Articles of Agreement

INDEPENDENT SCHOOL DISTRICT NO. 477

PRINCETON, MINNESOTA

AND THE

PRINCETON DISTRICT DIRECTORS

July 1, 2026 through June 30, 2029

Contract Agreements

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MASTER AGREEMENT

ARTICLE I: PURPOSE

This At-Will Employment Agreement ("Agreement") is entered into by and between the Independent School District No. 477("District") and District Directors ("Director.") The District and the Directors are collectively referred to as "the parties."

WHEREAS, the parties desire to enter into an employment agreement governing the terms and conditions of the Director's employment with the District;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises and agreements contained in this Agreement, the parties hereby agree as follows:

ARTICLE II: DEFINITIONS

Section 1 – Definition Of Unit:

Subd. 1 – All positions listed in Salary Appendix A shall be considered a part of the District Directors salary program and covered under its terms and conditions.

Subd. 2 – Salary Appendices are for reference only and may be updated periodically. This is a meet and confer group, and unless an employment contract exists, employment is at-will.

Section 2 - At-Will Employment: Directors, on an at-will basis, will perform the duties as outlined in their job description. Because this is an at-will position, the District may discipline directors as the District sees fit. The District may also discharge the director and unilaterally terminate this Agreement as the District sees fit. The District is not required to provide advance notice or show cause in connection with disciplining or discharging the director from employment or in connection with terminating this Agreement. The director may resign from the District at any time and for any reason.

Section 3 – Working Day: A "working day" is defined as any day the director is scheduled to work or any holiday the director is eligible to be paid for.

Section 4 - Non -Exempt Status: This position is a full-time position with exempt status under the Fair Labor Standards Act. The regular workday will be eight (8) hours in length, but director is expected to work the number of hours necessary to perform the job duties and to meet the professional expectations of the job. In light of the exempt status of the position, hours worked in excess of a forty-hour workweek will not result in any overtime pay. Regular attendance is an essential function of the job.

Section 5 - Job Duties: Director must faithfully perform all duties that are described in the attached job description. In addition, the director must faithfully perform all services the District prescribes or assigns to the director, regardless of whether those services are specifically described in this Agreement or in the related job description. Regular and prompt attendance is an essential function of this position.

Section 6 - Duty to Comply with Laws and Policies: Director must comply with all applicable federal and state laws. Directors must also comply with all rules, regulations, and policies of the District and the State of Minnesota, including those rules, regulations, and policies that currently exist and any that are established or amended during the term of this Agreement.

Section 7 - Duty of Loyalty: Director agrees to perform the job duties diligently, in good faith, and to the best ability with loyalty to the District. Director must devote full time and due diligence to the affairs and the activities of the District. Director may not, directly or indirectly, participate in any action or conduct that conflicts in any respect with the interests of the District, and director may not engage or participate in any action or conduct that is inconsistent with the District's policies or actions, duties for this position, the basic educational mission of the District, or the desired image of the District.

Section 8 - Outside Activities: Director must obtain written approval from the District before performing any educationally related service or activity for another person, entity, or organization in exchange for compensation. With prior written approval from the Supervisor, the director may engage in other compensated activities if such activities do not impede on the director's ability to perform the duties for the District. Directors may not directly or indirectly use District time, property, or resources for the benefit of another person, entity, or organization that is compensating the director.

Section 9 - Choice of Law and Severability: This Agreement is governed by the laws of the State of Minnesota. If any part of this Agreement is construed to be unenforceable or in violation of any applicable law, the remaining portions of the Agreement will remain in full force and effect.

