

INTERMEDIATE SCHOOL DISTRICT NO. 917

TERMS AND CONDITIONS OF EMPLOYMENT

for

**ASSISTANT DIRECTOR/PRINCIPAL
and
SECONDARY PRINCIPAL**

Effective July 1, 202~~5~~3 to June 30, 202~~7~~5

Board Approved: March 3, 2026

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**ARTICLE I
DEFINITION OF ELIGIBLE EMPLOYEES**

The terms and conditions of employment as provided herein, cover those employees of Intermediate School District 917 who qualify as supervisors under the Minnesota Public Employment Labor Relations Act, and who are employed on a full-time basis in any of the following positions:

Assistant Director of Special Education/Principal
Secondary Principal

The District intends to employ the most qualified candidates for these positions, who possess a Director of Special Education and/or Principal licensure. The position of Secondary Principal requires only the K-12 Principal license. In the event an employee is hired into the Assistant Director of Special Education/Principal position after June 30, 2017, and does not have both of these two licenses, the employee will be required to secure a Director of Special Education and/or Principal licensure within two (2) years of their hiring date, as outlined on the employee's individual agreement. Exceptions to this expectation may be approved by both the administrator's supervisor and the Superintendent.

**ARTICLE II
LEAVES**

Section I. Sick Leave:

Subd. 1. Full-Time Employees: A full-time (1.0 FTE) employee shall receive Earned Sick and Safe Leave (ESSL)), per Minnesota State Statutes 181.9445 through 181.9448, which outlines mandatory Earned Sick & Safe Time for Minnesota employers, at the rate of twelve (12) days during each fiscal year of service (July – June) in the employ of the School District. The employee shall be frontloaded with the twelve (12) ESSL days at the beginning of each fiscal year of employment, not subject to proration due to a leave of absence or early departure from the position.

Subd. 2. Part-Time Employees: Part-time employees who work 0.85 FTE or greater shall receive Earned Sick and Safe Leave (ESSL), per Minnesota State Statutes 181.9445 through 181.9448, which outlines mandatory Earned Sick & Safe Time for Minnesota employers, at a prorated rate in relation to full-time, 1.0 FTE employees' ESSL allotment listed above during each fiscal year but no less than 80 hours. The employee shall be frontloaded with ESSL days at the beginning of each fiscal year of employment, not subject to proration due to a leave of absence or early departure from the position.

Part-time employees who work at least 80 hours in a year up to 0.84 FTE shall accrue Earned Sick and Safe Leave (ESSL) monthly at a prorated rate in relation to full-time, 1.0 FTE employees' ESSL allotment listed above but no less than one (1) hour of ESSL for every 30 hours worked, with the ability to accumulate at least 48 hours of ESSL each year.

Subd. 3: Unused ESSL will rollover into a sick leave bank that may accumulate without limit. The employee can use accrued sick leave for personal illness, an absence due to an illness of or injury to a spouse, child, adult child, brother, sister, parent, grandparent, grandchild, spouse's parent, significant person or for "safety leave." For purposes of this provision, "child," includes stepchild and a biological, adopted, and foster child and "grandchild" includes a step-grandchild and a biological adopted and foster grandchild. For purposes of this subdivision, "parent" includes stepparent, biological, and adoptive parent.

Subd. 4: For employees hired into this contract group before July 1, 2025~~4~~, upon the close of any contract year that occurs after which the employee has completed at least ten (10) years of continuous employment with the school district the school district shall pay to the Administrator the cash value of ten (10) sick leave days if the sick leave balance has ten or more days. Such payment shall be made on July 15th following the close of the contract year. Years of employment are defined in Article III, Section 1, of these terms and conditions. Notwithstanding the foregoing, the total number of accumulated sick leave days cashed out will not exceed 70 days. Upon termination of employment, the Administrator shall receive a cash payment for a portion of his/her accumulated sick leave. The amount of accumulated sick leave days that will be paid to the Administrator upon termination of employment will be equal to the lesser of the number of accumulated sick leave days at the time of termination or the difference between 70 days and the number of days that have been cashed out and paid to the Administrator during his/her employment. For purposes of converting accumulated sick leave into cash in order to make payment to the Administrator hereunder, the value of a day of sick leave shall be determined as per Article III, Section 1 of these terms and conditions. The base salary is identified in the Administrative Agreement document in item #5 for the contract year in which the severance of employment occurs.

For employees hired into this contract group on or after July 1, 2025, payout of any sick leave days shall not be granted.

