MEMORANDUM OF UNDERSTANDING BETWEEN THE BOARD OF EDUCATION OF ALBERT LEA AREA SCHOOLS #241 AND DR. STEVEN HEIL, SUPERINTENDENT OF SCHOOLS

This Memorandum of Understanding ("MOU") is entered into by and between the Board of Education of Albert Lea Area Schools #241 ("Board") and Dr. Steven Heil ("Superintendent") to address the unique administrative needs and operational requirements of the District during the 2025–2026 and 2026-2027 school years.

1. Background and Rationale

During the past fiscal year, the District experienced significant administrative requirements, including essential district office transitions, critical oversight of summer school programming, and extraordinary operational demands. Due to these business necessities, the Superintendent was required to remain on duty and was unable to utilize earned vacation time.

2. Term of Agreement

The Board and the Superintendent hereby agree to the following one-time adjustment regarding unused vacation leave:

- Exchange of Vacation Days: The Board agrees to compensate the Superintendent at their regular per diem daily rate for up to ten (10) accrued, unused vacation days from the 2025–2026 school year. Any unused days from the 2025-2026 above the 10 unused days will be forfeited.
- Calculation: The daily rate shall be calculated based on the Superintendent's current annual base salary of $186,850 divided by 261 work days equaling $715.90 per day, yielding a total gross payment of $7,159.00.
- Disbursement: Payment shall be rendered in a lump sum on or before October 30, 2026, subject to standard payroll withholdings and deductions, as a separate payment from payroll.

3. Non-Precedent Setting

This MOU is executed due to extraordinary, non-recurring operational demands. It is explicitly agreed and understood that this Agreement is on a strict non-precedent setting basis. It shall not establish a past practice, nor shall it obligate the Board or the District to offer a similar exchange, payout, or modification of benefits to the Superintendent or any other employee in future contract years.

4. Full Agreement

All other terms, conditions, and provisions of the Superintendent's underlying Employment Contract shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on the dates set forth below.

_____ _____

Dave Klatt, Board President Date Dr. Steven Heil, Superintendent Date