	TOBRK	TOP OF BRICK
CL	CENTER LINE	FRM	FRAMING	MAS	MASONRY	RC	RESILIENT CHANNEL	TOC	TOP OF CURB
CLG	CEILING	FRNG	FRAMING	MAX	MAXIMUM	RCP	REFLECTED CEILING PLAN	TOCMU	TOP OF CMU
CLO	CLOSET	FRNT	FRONT	MBD	MARKER BOARD	RD	ROOF DRAIN	TOF	TOP OF FOOTING
CLR	CLEAR	FT	FOOT OR FEET	MBH	MOP & BROOM HOLDER	REC	RECESSED	TOM	TOP OF MASONRY
CMU	CONCRETE MASONRY UNIT	FTG	FOOTING	MC	MEDIUM DENSITY FIBERBOARD	REF	REFERENCE	TOS	TOP OF SLAB
CONSTR	CONSTRUCTION	FJRG	FURRING	MECH	MECHANICAL	REG	REGISTER	TOW	TOP OF WALL
CONTR	CONTRACTOR	FUT	FUTURE	MEMB	MEMBRANE	REINF	REINFORCED	TPD	TOILET PAPER DISPENSER
CORR	CORRIDOR	GA	GAGE	MET	METAL	REQD	REQUIRED	TPH	TOILET PAPER HOLDER
CPT	CARPET	GALV	GALVANIZED	MFR	MANUFACTURER	RET	RETURN	TR	TRANSMITTER
CS	COURSE	GB	GRAB BAR	MH	MANHOLE	REV	REVISED (REVISIONS)	TS	TUBE STEEL
CSWK	CASEWORK	GC	GENERAL CONTRACTOR	MIN	MINIMUM	RWD	REWOOD	TV	TELEVISION
CTR	CENTER			MIRR	MIRROR	RWL	RAINWATER LEADER	TYP	TYPICAL
				RWO	RAINWATER OVERFLOW	RWD	REWOOD	UL	UNDERWRITERS LABORATORIES
						VAC	VACUUM	UNF	UNFINISHED
						VAR	VARIABLE	UON	UNLESS OTHERWISE NOTED

PERMIT SET

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I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.

ERIC LARSON
LIC# 47862 12/07/2022

PROJECT NUMBER: 3940
ISSUED: 12/07/2022

REVISION	DATE

GENERAL INFORMATION & BUILDING SYSTEMS

G001

CODE INFORMATION

AUTHORITY HAVING JURISDICTION: STATE OF MINNESOTA

GOVERNING CODES:

- 2020 MINNESOTA STATE BUILDING CODE
- 2018 INTERNATIONAL BUILDING CODE (IBC)
- 2015 MINNESOTA ACCESSIBILITY CODE
- 2012 IBC - CHAPTER 11 W/ MN AMENDMENTS
- 2009 ICC/ANSI A117.1 W/ MN AMENDMENTS
- 2011 NATIONAL ELECTRICAL CODE
- 2015 MN MECHANICAL AND FUEL GAS CODES
- 2020 MN STATE FIRE CODE
- 2020 MN CONSERVATION CODE
- 2012 MN PLUMBING CODE
- 2020 MN COMMERCIAL ENERGY CODE

COMPLIANCE WITH APPLICABLE CODES IS REQUIRED. NOTHING IN THESE DOCUMENTS IS INTENDED TO RUN CONTRARY TO THE APPLICABLE CODES OR OTHER REQUIREMENTS OF AUTHORITIES HAVING JURISDICTION. ALL REFERENCED CODES ARE THE MOST RECENT EDITIONS ADOPTED. LOCAL, COUNTY, STATE, AND FEDERAL CODES, ORDINANCES, LAWS, REGULATIONS, AND RESTRICTIVE COVENANTS SHALL GOVERN THE WORK.

TYPE OF CONSTRUCTION:
TYPE IIB, FULLY SPRINKLERED

OCCUPANCY CLASSIFICATION:
E (EDUCATIONAL), PER SECTION 305.2 AND SECTION 308.5.1.3

OCCUPANT LOAD PER BUILDING CODE:
TABLE 1004.5

OCCUPANT LOAD: 22

FIRE PROTECTION:
PER MINNESOTA ADMINISTRATIVE RULES 1306.0030- GROUP E OCCUPANCIES WITH 2,000 OR MORE GROSS SQUARE FEET OF FLOOR AREA AND/OR WITH AN OCCUPANT LOAD OF 30 OR MORE ARE REQUIRED TO HAVE FIRE SUPPRESSION

AUTOMATIC SPRINKLERS PER SECTION 903.3.1.1, FIRE ALARM WITH EMERGENCY VOICE/ALARM COMMUNICATION PER SECTION 907.2.3 & CARBON MONOXIDE DETECTION PER SECTION 915.1.4

CORRIDOR FIRE RESISTANCE RATING:
NOT REQUIRED IN USED GROUP E WHERE EACH CLASSROOM HAS A DOOR OPENING DIRECTLY TO THE EXTERIOR, SECTION 1020.1 EX 1

PLUMBING FIXTURE REQUIREMENTS:

ADULT RESTROOMS
WATER CLOSETS = 1 PER 50 OCCUPANTS (TABLE 2902.1, NO. 3)
REQUIRED: 22/50 = 0.44 PROVIDED: 4 WATER CLOSETS
LAVATORIES = 1 PER 50 OCCUPANTS (TABLE 2901.2, NO. 3)
REQUIRED: 22/50 = 0.44 PROVIDED: 4 LAVATORIES

DRINKING FOUNTAINS: 1 PER 100 OCCUPANTS (TABLE 2902.1, NO.3)
REQUIRED 22/100 = .22= 1 PROVIDED: 0 (PROVIDED IN EXISTING BUILDING)

EGRESS WIDTH
TOTAL OCCUPANT LOAD: 22 OCCUPANTS (22 * 2 = 4.4 INCHES)
REQUIRED EGRESS WIDTHS: 2.2 INCHES
EGRESS WIDTH PROVIDED: 52 INCHES

MINIMUM WIDTH OF ONE EXIT IS 36" (1005.3.2)

EXIT ACCESS TRAVEL DISTANCE
MAXIMUM LENGTH (TABLE 1017.2): 250 FT

BUILDING ENVELOPE ENERGY REQUIREMENTS
CLIMATE ZONE 7

ROOF ASSEMBLY: U 0.021
ABOVE GRADE WALLS: WOOD FRAME = U 0.051
SLAB ON GRADE FLOORS: UNHEATED = F.054
OPAQUE DOORS (SWINGING): U-0.37

SHGC: PF = 0.26
SEW ORIENTATION = 0.48
N ORIENTATION = 0.58

MAX AIR LEAKAGE RATE (CFM/FT²):
WINDOWS = 0.20
SWINGING DOORS = 0.20
STOREFRONT GLAZING = 0.06
COMMERCIAL GLAZES SWINGING ENTRANCE DOORS = 1.00

PINE RIVER BACKUS SCHOOLS - ADDITION & REMODEL

PINE RIVER, MN

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ERIC LARSON
LIC# 47862 12/07/2022

PROJECT NUMBER: 3940
ISSUED: 12/07/2022

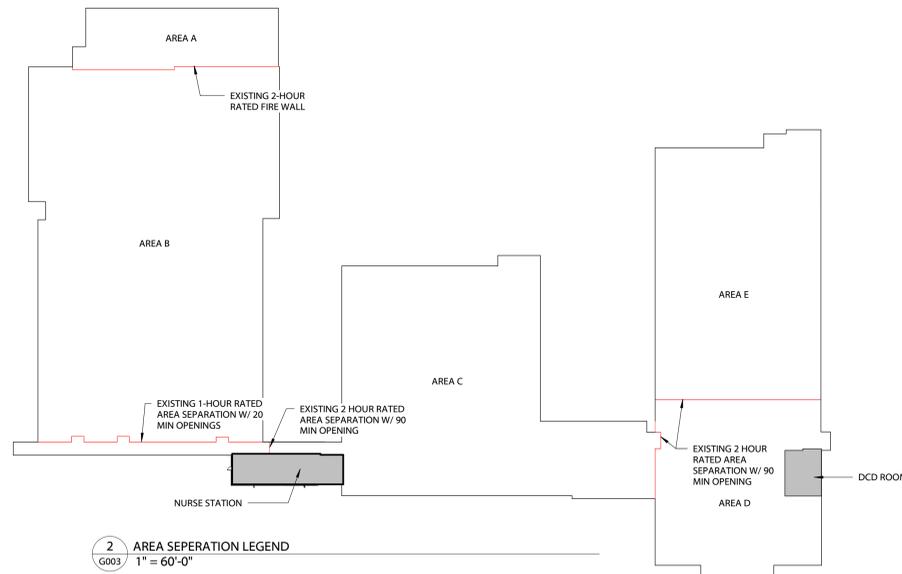
REVISION	DATE

FIRE / LIFE SAFETY PLAN

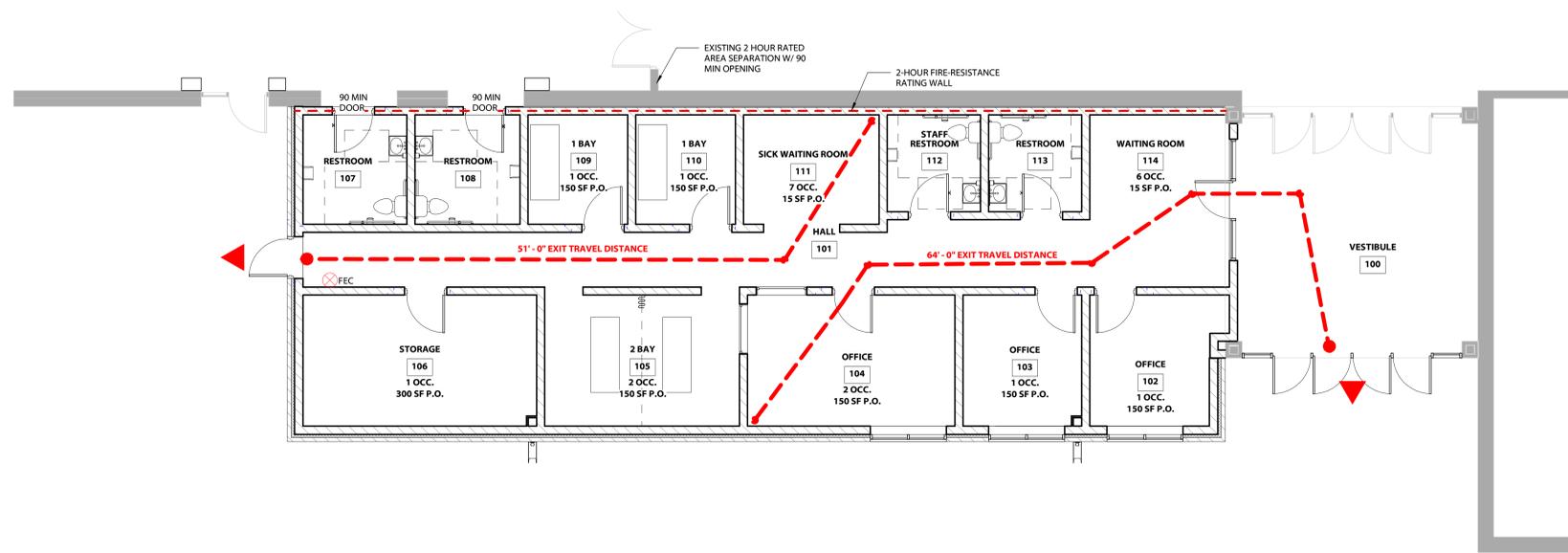
G003

LIFE SAFETY PLAN LEGEND:

	EXIT ACCESS TRAVEL PATH
	EXIT DISCHARGE
	FIRE EXTINGUISHER - VFY TYPE 10 POUND, MULTI-PURPOSE DRY CHEMICAL UL 4A-80B-C
	EXIT SIGN
MAX. COMMON PATH OF EXIT TRAVEL: 75 FEET; IBC TABLE 1014.3	
EXIT ACCESS TRAVEL DISTANCE: 250 FEET, MAXIMUM; IBC TABLE 1016.2	



<p>AREA A OCCUPANCY: E EDUCATIONAL (1 STOREY BUILDING) CONSTRUCTION TYPE: TYPE II-B, FULLY SPRINKLED ALLOWABLE HEIGHT IN FEET: 75 (TABLE 504.3) ACTUAL HEIGHT: 15' +/- ALLOWABLE AREA: 63,075 SF WHERE: If=(F/P-0.25)W/30 F=282 ft P=469 ft If=[(282/469)-0.25]30/30 If=(0.60-0.25)30/30 If=0.35 allowable increase</p> <p>Aa=At + (Ns x If) Aa= 58,000 + (14,500 x 0.35) Aa= 63,075 ACTUAL AREA: 8,775 SF</p>
<p>AREA B OCCUPANCY: E EDUCATIONAL (1 STOREY BUILDING) CONSTRUCTION TYPE: TYPE II-B, FULLY SPRINKLED ALLOWABLE HEIGHT IN FEET: 75 (TABLE 504.3) ACTUAL HEIGHT: 24' +/- ALLOWABLE AREA: 67,715 SF WHERE: If=(F/P-0.25)W/30 F=1006 ft P=1194 ft If=[(1006/1194)-0.25]30/30 If=(0.92-0.25)30/30 If=0.67 allowable increase</p> <p>Aa=At + (Ns x If) Aa= 58,000 + (14,500 x 0.67) Aa= 67,715 ACTUAL AREA: 66,610 SF</p>
<p>AREA C OCCUPANCY: E EDUCATIONAL; A-3 ASSEMBLY (1 STOREY BUILDING) CONSTRUCTION TYPE: TYPE II-B, FULLY SPRINKLED ALLOWABLE HEIGHT IN FEET: 75 (TABLE 504.3) ACTUAL HEIGHT: 15' +/- ALLOWABLE AREA: 44,270 SF WHERE: If=(F/P-0.25)W/30 F=1034 ft P=1140 ft If=[(1034/1140)-0.25]30/30 If=(0.907-0.25)30/30 If=0.66 allowable increase</p> <p>Aa=At + (Ns x If) Aa= 38,000 + (9,500 x 0.66) Aa= 44,270 ACTUAL AREA: 43,909 SF (41,776 EXISTING + 2,133 ADDITION)</p>
<p>AREA D OCCUPANCY: E EDUCATIONAL; A-3 ASSEMBLY (1 STOREY BUILDING) CONSTRUCTION TYPE: TYPE II-B, FULLY SPRINKLED ALLOWABLE HEIGHT IN FEET: 75 (TABLE 504.3) ACTUAL HEIGHT: 21' +/- ALLOWABLE AREA: 41,752 SF WHERE: If=(F/P-0.25)W/30 F=396.5 ft P=614 ft If=[(396.5/614)-0.25]30/30 If=(0.645-0.25)30/30 If=0.395 allowable increase</p> <p>Aa=At + (Ns x If) Aa= 38,000 + (9,500 x 0.395) Aa= 41,752 ACTUAL AREA: 21,096 SF</p>
<p>AREA E OCCUPANCY: E EDUCATIONAL (1 STOREY BUILDING) CONSTRUCTION TYPE: TYPE II-B, FULLY SPRINKLED ALLOWABLE HEIGHT IN FEET: 75 (TABLE 504.3) ACTUAL HEIGHT: 21' +/- ALLOWABLE AREA: 66,700 SF WHERE: If=(F/P-0.25)W/30 F=665 ft P=779 ft If=[(665/779)-0.25]30/30 If=(0.85-0.25)30/30 If=0.6 allowable increase</p> <p>Aa=At + (Ns x If) Aa= 58,000 + (14,500 x 0.6) Aa= 66,700 P ACTUAL AREA: 32,203 SF</p>



1 FIRE/LIFE SAFETY PLAN
G003 3/16" = 1'-0"

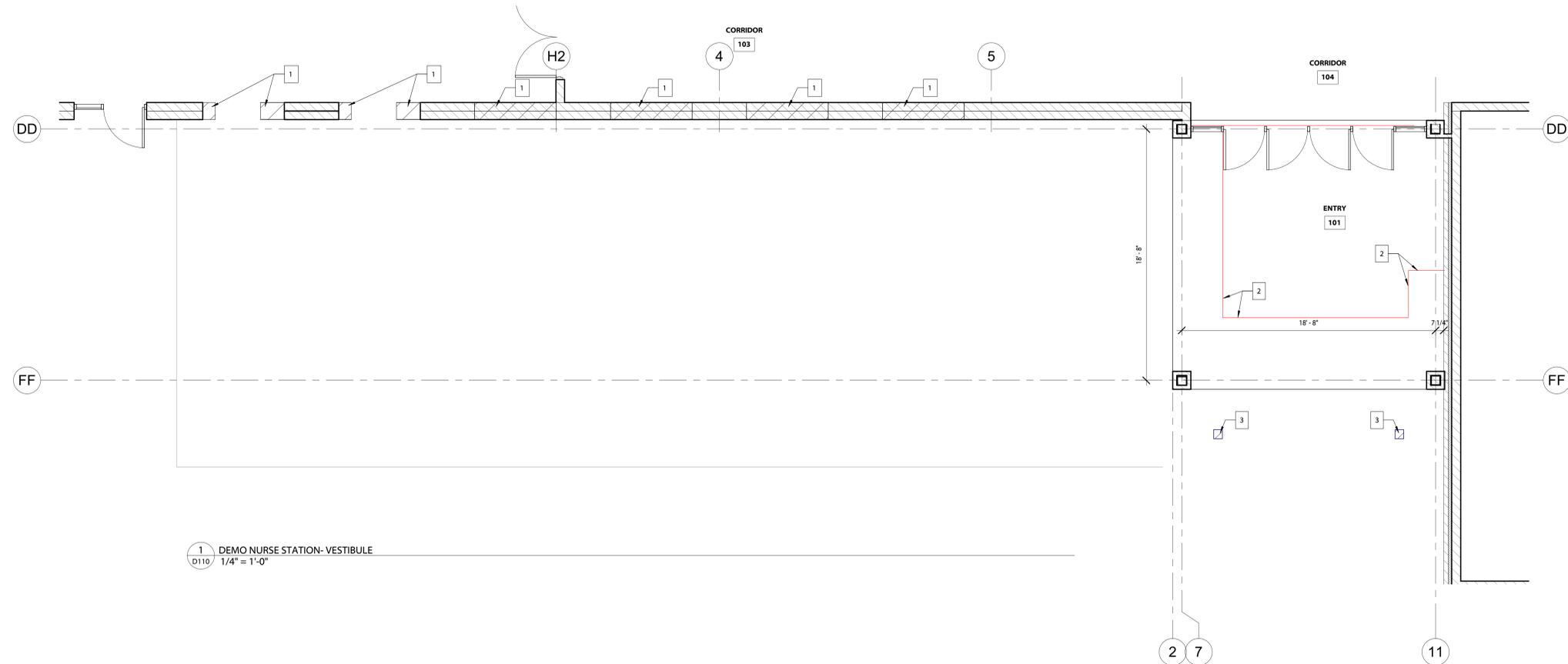
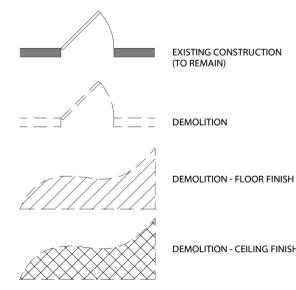
DEMOLITION NOTES BY SYMBOL:

- 1 DEMO EXISTING WINDOW, TYP. OF 6
- 2 REMOVE EXIST. STOREFRONT
- 3 DEMO EXISTING COLUMNS
- 4 DEMO ROOF

DEMOLITION GENERAL NOTES:

1. THIS DEMOLITION PLAN SHOWS GRAPHIC AND WRITTEN INFORMATION RELATED TO THE EXISTING SPACE. THIS INFORMATION IS PROVIDED "FOR REFERENCE ONLY" AND WITHOUT WARRANTY BASED UPON AVAILABLE RECORD DRAWINGS. FIELD VERIFY EXISTING CONDITIONS AND CORRELATE OBSERVATIONS WITH WORK SHOWN IN THE CONTRACT DOCUMENTS IN ORDER TO DETERMINE THE FULL SCOPE OF DEMOLITION WHETHER OR NOT SPECIFICALLY INDICATED OR NOTED. REMOVE EXISTING CONSTRUCTION NECESSARY FOR THE EXECUTION OF THE WORK DEPICTED IN THE CONTRACT DOCUMENTS.
2. PROTECT EXISTING CONDITIONS INTENDED TO REMAIN THROUGHOUT THE COURSE OF THE WORK AS NECESSARY IN ORDER TO PREVENT LOSS OR DAMAGE.
3. UTILITIES SERVING OCCUPIED PORTIONS OF THE BUILDING SHALL BE MAINTAINED IN OPERATION THROUGHOUT THE WORK EXCEPT FOR SUCH SHORT PERIODS AS NECESSARY TO CARRY OUT THE WORK. PRIOR TO INTERRUPTION OF ANY SUCH SYSTEM, CONSULT WITH THE OWNER'S REPRESENTATIVE TO ESTABLISH A MUTUALLY SATISFACTORY SCHEDULE FOR CUT OVER, DISRUPTION, OR CHANGE IN OPERATION OF THE AFFECTED SYSTEM.
4. ARRANGE FOR SHUT-OFF OF EXISTING UTILITIES AND MAKE PROVISIONS FOR TEMPORARY POWER.
5. PROVIDE TEMPORARY PARTITIONS AS NECESSARY TO KEEP NOISE AND DUST FROM DISRUPTING OCCUPIED AREAS OF THE BUILDING.
6. CUTTING AND PATCHING NECESSARY TO EXECUTE THE WORK SHALL BE PERFORMED TO THE BEST STANDARD OF CRAFTSMANSHIP NECESSARY TO ACHIEVE UNIFORM VISUAL MATCH IN COLOR AND TEXTURE OF EXISTING ADJACENT FINISHES.