Section 2. Medical Leave:

Subd. 1. Personal Medical Leave of Absence: An employee who is unable to work because of a personal illness or disability may, upon written request to human resources per procedure outlined on the School District's website, be granted a medical leave of absence. Such leave shall run concurrently, that is at the same time, with Family Medical Leave Act (FMLA) provisions, if the employee is eligible under FMLA as noted in subdivision two (2) of this section. The employee's accrued paid leave must be exhausted before the employee transitions to an unpaid personal medical leave of absence.

Pregnancy Leave: The start of a personal physical disability absence for prenatal care, pregnancy, delivery, and recovery from childbirth shall be determined by the employee's physician. The end of a personal physical disability absence for childbirth shall also be determined by the employee's physician. This must be communicated to the School District in writing. Leaves extending beyond the physician's documentation shall fall under parental leave and may be eligible under the Family Medical Leave Act as noted in subdivision two (2) of this section.

Subd. 2. Family Medical Leave of Absence: In accordance with the Family Medical Leave Act (FMLA), eligible employees are entitled to twelve (12) workweeks of unpaid leave within a rolling twelve (12)-month period.

- a) FMLA Eligibility: Over the twelve (12) months prior to leave, employees must have been employed with the School District for at least twelve (12) months and worked 1,250 hours within the twelve (12)-month period preceding the leave. Any use of vacation, personal leave, sick leave, or unpaid time off are not counted toward the 1,250-hour benchmark.
- b) Pursuant to law, FMLA Leave shall be granted for any of the following reasons:
 1. The employee's own serious health condition, as defined by the FMLA;
 2. The employee's need to care for an immediate family member (spouse, child, parent) with a serious health condition, as defined by the FMLA;
 3. The placement (adoption or foster care) or birth of a child up to one year after the child's birth or placement.
- c) FMLA Leave will run concurrently, that is at the same time, with any paid leave and any and all of the employee's accrued paid leave must be exhausted before the employee transitions to an unpaid leave of absence.
- d) Spouses who work for the School District shall be allowed a combined total of twelve (12) weeks unpaid FMLA leave during any twelve (12)-month period for the birth or adoption of a child, or to care for a parent's serious health condition. However, the combined limitation does not apply to FMLA leave taken by one spouse in the School District to care for the other spouse in the School District.

Subd. 3. Notification and Request for Medical Leave: An employee must give written notice to the superintendent and human resources requesting a medical leave of absence at least three (3) calendar months before the beginning of the requested medical leave or within 24 hours of receipt of notice of arrival of an adopted child, if notice is received less than three (3) calendar months before the leave start date, or as soon as possible following the onset of a serious health condition. The request for medical leave shall adhere to procedure outlined on the School District's website.

Subd. 4. Medical Verification: The employee shall be required to provide the School District with medical verification from a qualified healthcare provider for their own or the family member's serious health condition when requesting the leave of absence.

Subd. 5. Returning from Medical Leave: An employee on a medical leave of absence under this Section must notify the superintendent and human resources or his/her administrative designee in writing, at least one (1) week prior to his/her intention to return from leave in accordance with state statute.

- a) If the employee is returning from a personal medical leave of absence, the employee must also provide medical verification from a qualified healthcare provider of the employee's release from medical restrictions allowing them to return to full capacity at work.

The employee may provide medical verification from a qualified healthcare provider of the employee's work restrictions due to the employee's serious medical condition, and the School District will attempt to accommodate those restrictions, if possible.

- b) Upon return from a medical leave, the employee shall be returned to the former position held from which the employee was granted the leave, or an equivalent position should that position no longer be available or the School District determines the timing of the employee's return would interfere with student achievement.

Subd. 6. Probationary Period: Periods of time for which the employee is on medical leave may extend the employee's probationary period pursuant to Minnesota Statute (122A.40).

Section 3. Parental Leave:

Subd. 1. An employee shall be afforded a parental leave of absence of no more than twelve (12) months in duration for the care of a newborn child or an adopted child, provided that the employee is caring for the child on a full-time basis. The parental leave will run concurrently, that is at the same time, as family medical leave should the leave be an FMLA-qualified leave of absence.

Subd. 2. Notification and Request for Parental Leave: An employee shall give written notice to human resources, per procedure outlined on the School District's website, requesting a parental leave of absence at least three (3) calendar months before the beginning of the requested leave or within 24 hours of receipt of notice of the arrival of an adopted child, if notice is received less than three (3) calendar months before the leave start date.

