

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 **MacKenzie Lehn**, 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:**

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 three (3) years, commencing July 1, 2023 and ending June 30, 2026 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.

**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 Vacation	Easter Monday
Teacher Convention (2)	President's Day	Memorial Day
Thanksgiving (2)	Good Friday	

3. SICK LEAVE:

The Principal shall earn sick leave at the rate of fifteen (15) days for each working year, which may be accumulated to a maximum of ninety (90) days. Sick leave may be used according to MN Statute 181.9413.

4. EMERGENCY LEAVE:

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

5. MEDICAL LEAVE:

If the Principal is unable to perform his/her duties because of illness or disability and has exhausted all sick leave credit available or has become eligible for long-term disability compensation and has not been suspended or placed on leave of absence pursuant to MS 122A.40, Subd. 12, he/she 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 leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by written doctor's statement outlining the condition of health and estimated time at which the Principal is expected to be able to assume his/her normal responsibilities. The Principal, when on a 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 as he/she wishes to retain commencing with the beginning of the leave. If medical leave is granted pursuant to this section, the Principal voluntarily waives any right to leave of absence to which he/she might otherwise be eligible pursuant to MS 122A.40, Subd. 12.

6. PERSONAL LEAVE:

The Principal shall be eligible for five (5) full days of personal leave at full pay per agreement year. Unused personal leave days may be accumulated to a maximum of five (5) days.

IV. INSURANCE:

1. HEALTH INSURANCE AND HOSPITALIZATION:

The School District shall provide the Principal and his/her dependents a health, dental and hospitalization insurance plan at the expense of the School District.

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 provide a long-term disability insurance plan for the Principal providing a benefit of 66-2/3 percent of the Principal's regular monthly

compensation (maximum salary \$50,000), with a waiting period of not more than ninety (90) calendar days after the date of disability, with such benefits to continue until the Principal reaches the age of sixty-five (65) and as long as the Principal remains disabled.

4. LIABILITY INSURANCE:

The School District shall provide an errors and omissions liability insurance policy covering the Principal in the amount of the present policy.

5. CLAIMS AGAINST THE SCHOOL DISTRICT:

The parties agree that any description of insurance benefits contained in this section are intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this section. It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by the insurance carriers.

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.

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. SALARY:

The Principal shall be paid an annual salary effective from July 1<sup>st</sup> through June 30<sup>th</sup> each year of the contract. The Principal shall be compensated in 2023-2024 at \$90,000, 2024-2025 at \$92,000 and 2025-2026 at \$94,000 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. EVALUATION:

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 \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Clerk