

**INDEPENDENT SCHOOL DISTRICT NO. 0001  
AITKIN, MINNESOTA 56431**

**Superintendent's Contract  
2022-2023, 2023-2024, and 2024-2025**

The School Board of Independent School District No. 0001, Aitkin, Minnesota, enters into this agreement with Daniel Stifter, a legally qualified and licensed Superintendent, who agrees to perform the duties of Superintendent of the School District commencing July 1, 2022 through June 30, 2025.

The following provisions shall apply and are part of this contract:

**I. Basic Services:**

The Superintendent shall faithfully perform the services prescribed by the School Board whether or not such services are specifically described in this contract or 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, for the annual salary indicated below, pursuant to the provisions of M.S. 122A.40, as amended and all federal and state laws relevant thereto. The Superintendent shall furnish throughout the life of this contract a valid and appropriate continuing certificate to act as Superintendent in the State of Minnesota as provided by applicable state laws, rules and regulations.

**II. Duration:**

This contract is for a term of three (3) years, commencing July 1, 2022 and ending June 30, 2025. It shall remain in force and effect unless modified by mutual consent of the School Board and the Superintendent.

**III. Duty Year and Leaves:**

**1. Basic Work Year:**

The Superintendent's duty year shall be for the entire year as provided herein and the Superintendent shall perform services on those legal holidays on which the school district is authorized to conduct school if the School Board so determines. He shall be on duty during any emergency, natural or unnatural, unless he is otherwise excused in accordance with School Board administrative policy.

**2. Vacation:**

The Superintendent shall earn two hundred (200) hours of annual paid vacation each contract year. Eighty (80) hours may be carried over to the following year. If the carry-over hours go unused, they will be forfeited.

**3. Holidays:**

The Superintendent shall be entitled to eleven (11) paid holidays each contract year as designated by the School Board.

**4. Sick Leave:**

The Superintendent shall earn sick leave at the rate of one hundred twenty (120) hours annually which may be accumulated to a maximum of sixteen hundred (1,600) hours.

**5. Personal Leave:**

The Superintendent shall be granted thirty-two (32) hours of personal leave during the contract year. The hours will be deducted from accumulated sick leave.

**6. Bereavement Leave:**

The Superintendent shall be granted hours equivalent to five (5) days bereavement leave, per occurrence, in the event of the death of the Superintendent's sibling, son-in-law, daughter-in-law, brother or sister-in-law, parent, grandparent, grandchild or parent-in-law, stepsibling or stepparent. The Superintendent shall be allowed hours equivalent to ten (10) days bereavement leave per occurrence in the event of the death of a spouse, child or stepchild. After three days, used leave will be subtracted from accumulated sick leave.

**IV. 403B Match:**

The Superintendent will receive an annual match of up \$2,100 to state approved 403B plans.

**V. Insurance:**

**1. Health and Hospitalization:**

The School District shall provide the Superintendent a contribution of up to \$2,000 per month toward an individual or family health and hospitalization insurance plan offered by the school district. Any premium costs over that amount will be the responsibility of the Superintendent.

Health Savings Account (HSA) – If the Superintendent enrolls in a qualifying high deductible group health insurance plan and the premium is less than the District's maximum contribution, the District will contribute the difference into an HSA for the employee. The combined employer and employee contributions to an HSA cannot exceed the contribution limits established by the Internal Revenue Service.

**2. Life Insurance:**

The School District shall provide, at the expense of the School District, term life insurance for the Superintendent under the School District's group life insurance plan in the amount of \$100,000, payable to the Superintendent's named beneficiary.

The Superintendent may purchase additional life insurance through the plan up to a maximum of an additional \$150,000.

**3. Long Term Disability Insurance:**

The School District shall contribute the group premium for long term disability insurance coverage to the Superintendent. The Superintendent shall be obligated to participate in and pay the full premium for the long-term disability plan.

**4. Dental Insurance:**

The School District shall provide the Superintendent and Superintendent's dependents with dental insurance coverage under the School District's group plan, at the expense of the School District.

**5. Liability Insurance:**

The School District shall provide an errors and omissions liability insurance policy covering the Superintendent.

**6. 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 provide policies 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 benefits by insurance carriers.

**VI. Other Benefits:**

**1. Travel Expense:**

Travel within the School District boundaries will be at the expense of the Superintendent.

The Superintendent shall be reimbursed for legally valid expenses for lodging, meals, mileage, and any other incidental expenses incurred in the performance

of his duties out of School District and at professional conferences and meetings upon presentation of receipts.

**2. Conferences and Meetings:**

The Superintendent is given the discretion to determine professional leave needs for conferences and meetings with other state or local educational agencies.

The Superintendent will be allowed to attend one National AASA Conference at School District expense during the term of the contract.

**3. Professional Dues:**

The School District shall pay the annual dues incurred for professional associations including MASA, AASA, and regional organizations. The District will also reimburse annual dues for one civic organization.

**4. Health Care Savings Plan:**

The Superintendent shall participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) authorized under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) according to Policy 430 – Health Care Savings Plan Contribution.

**5. Sport Passes:**

The Superintendent may purchase season sports passes for himself and his household at 50% face value until September 30. Any passes purchased after September 30 will be at full price. If sports passes are lost, new passes can be purchased according to school district policy. A household shall consist of the employee, spouse, and children less than 22 years of age as long as they are still in school.

**6. Cell Phone Stipend:**

The Superintendent will receive a monthly cell phone stipend of up to \$50.00. His cell number must be provided to the District and be used for school business. The stipend will be reimbursed on a quarterly or semi-annual basis upon presentation of receipts.

**VII. Salary:**

The Superintendent shall be paid an annual contract salary in equal installments, as follows:

2022-2023	\$134,892 (1.5% increase)
2023-2024	\$136,915 (1.5% increase)
2024-2025	\$138,969 (1.5% increase)

This contract shall be effective only upon signatures by the officers of this School Board after authorization for such signatures has been taken by the School Board in appropriate action and recorded in its minutes.

IN WITNESS WHEREOF, I have  
subscribed my signature this

\_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Daniel Stifter, Superintendent

IN WITNESS WHEREOF, we have  
subscribed our signatures this

\_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Dennis Hasskamp, Chairman of the School Board

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Jeremy Janzen, Clerk of the School Board