Subd. 3. Returning from Parental Leave: For partial school year leaves, an employee on a parental leave of absence under this Section must confirm with human resources his/her intention to return from parental leave at least four (4) weeks prior to his/her approved leave end date. For full school-year leaves, an employee on a parental leave of absence under this Section must confirm with human resources or his/her administrative designee in writing, his/her intention to return from parental leave in August of the next school year by April 1 of the leave school year.

Upon return from a parental leave, the employee shall be returned to the former position held from which the employee was granted the leave, or an equivalent position should that position no longer be available or the School District determines the timing of the employee's return would interfere with student achievement.

Subd. 4. Failure of the employee to return from a parental leave pursuant to the agreed upon return date with the School District, may constitute job abandonment and be grounds for termination.

Subd. 5. The School District may adjust the proposed beginning or end date of a parental leave to coincide with a natural break in the school year.

Subd. 6. Probationary Period: Periods of time for which the employee is on parental leave may extend the employee's probationary period pursuant to Minnesota Statute (122A.40).

Section 4. Bereavement and Family Illness Leaves: An absence due to death of a spouse, child, adult child, brother, sister, parent, grandparent, grandchild, spouse's parent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or a regular member of the immediate household, or significant person will be granted up to five (5) days per incident with the approval of the immediate supervisor with no salary deduction.

Absence due to illness or injury of a family member or for safety leave shall be deducted from sick leave or ESSL in accordance with state statute. Provisions under this section are not intended to limit any rights the employee may have under the family medical leave act.

Additional absence for severe illness or death may be granted at the sole discretion of the Superintendent.

Section 5. Civic Duty/Military Leave:

Subd. 1. Jury Duty: An employee summoned to serve on a jury shall request to be excused from such jury service. Employees who are not excused will be permitted time off without the loss of pay contingent upon the employee reimbursing the School District any fees / per diem received from the court for said jury duty. If/when an employee is dismissed from jury duty, the employee must return to work. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility of the employee to seek through the court. The District shall assume no responsibility to seek reimbursement, nor pay reimbursement for said expenses.

Subd. 2. Subpoenaed Witness: An employee subpoenaed in cases involving the School District or students (e.g., a parent custody case) served within the School District, will be permitted time off without the loss of pay and will be allowed to retain any allowable expenses reimbursed by the court. An employee subpoenaed in cases unrelated to the School District, will be permitted time off and use of paid or unpaid leave will be at the discretion of the superintendent. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility of the employee to seek through the court. The District shall assume no responsibility to seek reimbursement, nor pay reimbursement for said expenses.

Subd. 3. Military: Military leave shall be granted pursuant to state and federal laws.

Section 6. General Unpaid Personal Leave:

Subd. 1. An employee shall be afforded a general unpaid personal leave of absence, subject to the provisions in this section and District policy 464, through written request from the employee to the superintendent. Any leave within this section must also be approved by the School Board if it extends beyond five (5) days. The granting of such leave shall be at the sole discretion of the School Board.

A general leave may be granted by the School Board for extended personal illness, extended illness of the employee's immediate family member, additional educational requirements, or other reasons acceptable to the School Board.

Subd. 2. A general leave of absence pursuant to this section shall be leave without pay and the employee will not be permitted to use accrued leave to subsidize his/her general leave of absence.

Subd. 3. An employee on an approved general leave of absence for a full school year or the spring semester of the school year, shall notify the superintendent in writing of his/her intention to return for the upcoming school year no later than April 1 of the leave school year. For partial school year leaves, an employee on a general leave of absence under this Section must notify the superintendent in writing, of his/her intention to return from general leave at least two (2) months prior to his/her approved leave end date.

Section 7. Insurance Implications:

Subd. 1. Qualified FMLA Leaves: An employee on a leave under this article that qualifies per the Family Medical Leave Act (FMLA) is eligible to continue to participate in group insurance programs, if permitted under the insurance policy provisions, and shall continue to pay the employee contribution to the insurance premium for any month during which the FMLA-qualified leave falls.

Subd. 2. Other Leaves: For leaves under this article that do not qualify per the FMLA, the employee shall pay the full insurance premium (School District and employee contributions) for any month in which the employee does not work at least one (1) day.

Subd. 3. Payment: The employee is responsible for paying the School District business office the monthly amounts due for any insurance programs the employee wishes to retain in advance of the end of the corresponding month on such a date determined by the School District. However, the employee may elect to discontinue insurance programs. The right to continue participation in such group insurance programs shall automatically discontinue upon termination of employment, except as otherwise provided by law.

