



**St. Louis Park
Public Schools**

Achieving success, one student at a time!

**EMPLOYMENT CONTRACT
EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

The School District of Independent School District No. 283, St. Louis Park, Minnesota (hereinafter referred to as the "School District") enters into this contract with **Jazmin Hankerson**, who agrees to perform the duties of **EXECUTIVE ASSISTANT TO THE SUPERINTENDENT** in the School District. The School District and **Ms. Hankerson** agree as follows:

1. Duration, Expiration and Mutual Consent

A. Duration

This contract is for the term of **May 13, 2024 through June 30, 2026**, unless modified or terminated earlier according to the provisions of this contract. It shall remain in full force and effect unless modified by mutual consent of the School Board and **Ms. Hankerson**, or unless terminated as provided herein.

B. Expiration

This contract shall expire at the conclusion of the term specified in Section 1.A hereof. Unless **Ms. Hankerson** is notified in writing by March 1 prior to the expiration of the contract duration that the district does not intend to renew this contract, the current contract will remain in full force and effect, until a subsequent contract is entered into by the parties. This contract shall continue on a month-to-month basis until the School District either enters into a subsequent contract with **Ms. Hankerson** or until the School District provides 120 calendar days of written notice of the termination of **Ms. Hankerson's** employment as the **EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**.

C. Termination During the Term

Ms. Hankerson's employment may be terminated during the term of this contract for just cause. If the School Board terminates **Ms. Hankerson** during the contract term for cause, it shall notify her in writing of the proposed grounds for termination. **Ms. Hankerson's** shall be entitled to request a hearing before an arbitrator provided she makes a request in writing within fifteen (15) calendar days after the receipt of written notice of proposed termination. In such event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. **Ms. Hankerson's** may be suspended with pay pending final determination by the arbitrator. If the **Ms. Hankerson** fails to request a hearing as provided herein within such fifteen (15) day calendar period, it shall be deemed acquiescence by her to the School Board's action and **Ms. Hankerson** shall have no further claim or recourse.

D. Mutual Consent

This contract may be terminated or modified at any time by the parties by written mutual consent.

2. **Duties**

The **Ms. Hankerson** shall serve as the **EXECUTIVE ASSISTANT TO THE SUPERINTENDENT** of the School District and shall serve under the direction of the Superintendent. **Ms. Hankerson** shall perform all duties assigned to the position of **EXECUTIVE ASSISTANT TO THE SUPERINTENDENT** and such other duties as may be prescribed by the Superintendent from time to time. **Ms. Hankerson** shall abide by the policies, regulations, rules and procedures established by the School Board and the Commissioner of the Department of Education and shall abide by all Minnesota laws relating to the operation of the School District. **Ms. Hankerson** shall attend School Board and other meetings as directed by the Superintendent and shall provide support to the School Board Chair.

3. **Terms and Conditions of Employment**

Ms. Hankerson shall receive the salary improvements, benefits and other terms and conditions of employment as specified in the Professional Employee Agreement approved by the Board and amended from time to time. **Ms. Hankerson** will be given the most current copy of the Professional Employee Group Agreement and will be paid at a salary that corresponds to Professional Employee **Salary Range 14** salary range. **Ms. Hankerson**, at the beginning of this contract, will receive an assignment letter with updated rates of pay for additional years during the duration of this individual contract.

4. **Salary Placement**

Ms. Hankerson shall be paid based on the Professional Employee Group **Salary Range 14 at Step 8** and will receive an annual salary rate of **\$82,022** effective start date of **May 13, 2024**. The annual salary will be prorated for partial years of work for people who start after July 1 of any year or leave prior to June 30 and do not complete a full year of service.

The salary and benefits shall be paid pursuant to the Professional Employee Group Agreement and School District policy and or procedures.

5. **Severability**

If any provision of this contract is held to be invalid by operation of law the remainder of the contract shall not be affected thereby and shall remain in full force and effect.

This contract shall be effective only upon signatures of **Ms. Hankerson** and of the Officials of the School Board after authorization for such signatures by the officers is given by the School Board in appropriate action in its minutes.

IN WITNESS WHEREOF, I have sub-
scribed my signature this 3rd
day of May, 2024.

IN WITNESS WHEREOF, I have sub-
scribed my signature this _____
day of _____, 2024.


Jazmin Hankerson,
Executive Assistant

Chair

Clerk

Superintendent