PRINCIPAL'S AGREEMENT
SOUTH KOOCHICHING/RAINY RIVER
SCHOOL DISTRICT #363

The School Board of Independent School District #363, Northome, Minnesota, enters into this agreement with **Emilie Duffney,** a legally qualified and licensed Principal, who agrees to perform the duties of Principal in the Northome School.

The following provisions shall apply and are part of this agreement:

I. BASIC SERVICES:
Said Principal shall faithfully perform the services prescribed by the School Board whether or not such services are specifically described in this agreement and in a general job description, abide by the rules, regulations and policies as established by the School Board and the State Board of Education, and any additions or amendments thereto. The Principal shall furnish throughout the life of this agreement a valid and appropriate continuing license to act as a Principal in the State of Minnesota as provided by applicable state laws, rules and regulations.

II. DURATION, EXPIRATION, TERMINATION AND MUTUAL CONSENT

1. DURATION:
This agreement is subject to the provisions of MS 122A.40 and to all laws, rules and regulations of the State of Minnesota relevant to qualifications, licensure, employment, termination and discharge. This agreement is for two (2) years, commencing July 20, 2026 and ending June 30, 2028 and shall remain in full force and effect, except if modified by mutual consent of the School Board and the Principal or unless terminated as provided by law or written resignation. The School District may establish a mandatory retirement age policy, which is consistent with applicable law.

2. EXTENSION:
The School Board will take action on extension or non-extension of the contract term, and shall give the Principal written notice of its action not less than three months prior to the end of the contract term or any extension thereof.

3. EXPIRATION:
This contract shall expire at the end of the term specified in Section 1 unless extended by mutual consent or as provided herein. At the conclusion of its term or any extension thereof, neither party shall have any further claim against the other and the School District's employment of the Principal shall cease.

4. TERMINATION DURING THE TERM:
The Principal's employment may be terminated during the term of this contract only for cause as defined in M.S. 122A.40, Subd. 9 or 13, except for purposes of definition of cause, the provisions of M.S. 122A.40 shall not be applicable with the exception that if the School Board proceeds with a termination under the grounds set out in M.S. 122A.40,

Subd. 9, the termination shall be effective at the end of the contract year. If the School Board proposes to terminate the Principal during the contract term for cause as defined in M.S. 122A.40 Subd. 9 or 13, it shall notify the Principal in writing of the proposed grounds for termination. The Principal shall be entitled to a hearing before an arbitrator provided the Principal makes such request in writing within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such an event, the parties shall jointly petition the Minnesota Public Employment Relation Board (PERB) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by the PERB rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of the arbitration decision as provided by law. The Principal may be suspended with pay pending the final determination by the arbitrator. If the Principal fails to request a hearing as provided herein within the fifteen (15) calendar day period, it shall be deemed acquiescence by the Principal to the School Board's proposed action and the proposed action shall become final on such date as determined by the School Board and the Principal shall have no further claim or recourse.

5. MUTUAL CONSENT:
This contract may be terminated at any time by the parties by mutual consent.

III. DUTY YEAR AND LEAVES:

1. BASIC WORK YEAR:
The Principal's duty year shall be for 220 days as provided herein and the Principal shall perform services on those legal holidays on which the school district is authorized to conduct school if the School Board so determines. The Principal will be on duty during teacher contract days other than use of sick leave, personal leave, or other leave approved by the Superintendent. Principal will be on duty during any emergency, natural or unnatural, unless he/she is otherwise excused in accordance with School Board administrative policy.

2. DAYS OFF DURING THE SCHOOL YEAR
The Principal shall be entitled to the following days off during the School Year:

Labor Day	Christmas Eve	President's Day
MEA (2 days)	Christmas Day	Good Friday*
Thanksgiving Day	New Year's Eve	Easter Monday*
After Thanksgiving	MLK Jr. Day*	Memorial Day

**When school is not in session*

3. SICK LEAVE:
Earning, accumulation, usage, documentation, and notification will be in conformance with Minnesota Statutes 181.9445 – 181.9448. The Principal shall earn ESST at the rate of 15 (fifteen) days each working year and earned ESST may accumulate to a maximum of 90 (ninety) days.

4. EMERGENCY LEAVE:
The Principal may be granted emergency leave, consistent with language found in the Licensed agreement.

5. MEDICAL LEAVE:
The Principal may be placed on a leave of absence for health reasons pursuant to the procedures outlined in Minnesota Statutes 122A.40, Subd. 12.