Section 10 - Claims against the District: The District will select the insurance carrier and the insurance plan for all types of insurance identified in this Agreement. At any time the District may change the insurance carrier and/or the insurance plan that it selects, subject to any applicable laws. Any description of insurance benefits in this Agreement is intended to be informational only. The Director agrees that she may not bring any action against the District for any claim that is not covered or paid by any type of insurance described or mentioned in the Agreement, including group health insurance, LTD insurance, or life insurance. The District is not promising or guaranteeing that any particular claim will be paid or covered by insurance, or that any specific amount or benefit will be provided under any insurance policy. The District's only obligation is to select an insurance plan and to make the premium contributions that are described in this Agreement, provided that the Director is enrolled in and meets the terms established by the plan selected by the District. The eligibility and coverage of the Director and any dependents will be governed entirely by the terms of the applicable insurance policy. Subject to any applicable requirements of federal or state law, the District's obligation to make any contribution toward the cost of any premium will cease immediately upon termination of the Agreement. **No Additional Compensation:** If the Director declines to participate in any insurance plan selected by the District, or if they do not meet the terms established by an insurance plan selected by the District, the Director may not make any claim against the District for additional compensation in lieu of, or in addition to, the District's contribution toward the premium for coverage.

ARTICLE III: COMPENSATION

Section 1 - Salary:

The salaries of the directors covered by this agreement are set forth in Appendix A; and Appendix A shall be considered a part of this agreement.

Subd 1 - Additional Salary The Princeton School District shall pay the directors an additional salary on June 30th for overseeing/administering the Q-Comp program provided funding for Q-Comp is available.

Director of Student Services, Director of Community Education, and Director of Human Resources shall receive $3000 annually.

The Director of Teaching, Learning and Technology shall receive $8000 annually.

Section 2 - Work Year:

Will consist of 220 duty days minus paid holidays, with the specific days being determined by the District. In addition, the director must be on duty during any emergency, natural or unnatural, unless otherwise excused by the Supervisor.

Section 3 - Extended Employment:

Salary shall be determined on a pro-rated basis of regular salary. All extended employment assignments shall be with mutual agreement of the superintendent and directors and may be initiated by either party in advance of days worked. Extended employment will not exceed 10 school days in any one year. Such assignments are not limited to, but may include the following:

1) School reform or restructuring projects.
2) New school, major remodeling projects, a catastrophic loss or pandemic.
3) Late or excessive vacancies.

Section 4 - Non-Duty Days:

Subd. 1 – Directors shall be granted unpaid non-duty days. The number of non-duty days granted shall be equal to the difference between 52 weeks and the number of duty days for which they are scheduled to work.

Section 5 - Holidays:
Director shall be entitled to twelve (12) paid holidays each contract year as follows: Independence Day, Labor Day, Thanksgiving and the Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Years Day, Presidents Day (only if no school), Good Friday, Memorial Day and Juneteenth.

Section 6 -Legal Holidays and Emergency Closings:

Subd. 1 Each director shall perform services on those work days designated by the employer, including those legal holidays on which the employer is authorized to conduct school. Each director shall also perform services on such work days as the employer shall determine in lieu of such normal school days canceled because of emergency school closing.

Subd. 2 Inclement Weather: In the event that school is officially closed due to inclement weather, directors shall report to work or work remotely with approval of the superintendent. If the director does not report to work, he or she will be permitted to work remotely, submit personal leave or as an unpaid non-duty day.

Section 7 - Salary Adjustment:
The District will pay the gross annual salary in equal installments, less applicable withholdings and deductions, based on the District's regular payroll schedule. Each installment will be made after the period in which the salary was earned. If this Agreement is terminated during the middle of a pay period, the salary paid to employees for that period will be prorated and decreased to reflect the number of days actually worked. The employee authorizes the District to make payroll deductions for paying the Employee's PERA/TRA contribution and the Employee's health and dental insurance premium contribution, if applicable. In the event of a payroll error that results in an overpayment, the District may correct the error by withholding monies from the Employee's future paycheck(s) until the amount of the overpayment is captured. The Districts obligation to make any payments under that Agreement will cease immediately in the event that the Employee resigns or his/her employment is terminated for any reason

ARTICLE IV: LEAVES

Section 1 - Enrichment Leave:

Subd. 1. Leave of absence for a maximum of one (1) year may be granted for advanced study, exchange teaching, or such other related reasons as may warrant such leave.

Subd. 2. All such leaves of absence shall be without pay and sick leave benefits shall not accrue while on enrichment leave. However, the director shall retain their present status, including the position and such privileges as may have been earned prior to such leave.