Section 8. Accrued Benefits:

Subd. 1. Employees on Medical or Parental Leaves: An employee on a medical or parental leave under this article shall retain his/her number sick leave days, experience credit for pay

purposes, and other accrued benefits, if any, up to the date that the employee went on leave for use during the employee's leave of absence, as noted in section three (3) of this article, and accrual will continue so long as the employee is using paid leave. No additional experience credit for pay purposes, or other benefits shall accrue for the period of time that the employee is on unpaid leave.

Subd. 2. Employees on General Leaves: An employee on a general leave under this article shall retain his/her number of sick leave days, experience credit for pay purposes, and other accrued benefits, if any, up to the date that the employee went on leave for use upon the employee's return from leave. No additional experience credit for pay purposes, or other benefits shall accrue for the period that the employee is on unpaid leave.

Section 9: Professional Improvement Leaves: Professional improvement leave is designed for the purpose of job-related work, study, travel or research. This leave is specifically designed for the purpose of upgrading skills or expertise of value to the District. The District may contract with the employee to pay all or part of the employee's salary during this leave depending on the perceived value to the District of the experience or the employee may use accrued vacation if the professional improvement leave is unpaid. This contract may make provision for payment at District expense or employee expense for fringe benefits and retirement plan. Such a contract may require a refund of any such salary and/or fringe benefit cost contributed by the School District if the employee does not return to the District and work for a period of at least two contract years. A refund will not be required if the employee is placed on unrequested leave of absence or otherwise terminated as a result of staff reduction. The granting of professional improvement leaves is at the sole discretion of the superintendent or their designee with the approval of the School Board.

Section 10: Personal Leave: In the 2023-2024 contract year, the employee shall be granted two (2) non-accumulative personal leave days each year for any reason. Personal days will not be charged against sick leave and cannot be carried over into the following fiscal year. The days must be submitted via the district's attendance tracking system and pre-approved by the employee's supervisor. Personal leave will be unavailable to employees after June 2024.

ARTICLE III CONTRACT YEAR, VACATION, AND HOLIDAYS

Section 1. Base Work Year: The employee's duty year shall be for the entire 12-month contract year, including vacations and holidays, as provided herein. When it is necessary to compute a per day or per hour salary, including longevity and stipend(s) indicated on individual agreements, if applicable, the employee's base salary will be divided by the number of weekdays per year minus twelve (12) holidays and minus the total number of vacation days to be accrued in the given year as outlined in section two (2) below.

Section 2. Vacations:

Subd. 1. In the 2023-2024 contract year, the employee shall earn vacation at the rate of twenty-eight (28) days per year. Employees working less than a full year shall accrue vacation on a prorata basis.

In the 2024-2025 contract year **and beyond**, the employee shall be frontloaded with 30 vacation days per fiscal year, equating to 2.5 vacation days per month from July through June. While the vacation time will be frontloaded, should an employee end their employment with the district prior to the end of the contract year, they will be docked for overused vacation. Employees who start after July 1 shall have their vacation frontloaded at a prorated rate.

Subd. 2. Vacation may be used after it is credited. A draw in advance on vacation not yet earned or credited may be granted at the approval of the director and the superintendent.

Subd. 3. Vacation may be accrued to a maximum of 70 days. Upon the close of each contract year, the school district shall pay to the Administrator the cash value of all vacation days accrued above 70. Such payment shall be made on July 15 following the close of the contract year. For purposes of converting accumulated vacation into cash in order to make payment to the Administrator hereunder, the value of a day of vacation shall be determined as per Article III, Section 1, of these terms and conditions. The base salary is identified in the Administrator Agreement document in item #5.

Subd. 4. Upon termination of employment, for employees hired on or before July 1, 1999, one hundred percent (100%) of the Administrator's available vacation balance will be contributed to the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statute 352.98 and as outlined in the Minnesota State Retirement Systems Trust and Plan documents (MSRS).

Upon termination of employment, for employees hired after July 1, 1999, one hundred percent (100%) of the Administrator's available vacation balance will be contributed to the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statute 352.98 and as outlined in the Minnesota State Retirement Systems Trust and Plan documents (MSRS). The amount of accumulated vacation leave days that will be eligible to the Administrator upon termination of employment will be equal to the lesser of the number of accumulated vacation leave days at the time of termination or the difference between 70 days and the number of days that have been cashed out and paid to the Administrator during his/her employment. For purposes of converting accumulated vacation leave into a HCSP contribution in order to make payment to the MSRS hereunder, the value of a day of vacation leave shall be determined as per Article III, Section 1 of these terms and conditions. The base salary is identified in the employee's Administrative Agreement document for the contract year in which the severance of employment occurs.