DEMOLITION LEGEND:



1 DEMO NURSE STATION- VESTIBULE
D110 1/4" = 1'-0"

PINE RIVER BACKUS SCHOOLS - ADDITION & REMODEL

PINE RIVER, MN

PERMIT SET

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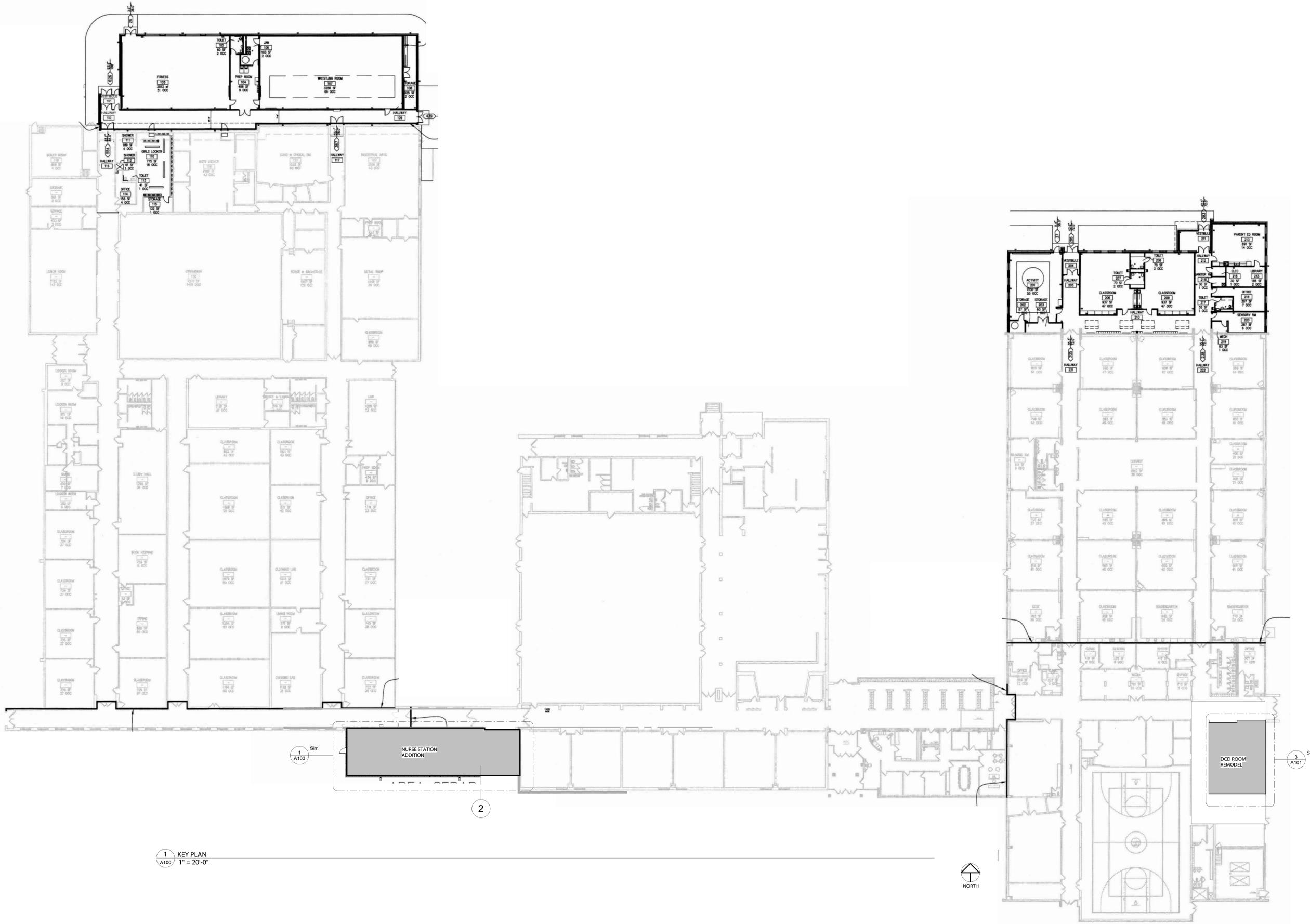
ERIC LARSON
LIC# 47862 12/07/2022

PROJECT NUMBER: 3940
ISSUED: 12/07/2022

REVISION	DATE

VESTIBULE DEMO PLAN

D110



1 KEY PLAN
A100 1" = 20'-0"

PINE RIVER BACKUS SCHOOLS - ADDITION & REMODEL

PINE RIVER, MN

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ERIC LARSON
LIC# 47862 12/07/2022

PROJECT NUMBER: 3940
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REVISION	DATE

OVERALL KEY PLAN

A100

REVISION	DATE

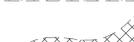
DEMOLITION NOTES BY SYMBOL:

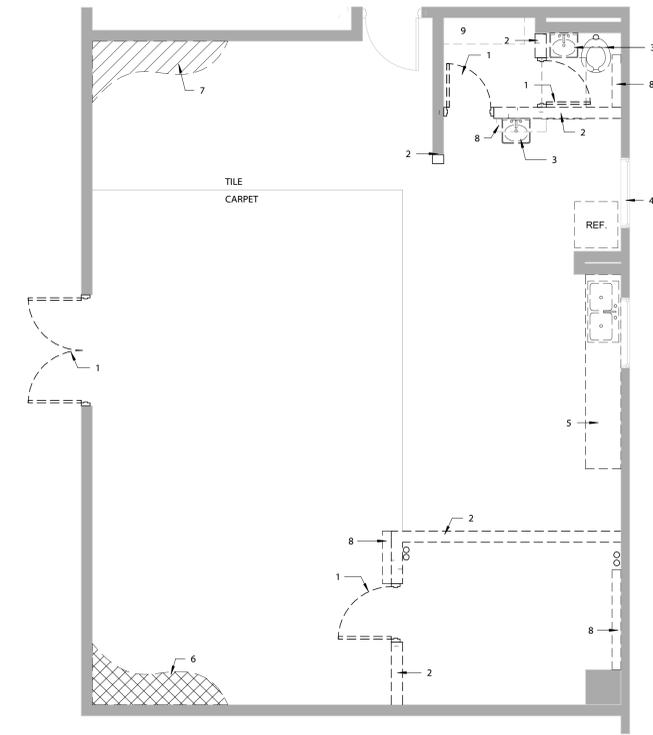
- 1 DEMO EXISTING DOOR
- 2 DEMO WALL AND FINISHES
- 3 DEMO PLUMBING FIXTURES
- 4 DEMO WINDOW
- 5 DEMO KITCHEN
- 6 DEMO CEILING FINISH THROUGHOUT
- 7 DEMO FLOOR FINISH THROUGHOUT
- 8 REMOVE HVAC
- 9 DEMO LOCKERS

DEMOLITION GENERAL NOTES:

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DEMOLITION LEGEND:

-  EXISTING CONSTRUCTION (TO REMAIN)
-  DEMOLITION
-  DEMOLITION - FLOOR FINISH
-  DEMOLITION - CEILING FINISH



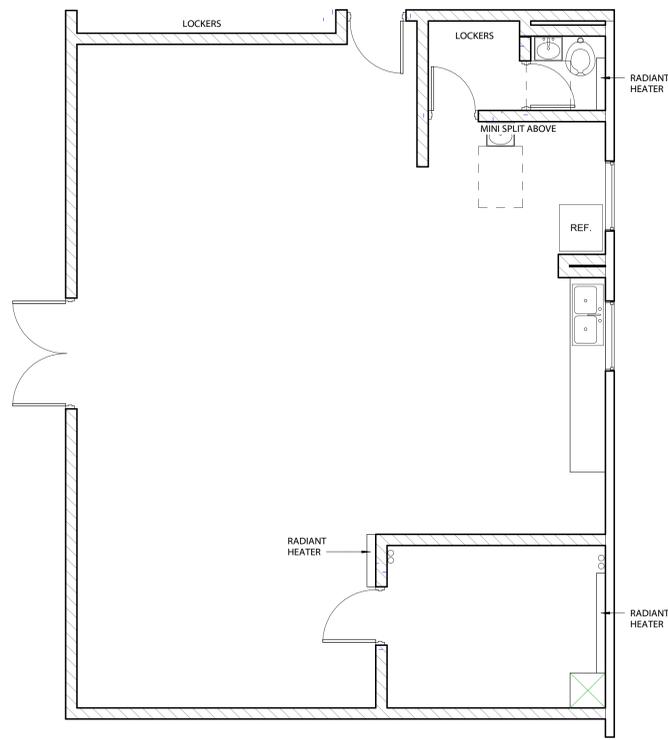
2 DEMO PLAN
A101 / 1/4" = 1'-0"

DOOR SCHEDULE DCD

MARK	ROOM	UNIT SIZE			FRAME TYPE	PANEL TYPE	PANEL MATERIAL	FIRE RATING	LOCK FUNCTION	NOTE
		WIDTH	HEIGHT	THICKNESS						
001	DCD ROOM	3'-0"	7'-0"	1 3/4"	HM-00	01-FLUSH				
002	RESTROOM	3'-0"	7'-0"	1 3/4"	HM-00	01-FLUSH				

ROOM FINISH SCHEDULE DCD

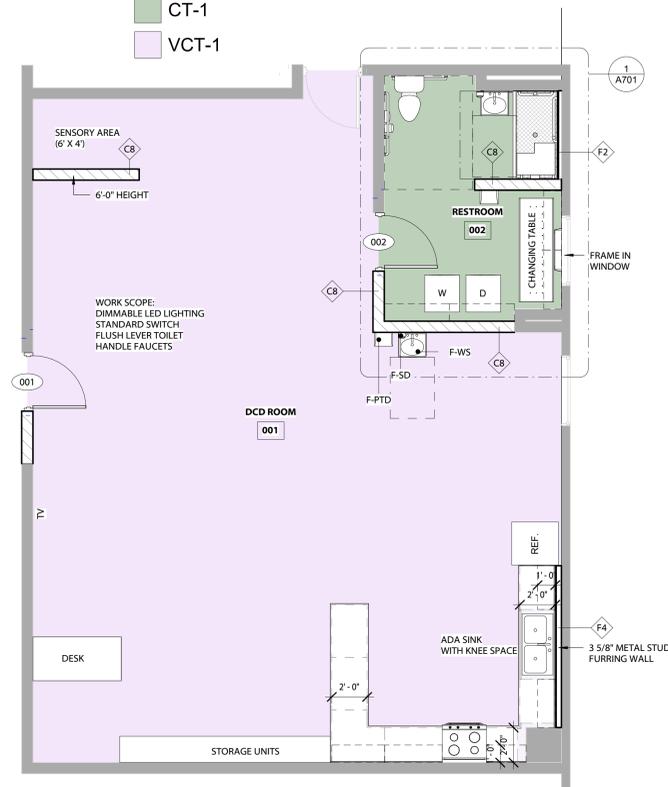
MARK	DESCRIPTION	FLOOR FINISH	BASE FINISH	WALL FINISH	CEILING FINISH	REMARKS
001	DCD ROOM	VCT-1	VB-1	PT-1 (SEMI-GLOSS)	ACT-1	
002	RESTROOM	CT-1	CT-1	CT-1/PF-1 (SEMI-GLOSS)	ACT-1	



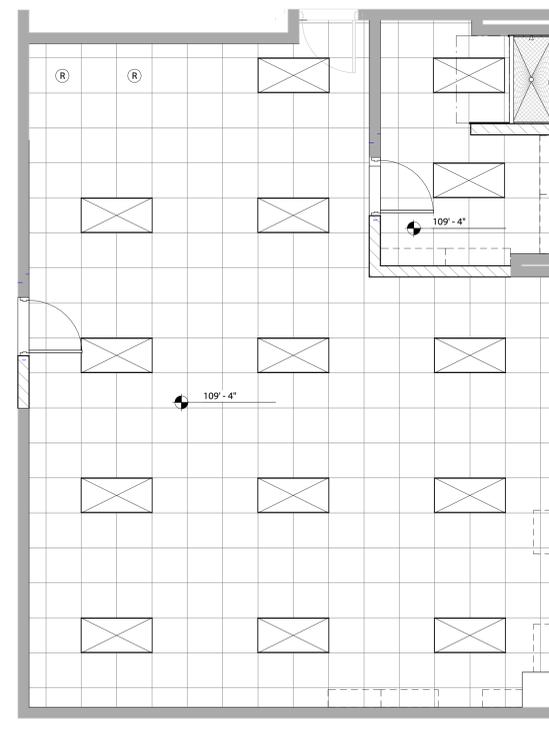
1 EXISTING PLAN- DCD ROOM
A101 / 1/4" = 1'-0"

FLOOR FINISH LEGEND

-  CT-1
-  VCT-1



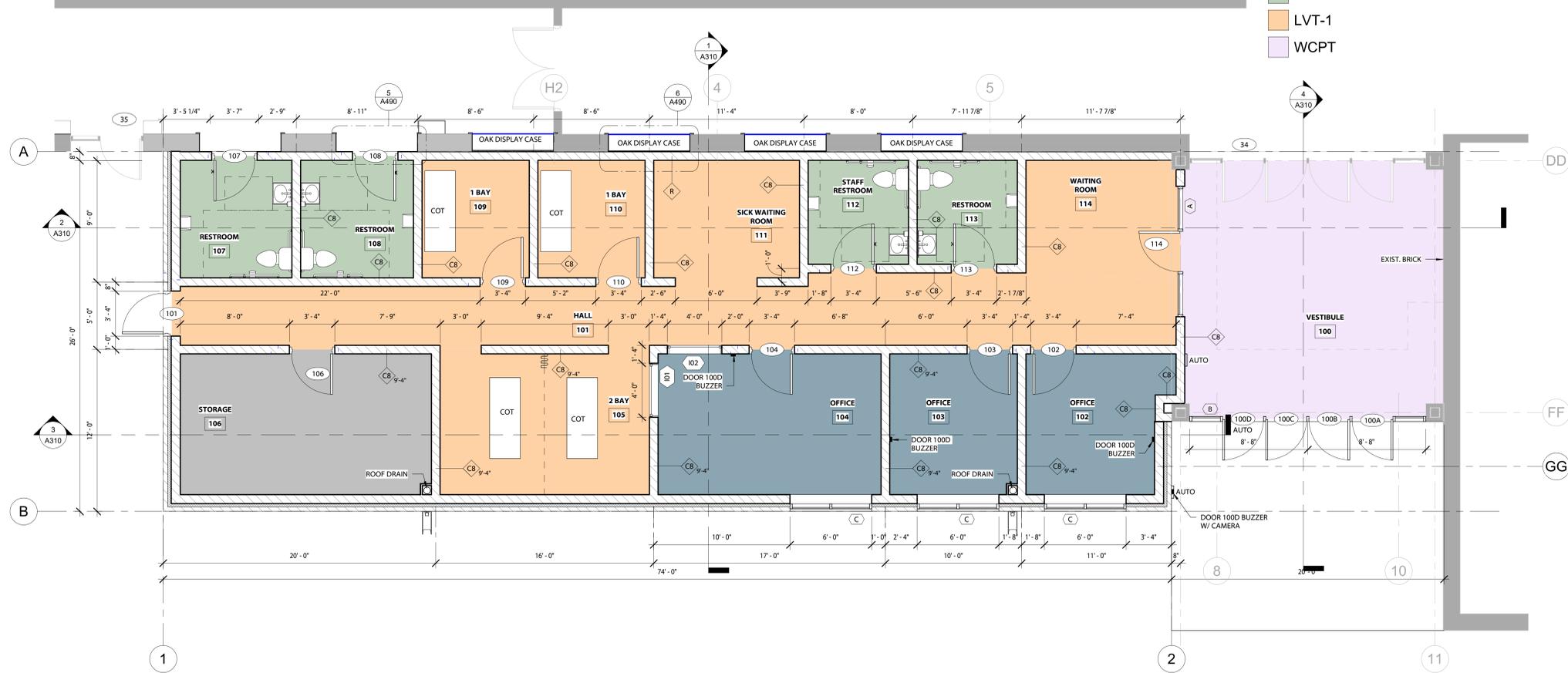
3 FLOOR PLAN- DCD ROOM
A101 / 1/4" = 1'-0"



4 DCD CEILING PLAN
A101 / 1/4" = 1'-0"

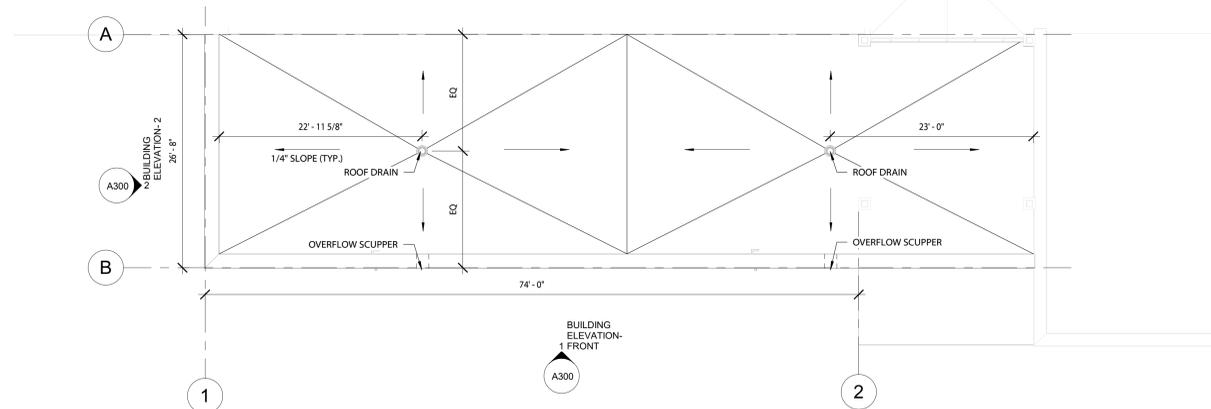
FLOOR FINISH LEGEND

- CONC
- CPT-1
- CT-1
- LVT-1
- WCPT



1 FLOOR PLAN- NURSE STATION
A103 1/4" = 1'-0"

ROOM FINISH SCHEDULE NURSE						
MARK	DESCRIPTION	FLOOR FINISH	BASE FINISH	WALL FINISH	CEILING FINISH	REMARKS
100	VESTIBULE	WCPT	VB-1	CMU/PT-2	ACT-1	
101	HALL	LVT-1	VB-1	GYP. BD/PT-2	ACT-1	
102	OFFICE	CPT-1	VB-1	CMU/PT-2	ACT-1	
103	OFFICE	CPT-1	VB-1	CMU/PT-2	ACT-1	
104	OFFICE	CPT-1	VB-1	CMU/PT-2	ACT-1	
105	2 BAY	LVT-1	VB-1	CMU/PT-2	ACT-1	
106	STORAGE	CONC	VB-1	CMU/PT-3	PT-3	
107	RESTROOM	CT-1	CT-2	CMU/PT-2	ACT-1	
108	RESTROOM	CT-1	CT-2	CMU/PT-2	ACT-1	
109	1 BAY	LVT-1	VB-1	CMU/PT-2	ACT-1	
110	1 BAY	LVT-1	VB-1	CMU/PT-2	ACT-1	
111	SICK WAITING ROOM	LVT-1	VB-1	CMU/PT-2	ACT-1	
112	STAFF RESTROOM	CT-1	CT-2	CMU/PT-2	ACT-1	
113	RESTROOM	CT-1	CT-2	CMU/PT-2	ACT-1	
114	WAITING ROOM	LVT-1	VB-1	CMU/PT-2	ACT-1	