Subd. 3. Directors shall have the option of retaining their health insurance coverage while on leave; however, premiums for such insurance shall be paid by the director.

Section 2 - Medical Leave:

If the Director is unable to perform duties because of illness or disability and has exhausted all sick leave credit available or has become eligible for long-term disability compensation, the director shall, upon request, be granted a medical leave of absence up to one (1) year in duration without pay. The school board may, in its discretion, extend such a leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by a written doctor's statement outlining the condition of health and estimated time at which the director is expected to be able to assume normal responsibilities. Director, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but shall pay the entire premium for such programs chosen to be retained, commencing with the beginning of the leave.

Section 3 - Sick Leave:

Subd. 1. All full-time directors shall earn sick leave at the rate of 15 days for each year of service in the employ of the school district. Annual sick leave shall accrue monthly as it is earned on a proportionate basis for the work year.

Subd. 2. Unused sick leave days may accumulate to a maximum credit of 200 days of sick leave per director.

Subd 3. Sick leave with pay shall be allowed by the District whenever a director's absence is found to have been due to illness which prevented their attention at school and performance of duties on that day or days.

Subd. 4. The District may require a director to furnish a medical certificate from the school health office or from a qualified physician as evidence of illness, indicating such absence was due to illness in order to qualify for sick leave pay.

Subd. 5. In the event that a medical certificate will be required, the director will be so advised.

Subd. 6. Sick leave allowed shall be deducted from the accrued sick leave days earned by the director.

Subd 7. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Subd. 8. Sick leave HRA (Health Reimbursement Account)

Beginning July 1, 2021, directors who participate in a school district health plan will receive contributions into an HRA for accumulated sick leave days. If qualifications are met, participation is mandatory. The district will contribute the following amounts into an HRA account based on the following accumulated hours of sick leave at the end of each school year.

Number of Accumulated Sick Leave hours (days)	Annual District HRA Contribution amount
45 days (360 hours)	$700
75 days (600 hours)	$800
120 days (960 hours)	$900
165 days (1320 hours)	$1000
180 days (1440 hours)	$1100

If a director also has an HSA (Health Savings Account) the HRA will only cover approved dental and vision costs. Those restrictions will remain in place until retirement or selection of a different health plan option.

Section 4 - Emergency Leave:

Subd 1. A director may be granted a paid leave of no more than five (5) days per year, noncumulative, in the event of a death or serious illness of someone in the director's immediate family, at the discretion of the superintendent**.**

Subd 2. "Immediate family" is defined as an employee's spouse/domestic partner, parent, step-parent, mother-in-law, father-in-law, child, ward, custody child, foster child, brother, sister, step-brother, step-sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, great-grandparent, grandchild, or great-grandchild.

An employee may use personal leave, contingent upon department level approval, to attend the funeral of other relatives or non-family members.

Section 5 - Personal Leave:

Directors shall be granted two (2) days of personal leave each year, non-cumulative, subject to approval of the superintendent. Upon termination of this Agreement, the director is not entitled to any compensation for any unused days of personal leave.

Section 6 - Sick Leave Buyback:

Employees with at least 100 days of sick leave on June 15th of each year shall be eligible to exchange 3 sick days for one additional paid day at the employee's daily rate of pay to a maximum of 3 paid days (9 sick leave). Employees shall make their selection in writing and submit to the Superintendent by June 30th of each year. The sick leave buyback hours will be deducted prior to Sick Leave HRA eligibility.

ARTICLE V: FRINGE BENEFITS

Section 1 - Tax Sheltered Annuities:

Subd. 1. All certified personnel are eligible to participate in a Tax Deferred Annuity Program established by the employer. Each applicant will be allowed to select their provider as previously approved by the District. All federal and state regulations are to be followed as advocated in tax sheltered programs.

Subd. 2. Applications must be received and processed within the district's designated time, October 1, in order to become effective during that given school year.

Subd. 3. Any director new to the bargaining unit may join the tax sheltered annuity of their choice within 60 days of employment.

Section 2 - Income Protection (LTD):

The employer will pay the total premium for each eligible director for long-term disability insurance (LTD). Coverage shall be based on 66 2/3 percent of the director's basic salary (excluding extended year contracts, etc.). Benefits are to begin after 90 calendar days of total disability.