6. MINNESOTA PAID LEAVE
Subd. 1. Use: Effective January 1, 2026, Minnesota Paid Leave will provide partial wage replacement, job protection, benefit continuation, non-interference, non-retaliation to eligible Principals as prescribed in Minnesota Statutes, chapter 268B.

Subd 2. Request: When this program is implemented, the Principal shall follow the process prescribed by the State of Minnesota to request leave.

Subd. 3. Premiums: The School District shall deduct .0044 percent (.44%) of the Principal's MN Paid Leave premium from wages and shall submit the wage deductions to the State of Minnesota as required by law.

Subd. 4. Supplemental Benefits: The Principal may opt to use available leave to supplement the partial wage replacement benefits received from the Minnesota Paid Leave program so long as: (1) District policy permits District employees to do so; and (2) such policy is in accordance with Minn. Stat. § 268B.06. Total compensation received may not exceed the employee's regular wages.

7. PERSONAL LEAVE:
The Principal shall be eligible for four (4) full days of personal leave at full pay per agreement year. Unused personal leave days may be accumulated to a maximum of four (4) days.

8. JURY DUTY: The Principal who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

9. MILITARY LEAVE: Military leave shall be granted pursuant to applicable law.

IV. INSURANCE:

1. HEALTH INSURANCE AND HOSPITALIZATION:
The District shall pay the full cost of individual health and hospitalization insurance coverage for 2026-2027 and 2027-2028 or one thousand one hundred and sixty dollars ($1,160) per month for the school years 2026-2027 and 2027-2028 for family coverage for the Principal employed by the School District who qualifies for and is enrolled in the

School District group health and hospitalization plan. Any additional cost of the premium shall be borne by the Principal and paid by payroll deduction.

The Principal shall also have the opportunity to enroll in the School District's voluntary dental insurance plan at the expense of the employee.

2. LIFE INSURANCE:
The School District shall provide a group term life insurance plan providing $50,000 of coverage for the Principal, payable to the Principal's named beneficiary.

3. LONG-TERM DISABILITY INSURANCE:
The School District shall contribute 100% of the cost for a long-term disability insurance policy.

4. CLAIMS AGAINST THE SCHOOL DISTRICT:
The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

V. OTHER BENEFITS:

1. TAX SHELTERED ANNUITIES:
The Principal will be eligible to participate in a tax sheltered annuity plan and the District will provide up to a $3,000 matching contribution in each year of the contract pursuant to Section 403 (b) of the Internal Revenue Code, MS 123B.02, Subd. 15, and School District policy.

No other vendors or products will be available as investment options under the School District 403(b)/457 plan unless mutually agreed upon by the District and the employee.

2. CAR EXPENSE:
To perform his/her duties, the Principal will be provided with a School District vehicle at School District expense or be compensated for authorized use of his/her private vehicle at the rate set by School District Policy.

3. CONFERENCES AND MEETINGS:
The School District shall pay all legally valid expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance there is required, directed, or permitted by the School Board. The Principal shall advise and get approval of the Superintendent for all meetings and conferences that he/she will be attending and shall periodically report to the Superintendent relative to all meetings and conferences attended. The Principal shall file itemized expense statements to be processed and approved as provided by law. The District shall also pay yearly membership dues to one Minnesota Principals Organization (local, State and National dues) agreed to by both parties.

VI. <u>SALARY:</u>
The Principal shall be paid an annual salary effective from July 20th through June 30th for 2026-2027 and July 1st through June 30th for 2027-2028. The Principal shall be compensated in 2026-2027 at $86,500, 2027-2028 at $88,500 in equal installments during the period of this agreement and the Principal shall perform the services prescribed by the School Board and be responsible to the Superintendent. The Principal shall engage in no other employment, consultation service or other activity for which an honorarium is paid without receiving prior approval of the School board, but shall devote full time and due diligence to the affairs and the activities of the School District.

VII. <u>EVALUATION:</u>
The Principal is evaluated once (1) per year at end-of-year, by the Superintendent and Board Chair using the MN Principal Evaluation tool developed by the MASA, MESPA, MASSP and BOSA and approved by the School Board.

This agreement shall be effective only upon signature of the officers of the School Board after authorization for such signature was taken by the School Board in appropriate action in its minutes.

IN WITNESS THEREOF I have subscribed my signature this

__________________ day of ____________________, _____.

____
Principal

IN WITNESS THEREOF we have subscribed our signatures this

_________________ day of____________________, ______

____
School Board Chair

____
School Board Clerk