Subd. 4. An employee who is terminated or leaves the employment of the school district of their own volition will be eligible for contribution to the HCSP as outlined in Article III, Section 2, subdivision 4, provided the employee is severing employment of his or her own volition, has given the employer six (6) weeks written notice, and the amount of accumulated vacation time does not exceed the limitations of Article III, Section 2, subdivision 4. Such payment shall be made the next pay period following the employee's date of severance from employment. For purposes of converting accumulated vacation into the HCSP contribution in payment to the MSRS hereunder, the value of a day of vacation

shall be determined as per Article III, Section 1, of these terms and conditions. The base salary is identified in the employee's Administrator Agreement document for the contract year in which severance of employment occurs. In the event of the employee's death, the unused vacation payout will be made to the employee's MSRS.

Subd. 5. All requests for vacation must be approved in advance by the appropriate supervisor. Vacation requests in excess of a continuous three (3) weeks shall require the approval of the superintendent.

Section 3. Holidays: Employees shall have the following named holidays:

1. July 4
2. First (1st) Monday of September
3. Fourth (4th) Thursday of November
4. Day after the Fourth (4th) Thursday of November
5. December 24
6. December 25
7. January 1
8. Third (3rd) Monday of January
9. Third (3rd) Monday of February
10. Last Monday of May
11. June 19
12. Floating holiday to be indicated in the attendance tracking system

Two (2) of the above listed eleven (11) predetermined holidays may be taken as a floating holiday with approval from the employee's supervisor.

ARTICLE IV 403B/457 MATCHING CONTRIBUTION

Section 1. Eligibility: To be eligible for this contribution, an employee must be regularly employed at least 75% time during the contract year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

Section 2. Contribution: The School District will match eligible employee contributions to a maximum \$7,500 per year.

Section 3. Authorization Agreement: A salary reduction authorization agreement must be completed by the eligible employee by October 1 of the current year for the employee to participate in the 403B or 457 matching contribution plan.

Section 4. Unpaid Leaves: Employees on unpaid leaves may not participate in the matching program while on leave.

Section 5. Matching Requirement: The School District's contribution, in any event, shall not exceed the employee's matching contribution within the limitations of this Article.

**ARTICLE V
INSURANCE BENEFITS**

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the school district.

Section 2. Health and Hospitalization Insurance:

Subd. 1. Individual Coverage: This insurance option is not available to any employee hired on or after July 1, 2023. The school district, effective July 1, 2023, shall contribute a sum not to exceed \$790 per month toward the cost of the premium for individual coverage for each eligible employee employed by the school district who qualifies for and is enrolled in the school district's health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3. Effective January 1, 2025, the school district shall contribute a sum not to exceed \$790 per month toward the cost of the premium for individual coverage for each eligible employee employed by the school district who qualifies for and is enrolled in the school district's health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3. Effective January 1, 2026, this coverage option will no longer be available to any employees in this contract.

Subd. 2. Family Coverage: This insurance option is not available to any employee hired on or after July 1, 2023. The school district, effective July 1, 2023, shall contribute a sum not to exceed \$2,100 per month toward the cost of the premium for family coverage for each eligible employee employed by the school district who qualifies for and is enrolled in the school district's health and hospitalization plan and who qualifies for family coverage. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4. Effective January 1, 2025, the school district shall contribute a sum not to exceed \$2,250 per month toward the cost of the premium for family coverage for each eligible employee employed by the school district who qualifies for and is enrolled in the school district's health and hospitalization plan and who qualifies for family coverage. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4. Effective January 1, 2026, this coverage option will no longer be available to any employees in this contract.

Subd. 3. Individual High Deductible Coverage:

(a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") ~~of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan")~~. Effective, January 1, 2026~~5~~, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$795. Effective, January 1, 2027~~5~~, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$825.

(b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.

(c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, ~~through the Flex Choice Plan~~, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law.

Subd. 4. Family High Deductible Coverage:

(a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") ~~of such employee in accordance with the Intermediate School District No. 917 Flex~~

~~Choice Plan (the “Flex Choice Plan”)~~: Effective January 1, 202~~6~~⁴ the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$~~2,305~~. Effective, January 1, 202~~7~~⁵, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed \$~~2,305~~⁵.

(b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in family coverage under the high deductible coverage option of the school district’s health and hospitalization plan amount equal to the total contribution identified in subsection (a) minus the HSA contribution identified in subsection (c) and the HSA administrative fees.