Section 3 - Severance Pay - Directors Hired On or before July 1, 2014:

Directors hired on or before July 1, 2014, who have completed ten (10) years of full-time, continuous service with the school district as a director, the Director shall be eligible for severance pay pursuant to the provisions of this subdivision upon submission of a written resignation accepted by the school board. If the Director fails to give notice of retirement by March 1 of the school year of retirement, she shall not receive severance pay until the school year following the year of retirement

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The school district will pay severance pay to the Director upon her retirement. This severance pay will be paid by the school district in equal annual installments over a time period of two (2) years from the effective date of the retirement and shall not be granted if discharged by the school district. Severance payments will commence ninety (90) days after retirement. In the event that the Director dies before all or a portion of the . severance pay has been dispersed, that balance due shall be paid to a named beneficiary or, lacking the same, to the deceased's estate. In no event shall severance pay provided exceed an amount equivalent to eighty-five (85) total days.

The Director will accumulate severance pay at the rate of eight (8) days per year of full time service to the Princeton Public School system, to a maximum of 85 days.

In applying these provisions, the Director's daily rate of pay for the last full year actually worked shall be the basic daily rate at the time of retirement, as provided in the basic salary schedule for the basic school year, and shall not include any additional compensation for extra-curricular activities, extended employment or other compensation.

The School District will contribute an amount equal to the value of the Director's severance pay pursuant to Section 28, Severance Pay from this agreement, directly into the Director's Minnesota State Retirement System ("MSRS") account. The Director will not receive any direct payment from the School District for severance pay.

Section 4 - Insurance Coverage for Early Retirees hired On or After July 1, 2006 and Prior to January 1, 2020.

Subd. 1 Directors hired on or after July 1, 2006, must complete at least (10) full-time years of continuous service with the school district to be eligible for early retiree insurance coverage. The school district will contribute the same amount toward health insurance provided in the current collective bargaining agreement for directors retiring at age fifty–five (55) or thereafter until such director attains eligibility for Medicare or dies prior thereto.

Subd. 2 If an early retiree obtains employment with an employer other than the school district and such early retiree is covered by a group medical/hospital insurance plan or HMO provided by the new employer, such coverage shall be considered primary.

Subd. 3 If an early retiree is entitled or would be entitled if enrolled to have any part of the cost of eligible services or supplies paid by Medicare Parts A or B (even though the early retiree does not enroll in Medicare or waives or fails to claim medical benefits), the total amount paid under this contract and Medicare or what could be paid under Medicare does not exceed the total charges for covered benefits.

Subd. 4 A director or their surviving spouse upon attaining eligibility for Medicare may elect to remain with the group medical/hospital plan, making payment of the entire premium cost.

Subd. 5 The retiree health insurance provisions shall apply to directors hired prior to January 1, 2020. Thereafter, no health insurance contribution by the school district shall be applicable to retiring directors.

Section 5 - Expense Reimbursement:

Subd. 1. Outside the District: The employer shall pay each of its directors at the district rate per mile for travel outside the district involved in the discharge of official duties which requires use of a director's personal automobile. Each director shall be paid upon submission of a properly detailed voucher approved by the district office, in accordance with established school district policies.

Subd. 2. Inside the District: Payment will be made for directly submitted expenses.

Section 6 - National Conventions:

Each director will be allowed to attend a National Convention a minimum of once every 2 years. Reasonable allowable expenses will be allowed for travel, food and lodging, in accordance with established school district policies. All convention requests are to be cleared and authorized by the superintendent.

Section 7 - Life Insurance:

The employer shall provide group term life insurance for each director in the amount of $150,000 per year of the contract upon approval of the life insurance carrier.

Section 8 - Professional Dues:

The Directors are encouraged to belong to and participate in appropriate professional and civic organizations where such membership will serve the best interests of the school district. Accordingly, the School District will pay such membership dues for organizations as are required, directed, or permitted by the District and must be approved by the Superintendent. Each director shall request payment upon forms provided by the district office.