2 ROOF PLAN
A103 1/8" = 1'-0"

PINE RIVER BACKUS SCHOOLS - ADDITION & REMODEL

PINE RIVER, MN

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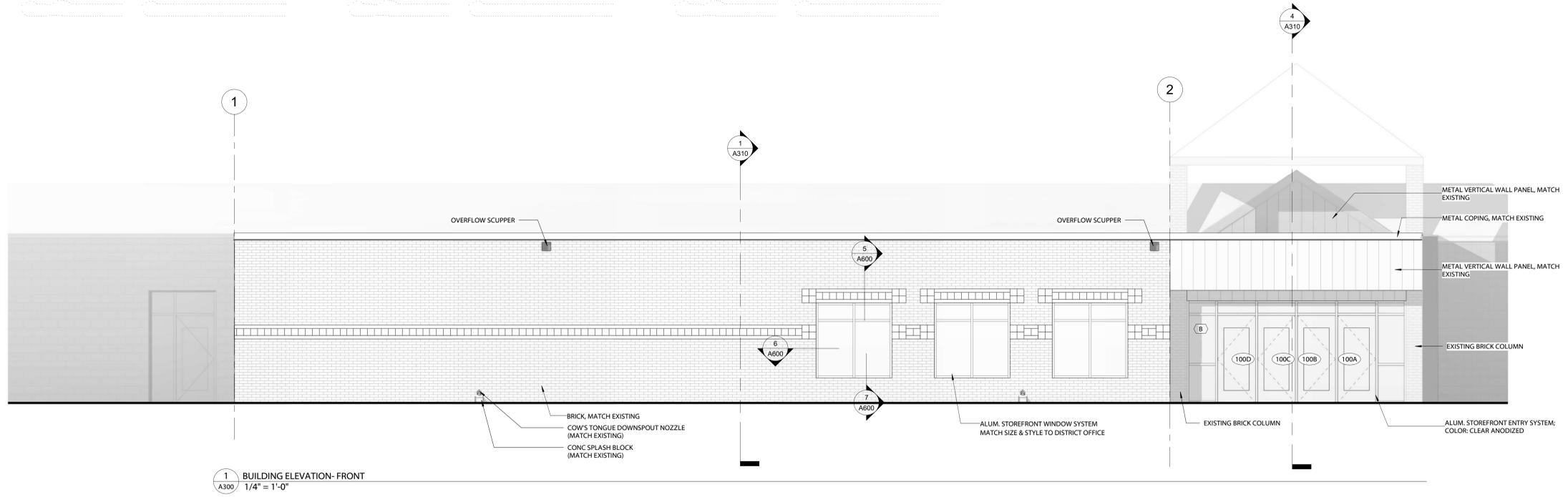
NURSE STATION FLOOR PLAN

A103

REVISION	DATE



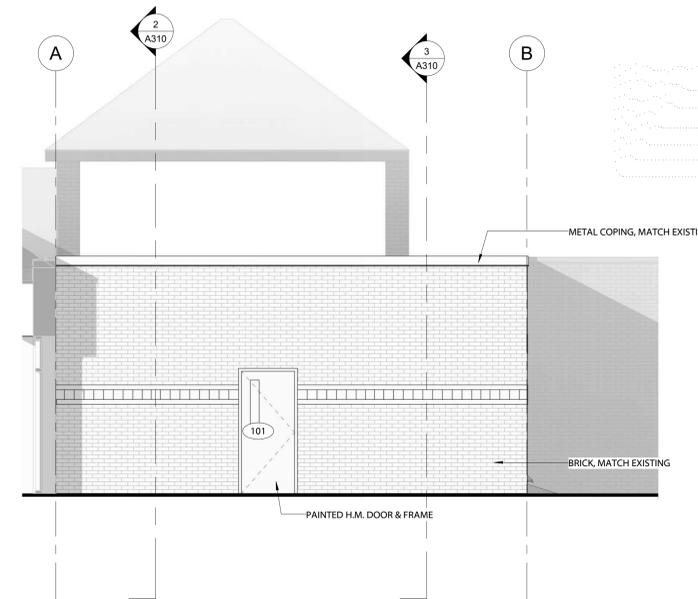
EXISTING METAL COPING TO MATCH
EXISTING METAL VERTICAL PANEL



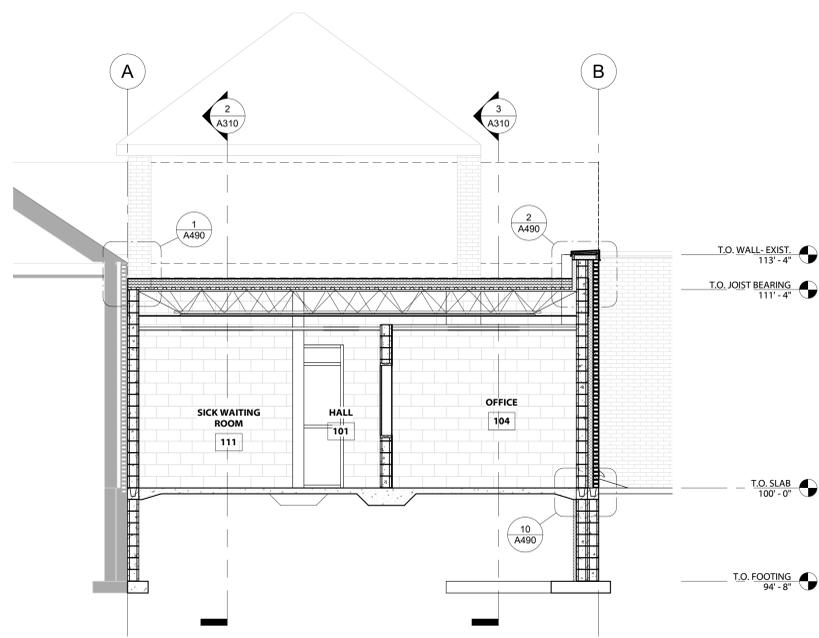
1 BUILDING ELEVATION- FRONT
A300 1/4" = 1'-0"



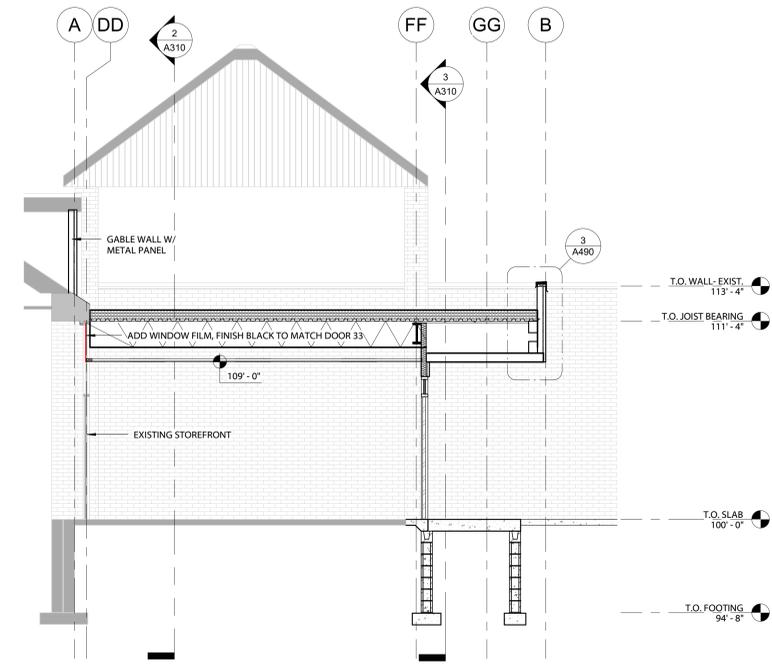
EXISTING BRICK, VERIFY DECORATIVE BRICK HEIGHTS
EXISTING COW'S TONGUE DOWNSPOUT NOZZLE
EXISTING CONC SPLASH BLOCK



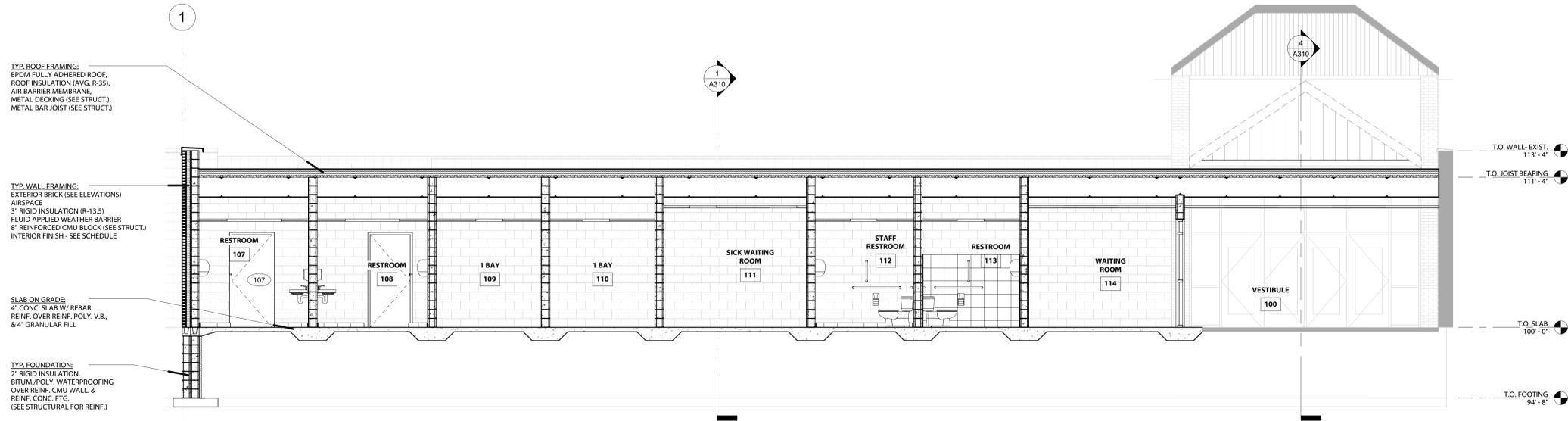
2 BUILDING ELEVATION- 2
A300 1/4" = 1'-0"



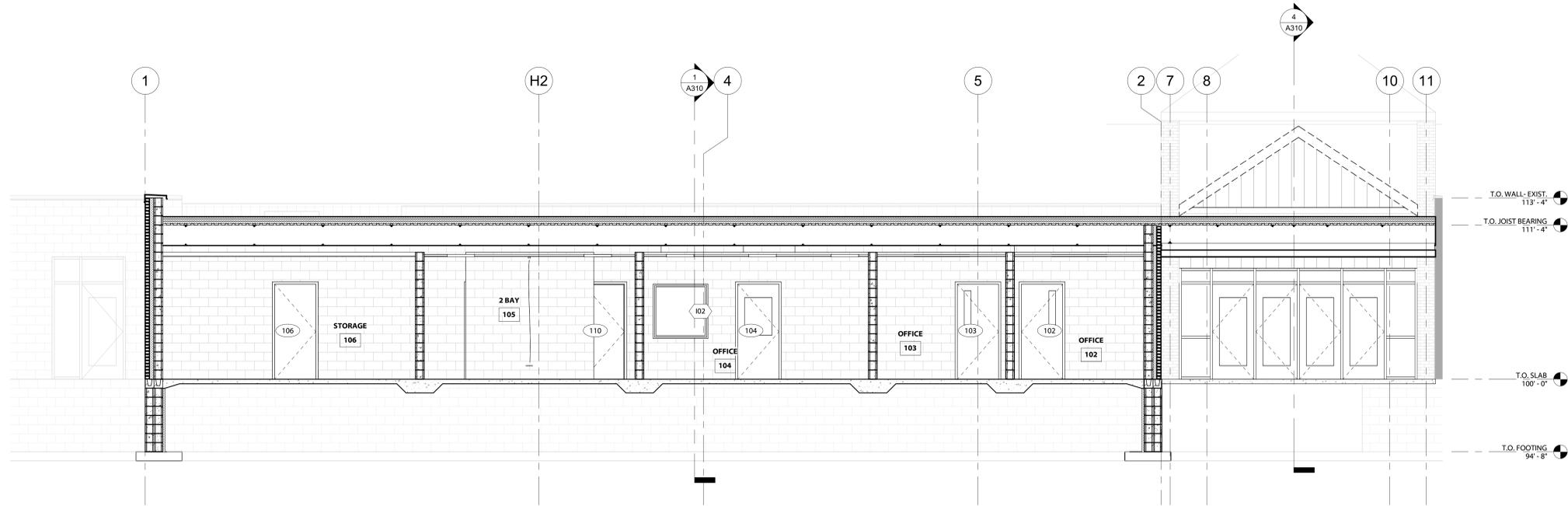
1 BUILDING SECTION-1
A310 1/4" = 1'-0"



4 BUILDING SECTION- VESTIBULE
A310 1/4" = 1'-0"



2 BUILDING SECTION-LONG 1
A310 1/4" = 1'-0"



3 BUILDING SECTION-LONG 2
A310 1/4" = 1'-0"

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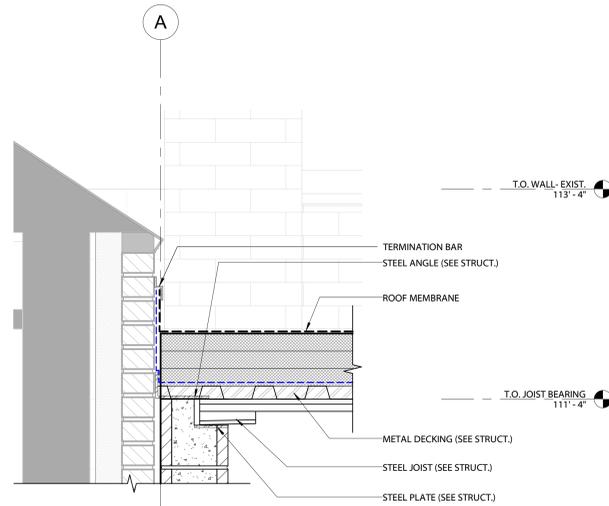
ERIC LARSON
LIC# 47862 12/07/2022

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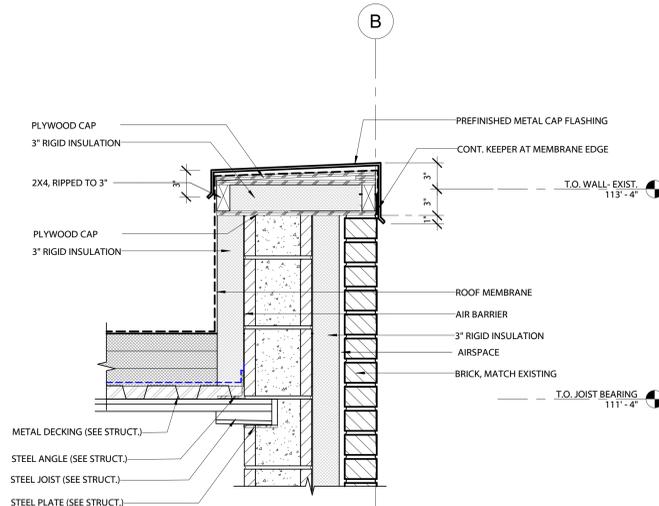
REVISION	DATE

BUILDING SECTIONS

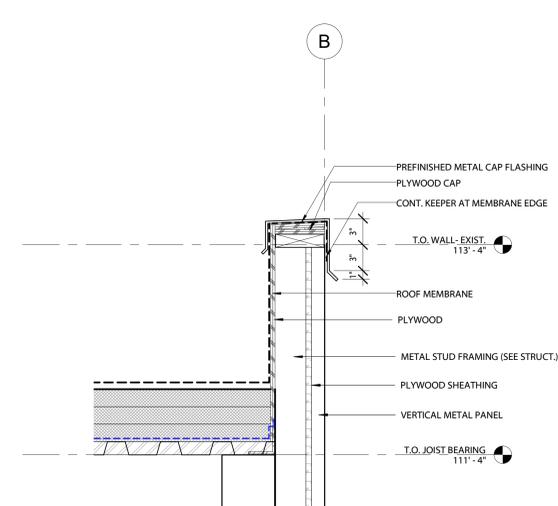
A310



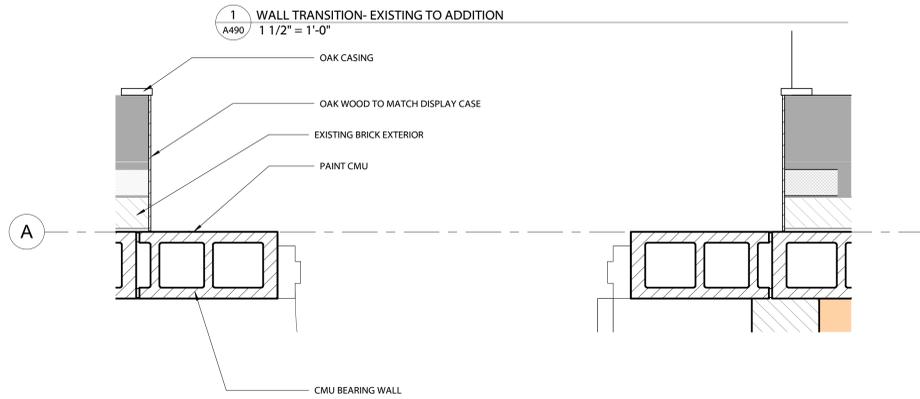
1 WALL TRANSITION- EXISTING TO ADDITION
A490 1 1/2" = 1'-0"



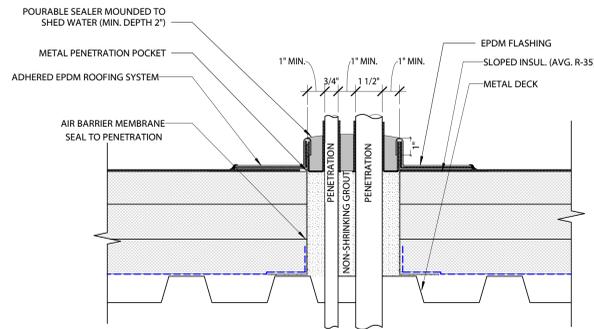
2 PARAPET DETAIL- NURSE STATION
A490 1 1/2" = 1'-0"



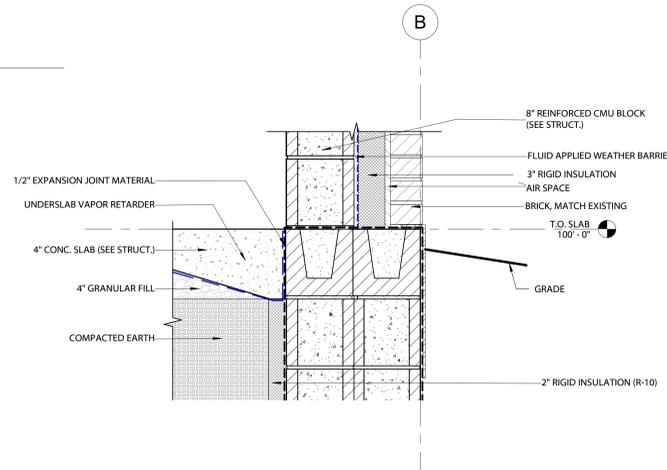
3 PARAPET DETAIL- VESTIBULE
A490 1 1/2" = 1'-0"



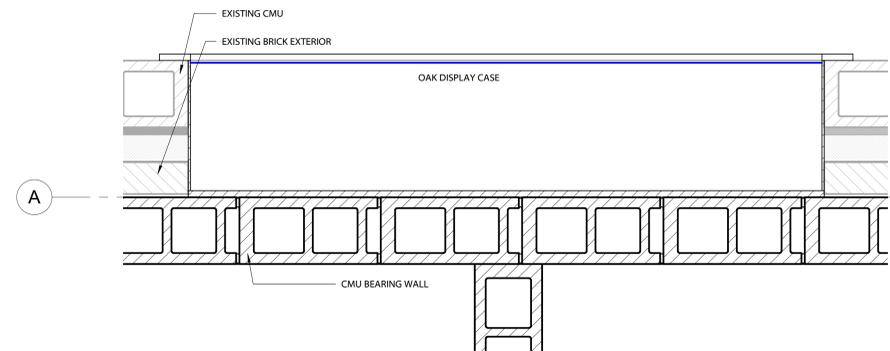
5 DOOR JAMB DETAIL- EXISTING WALL
A490 1 1/2" = 1'-0"



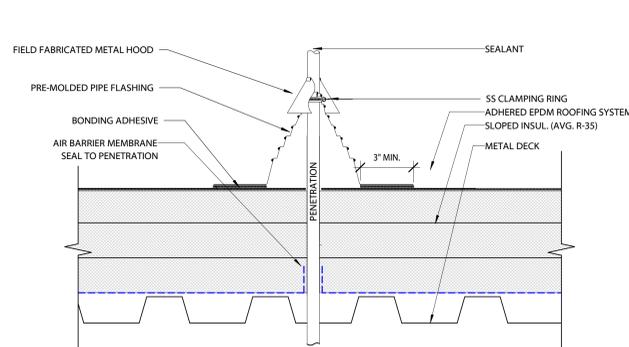
4 DETAIL - ROOF PENETRATION
A490 3" = 1'-0"



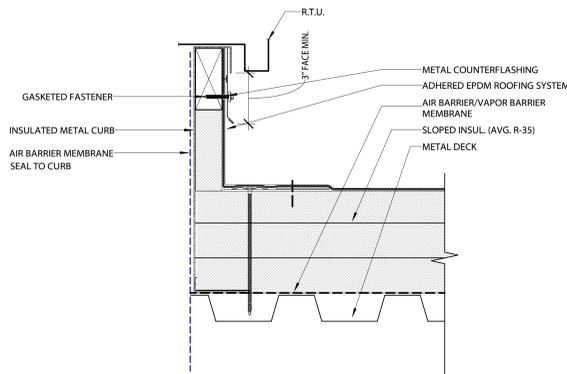
10 BOTTOM OF WALL DETAIL
A490 1 1/2" = 1'-0"



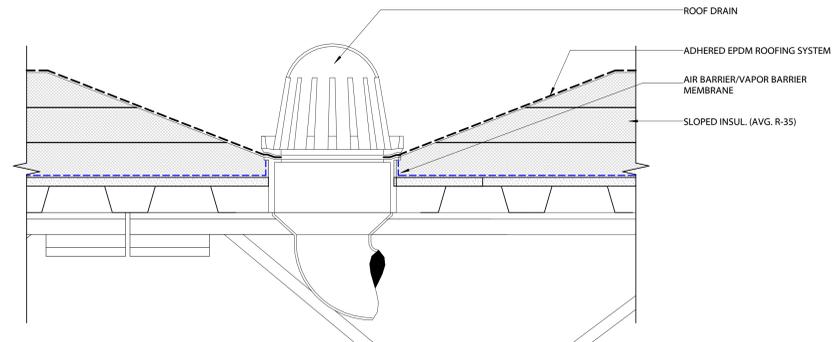
6 FLOOR PLAN- NURSE STATION - Callout 1
A490 1 1/2" = 1'-0"



7 DETAIL - ROOF PENETRATION PIPE FLASHING
A490 3" = 1'-0"



8 DETAIL - R.T.U. COUNTERFLASHING
A490 3" = 1'-0"



9 DETAIL - ROOF DRAIN SYSTEM
A490 3" = 1'-0"

PERMIT SET

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ERIC LARSON
LIC# 47862 12/07/2022

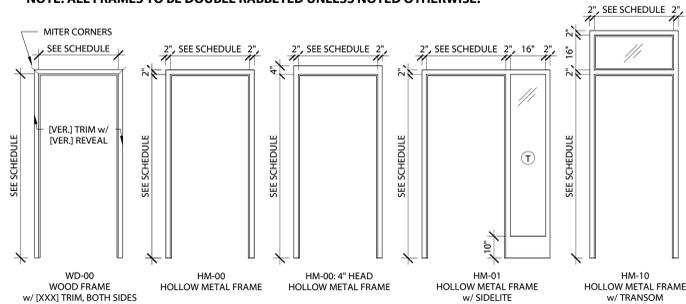
PROJECT NUMBER: 3940
ISSUED: 12/07/2022

REVISION	DATE

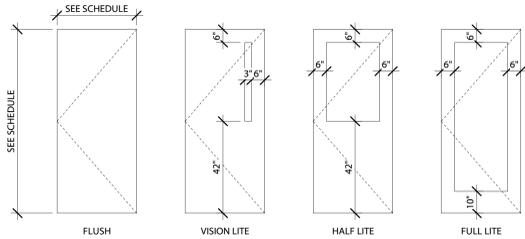
EXTERIOR DETAILS

A490

NOTE: ALL FRAMES TO BE DOUBLE RABBETED UNLESS NOTED OTHERWISE.



