

**INDEPENDENT SCHOOL DISTRICT #595  
EAST GRAND FORKS, MINNESOTA  
2025-26 Work Agreement**

Name: Laura Thorvilson  
Title: Community Education Director

**DUTY YEAR AND LEAVES**

**A. Work Year**

The basic work year shall be 228 days from July 1, 2025 to June 30, 2026.

Scheduling of Duty Days: The duty day schedule for the Community Education Director shall be subject to the approval of the Superintendent. The Community Education Director shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School District-Administrative policy. Days worked for emergencies shall be credited as duty days in the Community Education Director's contract.

**B. Holidays**

The Community Education Director shall be entitled to the following paid holidays: Labor Day, Thanksgiving Day, Christmas Day, Memorial Day and Juneteenth.

**C. Sick Leave**

Sick leave will be accumulated at the rate of 8 hours for each month of continuous service for a total of 96 hours/year.

Sick leave may accumulate to an unlimited amount.

A cash bonus will be awarded on a yearly basis, after five (5) years of continuous employment at 10% of accumulated sick days. The employee shall have the option of requesting that cash bonus or continuing to accumulate sick days. Example: After 5 years, an employee has accumulated 50 sick days. At that time the employee has the option to either collect a cash bonus for the 12 days (at 10%) or add the 12 days to previously accumulated sick days. This will occur yearly based on the previous year's accumulated sick days; therefore, employees may not go back any further than the current year to collect the cash bonus.

The employee is allowed to use his/her sick leave benefits for the illness of the employee's child as provided in M.S. 181.940.

The employee may use sick leave for all medical and dental appointments.

**D. Emergency Leave**

The Community Education Director may be granted paid emergency leave during the contract year at the discretion of the Superintendent.

**E. Personal Leave**

The employee under this agreement shall earn 3 days personal leave to use within the contract period.

**HEALTH AND WELFARE**

**A. Health and Hospitalization**

The School District shall contribute up to \$900.00 per month, whether single or dependent, in the School district's group health and hospital plan. If the cost of the policy is lower than the above limits, the excess monthly premium shall be placed into the employee's HSA account.

**B. Dental Insurance**

The School District shall contribute up to \$122.84 per month toward the premium costs, whether single or dependent, in the School District's group dental plan. If the cost of the policy is lower than the above limit, the School District assumes only the total cost of the insurance plan.

**C. Term Life Insurance**

The school district shall provide the same life insurance benefits for the members of this group as are stipulated in the EGFEA Master Contract.

**D. Claims Against the School District**

It is understood that the School District's sole obligation is to purchase the insurance policy and pay the agreed-upon premiums. No claims shall be made against the School District in the event of a denial of insurance benefits by the insurance carrier.

**E. Duration of Insurance Contribution**

An employee is eligible for School District contributions as outlined in this Article for the duration of their employment with the School District. Upon termination of employment, all School District participation and contributions shall cease effective on the employee's last working day.

**F. Long Term Disability Insurance**

Available at the employee's expense.

**G. Liability Insurance**

The Community Education Director shall be covered under the Errors & Omissions liability insurance policy maintained by ISD #595.

**TAX SHELTERED ANNUITIES**

The Community Education Director will be eligible to participate in a tax sheltered annuity plan through payroll deduction established pursuant to Section 403(b). The School District will match up to 3% of the Community Education Director's salary up to the maximum allowed by law.

**CELL PHONE**

The Community Education Director will receive a \$50.00 per month (\$600 per year) stipend for cell phone use

**SALARY:** \$95,000.00

  
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Laura Thorvilson

4-11-25  
\_\_\_\_\_  
Date

**INDEPENDENT SCHOOL DISTRICT #595**

\_\_\_\_\_  
Lynn Brott, Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Josh Perkerewicz, Board Clerk

\_\_\_\_\_  
Date