Section 9 - Health Insurance:
The school district shall contribute the cost of providing health insurance for each full time director up to $2,970.00 per month for the 2026-2027 school year, $3,208.00 per month for the 2027-2028 school year and $3,465.00 per month for the 2028-2029 school year. Directors that are enrolled in a High Deductible Plan with a Health Savings Account will receive the difference in premium contribution, if any, to the administrator's HSA The director through a payroll deduction shall pay any premium costs in excess of the school district contribution

Section 10 - Dental Insurance:
Effective July 1, 2023, the School District shall contribute a sum not to exceed $100 per month towards group dental coverage for directors who are working 30 hours per week or more and who are enrolled in the School District's group dental plan.

Any additional cost of the premium shall be borne by the director and paid by payroll deduction.

Section 11 - Tax-Deferred Matching Plan:

Subd. 1 The school district will match eligible director contributions up to $6,000.00 for the 2026-2027 school year and $6,500.00 for the 2027-2029 school years for each eligible full-time director who participates in the school district's matching 403(b) tax deferred compensation plan.

Subd. 2 The eligible director must complete a salary reduction authorization agreement no later than June 1 of each year. Full-time directors employed less than 200 days shall be permitted to participate on a pro rata basis. In determining minimum qualifications for the maximum contribution, a director must be employed at least 200 days in any contract year.

Section 12 - Liability Insurance:
The District shall provide an errors and omissions liability insurance policy covering the director in the amount not less than statutory limits.

ARTICLE VI: DURATION

Section 1
This Agreement establishes the terms and conditions of employment that will apply to directors' employment until June 30, 2029, provided that neither party exercises its right to terminate this Agreement or the employment relationship before that date. This Agreement will immediately terminate if either party exercises its right to terminate the employment relationship. This Agreement will automatically expire and the employment relationship will automatically end on June 30, 2030 unless the parties enter into a new written agreement extending the employment relationship beyond that date. A work/contract year is defined as July 1 to June 30th each year.

Section 2
Any matters relating to the current contract term, whether or not referred to in this agreement, shall not be open for negotiation during the terms of this agreement.

Section 3
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 provisions of this agreement or the application of any provision thereof.

Section 4
This Agreement constitutes the entire agreement between the director and the District. No party has relied upon any statements or promises that are not set forth in this Agreement. The terms of this Agreement are contractual and supersede any and all prior agreements between the parties and any inconsistent provisions in any director handbooks or policies. Director understands and agrees that any handbooks or policies adopted by the District do not create an express or implied contract. No waiver or modification of any provision of this Agreement is valid unless it is in writing and signed by both parties.

ARTICLE XI

IN WITNESS WHEREOF, the parties have signed this agreement.

Princeton District Directors		**INDEPENDENT SCHOOL DISTRICT #477**	
Director Negotiator	Date	School Board Chairperson	Date
Director Negotiator	Date	School Board Clerk	Date

SCHEDULE A

DIRECTOR SALARY

Director of Business and Operations					
26-27	$147,085	$150,064	$153,046	$156,025	$160,026
27-28	$151,497	$154,566	$157,637	$160,706	$164,826
28-29	$156,042	$159,203	$162,366	$165,527	$169,771
Director of Teaching & Learning and Technology **Director of Human Resources**					
26-27	$130,471	$133,482	$136,490	$140,571	$144,448
27-28	$134,385	$137,486	$140,585	$144,788	$148,782
28-29	$137,073	$140,236	$143,397	$147,684	$151,757
Director of Student Services **Director of Community Education**					
26-27	$127,463	$130,471	$133,482	$136,490	$140,571
27-28	$131,286	$134,385	$137,486	$140,585	$144,788
28-29	$133,912	$137,073	$140,236	$143,397	$147,684

Longevity after 15 years of service (non-consecutive) $2,500.00

Site Supervision Pay for Activities: $100.00/weekdays and $125.00/Weekends

New or Additional Directors: Newly hired director salaries will be subject to negotiations with the Superintendent and the final approval by the School Board. The Board retains the right to negotiate the salary for newly hired directors. Reassignment within the district will be subject to negotiations with the Superintendent and final approval by the School Board.