(c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee’s HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law.

Subd. 5. Changes in Coverage under High Deductible Coverage: If an eligible employee who qualifies for and is enrolled in coverage under the high deductible coverage option of the school district’s health and hospitalization plan changes the type of coverage during a calendar year (e.g., from individual coverage under the high deductible coverage option to family coverage under the high deductible coverage option; from family coverage under the high deductible coverage option to individual coverage under the high deductible coverage option; from family or individual coverage under the high deductible coverage option to no coverage under the high deductible coverage option), the school district’s contribution to the employee’s HSA shall change accordingly. The change in the amount of HSA contributions shall be effective coincident with the change in the type of coverage under the high deductible coverage option.

Section 3. Early Retirees: Administrators hired on or after July 1, 2022, are not eligible for the benefits outlined in this section. Employees hired by the District prior to July 1, 2004, who choose early retirement must be **at least** age 55 ~~or older~~ and who have completed at least ten (10) years of continuous full-time service with the School District shall be eligible for insurance benefits as provided in this section. The District shall pay the cost of the single medical/health insurance premium, **including future increases**, for up to ten (10) years following the

employee's retirement date ~~Such employees will receive full single medical/health insurance benefits with the cost of the premium paid by the District for ten (10) years following date of retirement,~~ or upon becoming eligible for Medicare, whichever occurs sooner. An eligible employee, under this subdivision, may elect to continue to carry dependent coverage for the same time period as herein, at the employee's own expense, by making arrangements with the School District to pay on a monthly basis any costs as accrued by the School District. Administrators hired between July 1, 2004 and June 30, 2021, must be **at least** age 55 ~~or older~~ and have completed at least fifteen (15) years of continuous full-time service with the school district to be eligible for insurance benefits included in this section.

Such benefits shall not be available if the employee has substantially equivalent coverage paid for by another employer. Retired employees shall not be eligible to receive District HSA contributions.

Section 4. Group Income Protection: The School District will pay each month the cost of the premium for income protection insurance for each employee qualified for and enrolled in such School District plan. The income protection shall include the following:

1. Benefits begin after 90 days of total disability.
2. The monthly income benefit shall be 66 2/3 percent of basic monthly earnings (exclusive of any additional compensation from this district or another source).

Section 5. Life Insurance:

Subd. 1. The School District will pay each month the cost of the life insurance premium for a \$350,000 term life insurance policy for each full-time employee working more than 75% time, qualified for and enrolled in such School District plan. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue code section 79.

Subd. 2. The employee may also purchase at the employee's own expense up to an additional \$150,000 of term-life insurance, subject to the terms and costs furnished by the district's insurance carrier.

Section 6. Dental Insurance:

Subd. 1. Individual Coverage: The School District shall contribute a sum not to exceed \$60 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction. Employees working 74% time or less shall receive the district contribution on a prorated basis.

Subd. 2. Family Coverage: The School District shall contribute a sum not to exceed \$138 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the

employee and paid by payroll deduction. Employees working 74% time or less shall receive the district contribution on a prorated basis.

Section 7. Administrators are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement Systems Trust and Plan Documents. All funds collected by the employer on behalf of the employee will be deposited into the employee's post-employment health care savings plan account. The Intermediate School District 917 shall contribute a lump sum payment in the amount of \$4,000 on March 31, 202~~6~~⁴, and \$4,000 on March 31, 202~~7~~⁵, to all employees covered in this agreement. The lump sum payment shall be deposited in the employee's HCSP account.

Section 8. Claims Against the School District: Any description of insurance benefits contained in this Article is 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 Article. It is further 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 an insurance carrier.

ARTICLE VI OTHER BENEFITS

Section 1. Professional Growth: The Board agrees for assistant directors/principals hired prior to July 1, 2015, to reimburse tuition fees for preapproved courses and professional dues. Reimbursement of tuition shall be limited to the cost of 12 semester credits (or equivalent) per year at the University of Minnesota doctoral rate or a sum not to exceed the University of Minnesota cost for 12 semester credits or equivalent at another University. Reimbursement shall be subject to the superintendent's approval, whose decision shall be final. Effective June 30, 2007, benefits under this Section 1 shall be limited to and regulated by the assistant directors/principals' enrollment in a course of study or program approved by the superintendent in accordance with the Intermediate School District Policy 486 Specialized Training at District Expense.