DOOR FRAME TYPES
3/8" = 1'-0"



DOOR PANEL TYPES
3/8" = 1'-0"

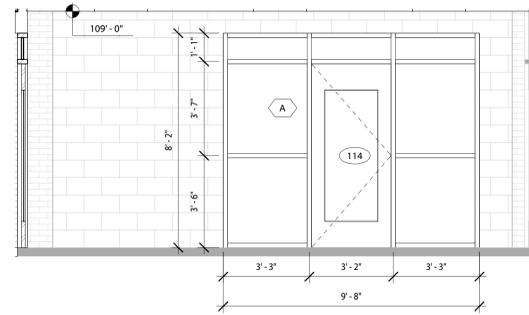
DOOR NOTES:
 1. SEE FLOOR PLAN(S) & ELEVATIONS FOR CORRECT HAND SWING DESIGNATION, SLIDE DIRECTION, AND THRUST/JAMB DIMENSION.
 2. ALL SWING DOORS TO HAVE A MINIMUM (3) HINGES OF SUITABLE STRENGTH FOR RESPECTIVE DOOR PANEL WEIGHT.
 3. PROVIDE SAFETY GLASS FOR ALL GLAZED OPENINGS IN DOOR PANELS.

DOOR SCHEDULE NURSE										
MARK	ROOM	UNIT SIZE			FRAME TYPE	PANEL TYPE	PANEL MATERIAL	FIRE RATING	HARDWARE SET	NOTE
		WIDTH	HEIGHT	THICKNESS						
100A	VESTIBULE	3'-0"	7'-0"	1 3/4"	ALUM.: SEE ELEV.	04-FULL LITE				06
100B	VESTIBULE	3'-0"	7'-0"	1 3/4"	ALUM.: SEE ELEV.	04-FULL LITE				06
100C	VESTIBULE	3'-0"	7'-0"	1 3/4"	ALUM.: SEE ELEV.	04-FULL LITE				06
100D	VESTIBULE	3'-0"	7'-0"	1 3/4"	ALUM.: SEE ELEV.	04-FULL LITE				07
101	HALL	3'-0"	7'-0"	1 3/4"	HM-00	02-VISION LITE	EXTERIOR			08
102	OFFICE	3'-0"	7'-0"	1 3/4"	HM-00	02-VISION LITE				04
103	OFFICE	3'-0"	7'-0"	1 3/4"	HM-00	02-VISION LITE				04
104	OFFICE	3'-0"	7'-0"	1 3/4"	HM-00	03-HALF LITE				04
106	STORAGE	3'-0"	7'-0"	1 3/4"	HM-00	01-FLUSH				05
107	RESTROOM	3'-0"	7'-0"	1 3/4"	HM-00	01-FLUSH		90 MIN		03
108	RESTROOM	3'-0"	7'-0"	1 3/4"	HM-00	01-FLUSH		90 MIN		03
109	1 BAY	3'-0"	7'-0"	1 3/4"	HM-00	01-FLUSH				01
110	1 BAY	3'-0"	7'-0"	1 3/4"	HM-00	01-FLUSH				01
112	STAFF RESTROOM	3'-0"	7'-0"	1 3/4"	HM-00	01-FLUSH			FOB ACCESS	03
113	RESTROOM	3'-0"	7'-0"	1 3/4"	HM-00	01-FLUSH				03
114	WAITING ROOM	3'-0"	7'-0"	1 3/4"	ALUM.: SEE ELEV.	04-FULL LITE				02

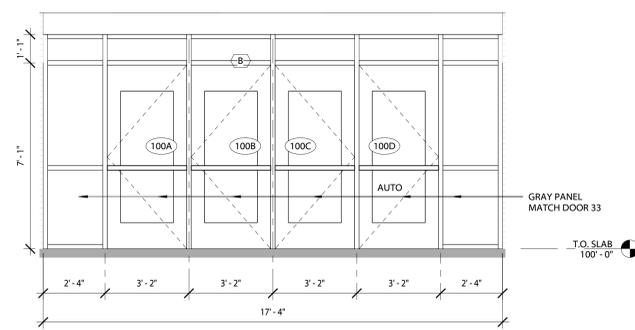
HARDWARE SET

- SET # 01
(3) HINGES
PASSAGE- CODE F75
WALL STOP
- SET #02
(3) HINGES
PASSAGE- CODE F75
SURFACE CLOSER
- SET #03
(3) HINGES
PRIVACY LOCK- F76
OCCUPANT INDICATOR
SURFACE CLOSER
KICK PLATE
WALL STOP
- SET # 04
(3) HINGES
OFFICE LOCK- F81
WALL STOP
- SET #05
(3) HINGES
STOREROOM LOCK- CODE F86
WALL STOP
- SET #06
(3) HINGES
EXIT DEVICE- CODE 04
- SET #07
(3) HINGES
EXIT DEVICE- CODE 04
AUTO BUTTON OPERATED
BUZZER OPERATED
- SET #08
(3) HINGES- 180 DEGREES
EXIT DEVICE- CODE 01
PARALLEL ARM CLOSER

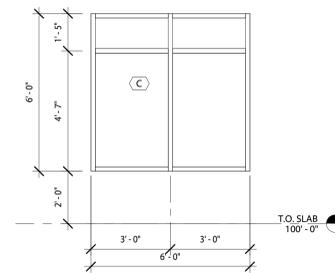
ALUMINUM STOREFRONT WINDOW SCHEDULE						
COUNT	MARK	WINDOW TYPE	GLASS TYPE	WIDTH	HEIGHT	NOTE
1				4'-11 3/4"	7'-6"	
1	A	ALUM. STOREFRONT		9'-8"	8'-2"	
1	B	ALUM. STOREFRONT		17'-4"	8'-2"	
3	C	ALUM. STOREFRONT		6'-0"	6'-0"	



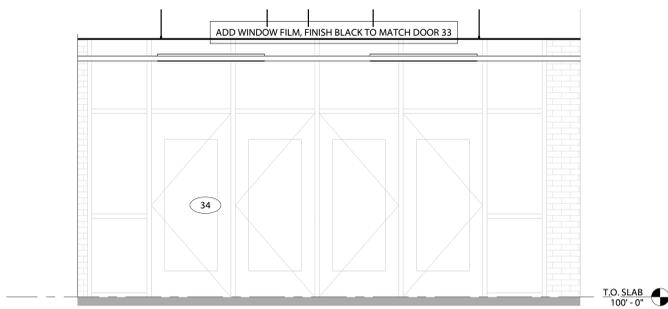
1 STOREFRONT ELEVATION A
3/8" = 1'-0"



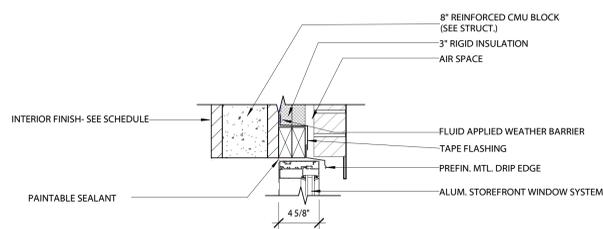
2 STOREFRONT ELEVATION- EXTERIOR B FROM VESTIBULE
3/8" = 1'-0"



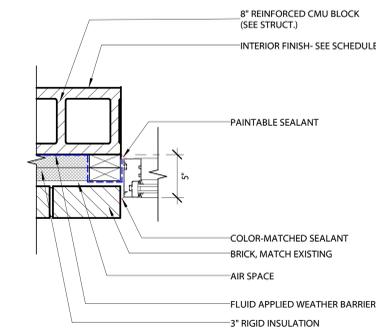
3 STOREFRONT ELEVATION- EXTERIOR C
3/8" = 1'-0"



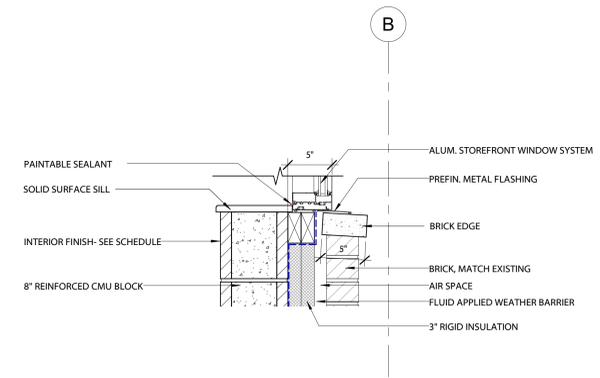
4 STOREFRONT ELEVATION- INTERIOR EXISTING
3/8" = 1'-0"



5 WINDOW HEAD DETAIL
1 1/2" = 1'-0"



6 WINDOW JAMB DETAIL
1 1/2" = 1'-0"



7 WINDOW SILL DETAIL
1 1/2" = 1'-0"

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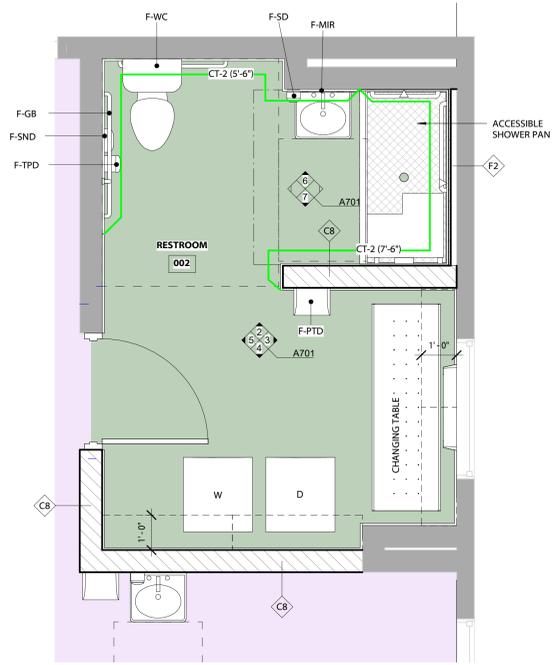
ERIC LARSON
LIC# 47862 12/07/2022

PROJECT NUMBER: 3940
ISSUED: 12/07/2022

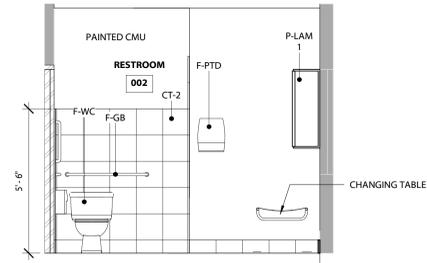
REVISION	DATE

DOOR SCHEDULE & ELEVATIONS

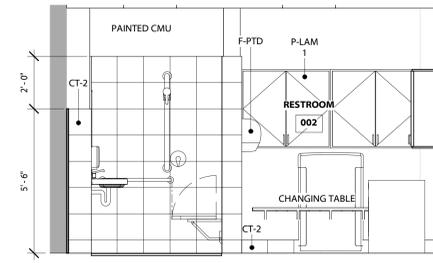
A600



1 ENLARGED DCD ROOM RESTROOM
A701 1/2" = 1'-0"

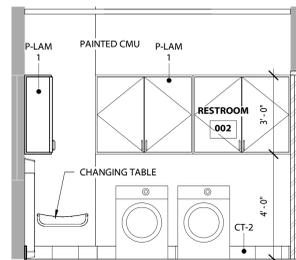


2 DCD RESTROOM- ELEVATION 1
A701 3/8" = 1'-0"

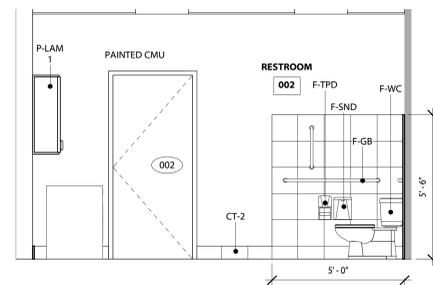


3 DCD RESTROOM- ELEVATION 2
A701 3/8" = 1'-0"

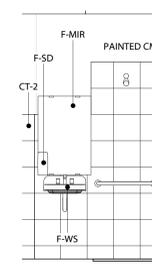
FIXTURE LEGEND	
MARK	FIXTURE TYPE
F-GB	GRAB BAR
F-MIR	MIRROR
F-PTD	PAPER TOWEL DISPENSER
F-SD	SOAP DISPENSER
F-SND	SANITARY NAPKIN DISPOSAL
F-TPD	TOILET PAPER DISPENSER
F-WC	FLOOR-MOUNT TOILET
F-WS	WALL-MOUNT SINK



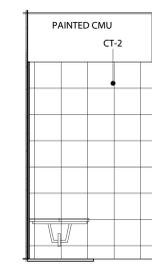
4 DCD RESTROOM- ELEVATION 3
A701 3/8" = 1'-0"



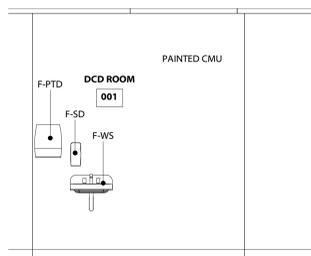
5 DCD RESTROOM- ELEVATION 4
A701 3/8" = 1'-0"



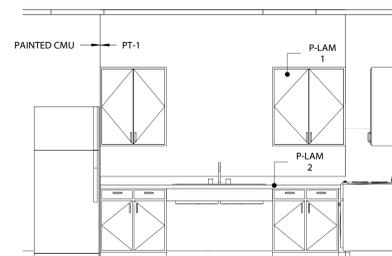
6 DCD RESTROOM- ELEVATION 5
A701 3/8" = 1'-0"



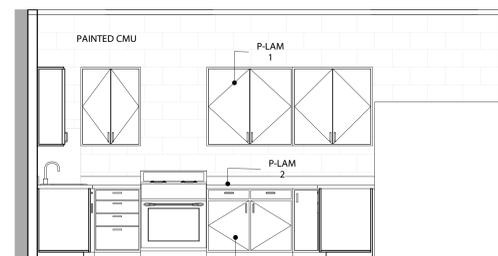
7 DCD RESTROOM- ELEVATION 6
A701 3/8" = 1'-0"



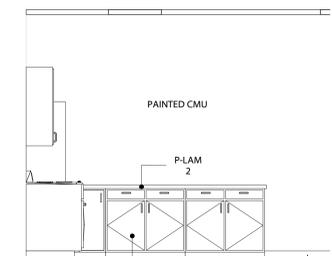
8 DCD WASH- ELEVATION 1
A701 3/8" = 1'-0"



9 DCD KITCHEN- ELEVATION 1
A701 3/8" = 1'-0"



10 DCD KITCHEN- ELEVATION 2
A701 3/8" = 1'-0"



11 DCD KITCHEN- ELEVATION 3
A701 3/8" = 1'-0"

PINE RIVER BACKUS SCHOOLS - ADDITION & REMODEL

PINE RIVER, MN

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ERIC LARSON
LIC# 47862 12/07/2022

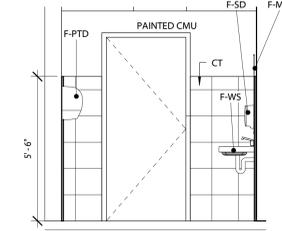
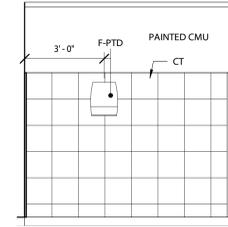
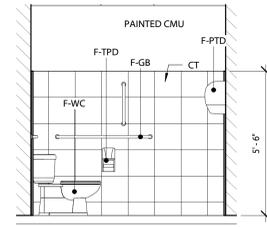
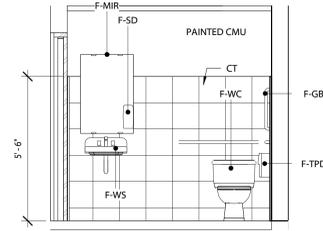
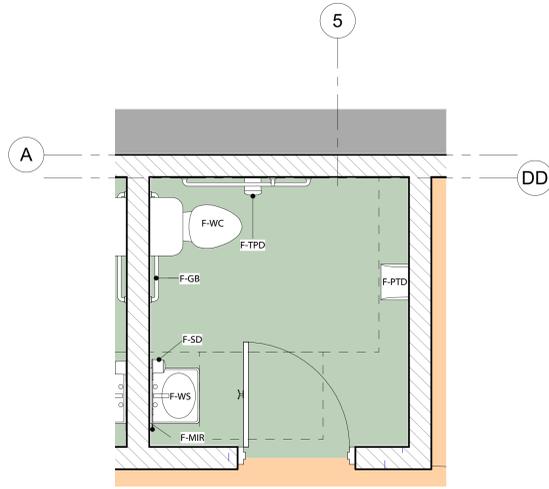
PROJECT NUMBER: 3940
ISSUED: 12/07/2022

REVISION	DATE

DCD INTERIOR
ELEVATIONS

A701

FIXTURE LEGEND	
MARK	FIXTURE TYPE
F-GB	GRAB BAR
F-MIR	MIRROR
F-PTD	PAPER TOWEL DISPENSER
F-SD	SOAP DISPENSER
F-SND	SANITARY NAPKIN DISPOSAL
F-TPD	TOILET PAPER DISPENSER
F-WC	FLOOR-MOUNT TOILET
F-WS	WALL-MOUNT SINK



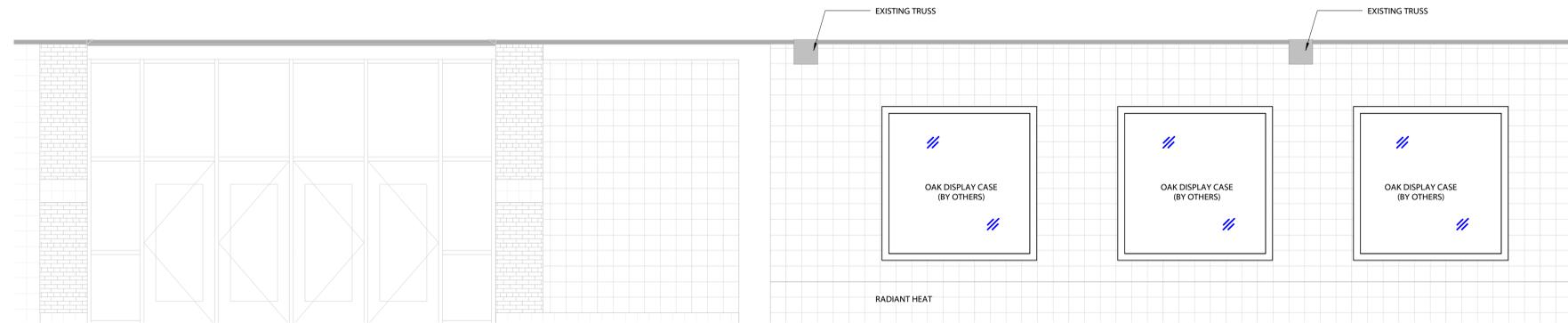
1 ENLARGED NURSE STATION RESTROOM- TYP.
A702 1/2" = 1'-0"

