

**ADDENDUM TO THE 2022-2024 COMPENSATION AND BENEFITS HANDBOOK
FOR BRAINERD PUBLIC SCHOOLS COMMUNITY EDUCATION -CHILD CARE & PRE-K WORKERS**

This addendum has been prepared as a supplement to the 2022-2024 Compensation and Benefits Handbook for Brainerd Public Schools Community Education Child Care and Pre-K Workers. In the case of direct conflict between the Handbook and this addendum, the addendum shall control.

The impacted areas of the Handbook are outlined below with the modifications provided.

Article II. Duty Year / Hours of Work. This addendum will add additional language in reference to the duty year for Preschool Age Leads as follows: PreK Plus Room Lead’s program duty year runs from August to June. For the 2023-24 School year, the specific work year is from August 28, 2023 through June 4, 2024. This schedule includes a total of 192 duty days. Future school years may fluctuate based on program needs. A calendar and schedule will be provided to PreK Plus Room Leads as soon as reasonably possible prior to the new school year.

Article IV: Personal Leave Accrual. The original handbook included the terms in which any personal leave can be carried over, stating that up to five (5) days of personal time may be carried over from one fiscal year to the next fiscal year that it was provided. To clarify, the total hours carried over is specific to the assigned hours per day the individual works (example: if an employee works 7 hours per day, a total of 35 hours can be carried over).

Appendix A: Salary Wage Schedule: The original handbook indicated a combined wage scale for preschool age care and school age care. Beginning with the 2023 program year the following wages will be applied.

Fun & Friends (School Age Care)

STEP	Program Assistants	Assistant Supervisors	Site Supervisors
1	\$12.50	\$14.15	\$16.00
2	\$12.75	\$14.43	\$16.32
3	\$13.00	\$14.72	\$16.65
4	\$13.25	\$15.02	\$16.98
5	\$13.50	\$15.32	\$17.32
6	\$13.75	\$15.63	\$17.67

*Grant-funded bonus pay for school year 23/24 Fun & Friends staff (effective 9/5/2023).

- Program Assistants +\$1.50/hour
- Assistant Supervisors +\$2/hour
- Site Supervisors +\$3/hour

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Pre-K Plus (Preschool Age Child Care) Effective 8/28/2023

STEP	Program Assistants	Pre-K Room Leads
1	\$14.00	\$19.00
2	\$14.25	\$19.30
3	\$14.50	\$19.61
4	\$14.75	\$19.92
5	\$15	\$20.24
6	\$15.25	\$20.56

IN WITNESS WHEREOF, the parties have acknowledged the addendum as follows:

Independent School District No. 181 Representatives:

By 
School Board Chair

By 
Superintendent of Schools