AGREEMENT BETWEEN
INDEPENDENT SCHOOL DISTRICT NO. 51
and
Director of Community Education
2025-2027

This Agreement, made on July 20, 2026, between Independent School District No. 51, Foley, Minnesota and Alyssa Stewart, employed as the Director of Community Education, as follows:

2025-2026 school year to be paid at the salary of $90,000.00.
2026-2027 school year to be paid at the salary of $94,500.00.

Additional Compensation: Weekend and evening supervision of community education events: $2,000.00

Terms of employment

The period of employment shall be for 260 days per year including holidays, beginning on July 1, 2025 and shall continue through June 30, 2027. The District may immediately terminate an employee without any written notice if there is just cause to terminate. Any breach of this contract shall constitute just cause.

Salary will be paid in equal installments on the 15th and the last business day of each month.

In the event that school is closed for any emergency or snow day, the employee may be required to report for work.

Sick leave shall be granted at the rate of one day per working month for each year of service in the employ of the school district or any part of a month. July 1 of each year the days shall be advanced to cover the contract year. Unused sick leave may accumulate to a maximum credit of 120 days. At the beginning of the contract year, the employee will be notified of the number of unused sick leave day accumulated. With the approval of the administration, the use of sick leave may be allowed for necessary dental and doctor appointments for the employee and/or the employee's family that cannot reasonably be accomplished outside the normal working duty hours. At the discretion of the immediate supervisor, sick leave with pay shall be allowed by the district whenever the employee's absence is found to have been due to the illness of the employee's minor dependents when such illness prevents the employee's attendance at work and performance of duties on that day or days. Sick leave may be accessed for absences due to illness or injury to employee's adult child, spouse, sibling, mother in law, father in law, grandchild, parent, grandparent, or stepparent.

Holidays: There will be thirteen (13)(including Floating Holidays)paid holidays per year to coincide with the school calendar as adopted by the Board of Education:

New Year's Day	Labor Day
President's Day	Thanksgiving Day
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
Juneteenth	
Independence Day	

Three days to be floating holidays, to be taken by mutual agreement between the employee and the supervisor.

Short Term Leave: Employee shall be granted:

Bereavement Leave: A leave of absence not to exceed five days shall be granted by the Superintendent for a death or serious illness in the immediate family. Under unusual circumstances the superintendent may grant a reasonable extension of bereavement leave. Such leave of absence shall be deducted from the employee's accumulated sick leave, except for the death of the employee's spouse, child or spouse's child.
The immediate family shall be defined as including the employee's or spouse's mother, father, grandparent, brother, sister, grandchild, or other blood relative residing in the employee's residence.

Other Short Term Leave of Absence: A leave of absence may be granted, at the discretion of the administration, in the event of death or serious illness of any other relative or close friend. Further, such leave may be extended to include weddings or special events.

The cost of the substitute engaged for such leave of absence shall be deducted from the employee's salary, provided, however, that when such leave of absence shall be for less than one full day, and satisfactory arrangements for the care of the employee's work can be made with other employees, no salary deduction shall be made.

Such leave of absence shall be deducted from the employee's accumulated sick leave.

All absentees must be reported to the superintendent, director of finance and operations, or building principal. Any unauthorized or unreported absenteeism shall mean a deduction of full wages for period absent. Excessive abuses will result in dismissal.

All leave-short term leave of absence-beyond that described in the paragraphs above shall be refused by the administration and the School Board unless such leave would in some way be beneficial to the School District.

Vacation: Vacations will be granted each year and consumed annually and may not be accumulated. Vacation may be taken at any time with the approval of the superintendent. Starting July 1, 2025 through June 30, 2027, employee shall receive 20 days and vacation days can carry over 10 vacation days. If the employee has unused vacation days from this annual allotment at the end of the fiscal year, the employee may request a day's pay for each unused vacation day up to a maximum of ten days if requested by June 30th of that year.

Personal Leave: The employee may be granted two days of personal (emergency) leave per year in the Foley District without accumulation. Leave may be granted after application to the supervisor, if possible, for reasons which cannot be taken care of during non-working hours.

Insurances:
Health Insurance: 2025-2027 Annual District Contribution $11,500
The District allows high deductible overages contributed to an HSA or VEBA account. High deductible overages will be defined as the difference between the amount the District contributes and the cost of high deductible premiums.

Dental Insurance: Under the existing school district policy, dental insurance will be made available with a district contribution of $1,083.88 per year with any excess cost being at the employee's expense.

Life Insurance: The district shall provide the employee with a $100,000 life insurance policy.

Long Term Disability: The district shall pay for a long-term disability program for the employee.

403BMatch:
The employee may elect to participate in the 403(b) annuity matching program pursuant to the annuity plan requirements at the beginning of the plan year. The District matching contribution to the employee participating in the 403(b) annuity matching program shall be as follows:

Current Year of Service to the District
0-1 year No Match
2+ years $2,000

The District's matching contribution will be dollar-for-dollar as required under Minnesota Statutes Section 356.24 up to the annual maximum match set forth above, subject to the maximum career District contribution of $30,000. The annual limit on the amount individual employees may contribute to his/her 403(b) annuity account shall be governed by the applicable sections of the Internal Revenue Code and the regulations promulgated there under. Employees shall have the choice of contribution 50% or 100% of the match as chosen by the employee.
Approved Plans: The District will make matching contributions only to annuity plans offered by vendors who participate in the District's payroll deduction program and have a hold harmless agreement.

Election: Eligible and participating employees must make application for participation in the 403(b) annuity matching program by July 1, 2007 and by June 1 of each school year thereafter. Once an eligible employee elects to participate in the 403(b) annuity matching program, said election is irrevocable for the school year and will continue each subsequent year unless modified by the employee who must notify the District and annuity carrier.

Death of an employee Participant: If an employee participant dies before retirement, the employee's 403(b) annuity account shall be given to his/her designated beneficiary, if any, otherwise to his/her estate.

Applicable Laws: The 403(b) annuity matching program of Independent School District No. 51 and/or the District is subject to the Laws of the State of Minnesota, Minnesota Statutes Section 356.24 and the Internal Revenue Code. 26 U.S. C. 403(b)

<u>Supervision of Athletic Events</u>: Events supervised in the absence of the Activities Director shall be compensated at a rate of $80.

The Director of Community Education position will have a $600 annual cell phone allowance that is to be submitted via "Request for Stipend Check" and paid in one lump sum at the employee's discretion within the contract year beginning July 1, 2025.

IN WITNESS WHEREOF, we have hereunto subscribed our names this 20th of July, 2026.

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Chairperson of the Board	Employee

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Clerk of the Board