For Administrators hired after July 1, 2015, the Board agrees to reimburse professional dues and tuition fees for preapproved graduate courses that are part of a certification program, licensing program, education specialist program, educational doctorate program, Juris Doctorate program, or PHD program that is of benefit to Intermediate School District 917. Reimbursement of tuition/fees shall be limited to nine (9) semester credits (or equivalent) per fiscal year and the maximum reimbursement amount shall not exceed the cost of nine (9) graduate semester credits at the University of Minnesota. Reimbursement shall be subject to the superintendent's approval, whose decision shall be final.

If an Assistant Director/Principal's resignation effective date from the district is before the three-year anniversary of a tuition/fee reimbursement 50% of the reimbursement must be repaid to the district. If an Administrator's resignation effective date is on or after the third-year anniversary of a tuition/fee reimbursement, no repayment is required. This employee repayment requirement will be tracked separately for each tuition/fee reimbursement.

Section 2. Mileage: Employees required to use their personal vehicle in the performance of the supervisory duties shall be reimbursed for such travel pursuant to School District policy.

Section 3. Defense and Indemnification:

Subd. 1. The School District agrees, subject to the provisions of this section, as a condition of this employment contract, that it shall defend, hold harmless, and indemnify the Administrator from any and all demands, claims, suits, actions, and legal proceedings brought against the Assistant Director in his/her individual capacity, or in his/her official capacity as agent and employee of the School District, provided the incident arose while the Administrator was acting within the scope of his/her employment and acting in good faith.

Subd. 2. Subject to the limitations provided in Subd. 1 hereof, the School Board shall provide legal counsel and pay the fees for services rendered and costs advanced by such counsel in defense of the Administrator and shall pay all expenses to the ultimate conclusion of such action, and shall pay any judgment which may be rendered against the Administrator. In the event that a conflict exists as regards the defense to any claim between the legal position of the Administrator and the legal position of the School District, the School District agrees to engage separate counsel for the Administrator and the School District agrees to pay the fees for services rendered and costs advanced by such counsel. The School District further agrees that the choice of such separate counsel shall be made by the Administrator and subject only to final approval by the School Board.

**ARTICLE VII
MISCELLANEOUS**

Section 1. Probationary Period: Licensed employees shall serve a probationary period subject to the provisions of Minnesota State Statute § 122A.40.

Section 2. Exempt Status: This position is exempt from the overtime provisions of the Fair Labor Standards Act, based on the following factors:

- (a) The position is salaried and earns more than \$250 per week.
- (b) The position involves performing work directly related to management policies and operations of the school district.
- (c) The incumbent in this position customarily and regularly exercises discretion and independent judgment in the course of the daily work activities.

Section 3. Years of Service:

Subd. 1. For purposes of calculating years of service or the year in relation to 403B, vacation, and other benefits herein, the first year of employment shall be defined as any days

of employment prior to the last day of the fiscal year in the first employment agreement. The next regular fiscal calendar becomes the second year of employment with each successive school year adding to the years of employment.

Subd. 2. When benefits in this contract are determined by years as an administrator, the term “administrator” refers to time that the employee worked in the District as one or more of the following licensed classifications:

1. Deans/Assistant Principals
2. Assistant Directors/Principals
3. Executive Directors/Directors

Section 4. Right of Assignment: The district has the managerial right to assign administrators to sites and/or programs based on the needs of the district.

ARTICLE VIII SALARIES

Section 1. Salary Increases for New Employees: A new employee shall be given a salary and step placement as agreed between the School District and the employee with approval by the superintendent or their designee. An employee hired prior to January 1 shall be eligible for a salary step increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary step increase until the second following July 1. These salary terms may only be modified by mutual agreement in writing between the School District and the employee at the time of initial employment.

Section 2. Base Salary: An employee shall receive an annual salary for each contract year as indicated in the employee’s Administrator Agreement document based on the following salary schedules for the given contract year (July – June):

Placement on the salary schedule at the time of initial hire to the position will be made by the Superintendent and will not be open to appeal or grievance. The factors that will be used in the placement determination include: years of experience while employed as a licensed administrator (although it will not necessarily be a year-to-year match), applicability and transferability of skills and experience, and market forces at the time of hire. The initial placement may be determined at any step. Each subsequent year of employment the employee will progress along the salary schedule. This placement has no bearing on seniority for the purposes of either longevity or for unrequested leave.