2 NURSE STATION RESTROOM- ELEVATION 1
A702 3/8" = 1'-0"

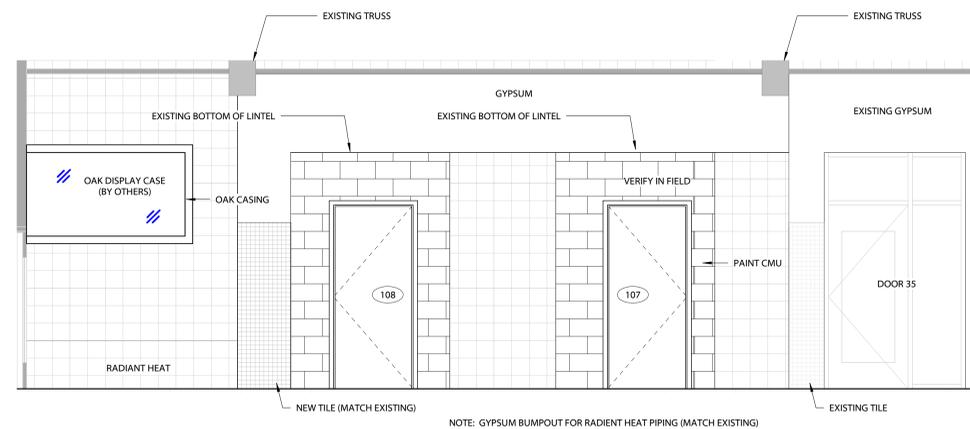
3 NURSE STATION RESTROOM- ELEVATION 2
A702 3/8" = 1'-0"

4 NURSE STATION RESTROOM- ELEVATION 3
A702 3/8" = 1'-0"

5 NURSE STATION RESTROOM- ELEVATION 4
A702 3/8" = 1'-0"



6 ELEVATION- HALL 11
A702 3/8" = 1'-0"



7 ELEVATION- HALL 2
A702 3/8" = 1'-0"

PINE RIVER BACKUS SCHOOLS - ADDITION & REMODEL
PINE RIVER, MN

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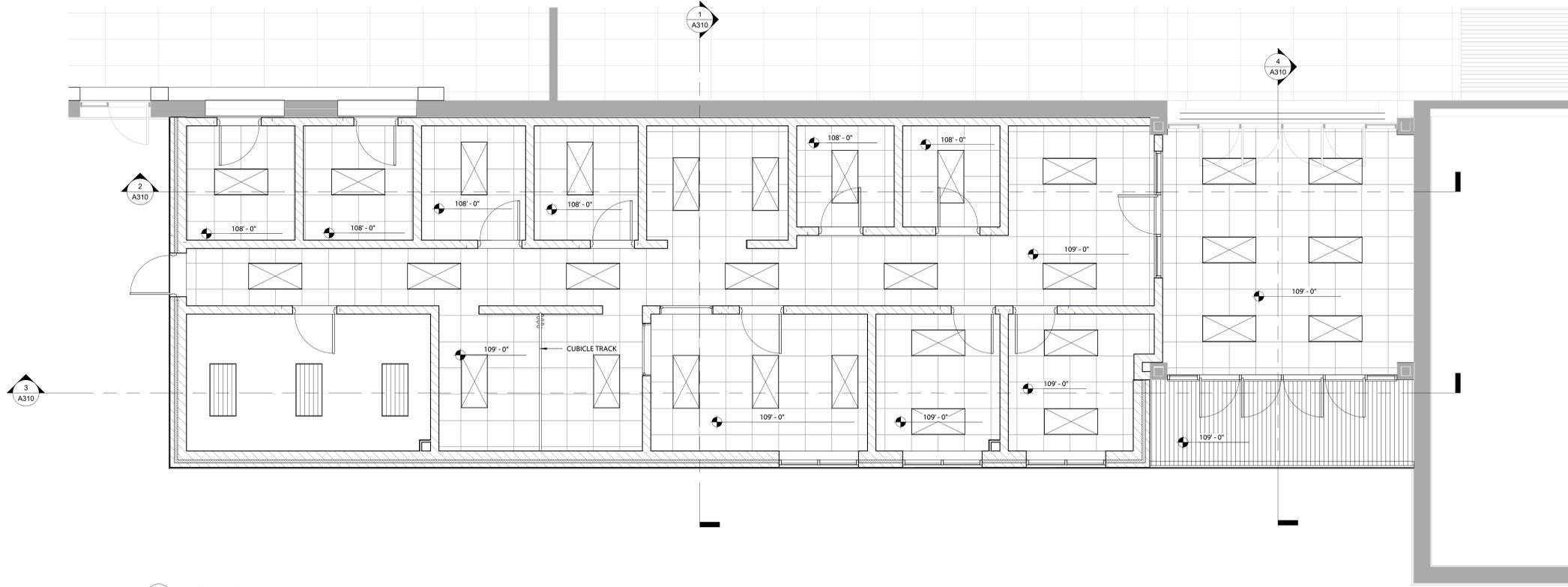
ERIC LARSON
LIC# 47862 12/07/2022

PROJECT NUMBER: 3940
ISSUED: 12/07/2022

REVISION	DATE

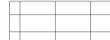
NURSE STATION INTERIOR ELEVATIONS

A702



2 NURSE CEILING PLAN
A810 1/4" = 1'-0"

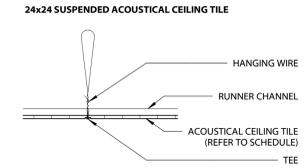
REFLECTED CEILING PLAN LEGEND

-  ACT-1: 2X2 SUSPENDED CEILING
-  ACT-2: 2X4 SUSPENDED CEILING
-  GYP-1: PAINTED GYPSUM BOARD CEILING/SOFFIT
-  GYP-2: PAINTED GYPSUM BOARD CEILING/SOFFIT AT UNDERSIDE OF TRUSS

-  HIGH BAY HANGING FIXTURE
-  RECESSED CAN
-  LINEAR LED ACT LIGHT
-  2X4 LAY-IN LED LIGHT
-  WALL PACK (EXTERIOR)
-  PENDANT LIGHT

NOTE:
A.C.T. TILES IN RESTROOMS TO BE INSTALLED WITH CLIPS

CEILING SYSTEMS



PINE RIVER BACKUS SCHOOLS - ADDITION & REMODEL

PINE RIVER, MN

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ERIC LARSON
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PROJECT NUMBER: 3940
ISSUED: 12/07/2022

REVISION	DATE

REFLECTED CEILING PLAN

A810

2022 Health Services - DCD Budget Assumptions

PROJECT BUDGET

	Health Services		Total Project	
	Addition	DCD Room	Cost	
Casework	8,500	-	8,500	
Construction	1,220,000	330,000	1,550,000	
Design	78,000	13,500	91,500	
FFE (owner)	15,000	5,000	20,000	
Soil Boring (owner)	3,580	-	3,580	Independent Testing Technologies
Mechanical Commissioning	-	-	-	
<i>add</i>	-	-	-	
<i>add</i>	-	-	-	
	1,325,080	348,500	1,673,580	

PROJECT FINANCING

ESSER III Funds (Fin 160) - Federal	880,000	
Internal Committed Funds - State/Local	434,984	<i>final amount to be approved by School Board</i>
Cass County ARPA Federal Funds	265,016	
Operating Capital - State/Local	85,000	
Special Education - State	5,000	
District Paid Expenses	3,580	
<i>add</i>	-	
<i>add</i>	-	
	1,673,580	
	-	<i>Balance to Finance</i>
	1,673,580	

MEMORANDUM OF AGREEMENT

Between

School Service Employees Local 284

and

Pine River-Backus School District No. 2174

WHEREAS, the School Service Employees Local 284 is the Exclusive Representative of the Support Staff Bargaining Unit (Union) in Independent School District No. 2174, Pine River-Backus (District) and

WHEREAS, the parties are governed by a Collective Bargaining Agreement for the 2020-2023 contract period; and

NOW, THEREFORE, the District and Union agree to the following amendment to the current contract.

Appendix A - Wage Rates

The following wage rates will be effective for hours worked January 1, 2023 to June 30, 2023:

Step	Para-professionals	Admin Asst	Behavior Mgmt	Custodian	Maintenance Worker I	Maintenance Worker II
0	\$14.99	\$16.39	\$20.34	\$15.85	\$19.64	\$17.75
1	\$15.42	\$16.66	\$20.61	\$16.12	\$19.91	\$18.02
2	\$15.96	\$17.20	\$20.94	\$16.66	\$20.45	\$18.56
3	\$16.50	\$17.75	\$21.26	\$17.20	\$20.99	\$19.10
4	\$17.04	\$18.29	\$21.59	\$17.75	\$21.53	\$19.64
5	\$17.58	\$18.83	\$21.91	\$18.29	\$22.07	\$20.18
6	\$18.12	\$19.37	\$22.24	\$18.83	\$22.61	\$20.72
10	\$18.39	\$19.64	\$22.40	\$19.10	\$22.89	\$20.99
15	\$18.67	\$19.91	\$22.56	\$19.37	\$23.16	\$21.26
20	\$18.94	\$20.18	\$22.83	\$19.64	\$23.43	\$21.53

The following rates apply to two individuals whose hourly wage remains at a rate which exceeds the schedule established for their assigned classification:

- Lori Flategraff \$20.35
- Lori Kish \$19.68

Other Considerations for Maintenance, Custodians and Paraprofessionals

Maintenance and Custodian:

1. Assistant to the supervisor shall be paid 20 cents an hour above schedule.
2. Night supervisors shall be paid 20 cents an hour above schedule.
3. Boiler checks shall be paid at time and one-half times the hourly rate of pay on weekends and at a rate of double the hourly rate of pay on holidays. This shall apply to routine boiler checks only. Additional weekend or holiday time worked shall be compensated at regular and overtime rates as appropriate. If a holiday falls on a weekend, the actual date of the holiday shall be used to pay double time. Employees performing boiler checks shall be paid a minimum of two (2) hours.
4. All 2nd shift employees shall be paid 40 cents an hour above schedule.
5. Employees substituting for the Director of Buildings and Grounds: In the event that a maintenance worker employee substitutes for the Director of Buildings and Grounds when he/she is on leave, said employee will be compensated an additional \$4 per hour to reflect the additional responsibility and supervision needed to substitute in this capacity. Substitute hours must be authorized by the Director of Buildings and Grounds.
6. Footwear allowance: Full-time, twelve-month contracted custodial and maintenance workers who have passed their probationary period, will be reimbursed up to \$200 once each two-year period upon submission of an original receipt for one pair safety-toed boots/shoes only when no other foot protection is provided by the District.

Paraprofessionals:

1. Paraprofessionals working with students Kindergarten through Grade 12 assigned to a Level III Program or to a student who is identified as in need of Level III services in the IEP shall be paid \$2.50 an hour above schedule. The time spent in the program or with the student should be a minimum of 5 hours per week or an average of 1 hour per day. Any time less than that requires principal approval. Paraprofessionals who are needed to substitute, at the direction of the building principal, in a Level III program or with a student receiving Level III services documented in their IEP shall record their time and be paid \$2.50 an hour above schedule for time. The additional pay will begin with the first full hour of subbing in this capacity. **(Level III follows the federal regulation description and is defined as a student who requires special education services outside of the regular education classroom for more than 60 percent of the day. The**

Level III distinction may change due to changes in service minutes documented in the IEP.)

2. Paraprofessionals who are assigned to a student who is identified as needing a behavior management specialist in the IEP or substituting for a behavior management specialist shall record their time and be paid at step 0 of the behavior management specialist wage according to the current wage matrix.

3. In the event a paraprofessional supervises the classroom when the teacher is out of the building without a replacement teacher or has supervisory duties of a classroom when a teacher is not present shall be compensated an additional \$4 per hour to reflect the additional responsibility and supervision needed in this capacity. If the classroom/program has multiple paraprofessionals to support the classroom/program one paraprofessional will be designated in this capacity. The additional pay will begin with the first full hour of supervision.

This language will be included in the 2023-2025 master agreement.

FOR:

Service Employees International Union,
Local 284

By: _____
Local 284 Representative

Dated: _____

FOR:

Pine River-Backus School District

By: _____
Board Chair

Dated: _____

MASTER AGREEMENT

between

INDEPENDENT SCHOOL DISTRICT NO. 2174

and the

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL #284

JULY 1, ~~2020~~ 2023 – JUNE 30, ~~2023~~-2025

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Article I
Purpose

This Agreement is entered into between Independent School District 2174, Pine River-Backus, Minnesota, hereinafter referred to as the District or the School District, and the Service Employees International Union, Local 284, hereinafter referred to as the exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for all employees of the School District who are support staff and whose employment service exceeds the lesser of fourteen (14) hours per week or 35% of the normal work week in the appropriate unit and more than sixty-seven (67) days per year excluding the following: confidential employees, supervisory employees, and such other employees excluded by law. For purposes of this Agreement, the term, "appropriate unit," shall include all support staff employees in classifications of custodian, maintenance, ~~clerical administrative assistant, instructional assistant~~ ~~paraprofessional~~ and behavior management specialist.

Article II
Recognition of Exclusive Representative

Section 1. Recognition: In accordance with the PELRA, the School District recognizes Service Employees International Union, Local 284 as the exclusive representative for all employees of the District and are so recognized in Article I.

Section 2. Exclusive Representative: The exclusive representative shall represent all employees of the District contained in the appropriate unit as defined in Article I of the Agreement until such time as it shall lose an election held pursuant to the PELRA or until it shall be decertified by a court of competent jurisdiction or by the Commissioner of the Minnesota Bureau of Mediation Services (BMS) as authorized by the PELRA.

Article III
Definitions

Section 1. Terms and Conditions of Employment: Terms and conditions of employment shall mean the hours of employment, the compensation therefore including fringe benefits except retirement contribution or benefits and the District's policies affecting the working conditions of the employees.

Section 2. School District or District: For purposes of administering this Agreement, the term, "School District," or the term, "District," shall mean the School Board or its designated representative(s).

Section 3. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

Article IV
School District Rights

Section 1. Inherent Managerial Rights: The exclusive representative specifically recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The exclusive representative specifically recognizes the rights and obligation of the School Board to efficiently manage and conduct the operation of the School District with its primary obligation to provide educational opportunity for the students.

Section 3. Effects of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board and shall be governed by the laws of the State of Minnesota and by School Board rules, regulations, directives and orders issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that all employees covered by this Agreement are subject to the laws of the State. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of School District rights and duties shall not be deemed to exclude other inherent managerial rights and management functions not expressly reserved herein and all management rights and management functions not expressly delegated in the Agreement are reserved to the School District.

Article V Employee Rights

Section 1. Employee Rights: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to or does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join: Employees shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit.

Section 3. Request for Dues Check-Off: With the authorization of the employee, each employee shall have the right to request and be allowed dues check off for the Union. The employee request shall be in the form of a written authorization, online sign-up or audio-recorded phone authorization submitted to the Union. The Union shall provide the District with the appropriate form of authorization (examples of appropriate form are: paper, electronic file, audio file) for dues/premier member dues deduction. The School District agrees to honor and implement all the terms of dues-check off authorization submitted by the Union and agreed to by the employee. The School District shall adhere to the specific provisions in each dues check-off authorization regarding the duration, renewal, procedure for revocation, amount of dues deducted (including premier member) and all other provisions agreed to by the employee as stated in the authorization. Such dues shall be remitted to the Union monthly.

~~Deductions may be terminated by the employee by giving 30 days' written notice to the District's business office to stop such deductions.~~

Section 4. Exclusive Representative Leave: At the beginning of every school year, the exclusive representative shall be credited with five (5) days, non-accumulative, for the purpose of conducting the duties of the exclusive representative, to be used by the employees who are officers or agents of the exclusive representative. The exclusive representative agrees to notify the District in writing prior to using said leave. The exclusive representative agrees to reimburse the cost of the substitutes.

Article VI
Rates of Pay

Section 1. Rates of Pay: The wages and salaries, including the night shift differentials, for the period commencing July 1, ~~2020~~ 2023, through June 30, ~~2023~~ 2025, are set forth in the salary schedules, which are attached hereto and made a part hereof.

Section 2. Duration: In the event a successor Agreement is not entered into prior to the expiration of this Agreement, employees shall be compensated according to their current rate until a successor Agreement is entered into, with the approved salary schedules retroactive to July 1, ~~2020~~ 2023. The District reserves the right to withhold a salary increase in individual cases, but shall give written notice to the exclusive representative at least ten (10) days prior to withholding the pay increase. The notice shall state the reason for such action.

Section 3. Departments will be defined as:

- Custodial Maintenance – will include the following classifications: Custodial, Maintenance Worker I and Maintenance Worker II.
- Paraprofessional/BMS – will include the following classifications: Paraprofessional and Behavior Management Specialist.
- ~~Clerical Administrative Assistant~~ – will include the ~~Clerical Administrative Assistant~~ classification.

Section 4. New Employees, Rehires or Change in Classification: All new employees or employees who have resigned and/or were terminated, at the time of hire or rehire shall start at ~~step 0~~ an administratively placed step determined by work experience and training. In the case of an employee who moves from one position to a higher classification within the same department or between classifications, the rate of pay will be a lateral step move negotiated. The district will ensure the employee is kept whole. In the case of an employee moving or being reduced to a lower classification within the same department, the rate of pay will be a lateral step move.

Section 5. Substitute Pay: A Maintenance II employee with a current first class boilers license substituting for a Maintenance I employee for ten (10) or more consecutive days shall be paid the current regular Maintenance I rate of pay or the said substitute's rate of pay whichever is higher commencing on the 11th day. Employees will not go down in pay if substituting in a lower category. Employees substituting in their current job classification shall retain their current rate of pay. At the request of the building principal or director, qualified employees substituting in a higher job grade will be paid at the higher job grade probationary rate for the duration of the substitute period. ~~Substitute periods must be at least four hours in duration and/or prearranged. No employee shall be paid less (inclusive of shift differential) when substituting for another employee, filling a vacant position and/or called to come in on a day shift. The loss of shift differential occurs when an employee is working days on school breaks and is not substituting for another employee, filling a vacant position and/or is contracted to come in on a day shift.~~

Article VII
Group Insurance

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Section 2. Claims Against the School District: The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Duration of Insurance Contribution: An employee is eligible for School District contribution as negotiated as long as the employee is employed by the District, on paid status and enrolled in the School District's group insurance plans. Upon termination of employment, all District contribution shall cease.

Section 4. Eligibility: Insurance benefits shall be provided for all eligible employees. In order to be eligible, an employee must work an average of twenty (20) hours per week for 4 weeks.

Section 5. Health Insurance Coverage: The School District shall contribute a sum of up to ~~\$500~~ \$640 per month ~~through November 2020 for the 2023-24 school year; \$550 and \$689 per month effective December 2020; \$565 per month for the 2021-2022 2024-25 school year; and \$585 per month for the 2022-2023 school year~~ toward the District's group health insurance plan for each employee who qualifies for and is enrolled in said plan.

Section 6. Life Insurance Coverage: The School District shall provide term life insurance in the amount of \$20,000. Premiums for term life insurance shall be paid by the District for as long as the employee is employed by the School District.

Section 7. Retirement Eligibility: Upon retirement, employees who are at least 55 years of age and have at least fifteen years of service to the School District, shall be eligible to remain in the existing group health and hospitalization insurance plan per MN 471.61 (Group benefits for officers, employees, retirees). Employees shall pay the premium for such coverage.

Article VIII Leaves of Absence

Section 1. Sick Leave: The employees covered under this Agreement shall earn sick leave at the rate of one and one-fourth days for each month of service in the employ of the District. In order to be eligible, an employee must work an average of twenty (20) hours per week for four (4) weeks. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year. Instructional Assistants who work a minimum of 4 hours per day during the summer school sessions will earn additional sick leave based on the following formula: $1.25/20 \text{ days} = .0625 \times \text{number of days worked}$ (example $1.25 / 20 = .0625 \times 24 \text{ days} = 1.5 \text{ days of sick leave earned}$).

Subd. 1. Unused sick leave days may accumulate to a maximum credit of 100 days.

Subd. 2. Sick leave with pay shall be allowed by the School District whenever an employee's absence is found to have been due to illness or injury which prevented his/her attendance at school and performance of duties on that day or days. Employees may also use their sick leave for serious illness or injury of the employee's spouse, children, adult children, parents, mother-in-law, father-in law, sibling, grandchild, grandparent or stepparent when it requires the employee's absence from work. Serious illness or injury will generally be interpreted to mean such disability requiring hospitalization, emergency room treatment or close bedside supervision. Employees may use sick leave in accordance with Minnesota Statutes 181.9413.

Subd. 3. If an employee is absent for three (3) or more days, the District may require the employee to furnish a medical certificate from a qualified physician as evidence of illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event a medical certificate will be required, the employee will be so advised. The District may require an employee to furnish a medical certificate from a qualified physician as evidence of fitness to return to work.

Subd. 4. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 5. Sick leave pay shall be approved upon submission of a signed sick leave form.

Section 2. Funeral Leave: Up to five (5) days of funeral leave per year with pay shall be allowed for making funeral arrangements and attending the funeral of a spouse, child, mother, father, brother, sister,

grandparents, grandchildren, and corresponding in-laws. Up to two (2) days funeral leave per year with pay will be allowed to attend funerals for individuals not set forth above. All days granted shall be deducted from accumulated sick leave.

Section 3. Child Care Leave:

Subd. 1. A child care leave shall be granted by the School District, subject to the provisions of this section, to one (1) employee-parent of a natural or adopted infant child, provided such employee-parent is caring for the child on a full time basis.

Subd. 2. An employee making application for child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months before commencement of the intended leave.

Subd. 3. A pregnant employee will provide, at the time of the leave application, a statement from her physician indicating the expected date of delivery. Employee shall be eligible for sick leave pursuant to the sick leave provisions during the period of physical disability. However, an employee shall not be eligible for sick leave during a period of time covered by a child care leave.

