

# BOARD REPORT

TO: Board of Education  
FROM: Director of Human Resources Emily Herman  
DATE: Monday, May 18, 2026



TOPIC/PURPOSE OF REPORT: Resolution Proposing Placement of a Continuing Contract Assistant Administrator on Unrequested Leave of Absence (1)

REFERENCE TO POLICY/STRATEGIC PLAN: Minnesota Statutes 122A.40, Subdivision 10

RECOMMENDED BOARD ACTION: Action Item

DATE FOR BOARD ACTION: Monday, May 18, 2026

## **REPORT**

### **Pursuant to Minnesota Statutes 122A.40 Employment; Contracts; Termination, Subdivision 7 Termination of a Contract After Probationary Period & Subdivision 10 Negotiated Unrequested Leave of Absence:**

The attached resolution proposes to place one continuing contract assistant administrator under the Principals bargaining unit on a 1.0 FTE Unrequested Leave of Absence (ULA). Pursuant to Minnesota Statute 122A.40, positions within the Principals bargaining unit are considered “teachers” for purposes of the statute. The individual proposed to be placed on a ULA may request a hearing before the School Board, provided the request is submitted in writing within fourteen days of notification.

This includes the placing said employee of ISD 199 on an unrequested leave of absence with end pay or fringe benefits at the end of the 2025-2026 school year, effective June 30, 2026. Said action is taken in accordance with Minn. Stat. 122A.40, subd. 10 upon the grounds described in said statutes and which are specifically as follows: lack of pupils, financial limitations and discontinuance of position; namely, an Assistant Administrator position.

*See attached Resolution.*

## **RECOMMENDATION**

For the Board of Education to approve the Resolution Proposing Placement of a Continuing Contract Assistant Administrator on an Unrequested Leave of Absence at the close of the current 2025-2026 school year effective June 30, 2026.