

Services Offered through Full-Membership

Payroll Processing Service

Payroll Processing includes monthly paychecks, direct deposit, Federal and State tax payments and reporting, Federal and State unemployment payments and reporting, FICA and Medicare Tax payments and reporting, 941 Quarterly Reports, W-2's, annual payroll, activity recap report for fiscal year.

Human Resources Service

Human Resource Services includes recruitment, interviewing and selection assistance, employment law training, personnel legal assistance, merit pay and performance evaluation, job description assistance, competitive wage and compensation pay structures.

Health Benefits

Benefit Services-Enrollment-Administration includes health insurance, dental insurance, life insurance, long term disability, short term disability, teacher's retirement deductions, contributions, reporting, tax sheltered annuity deductions, contributions, reporting, flexible spending account (cafeteria sec. 125 plans), insurance deduction plan, dependent care plan, medical Expense Plan, account administration and reporting.

*For more information, visit:
edvisionscooperative.org*

Why a Cooperative?

The belief is that teacher leadership is not about power, but about mobilizing the largely untapped attributes of teachers to strengthen student performance by working collaboratively in a shared capacity. Cooperatives are about working collaboratively and sharing in planning, action, and in results. Cooperatives are democratically owned and managed. The founders of EdVisions Cooperative believe in teacher voice and teacher empowerment. They also believe in modeling democratic action as a means toward teaching adolescents how to live in a democracy.

Contact Information:

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Teacher Owned & Operated since 1994

EdVisions

El Colegio Charter School

EdVisions Off Campus

Jane Goodall Environmental Sciences
Academy

Kato Public Charter School

Lafayette Charter School

Level Up Academy

Minnesota Association of
Charter Schools

Minnesota New Country School

Naytahwaush Community School

Nerstrand Community School

Northern Lights Community School

SAGE Academy

Vermilion Country School

The Cost of Service & Membership with EdVisions Cooperative

The cost to the school is 2% of the total of gross payroll for the site + employer contributions for benefits and taxes.

Benefits from being in the Cooperative

By joining the EdVisions Cooperative your school will have their Human Resources handled by the Cooperative. We offer another avenue for small schools to provide a segregation of duties. The Cooperative is the employer of record and carries liability insurance on all employees reducing the liability insurance cost to the school, sometimes by 40%.

The Cooperative as a group is eligible for a discounted rate through NWEA. The Cooperative encourages schools to collect data on student achievement.

Schools that are in the cooperative are required to provide Life Insurance, Long-term Disability, Short-term disability, TSA, TRA, workers compensation, and a minimum set rate per month towards health insurance per full-time employee.

NWEA Group Rate

Staff Development Trainings & Conferences

Communication -

Daily phone & email correspondence with sites/members.

Monthly newsletters to provide information to all members.

HR Training & Discussion Sessions

Payroll & Human Resources Services

Employee Handbook

- Annual Updates
- Available updated handbook for each employee each year.

Employment Law Training

- Trained staff resource
- FMLA, Equal Opportunity, Minimum Wage, OSHA, etc.
- Updated Posters for all sites - yearly
- Training sessions for members

Employee Assistance

- New Employee Enrollment
- Employee enrollment packets
- Collect all required forms in a timely manner
- Follow up on missing forms
- Meet with new personnel - if requested.

Payroll:

- *Monthly payroll*
- *Quarterly reports*
- *Annual reports – W-2's*
- *Time Keeping System*

Personnel Issues Consultation & Assistance

- On-going HR Support

Personnel Policy Development Assistance

Personnel – Hiring & Termination Assistance & Review

Unemployment Issues

- Verify and complete forms
- Appeal filings
- Hearing representation/assistance
- Pooled risk

COBRA

- Original letter of Notification
- Payments - Payments go directly to the Co-op/site
- Follow-up/Management
- 3rd Party Administrator

Health Benefits Available with the Co-op

Health Insurance

- 3 Plans to choose from with **Medica** (includes HSA)
- Cost Management
- Research choices for various products
- Research and develop optimal choices for benefit coverage
- Enrollment & Proof application
- Management of employee changes

Dental Insurance

- *1 plan offered*
- *Enrollment & Management of employees*

Vision Insurance

- *1 plan offered*
- *Enrollment and Management of employees*

Life Insurance

- \$50,000 provided for full-time employees (The school covers the premium)
- Optionally, employees can get up to \$300,000

Long-Term Disability

- Provides first notice
- 3rd Party Administrator
- Tracks for tax accounting

Short-Term Disability

- Provides first notice
- 3rd Party Administration
- Tracks for tax accounting

MN New Hire Report

- Due each month

Flex Program (Cafeteria Plan)

- Section 125 - Direct deduction for health insurance
- Dependent Care
- Medical Deductions (Out-of-Pocket)
- Tracks for available amounts

TSA (Tax Sheltered Annuity)

- Inform sites of availability
- Follow up with sites/employee interested in TSA

TRA (Teachers Retirement Annuity)

- Monthly and Annual reports

Workers Compensation

- First report of injury reporting
- Verification and completion of claim forms
- Appeal filing