Subd. 4. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:

1. Grant any leave more than twelve (12) months in duration.
2. Permit the employee to return to employment prior to the date designated in the request for child care leave.

Subd. 5. An employee returning from child care leave shall be reemployed in a like or similar position for which he/she is qualified unless previously discharged or placed on unrequested leave of absence. The employee shall retain all previous seniority credit, pay and all accrued pre-leave benefits.

Subd. 6. Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree in writing to an extension in the leave.

Subd. 7. Leave under this section shall be without pay or fringe benefits.

Section 4. Medical Leave:

Subd. 1. Any employee who has completed his/her probationary period and who is unable to perform his/her duties because of illness or injury and who has exhausted all sick leave credit, may upon written request, be granted a medical leave of absence without pay up to 6 months at the discretion of the District.

Subd. 2. A request for leave of absence under this section shall be accompanied by a written statement from a qualified physician outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities.

Subd. 3. An employee making application for a medical leave shall inform the Superintendent in writing thirty (30) days in advance of the start of the medical leave, when the reason for the leave is foreseeable.

Section 5. Personal Leave

Subd. 1. All Employees are granted up to three (3) days of personal leave with pay per year. Employees who have ten (10) years or more of continuous service as of the first day of the fiscal year shall be granted one (1) additional day of personal leave. Personal leave is accumulative to

five (5) days, to be deducted from accumulated sick leave, for situations that arise requiring the employee's personal attention and which are not covered under other provisions of this Agreement. Employees under ten (10) years of continuous service will be able to carry over two (2) days and employees with more than ten (10) years of continuous service may be able to carry over one (1) day from the prior year.

Subd. 2. No explanation needs to be given for personal leave.

Subd. 3. The employee shall state in writing prior to the absence, that the leave is to be taken as personal leave, and the leave shall be requested with three (3) day, advance, written notification to the Superintendent or the Superintendent's designee. The three (3) day, advance, written notification will be waived and approval may be granted by the Superintendent or the Superintendent's designee upon written notification when the personal leave is needed due to an emergency situation.

Subd. 4. Personal leave will be granted in minimum of one (1) hour increments.

Subd. 5. The number of personal leave requests granted on any given day shall be limited to 10 % of the employee group by job class. More employees may be granted personal leave at the discretion of the Superintendent. Personal leave will be granted in the order the requests are received by the School District office.

Subd. 6. Employees shall not use personal leave on these two occasions:

1. During or on in-service days that are part of the employee's work schedule,
2. During the first and last five (5) student contact days.

Employees will make every effort to avoid taking personal leave on days preceding or following holidays.

Section 6. Emergency Leave: An employee may be granted an emergency leave up to five (5) days per year – a day is based on the number of the employee's contracted hours worked on one day. Emergency leave is non-accumulative and the days are to be deducted from sick leave and used for emergencies that arise which require the employee's immediate, personal attention. Leave for any catastrophic episode that would exceed the five (5) days per year shall be allowed at the discretion of the School District. All emergency leave days shall be deducted from sick leave.

Subd. 1. Personal or natural disasters are examples of situations for which this leave shall be granted by the School District.

Subd. 2. Requests for emergency leave must be made to the superintendent or his/her designee as soon as possible. The request shall state the reason for the emergency leave request. To qualify for pay, all leaves must be approved in writing. The School District reserves the right to refuse to grant such leave if, under the circumstances involved, the School District determines that such leave shall not be granted.

Section 7. FMLA Leave: Each employee in the unit shall be entitled to rights enumerated in the federal Family Medical Leave Act, regardless of hours worked annually.

Section 8. Insurance Application: An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance.

Section 9. Jury Duty: All employees shall be granted pay by the School District amounting to the difference between their regular pay and the jury duty pay if required to serve on jury duty during hours which conflict with the employee's regular work day.

Article IX
403(b) Matching Annuity Benefit

Section 1. 403(b) Matching Annuity Benefit Eligibility: An employee working six (6) hours or more per day shall be entitled to a matching School District contribution to an approved Minnesota 403(b) pursuant to M.S. 356.24. The District shall contribute annually an amount equal to the amount contributed by the employee, not to exceed the limits set forth in Section 2. Employees working less than six (6) hours but more than three (3) hours per day shall receive a prorated amount.

Section 2. 403(b) District Match Benefit: The District's annual maximum benefit is as follows:

<u>Years of Service</u>	<u>District Matching Annual Contribution</u>
0-3 years	\$ 0.00
4-10 years	\$ 250.00
11-20 years	\$ 500.00
21+ years	\$1,000.00

Article X
Work Week and Work Year

Section 1. Basic Work Year: The basic work year shall be from July 1 to June 30.

Section 2. Work Week: The work week shall commence at 12:01 a.m. on Sunday and conclude at midnight the following Saturday. This work week shall be used to determine overtime as defined by Federal guidelines.

Section 3. School Closings: Support staff shall not experience a reduction in pay if school is called off early or starts late due to an emergency. In the event school is closed for a full day for any reason the District will schedule make-up days for the first two days school is closed in any year. The District will determine work activities for make-up days and may include student contact, professional development and/or other appropriate work activities.

Section 4. Overtime: Overtime will be paid at the rate of time and one-half for hours in excess of forty hours worked per week. No overtime will be allowed without prior written approval of the employee's immediate supervisor. When compensatory time is earned for overtime work, it will also be earned at the rate of time and one half for hours in excess of forty hours worked per week, but can only be earned with the supervisor's approval (Fair Labor Standards Act Sec 7(0)(1)).

Section 5. Notification: Any employee not previously notified of job continuation and who is not going to be offered a position in the upcoming school year will be notified by August 15.

Section 6. Lunch Period: Employees working more than four (4) hours per day shall be provided a duty-free unpaid lunch period of at least thirty (30) minutes.

Section 7. Breaks: Employees working 6-8 hours per day will be granted two (2) breaks not to exceed ten (10) minutes each. Employees working eight (8) or more hours a day will be granted (2) breaks not to exceed fifteen (15) minutes each. All breaks will be scheduled at the employee's discretion at a time consistent with meeting the needs of students and approved by the supervisor.

Section 8. Paraprofessional In-Service Time: All paraprofessionals working 6.5 hours or more per day will be scheduled for a minimum of thirteen hours of in-service training annually. Paraprofessionals working less than 6.5 hours per day will receive a minimum amount of in-service training equal to two days' worth of their contracted hours per day. Time will be scheduled within the contractual work schedule when possible. If training time is scheduled during extended time, the time will be compensated via a time card and paid at the paraprofessional's hourly rate.

Article XI
Probationary Period

An employee working less than twelve (12) months under the provisions of this Agreement shall serve a probationary period of ninety (90) workdays. A twelve (12) month employee shall serve a probationary period of 120 workdays. During this probationary period, the District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee and during the probationary period the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge, or other discipline is concerned. However, a probationary employee shall have the right to bring grievance on any other provisions of the Master Agreement alleged to have been violated.

Article XII
Holidays

Section 1. Holidays:

Subd. 1. There shall be ~~10~~ 11 paid holidays for eligible employees working ~~12~~ 11 or more months: New Year's Day, Presidents' Day, **Good Friday**, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas and New Years Eve. ~~12-month employees will receive Good Friday off without pay provided school is not in session~~

~~Subd. 2. There shall be 8 paid holidays for eligible employees working 11.5 months: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving and Christmas.~~

~~Subd. 3. There shall be 7 paid holidays for eligible employees working 10.5 months: New Year's Day, Presidents' Day, Memorial Day, Labor Day, Thanksgiving, Friday after Thanksgiving and Christmas.~~

Subd. 4. There shall be 6 paid holidays for eligible employees working ~~10~~ less than 11 months: New Year's Day, Memorial Day, Labor Day, Thanksgiving, Friday after Thanksgiving and Christmas.

~~Subd. 5. There shall be 5 paid holidays for eligible employees working 9 months: Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas, and Memorial Day.~~

~~Subd. 6. Number of months worked is defined under Article VII, Section 5.~~

Section 2. Weekends: Holidays that fall on a weekend will be observed on Friday or Monday whichever is closest.

Section 3. Vacation: Any paid holiday which falls within an employee's vacation period shall not be counted as a vacation day.

Article XIII
Earned Vacation

Section 1. Employees who work 1900-2080 hours per year shall accrue vacation as follows:

- a. Five (5) days after one year,
- b. Ten (10) days after two years,
- c. Fifteen (15) days after seven years,
- d. Twenty (20) days after twenty years.

Section 2. Employees who work ~~1650~~ 1450-1899 hours per year shall accrue vacation as follows: Prorata vacation time as per Section 1. ~~Proration based on months worked as defined under Article VII, Section 5.~~

Section 3. Application:

Subd. 1. If the employee resigns before completing the first full year of service, the employee shall not be entitled to any vacation pay. An employee who has completed at least one full year of service shall be entitled to receive the prorata pay for unused vacation time provided such employee provides the District with at least 2 weeks advance, written notice of the employee's resignation time.

Subd. 2. The scheduling of all vacation time shall be approved in writing by the immediate supervisor.

Subd. 3. Full year of service or advancement date is the employee's employment anniversary date.

Subd. 4. Employees will be able to carry over up to ten (10) vacation days each year based on individual anniversary dates. Vacation days in excess of ten (10) days will be lost.

Section 4. Current district employees that do not receive vacation and are awarded a position that earns vacation shall be credited for prior service proportionate to their work year. (e.g. a 10 month employee working 9 years would have 90 months of credit, resulting in 7 years credit on the vacation schedule and 15 vacation days awarded).

Article XIV Lay-off and Recall Procedure

Section 1. Seniority Rights: All employees covered by this Agreement are accorded seniority rights within their department. The District shall provide a current District wide seniority list yearly.

Section 2. Lay-off Procedure:

Subd. 1. The School District recognizes that the purpose of seniority is to provide a declared policy as to the order of layoff and recall of employees. Seniority shall be determined by total years of continuous employment within the department. Employees with the least continuous service will be laid off first. If an employee's position is eliminated or his/her hours are reduced by more than fifteen (15) minutes per day, or the employee becomes unable to perform the duties of the higher classification, the employee shall have the right to displace any employee with lesser seniority within their department. In applying the fifteen (15) minute reduction provision, employees will need to bump into an entire job and shall not be allowed to extract 15 minute blocks from other current positions. If an opening subsequently occurs, the laid off employee with the most seniority within their department shall be recalled first. If a laid-off employee elects not to return to work when recalled, the employee shall forfeit recall rights. Employees shall remain on the recall list for twelve (12) calendar months from the date of the lay-off and must accept or decline the District's recall in writing within two (2) weeks of the date of notification.

Subd. 2. When possible, employees shall be notified in writing by the Superintendent or designee no less than 14 days prior to the effective date of a position elimination or reduction. Affected employees will be notified in writing prior to any School Board action.

Section 3. Tie-Breaker: For purposes of lay-off and recall, the School District will determine which employee is most senior by first determining each employee's first day of employment. If a tie still exists, the School District will secondly determine the date each employee was hired by the School Board action.

If a tie still exists, the School District will then determine the most senior employee by declaring the employee first hired by the School Board motion to be the most senior employee.

Section 4. An employee moving between job classifications will be subject to a new probationary period. The employee moving between job classifications will not be terminated without just cause but may be moved back to their previous classification during the probationary period. Upon completion of the probationary period, employees shall have the right to recall in the event such positions are eliminated and then reinstated. Such employees shall retain their seniority, layoff, bumping and recall rights afforded under this Article to their former classification within their department, regardless of completion of the new probationary period.

Article XV Job Posting, Vacancies and Added Time

Section 1. Job Posting and Vacancies:

Subd. 1. All vacancies and/or new positions and job postings shall be internally posted for a period of six (6) working days concurrent with any other method of job posting. All employees will be provided the opportunity to apply for posted positions. At the close of the posting, said position shall be awarded within ten (10) working days of School Board ratification.

Subd. 2. The posting procedure for the summer months will be to notify the union steward. The union steward will inform employees who are not working the summer months of said postings.

Subd. 3. All current employees who formally, in writing, apply for all or part of a posted position shall receive an interview with the appropriate administrator responsible. Following the interview, if not selected to fill the position the applicant shall receive a response from the appropriate administrator as to the reason(s).

Section 2. Added Time: Additional work time of one (1) hour or more per week, when such time becomes available, shall be provided to employee(s) who apply through the posting procedure and are qualified and the assignment is workable under their schedule. The procedure shall be as follows: if the District agrees to additional time, employees in that category will be given consideration before any further interviewing. Said positions for added time will only be posted if they exceed twenty (20) working days in duration.

Article XVI Grievance Procedure

Section 1. Grievance Definition: A grievance shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School District as to the interpretation or application of terms and conditions contained in this Agreement.

Section 2. Representative: The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in the party's behalf.

Section 3. Definitions and Interpretation:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, Sunday or legal holiday in which event the period runs until the end of the next work day which is not a Saturday, Sunday or legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the office of the Superintendent, setting forth the facts and the specific provision(s) of the Agreement allegedly violated and the particular relief sought within twenty days after the date of the first event giving rise to the grievance occurred. Failure to file a grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance.

Section 5. Adjustments of Grievance: The School District and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee with the School District in the following manner.

Subd. 1. Level I. If the grievance is not resolved through informal discussions, the Superintendent shall give a written decision on the grievance within fifteen days after receipt of the written grievance.

Subd. 2. Level II. In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within ten days after receipt of the decision. If a grievance is properly appealed at the School Board, the School Board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated to hear the appeal at this level and report findings and recommendations back to the School Board. The School Board shall then render its decision.

Section 6. Denial of a Grievance: Failure by the School Board or its representative(s) to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 7. Arbitration Procedures: In the event the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing, signed by the aggrieved party, and such request must be filed in the office of the Superintendent within ten days following the decision in Level II of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, either party may request the Bureau of Mediation Services to appoint an arbitrator, pursuant to the PELRA, providing such request is made within ten days after request for arbitration. The request shall ask the appointment be made within thirty days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information: Upon appointment of the arbitrator, the appealing party shall within five days after notice of appointment, to forward to the arbitrator, with a copy to the School Board, the submission of the grievance, which shall include the following:

1. The issues involved.
2. Statement of the facts
3. Position of the grievant.
4. The written documents relating to Section 5 above of the grievance procedure.

The School District may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

Subd. 6. Decision: The decision by the arbitrator shall be rendered within thirty days after the close of the hearing.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording of the hearing shall be made at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 8. The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in his/her order, the arbitrator shall give due consideration to the statutory rights and obligations of the School Board to efficiently manage and conduct its operations within the legal limitations surrounding the financing of such operations.

Section 8. Elections of Remedies and Waiver: The party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive the right to initiate a grievance pursuant to this article or if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

Article XVII Duration

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force for a period commencing on its date of execution, through June 30, ~~2023~~ 2025, and thereafter until modifications are

made. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of the Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the designated employees. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions, unless mutually agreed upon between employees and the District. Nothing in this Agreement shall be construed to obligate the District from exercising all management rights and prerogatives, except insofar as this exercise would be in express violation of any term of the Agreement.

Section 3. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement.

Section 4. Severability: The provisions of this Agreement shall be severable and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provision of this Agreement or the application of any provision thereof.

Service Employees International Union, Local 284

Independent School District 2174

Date _____

Date _____

Union Representative

School Board Chair

Union Steward

School Board Clerk

Appendix A – Wage Rates

2023-2024

Step	Para-professional	Administrative Assistant	Behavior Mgmt	Custodian	Maintenance Worker I	Maintenance Worker II
1	\$15.42	\$16.66	\$20.61	\$16.12	\$19.91	\$18.02
2	\$15.96	\$17.20	\$20.94	\$16.66	\$20.45	\$18.56
3	\$16.50	\$17.75	\$21.26	\$17.20	\$20.99	\$19.10
4	\$17.04	\$18.29	\$21.59	\$17.75	\$21.53	\$19.64
5	\$17.58	\$18.83	\$21.91	\$18.29	\$22.07	\$20.18
6	\$18.12	\$19.37	\$22.24	\$18.83	\$22.61	\$20.72
7	\$18.39	\$19.64	\$22.40	\$19.10	\$22.89	\$20.99
8	\$18.67	\$19.91	\$22.56	\$19.37	\$23.16	\$21.26
9	\$18.94	\$20.18	\$22.83	\$19.64	\$23.43	\$21.53

2024-2025

Step	Para-professional	Administrative Assistant	Behavior Mgmt	Custodian	Maintenance Worker I	Maintenance Worker II
1	\$16.42	\$17.66	\$21.61	\$17.12	\$20.91	\$19.02
2	\$16.96	\$18.20	\$21.94	\$17.66	\$21.45	\$19.56
3	\$17.50	\$18.75	\$22.26	\$18.20	\$21.99	\$20.10
4	\$18.04	\$19.29	\$22.59	\$18.75	\$22.53	\$20.64
5	\$18.58	\$19.83	\$22.91	\$19.29	\$23.07	\$21.18
6	\$19.12	\$20.37	\$23.24	\$19.83	\$23.61	\$21.72
7	\$19.39	\$20.64	\$23.40	\$20.10	\$23.89	\$21.99
8	\$19.67	\$20.91	\$23.56	\$20.37	\$24.16	\$22.26
9	\$19.94	\$21.18	\$23.83	\$20.64	\$24.43	\$22.53

Employees will advance one step only at the beginning of each school year. Employees must have completed the probationary period to qualify for step advancements.

~~Employees marked on Appendix B with a * are considered off schedule and will receive a 3% increase in year one and a 2.5% increase in year 2 and 3.~~

Other Considerations for Maintenance and Custodians

1. Assistant to the supervisor shall be paid 20 cents an hour above schedule.
2. Night supervisors shall be paid 20 cents an hour above schedule.
3. Boiler checks shall be paid at time and one-half times the hourly rate of pay on weekends and at a rate of double the hourly rate of pay on holidays. This shall apply to routine boiler checks only. Additional weekend or holiday time worked shall be compensated at regular and overtime rates as appropriate. If a holiday falls on a weekend, the actual date of the holiday shall be used to pay double time. Employees performing boiler checks shall be paid a minimum of two (2) hours.
4. All 2nd shift employees shall be paid 40 cents an hour above schedule.

5. Employees substituting for the Director of Buildings and Grounds: In the event that a maintenance worker employee substitutes for the Director of Buildings and Grounds when he/she is on leave, said employee will be compensated an additional \$4.00 per hour to reflect the additional responsibility and supervision needed to substitute in this capacity. Substitute hours must be authorized by the Director of Buildings and Grounds.
6. Footwear allowance: Full-time, twelve-month contracted custodial and maintenance workers who have passed their probationary period will be reimbursed up to \$200 once each two-year period upon submission of an original receipt for one pair safety-toed boots/shoes only when no other foot protection is provided by the District.

For further clarification see job descriptions in District Office.

Other Considerations for Paraprofessionals

1. Paraprofessionals working with students Kindergarten through Grade 12 assigned to a Level III Program or to a student who is identified as in need of Level III services in the IEP shall be paid \$2.50 an hour above schedule. The time spent in the program or with the student should be a minimum of 5 hours per week or an average of 1 hour per day. Any time less than that requires principal approval. Paraprofessionals who are needed to substitute, at the direction of the building principal, in a Level III program or with a student receiving Level III services documented in their IEP shall record their time and be paid \$2.50 an hour above schedule for time. The additional pay will begin with the first full hour of subbing in this capacity. (Level III follows the federal regulation description and is defined as a student who requires special education services outside of the regular education classroom for more than 60 percent of the day. The Level III distinction may change due to changes in service minutes documented in the IEP.)
2. Paraprofessionals who are assigned to a student who is identified as needing a behavior management specialist in the IEP or substituting for a behavior management specialist shall record their time and be paid at step 1 of the behavior management specialist wage according to the current wage matrix.
3. In the event a paraprofessional supervises the classroom when the teacher is out of the building without a replacement teacher or has supervisory duties of a classroom when a teacher is not present shall be compensated an additional \$4 per hour to reflect the additional responsibility and supervision needed in this capacity. If the classroom/program has multiple paraprofessionals to support the classroom/program one paraprofessional will be designated in this capacity. The additional pay will begin with the first full hour of supervision.