	2025-2026
Steps	Asst. Directors / Principals
1	\$129,194
2	\$133,754
3	\$138,314
4	\$142,872
5	\$147,433

6	\$151,993
7	\$155,754

2026-2027	
Steps	Asst. Directors / Principals
1	\$131,778
2	\$136,429
3	\$141,080
4	\$145,730
5	\$150,381
6	\$155,033
7	\$158,869

Section 3. Longevity: Employees shall receive a longevity stipend beyond the salaries delineated in Article VIII, Section 2 as follows:

Years of Continuous Service in the District	2025-2027
After ten (10) years of continuous employment (Years 11 through 15)	\$3,500
After fifteen (15) years of continuous employment (Years 16 through 20)	\$5,000
After 20 years of continuous employment (Years 21 through 25)	\$5,100
After 25 years of continuous employment (Years 26+)	\$5,200

Employees working less than full time will receive the stipend on a prorated basis.

The first year of employment shall be defined as any days of employment prior to the last day of the fiscal year in the first employment agreement. The next regular fiscal year becomes the second year of employment with each successive fiscal year adding to the years of employment.

Section 5. Salary Adjustment: In addition to the salaries delineated the employee’s Administrator Agreement, those administrators who have attained the J.D., PhD, or EdD degree shall receive an additional annual stipend in the amount of \$2,500 as indicated in the employee’s Administrator Agreement document to be paid in twenty-four (24) equal portions on the normal semi-monthly salary for a full-year contract when the degree is awarded in June. Otherwise, such stipend shall begin in the month following the award of said degree and shall be prorated from that date until the end of the current fiscal year. Any pay adjustment shall not be made until an official transcript is received for the personnel file.

**ARTICLE IX
ABOLITION OF POSITION**

Section 1. Effect: This Article shall be effective only if one or more of the positions governed by these Terms and Conditions of Employment is eliminated by the School District for its own reason or as a result of modification of state law abolishing the School District or substantially altering its form or funding which dictates the abolishment of one or more of the positions covered by these Terms and Conditions of Employment.

Section 2. Conditions: In the event that any of the Administrator positions covered by these Terms and Conditions of Employment is abolished as provided in Section 1 hereof, an employee under these terms and conditions shall be eligible for sick leave pay as provided in Article II, Section 2, notwithstanding age or years of service requirements. In addition, in the event any of the positions covered by these Terms and Conditions of Employment is abolished as provided in Section 1 hereof, an employee shall be eligible for one year of the insurance benefit provided for in Article V, Section 2, notwithstanding age or years of service requirements, except such benefits shall not be available if the employee has substantially equivalent coverage paid for by another employer. Nothing in this Article, however, shall alter the benefits existing in Article V, Insurance Benefits, for those employees who otherwise meet the age and service requirements as set forth in said articles.

Assistant Director/Principal and Secondary Principal Contract approved by the School Board:

School Board Chair

March 3, 2026

Date

School Board Clerk

March 3, 2026

Date

Memorandum of Agreement (MOA)

This Memorandum of Agreement is entered into between Intermediate School District 917 (hereinafter referred to as the “School District”) and the Assistant Director/Principal Group (hereinafter referred to as the “Group”), and the parties hereto agree as follows:

1. The School District and the Group maintain terms and conditions of employment for administrators for the period July 1, 2025, through June 30, 2027.
2. To support the professional growth and successful onboarding of new administrators, the parties agree to the establishment of a mentorship program for first-year Assistant Directors/Principals as follows:

Purpose:

The purpose of the mentorship program is to promote professional growth, provide structured support for new administrators, and enhance the overall effectiveness and consistency of leadership practices across the district.

Procedure:

A written ISD 917 Administrator Mentorship Procedure will be provided to all first-year Assistant Directors or Principals during their initial onboarding or orientation and will outline expectations, roles, and core components of the mentorship process.

The mentorship program for first-year Administrators shall follow these guidelines:

1. By July 1 of each year, or within two weeks of hire if after July 1, each first-year administrator will be paired by the School District with an experienced administrator who will serve as their mentor. The School District will make reasonable efforts to pair a new administrator with an Assistant Director or Principal with experience relevant to the mentee’s role.
2. Employees who agree to serve as mentors will commit to mentoring for the full first year of the mentee’s employment.
3. The mentor and mentee will collaboratively determine a schedule for mentorship activities. Mentors will receive a \$650 stipend for each first-year administrator mentored.
4. The stipend will be prorated on a quarterly basis if the first-year administrator begins or leaves mid-year or is absent for an extended period (e.g., a leave of absence). Stipends under this MOA will be paid annually on the last paycheck in June.

5. Any information obtained during mentorship conversations shall be confidential and shall not be used in any formal evaluations.