Appendix B

Paraprofessionals/Behavior Management Specialists

Name	Year 1		Year 2		Year 3	
	Step	403(b) yr	Step	403(b) yr	Step	403(b) yr
Ackerman, J.	6	10	7	11	8	12
Brown, J.	5	6	6	7	7	8
Bryant, C.	3	3	4	4	5	5
Bumgarner, B.	7	16	8	17	9	18
Busse, H.	2	2	3	3	4	4
Crimmins, S.	1	1	2	2	3	3
Cunningham, K.	6	11	7	12	8	13
*Cusac, K.	Off	21+	Off	21+	Off	21+
*Flategraff, L.	Off	21+	Off	21+	Off	21+
Fuchs, D.	5	6	6	7	7	8
Gardiner, S.	1	1	2	2	3	3
Geschwill, K.	6	10	7	11	8	12
*Gravett, B.	Off	21+	Off	21+	Off	21+
Grindahl, C.	8	11	9	12	10	13
*Hellen, K.	Off	21+	Off	21+	Off	21+
Johnson, Kelly	6	10	7	11	8	12
Johnson, Kim	6	11	7	12	8	13
Jorgensen, M.	7	18	8	19	9	20
Kennedy, D.	7	15	8	16	9	17
Kenyon, C.	1	1	2	2	3	3
*Kish, L.	Off	21+	Off	21+	Off	21+
*Lael, M.	Off	21+	Off	21+	Off	21+
Mehrman, J.	1	1	2	2	3	3
Neuman, L.	3	3	4	4	5	5
Richards, T.	6	10	7	11	8	12
Rugroden, S.	5	6	6	7	7	8
Smith, A.	2	2	3	3	4	4
Smith, N.	8	11	9	12	10	13
Smith, T.	3	3	4	4	5	5
Trautman, T.	0	0	1	1	2	2
Wolske, L.	5	6	6	7	7	8

Clerical

Name	Year 1		Year 2		Year 3	
	Step	403(b) yr	Step	403(b) yr	Step	403(b) yr
Bartholomay, L.	4	4	5	5	6	6
Brasel, J.	5	17	6	18	7	19
Crannell, C.	6	8	7	9	8	10
Griffith, J.	19	19	20	20	20	21+

Custodial/Maintenance

Name	Year 1		Year 2		Year 3	
	Step	403(b) yr	Step	403(b) yr	Step	403(b) yr
Kitson, D.	1	1	2	2	3	3
Lockhart, R.	6	15	7	16	8	17
Long, J.	6	9	7	10	8	11
Mahana, E.	2	2	3	3	4	4
Nelson, J.	1	1	2	2	3	3
Niskanen, J.	20	21+	20	21+	20	21+
Niskanen, P.	20	21+	20	21+	20	21+

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“MOA”) is entered into by and between Service Employees International Union, Local 284 (“Union”) and Independent School District No. 2174 (“District”).

WHEREAS, the Union and the District are parties to a collective bargaining agreement (“CBA”) governing the negotiated terms and conditions of employment for custodial staff, maintenance staff, clerical staff, behavior management specialists and paraprofessionals (“employees”) who are employed by the District;

WHEREAS, the current CBA has a ~~three~~ two-year term that began on July 1, ~~2020~~ 2023 and ends on June 30, ~~2023~~ 2025;

WHEREAS, Article VIII of the CBA addresses Leaves of Absence but does not address unpaid leave. The School District has had a practice of allowing unpaid leave to employees. The School District wishes to enter into an agreement with the Union that will expire at the end of the current ~~2020-2023~~ 2023-2025 contract.

WHEREAS, the Union and the District want to modify the CBA to allow employees to use up to three (3) days of unpaid leave each school year until a new CBA is entered into;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this MOA, the Union and the District agree as follows:

1. **Modification of Article VIII.** Effective upon execution of this memorandum of agreement, the Union and the District agree to allow employees who have exhausted their personal leave, or in combination with, up to three (3) days of unpaid leave per school year. The number of unpaid leave requests granted on any given day shall normally be limited to 10% of the employee group by department. More employees may be granted at the discretion of the Superintendent. Unpaid leave requests will be granted in the order the requests are received by the School District Office.
2. **Equal drafting.** In the event any person asserts that a provision of this MOA is ambiguous, this MOA must be construed to have been drafted equally by the parties.
3. **Entire Agreement.** This MOA constitutes the entire agreement between the parties relating to changes in Articles VIII that are described above. This MOA controls to the extent that it conflicts with terms of the CBA. No party has relied upon any statements or promises that are not set forth in this MOA. No changes to this MOA are valid unless they are in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have entered into this MOA on the dates shown below.

SEIU, LOCAL 284

Jill Berntsen, Union Steward

Date

Carol Hanson, Regional Contract Organizer

Date

INDEPENDENT SCHOOL DISTRICT NO. 2174

School Board Chair

Date

School Board Clerk

Date

Memorandum of Understanding
Between
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL #284
And
PINE RIVER-BACKUS SCHOOL DISTRICT #2174

Regarding: Article XIII - Earned Vacation

The Pine River-Backus Local #284 and Pine River-Backus School District #2174 hereby mutually agree to amend their collective bargaining agreement for the period of July 1, 2023 to June 30, 2025. The purpose for this memorandum is to ensure employees are compensated at their hourly rate for earned vacation time that voluntarily went unused during this time of worker shortage in order to meet student, building cleaning and maintenance needs. It is also the intent that no employee will lose vacation time as described in Section 3, Subd. 4.

Article XIII - Earned Vacation

Section 1. Employees who work 1900-2080 hours per year shall accrue vacation as follows:

- e. Five (5) days after one year,
- f. Ten (10) days after two years,
- g. Fifteen (15) days after seven years,
- h. Twenty (20) days after twenty years.

Section 2. Employees who work 1650 1450-1899 hours per year shall accrue vacation as follows: Prorata vacation time as per Section 1. Proration based on months worked as defined under Article VII, Section 5.

Section 3. Application:

Subd. 1. If the employee resigns before completing the first full year of service, the employee shall not be entitled to any vacation pay. An employee who has completed at least one full year of service shall be entitled to receive the prorata pay for unused vacation time provided such employee provides the District with at least 2 weeks advance, written notice of the employee's resignation time.

Subd. 2. The scheduling of all vacation time shall be approved in writing by the immediate supervisor.

Subd. 3. Full year of service or advancement date is the employee's employment anniversary date.

Subd. 4. Employees will be able to carry over up to ten (10) vacation days each year based on individual anniversary dates. Vacation days in excess of ten (10) days will ~~be lost.~~ **paid at hourly rate.**

Section 4. Current district employees that do not receive vacation and are awarded a position that earns vacation shall be credited for prior service proportionate to their work year. (e.g. a 10 month employee working 9 years would have 90 months of credit, resulting in 7 years credit on the vacation schedule and 15 vacation days awarded).

This language will be reviewed during the negotiations of the 2025-2027 master agreement.

In witness thereof, the parties have executed the Agreement as follows:

SEIU, LOCAL 284

Jill Berntsen, Union Steward

Date

Carol Hanson, Regional Contract Organizer

Date

INDEPENDENT SCHOOL DISTRICT NO. 2174

School Board Chair

Date

School Board Clerk

Date

**MEMORANDUM OF
UNDERSTANDING**

Off Schedule Pay Rates

WHEREAS, SEIU, Local 284 and the Pine River-Backus School District have reached an agreement on the contract for 2023-2025; and

WHEREAS, there are two employees whose hourly wage remains at a rate which exceeds the schedule established for their assigned classification.

THEREFORE, BE IT RESOLVED and agreed that the individual employee will be assigned wage rates representing an increase in an amount equivalent to the increase applied to the wage-schedule for the 2023/24 and 2024/25, establishing hourly rates as follows:

	<u>2023-24</u>	<u>2024-25</u>
Lori Flategraff	\$20.35	\$21.35
Lori Kish	\$19.68	\$20.68

SEUI Local 284

PINE RIVER-BACKUS ISD 2174

Local 284 Union Representative

Board Chair

Union Steward

Board Clerk

Date: _____

Date: _____

MASTER AGREEMENT

between

INDEPENDENT SCHOOL DISTRICT NO. 2174

and the

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL #284

JULY 1, 2023 – JUNE 30, 2025

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Article I
Purpose

This Agreement is entered into between Independent School District 2174, Pine River-Backus, Minnesota, hereinafter referred to as the District or the School District, and the Service Employees International Union, Local 284, hereinafter referred to as the exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the PELRA, to provide the terms and conditions of employment for all employees of the School District who are support staff and whose employment service exceeds the lesser of fourteen (14) hours per week or 35% of the normal work week in the appropriate unit and more than sixty-seven (67) days per year excluding the following: confidential employees, supervisory employees, and such other employees excluded by law. For purposes of this Agreement, the term, "appropriate unit," shall include all support staff employees in classifications of custodian, maintenance, administrative assistant, paraprofessional and behavior management specialist.

Article II
Recognition of Exclusive Representative

Section 1. Recognition: In accordance with the PELRA, the School District recognizes Service Employees International Union, Local 284 as the exclusive representative for all employees of the District and are so recognized in Article I.

Section 2. Exclusive Representative: The exclusive representative shall represent all employees of the District contained in the appropriate unit as defined in Article I of the Agreement until such time as it shall lose an election held pursuant to the PELRA or until it shall be decertified by a court of competent jurisdiction or by the Commissioner of the Minnesota Bureau of Mediation Services (BMS) as authorized by the PELRA.

Article III
Definitions

Section 1. Terms and Conditions of Employment: Terms and conditions of employment shall mean the hours of employment, the compensation therefore including fringe benefits except retirement contribution or benefits and the District's policies affecting the working conditions of the employees.

Section 2. School District or District: For purposes of administering this Agreement, the term, "School District," or the term, "District," shall mean the School Board or its designated representative(s).

Section 3. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the PELRA.

Article IV
School District Rights

Section 1. Inherent Managerial Rights: The exclusive representative specifically recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to such areas of discretion or policy as the functions and programs of the School District, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 2. Management Responsibilities: The exclusive representative specifically recognizes the rights and obligation of the School Board to efficiently manage and conduct the operation of the School District with its primary obligation to provide educational opportunity for the students.

Section 3. Effects of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board and shall be governed by the laws of the State of Minnesota and by School Board rules, regulations, directives and orders issued by properly designated officials of the School District. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that all employees covered by this Agreement are subject to the laws of the State. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of School District rights and duties shall not be deemed to exclude other inherent managerial rights and management functions not expressly reserved herein and all management rights and management functions not expressly delegated in the Agreement are reserved to the School District.

Article V Employee Rights

Section 1. Employee Rights: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to or does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Right to Join: Employees shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit.

Section 3. Request for Dues Check-Off: With the authorization of the employee, each employee shall have the right to request and be allowed dues check off for the Union. The employee request shall be in the form of a written authorization, online sign-up or audio-recorded phone authorization submitted to the Union. The Union shall provide the District with the appropriate form of authorization (examples of appropriate form are: paper, electronic file, audio file) for dues/premier member dues deduction. The School District agrees to honor and implement all the terms of dues-check off authorization submitted by the Union and agreed to by the employee. The School District shall adhere to the specific provisions in each dues check-off authorization regarding the duration, renewal, procedure for revocation, amount of dues deducted (including premier member) and all other provisions agreed to by the employee as stated in the authorization. Such dues shall be remitted to the Union monthly.

Section 4. Exclusive Representative Leave: At the beginning of every school year, the exclusive representative shall be credited with five (5) days, non-accumulative, for the purpose of conducting the duties of the exclusive representative, to be used by the employees who are officers or agents of the exclusive representative. The exclusive representative agrees to notify the District in writing prior to using said leave. The exclusive representative agrees to reimburse the cost of the substitutes.

Article VI Rates of Pay

Section 1. Rates of Pay: The wages and salaries, including the night shift differentials, for the period commencing July 1, 2023, through June 30, 2025, are set forth in the salary schedules, which are attached hereto and made a part hereof.

Section 2. Duration: In the event a successor Agreement is not entered into prior to the expiration of this Agreement, employees shall be compensated according to their current rate until a successor Agreement is entered into, with the approved salary schedules retroactive to July 1, 2023. The District reserves the right to withhold a salary increase in individual cases, but shall give written notice to the exclusive representative at least ten (10) days prior to withholding the pay increase. The notice shall state the reason for such action.

Section 3. Departments will be defined as:

- Custodial Maintenance – will include the following classifications: Custodial, Maintenance Worker I and Maintenance Worker II.
- Paraprofessional/BMS – will include the following classifications: Paraprofessional and Behavior Management Specialist.
- Administrative Assistant – will include the Administrative Assistant classification.

Section 4. New Employees, Rehires or Change in Classification: All new employees or employees who have resigned and/or were terminated, at the time of hire or rehire shall start at an administratively placed step determined by work experience and training. In the case of an employee who moves from one position to a higher classification within the same department or between classifications, the rate of pay will be a lateral step move. The district will ensure the employee is kept whole. In the case of an employee moving or being reduced to a lower classification within the same department, the rate of pay will be a lateral step move.

Section 5. Substitute Pay: A Maintenance II employee with a current first class boilers license substituting for a Maintenance I employee for ten (10) or more consecutive days shall be paid the current regular Maintenance I rate of pay or the said substitute's rate of pay whichever is higher commencing on the 11th day. Employees will not go down in pay if substituting in a lower category. Employees substituting in their current job classification shall retain their current rate of pay. At the request of the building principal or director, qualified employees substituting in a higher job grade will be paid at the higher job grade probationary rate for the duration of the substitute period. No employee shall be paid less (inclusive of shift differential) when substituting for another employee, filling a vacant position and/or called to come in on a day shift. The loss of shift differential occurs when an employee is working days on school breaks and is not substituting for another employee, filling a vacant position and/or is contracted to come in on a day shift.

Article VII Group Insurance

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Section 2. Claims Against the School District: The School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein, and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 3. Duration of Insurance Contribution: An employee is eligible for School District contribution as negotiated as long as the employee is employed by the District, on paid status and enrolled in the School District's group insurance plans. Upon termination of employment, all District contribution shall cease.

Section 4. Eligibility: Insurance benefits shall be provided for all eligible employees. In order to be eligible, an employee must work an average of twenty (20) hours per week for 4 weeks.

Section 5. Health Insurance Coverage: The School District shall contribute a sum of up to \$640 per month for the 2023-24 school year; and \$689 per month for the 2024-25 school year toward the District's group health insurance plan for each employee who qualifies for and is enrolled in said plan.

Section 6. Life Insurance Coverage: The School District shall provide term life insurance in the amount of \$20,000. Premiums for term life insurance shall be paid by the District for as long as the employee is employed by the School District.

Section 7. Retirement Eligibility: Upon retirement, employees who are at least 55 years of age and have at least fifteen years of service to the School District, shall be eligible to remain in the existing group health and hospitalization insurance plan per MN 471.61 (Group benefits for officers, employees, retirees). Employees shall pay the premium for such coverage.

Article VIII Leaves of Absence

Section 1. Sick Leave: The employees covered under this Agreement shall earn sick leave at the rate of one and one-fourth days for each month of service in the employ of the District. In order to be eligible, an employee must work an average of twenty (20) hours per week for four (4) weeks. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year. Instructional Assistants who work a minimum of 4 hours per day during the summer school sessions will earn additional sick leave based on the following formula: $1.25/20 \text{ days} = .0625 \times \text{number of days worked}$ (example $1.25 / 20 = .0625 \times 24 \text{ days} = 1.5 \text{ days of sick leave earned}$).

Subd. 1. Unused sick leave days may accumulate to a maximum credit of 100 days.

Subd. 2. Sick leave with pay shall be allowed by the School District whenever an employee's absence is found to have been due to illness or injury which prevented his/her attendance at school and performance of duties on that day or days. Employees may also use their sick leave for serious illness or injury of the employee's spouse, children, adult children, parents, mother-in-law, father-in-law, sibling, grandchild, grandparent or stepparent when it requires the employee's absence from work. Serious illness or injury will generally be interpreted to mean such disability requiring hospitalization, emergency room treatment or close bedside supervision. Employees may use sick leave in accordance with Minnesota Statutes 181.9413.

Subd. 3. If an employee is absent for three (3) or more days, the District may require the employee to furnish a medical certificate from a qualified physician as evidence of illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event a medical certificate will be required, the employee will be so advised. The District may require an employee to furnish a medical certificate from a qualified physician as evidence of fitness to return to work.

Subd. 4. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 5. Sick leave pay shall be approved upon submission of a signed sick leave form.

Section 2. Funeral Leave: Up to five (5) days of funeral leave per year with pay shall be allowed for making funeral arrangements and attending the funeral of a spouse, child, mother, father, brother, sister, grandparents, grandchildren, and corresponding in-laws. Up to two (2) days funeral leave per year with pay will be allowed to attend funerals for individuals not set forth above. All days granted shall be deducted from accumulated sick leave.

Section 3. Child Care Leave:

Subd. 1. A child care leave shall be granted by the School District, subject to the provisions of this section, to one (1) employee-parent of a natural or adopted infant child, provided such employee-parent is caring for the child on a full time basis.

Subd. 2. An employee making application for child care leave shall inform the Superintendent in writing of the intention to take the leave at least three (3) calendar months before commencement of the intended leave.

Subd. 3. A pregnant employee will provide, at the time of the leave application, a statement from her physician indicating the expected date of delivery. Employee shall be eligible for sick leave pursuant to the sick leave provisions during the period of physical disability. However, an employee shall not be eligible for sick leave during a period of time covered by a child care leave.

Subd. 4. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, in any event, be required to:

1. Grant any leave more than twelve (12) months in duration.
2. Permit the employee to return to employment prior to the date designated in the request for child care leave.

Subd. 5. An employee returning from child care leave shall be reemployed in a like or similar position for which he/she is qualified unless previously discharged or placed on unrequested leave of absence. The employee shall retain all previous seniority credit, pay and all accrued pre-leave benefits.

Subd. 6. Failure of the employee to return pursuant to the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree in writing to an extension in the leave.

Subd. 7. Leave under this section shall be without pay or fringe benefits.

Section 4. Medical Leave:

Subd. 1. Any employee who has completed his/her probationary period and who is unable to perform his/her duties because of illness or injury and who has exhausted all sick leave credit, may upon written request, be granted a medical leave of absence without pay up to 6 months at the discretion of the District.

Subd. 2. A request for leave of absence under this section shall be accompanied by a written statement from a qualified physician outlining the condition of health and estimated time at which the employee is expected to be able to assume normal responsibilities.

Subd. 3. An employee making application for a medical leave shall inform the Superintendent in writing thirty (30) days in advance of the start of the medical leave, when the reason for the leave is foreseeable.

Section 5. Personal Leave

Subd. 1. All Employees are granted up to three (3) days of personal leave with pay per year. Employees who have ten (10) years or more of continuous service as of the first day of the fiscal year shall be granted one (1) additional day of personal leave. Personal leave is accumulative to five (5) days, to be deducted from accumulated sick leave, for situations that arise requiring the employee's personal attention and which are not covered under other provisions of this Agreement. Employees under ten (10) years of continuous service will be able to carry over two (2) days and employees with more than ten (10) years of continuous service may be able to carry over one (1) day from the prior year.

Subd. 2. No explanation needs to be given for personal leave.

Subd. 3. The employee shall state in writing prior to the absence, that the leave is to be taken as personal leave, and the leave shall be requested with three (3) day, advance, written notification to

the Superintendent or the Superintendent's designee. The three (3) day, advance, written notification will be waived and approval may be granted by the Superintendent or the Superintendent's designee upon written notification when the personal leave is needed due to an emergency situation.

Subd. 4. Personal leave will be granted in minimum of one (1) hour increments.

Subd. 5. The number of personal leave requests granted on any given day shall be limited to 10 % of the employee group by job class. More employees may be granted personal leave at the discretion of the Superintendent. Personal leave will be granted in the order the requests are received by the School District office.

Subd. 6. Employees shall not use personal leave on these two occasions:

1. During or on in-service days that are part of the employee's work schedule,
2. During the first and last five (5) student contact days.

Employees will make every effort to avoid taking personal leave on days preceding or following holidays.

Section 6. Emergency Leave: An employee may be granted an emergency leave up to five (5) days per year – a day is based on the number of the employee's contracted hours worked on one day. Emergency leave is non-accumulative and the days are to be deducted from sick leave and used for emergencies that arise which require the employee's immediate, personal attention. Leave for any catastrophic episode that would exceed the five (5) days per year shall be allowed at the discretion of the School District. All emergency leave days shall be deducted from sick leave.

Subd. 1. Personal or natural disasters are examples of situations for which this leave shall be granted by the School District.

Subd. 2. Requests for emergency leave must be made to the superintendent or his/her designee as soon as possible. The request shall state the reason for the emergency leave request. To qualify for pay, all leaves must be approved in writing. The School District reserves the right to refuse to grant such leave if, under the circumstances involved, the School District determines that such leave shall not be granted.

Section 7. FMLA Leave: Each employee in the unit shall be entitled to rights enumerated in the federal Family Medical Leave Act, regardless of hours worked annually.

Section 8. Insurance Application: An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance.

Section 9. Jury Duty: All employees shall be granted pay by the School District amounting to the difference between their regular pay and the jury duty pay if required to serve on jury duty during hours which conflict with the employee's regular work day.

Article IX 403(b) Matching Annuity Benefit

Section 1. 403(b) Matching Annuity Benefit Eligibility: An employee working six (6) hours or more per day shall be entitled to a matching School District contribution to an approved Minnesota 403(b) pursuant to M.S. 356.24. The District shall contribute annually an amount equal to the amount contributed by the employee, not to exceed the limits set forth in Section 2. Employees working less than six (6) hours but more than three (3) hours per day shall receive a prorated amount.

Section 2. 403(b) District Match Benefit: The District's annual maximum benefit is as follows:

<u>Years of Service</u>	<u>District Matching Annual Contribution</u>
0-3 years	\$ 0.00
4-10 years	\$ 250.00
11-20 years	\$ 500.00
21+ years	\$1,000.00

Article X
Work Week and Work Year

Section 1. Basic Work Year: The basic work year shall be from July 1 to June 30.

Section 2. Work Week: The work week shall commence at 12:01 a.m. on Sunday and conclude at midnight the following Saturday. This work week shall be used to determine overtime as defined by Federal guidelines.

Section 3. School Closings: Support staff shall not experience a reduction in pay if school is called off early or starts late due to an emergency. In the event school is closed for a full day for any reason the District will schedule make-up days for the first two days school is closed in any year. The District will determine work activities for make-up days and may include student contact, professional development and/or other appropriate work activities.

Section 4. Overtime: Overtime will be paid at the rate of time and one-half for hours in excess of forty hours worked per week. No overtime will be allowed without prior written approval of the employee's immediate supervisor. When compensatory time is earned for overtime work, it will also be earned at the rate of time and one half for hours in excess of forty hours worked per week, but can only be earned with the supervisor's approval (Fair Labor Standards Act Sec 7(0)(1)).

Section 5. Notification: Any employee not previously notified of job continuation and who is not going to be offered a position in the upcoming school year will be notified by August 15.

Section 6. Lunch Period: Employees working more than four (4) hours per day shall be provided a duty-free unpaid lunch period of at least thirty (30) minutes.

Section 7. Breaks: Employees working 6-8 hours per day will be granted two (2) breaks not to exceed ten (10) minutes each. Employees working eight (8) or more hours a day will be granted (2) breaks not to exceed fifteen (15) minutes each. All breaks will be scheduled at the employee's discretion at a time consistent with meeting the needs of students and approved by the supervisor.

Section 8. Paraprofessional In-Service Time: All paraprofessionals working 6.5 hours or more per day will be scheduled for a minimum of thirteen hours of in-service training annually. Paraprofessionals working less than 6.5 hours per day will receive a minimum amount of in-service training equal to two days' worth of their contracted hours per day. Time will be scheduled within the contractual work schedule when possible. If training time is scheduled during extended time, the time will be compensated via a time card and paid at the paraprofessional's hourly rate.

Article XI
Probationary Period

An employee working less than twelve (12) months under the provisions of this Agreement shall serve a probationary period of ninety (90) workdays. A twelve (12) month employee shall serve a probationary period of 120 workdays. During this probationary period, the District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee and during the probationary period

the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge, or other discipline is concerned. However, a probationary employee shall have the right to bring grievance on any other provisions of the Master Agreement alleged to have been violated.

Article XII Holidays

Section 1. Holidays:

Subd. 1. There shall be 11 paid holidays for eligible employees working 11 or more months: New Year's Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas and New Years Eve.

Subd. 4. There shall be 6 paid holidays for eligible employees working less than 11 months: New Year's Day, Memorial Day, Labor Day, Thanksgiving, Friday after Thanksgiving and Christmas.

Section 2. Weekends: Holidays that fall on a weekend will be observed on Friday or Monday whichever is closest.

Section 3. Vacation: Any paid holiday which falls within an employee's vacation period shall not be counted as a vacation day.

Article XIII Earned Vacation

Section 1. Employees who work 1900-2080 hours per year shall accrue vacation as follows:

- a. Five (5) days after one year,
- b. Ten (10) days after two years,
- c. Fifteen (15) days after seven years,
- d. Twenty (20) days after twenty years.

Section 2. Employees who work 1450-1899 hours per year shall accrue vacation as follows: Prorata vacation time as per Section 1.

Section 3. Application:

Subd. 1. If the employee resigns before completing the first full year of service, the employee shall not be entitled to any vacation pay. An employee who has completed at least one full year of service shall be entitled to receive the prorata pay for unused vacation time provided such employee provides the District with at least 2 weeks advance, written notice of the employee's resignation time.

Subd. 2. The scheduling of all vacation time shall be approved in writing by the immediate supervisor.

Subd. 3. Full year of service or advancement date is the employee's employment anniversary date.

Subd. 4. Employees will be able to carry over up to ten (10) vacation days each year based on individual anniversary dates. Vacation days in excess of ten (10) days will be lost.

Section 4. Current district employees that do not receive vacation and are awarded a position that earns vacation shall be credited for prior service proportionate to their work year. (e.g. a 10 month employee working 9 years would have 90 months of credit, resulting in 7 years credit on the vacation schedule and 15 vacation days awarded).

Article XIV
Lay-off and Recall Procedure

Section 1. Seniority Rights: All employees covered by this Agreement are accorded seniority rights within their department. The District shall provide a current District wide seniority list yearly.

Section 2. Lay-off Procedure:

Subd. 1. The School District recognizes that the purpose of seniority is to provide a declared policy as to the order of layoff and recall of employees. Seniority shall be determined by total years of continuous employment within the department. Employees with the least continuous service will be laid off first. If an employee's position is eliminated or his/her hours are reduced by more than fifteen (15) minutes per day, or the employee becomes unable to perform the duties of the higher classification, the employee shall have the right to displace any employee with lesser seniority within their department. In applying the fifteen (15) minute reduction provision, employees will need to bump into an entire job and shall not be allowed to extract 15 minute blocks from other current positions. If an opening subsequently occurs, the laid off employee with the most seniority within their department shall be recalled first. If a laid-off employee elects not to return to work when recalled, the employee shall forfeit recall rights. Employees shall remain on the recall list for twelve (12) calendar months from the date of the lay-off and must accept or decline the District's recall in writing within two (2) weeks of the date of notification.

Subd. 2. When possible, employees shall be notified in writing by the Superintendent or designee no less than 14 days prior to the effective date of a position elimination or reduction. Affected employees will be notified in writing prior to any School Board action.

Section 3. Tie-Breaker: For purposes of lay-off and recall, the School District will determine which employee is most senior by first determining each employee's first day of employment. If a tie still exists, the School District will secondly determine the date each employee was hired by the School Board action. If a tie still exists, the School District will then determine the most senior employee by declaring the employee first hired by the School Board motion to be the most senior employee.

Section 4. An employee moving between job classifications will be subject to a new probationary period. The employee moving between job classifications will not be terminated without just cause but may be moved back to their previous classification during the probationary period. Upon completion of the probationary period, employees shall have the right to recall in the event such positions are eliminated and then reinstated. Such employees shall retain their seniority, layoff, bumping and recall rights afforded under this Article to their former classification within their department, regardless of completion of the new probationary period.

Article XV
Job Posting, Vacancies and Added Time

Section 1. Job Posting and Vacancies:

Subd. 1. All vacancies and/or new positions and job postings shall be internally posted for a period of six (6) working days concurrent with any other method of job posting. All employees will be provided the opportunity to apply for posted positions. At the close of the posting, said position shall be awarded within ten (10) working days of School Board ratification.

Subd. 2. The posting procedure for the summer months will be to notify the union steward. The union steward will inform employees who are not working the summer months of said postings.

Subd. 3. All current employees who formally, in writing, apply for all or part of a posted position shall receive an interview with the appropriate administrator responsible. Following the interview,

if not selected to fill the position the applicant shall receive a response from the appropriate administrator as to the reason(s).

Section 2. Added Time: Additional work time of one (1) hour or more per week, when such time becomes available, shall be provided to employee(s) who apply through the posting procedure and are qualified and the assignment is workable under their schedule. The procedure shall be as follows: if the District agrees to additional time, employees in that category will be given consideration before any further interviewing. Said positions for added time will only be posted if they exceed twenty (20) working days in duration.

Article XVI Grievance Procedure

Section 1. Grievance Definition: A grievance shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School District as to the interpretation or application of terms and conditions contained in this Agreement.

Section 2. Representative: The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in the party's behalf.

Section 3. Definitions and Interpretation:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, Sunday or legal holiday in which event the period runs until the end of the next work day which is not a Saturday, Sunday or legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 4. Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the office of the Superintendent, setting forth the facts and the specific provision(s) of the Agreement allegedly violated and the particular relief sought within twenty days after the date of the first event giving rise to the grievance occurred. Failure to file a grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance.

Section 5. Adjustments of Grievance: The School District and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee with the School District in the following manner.

Subd. 1. Level I. If the grievance is not resolved through informal discussions, the Superintendent shall give a written decision on the grievance within fifteen days after receipt of the written grievance.

Subd. 2. Level II. In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within ten days after receipt of the decision. If a grievance is properly appealed at the School Board, the School Board

shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated to hear the appeal at this level and report findings and recommendations back to the School Board. The School Board shall then render its decision.

Section 6. Denial of a Grievance: Failure by the School Board or its representative(s) to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 7. Arbitration Procedures: In the event the employee and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing, signed by the aggrieved party, and such request must be filed in the office of the Superintendent within ten days following the decision in Level II of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, either party may request the Bureau of Mediation Services to appoint an arbitrator, pursuant to the PELRA, providing such request is made within ten days after request for arbitration. The request shall ask the appointment be made within thirty days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the BMS within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information: Upon appointment of the arbitrator, the appealing party shall within five days after notice of appointment, to forward to the arbitrator, with a copy to the School Board, the submission of the grievance, which shall include the following:

1. The issues involved.
2. Statement of the facts
3. Position of the grievant.
4. The written documents relating to Section 5 above of the grievance procedure.

The School District may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

Subd. 6. Decision: The decision by the arbitrator shall be rendered within thirty days after the close of the hearing.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording of the hearing shall be made at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration.

Subd. 8. The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction

of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the District, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in his/her order, the arbitrator shall give due consideration to the statutory rights and obligations of the School Board to efficiently manage and conduct its operations within the legal limitations surrounding the financing of such operations.

Section 8. Elections of Remedies and Waiver: The party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive the right to initiate a grievance pursuant to this article or if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

Article XVII Duration

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force for a period commencing on its date of execution, through June 30, 2025, and thereafter until modifications are made. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of the Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the designated employees. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions, unless mutually agreed upon between employees and the District. Nothing in this Agreement shall be construed to obligate the District from exercising all management rights and prerogatives, except insofar as this exercise would be in express violation of any term of the Agreement.

Section 3. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement.

Section 4. Severability: The provisions of this Agreement shall be severable and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provision of this Agreement or the application of any provision thereof.

Service Employees International Union, Local 284

Independent School District 2174

Date _____

Date _____

Union Representative

School Board Chair

Union Steward

School Board Clerk

Appendix A – Wage Rates

2023-2024

Step	Para-professional	Administrative Assistant	Behavior Mgmt	Custodian	Maintenance Worker I	Maintenance Worker II
1	\$15.42	\$16.66	\$20.61	\$16.12	\$19.91	\$18.02
2	\$15.96	\$17.20	\$20.94	\$16.66	\$20.45	\$18.56
3	\$16.50	\$17.75	\$21.26	\$17.20	\$20.99	\$19.10
4	\$17.04	\$18.29	\$21.59	\$17.75	\$21.53	\$19.64
5	\$17.58	\$18.83	\$21.91	\$18.29	\$22.07	\$20.18
6	\$18.12	\$19.37	\$22.24	\$18.83	\$22.61	\$20.72
7	\$18.39	\$19.64	\$22.40	\$19.10	\$22.89	\$20.99
8	\$18.67	\$19.91	\$22.56	\$19.37	\$23.16	\$21.26
9	\$18.94	\$20.18	\$22.83	\$19.64	\$23.43	\$21.53

2024-2025

Step	Para-professional	Administrative Assistant	Behavior Mgmt	Custodian	Maintenance Worker I	Maintenance Worker II
1	\$16.42	\$17.66	\$21.61	\$17.12	\$20.91	\$19.02
2	\$16.96	\$18.20	\$21.94	\$17.66	\$21.45	\$19.56
3	\$17.50	\$18.75	\$22.26	\$18.20	\$21.99	\$20.10
4	\$18.04	\$19.29	\$22.59	\$18.75	\$22.53	\$20.64
5	\$18.58	\$19.83	\$22.91	\$19.29	\$23.07	\$21.18
6	\$19.12	\$20.37	\$23.24	\$19.83	\$23.61	\$21.72
7	\$19.39	\$20.64	\$23.40	\$20.10	\$23.89	\$21.99
8	\$19.67	\$20.91	\$23.56	\$20.37	\$24.16	\$22.26
9	\$19.94	\$21.18	\$23.83	\$20.64	\$24.43	\$22.53

Employees will advance one step only at the beginning of each school year. Employees must have completed the probationary period to qualify for step advancements.

Other Considerations for Maintenance and Custodians

1. Assistant to the supervisor shall be paid 20 cents an hour above schedule.
2. Night supervisors shall be paid 20 cents an hour above schedule.
3. Boiler checks shall be paid at time and one-half times the hourly rate of pay on weekends and at a rate of double the hourly rate of pay on holidays. This shall apply to routine boiler checks only. Additional weekend or holiday time worked shall be compensated at regular and overtime rates as appropriate. If a holiday falls on a weekend, the actual date of the holiday shall be used to pay double time. Employees performing boiler checks shall be paid a minimum of two (2) hours.
4. All 2nd shift employees shall be paid 40 cents an hour above schedule.
5. Employees substituting for the Director of Buildings and Grounds: In the event that a maintenance worker employee substitutes for the Director of Buildings and Grounds when he/she is on leave, said employee will be compensated an additional \$4.00 per hour to reflect the additional responsibility and

supervision needed to substitute in this capacity. Substitute hours must be authorized by the Director of Buildings and Grounds.

6. Footwear allowance: Full-time, twelve-month contracted custodial and maintenance workers who have passed their probationary period will be reimbursed up to \$200 once each two-year period upon submission of an original receipt for one pair safety-toed boots/shoes only when no other foot protection is provided by the District.
7. Boiler license exam: Full-time, twelve-month contracted custodial and maintenance workers will be reimbursed the fee for a boiler license exam upon proof of a passing score and a receipt showing the cost of the exam.

For further clarification see job descriptions in District Office.

Other Considerations for Paraprofessionals

1. Paraprofessionals working with students Kindergarten through Grade 12 assigned to a Level III Program or to a student who is identified as in need of Level III services in the IEP shall be paid \$2.50 an hour above schedule. The time spent in the program or with the student should be a minimum of 5 hours per week or an average of 1 hour per day. Any time less than that requires principal approval. Paraprofessionals who are needed to substitute, at the direction of the building principal, in a Level III program or with a student receiving Level III services documented in their IEP shall record their time and be paid \$2.50 an hour above schedule for time. The additional pay will begin with the first full hour of subbing in this capacity. (Level III follows the federal regulation description and is defined as a student who requires special education services outside of the regular education classroom for more than 60 percent of the day. The Level III distinction may change due to changes in service minutes documented in the IEP.)
2. Paraprofessionals who are assigned to a student who is identified as needing a behavior management specialist in the IEP or substituting for a behavior management specialist shall record their time and be paid at step 1 of the behavior management specialist wage according to the current wage matrix.
3. In the event a paraprofessional supervises the classroom when the teacher is out of the building without a replacement teacher or has supervisory duties of a classroom when a teacher is not present shall be compensated an additional \$4 per hour to reflect the additional responsibility and supervision needed in this capacity. If the classroom/program has multiple paraprofessionals to support the classroom/program one paraprofessional will be designated in this capacity. The additional pay will begin with the first full hour of supervision.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“MOA”) is entered into by and between Service Employees International Union, Local 284 (“Union”) and Independent School District No. 2174 (“District”).

WHEREAS, the Union and the District are parties to a collective bargaining agreement (“CBA”) governing the negotiated terms and conditions of employment for custodial staff, maintenance staff, clerical staff, behavior management specialists and paraprofessionals (“employees”) who are employed by the District;

WHEREAS, the current CBA has a two-year term that began on July 1, 2023 and ends on June 30, 2025;

WHEREAS, Article VIII of the CBA addresses Leaves of Absence but does not address unpaid leave. The School District has had a practice of allowing unpaid leave to employees. The School District wishes to enter into an agreement with the Union that will expire at the end of the current 2023-2025 contract.

WHEREAS, the Union and the District want to modify the CBA to allow employees to use up to three (3) days of unpaid leave each school year until a new CBA is entered into;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this MOA, the Union and the District agree as follows:

1. **Modification of Article VIII.** Effective upon execution of this memorandum of agreement, the Union and the District agree to allow employees who have exhausted their personal leave, or in combination with, up to three (3) days of unpaid leave per school year. The number of unpaid leave requests granted on any given day shall normally be limited to 10% of the employee group by department. More employees may be granted at the discretion of the Superintendent. Unpaid leave requests will be granted in the order the requests are received by the School District Office.
2. **Equal drafting.** In the event any person asserts that a provision of this MOA is ambiguous, this MOA must be construed to have been drafted equally by the parties.
3. **Entire Agreement.** This MOA constitutes the entire agreement between the parties relating to changes in Articles VIII that are described above. This MOA controls to the extent that it conflicts with terms of the CBA. No party has relied upon any statements or promises that are not set forth in this MOA. No changes to this MOA are valid unless they are in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have entered into this MOA on the dates shown below.

SEIU, LOCAL 284

Jill Berntsen, Union Steward

Date

Carol Hanson, Regional Contract Organizer

Date

INDEPENDENT SCHOOL DISTRICT NO. 2174

School Board Chair

Date

School Board Clerk

Date

Memorandum of Understanding
Between
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL #284
And
PINE RIVER-BACKUS SCHOOL DISTRICT #2174

Regarding: Article XIII - Earned Vacation

The Pine River-Backus Local #284 and Pine River-Backus School District #2174 hereby mutually agree to amend their collective bargaining agreement for the period of July 1, 2023 to June 30, 2025. The purpose for this memorandum is to ensure employees are compensated at their hourly rate for earned vacation time that voluntarily went unused during this time of worker shortage in order to meet student, building cleaning and maintenance needs. It is also the intent that no employee will lose vacation time as described in Section 3, Subd. 4.

Article XIII - Earned Vacation

Section 1. Employees who work 1900-2080 hours per year shall accrue vacation as follows:

- e. Five (5) days after one year,
- f. Ten (10) days after two years,
- g. Fifteen (15) days after seven years,
- h. Twenty (20) days after twenty years.

Section 2. Employees who work 1650 1450-1899 hours per year shall accrue vacation as follows: Prorata vacation time as per Section 1. Proration based on months worked as defined under Article VII, Section 5.

Section 3. Application:

Subd. 1. If the employee resigns before completing the first full year of service, the employee shall not be entitled to any vacation pay. An employee who has completed at least one full year of service shall be entitled to receive the prorata pay for unused vacation time provided such employee provides the District with at least 2 weeks advance, written notice of the employee's resignation time.

Subd. 2. The scheduling of all vacation time shall be approved in writing by the immediate supervisor.

Subd. 3. Full year of service or advancement date is the employee's employment anniversary date.

Subd. 4. Employees will be able to carry over up to ten (10) vacation days each year based on individual anniversary dates. Vacation days in excess of ten (10) days will be paid at the employee's hourly rate.

Section 4. Current district employees that do not receive vacation and are awarded a position that earns vacation shall be credited for prior service proportionate to their work year. (e.g. a 10 month employee working 9 years would have 90 months of credit, resulting in 7 years credit on the vacation schedule and 15 vacation days awarded).

This language will be reviewed during the negotiations of the 2025-2027 master agreement.

In witness thereof, the parties have executed the Agreement as follows:

SEIU, LOCAL 284

Jill Berntsen, Union Steward

Date

Carol Hanson, Regional Contract Organizer

Date

INDEPENDENT SCHOOL DISTRICT NO. 2174

School Board Chair

Date

School Board Clerk

Date

**MEMORANDUM OF
UNDERSTANDING**

Off Schedule Pay Rates

WHEREAS, SEIU, Local 284 and the Pine River-Backus School District have reached an agreement on the contract for 2023-2025; and

WHEREAS, there are two employees whose hourly wage remains at a rate which exceeds the schedule established for their assigned classification.

THEREFORE, BE IT RESOLVED and agreed that the individual employee will be assigned wage rates representing an increase in an amount equivalent to the increase applied to the wage-schedule for the 2023/24 and 2024/25, establishing hourly rates as follows:

	<u>2023-24</u>	<u>2024-25</u>
Lori Flategraff	\$20.35	\$21.35
Lori Kish	\$19.68	\$20.68

SEUI Local 284

PINE RIVER-BACKUS ISD 2174

Local 284 Union Representative

Board Chair

Union Steward

Board Clerk

Date: _____

Date: _____

Pine River-Backus Schools

DRAFT 2023-2024 School Calendar

21 - New Teacher Training
 22-25 Kindercamp 8:00 -12:00
 28-31 - Teacher Workshop
 30- HS Inservice 12-3:30, Open House 3:30-7
 Elem Parent/Teacher Conf. 12:00-7:00

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S=0
T=4

FEBRUARY '24						
S	M	T	W	Th	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19 - Presidents' Day / No School

S=20
T=20

5 - First Day of School

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

S=19
T=19

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15 - Qt. 3 Ends
 18 - Teacher Inservice
 25-29 No School / Spring Break

S=15
T=16

19-20 - EM Break No School

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S=20
T=20

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

11 - Parent/Teacher Conf. 3:30-7:00

S=22
T=22

3 - End of Qt. 1
 6 - Teacher Inservice
 9, 14 - Parent/Teacher Conf. 3:30-7:00
 23-24 - Thanksgiving Break

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S=19
T=20

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24 - Last Day of School / Graduation
 27 - Memorial Day
 28 - Teacher Inservice
 29 - .5 Teacher Inservice

S=18
T=19.5

21-22 No Kindergarten
 25-29 - Winter Break

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S=16
T=16

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1 - New Years Day - No School
 12 - Qt. 2 / Sem. 1 Ends
 15 - Teacher Inservice

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S=21
T=22

	Student Days	Teacher Days	
Quarter 1	42	46	
Quarter 2	41	42	
Quarter 3	43	44	
Quarter 4	44	46.5	
	170	178.5	
		3.5	Conferences and PLC
		182	

Conf. = 1.5 days / 10.5 hours

PLC = 14 hours 3:30-4:30