

**LICENSED ADMINISTRATIVE COMMUNITY EDUCATION CONTRACT
MINNESOTA PUBLIC SCHOOL DISTRICT #2687**

The School Board of Independent School District #2687, of the State of Minnesota, Howard Lake, Minnesota, enters into the agreement with Kim Hewson-Garber, who agrees to serve in the public schools of said district in the position of ECFE Coordinator according to the following provisions which shall apply and are a part of this administrative contract.

1. Basic Services:

Said employee shall faithfully perform the services prescribed by the School Board or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the salary indicated below, and agrees to work in the schools of said district as assigned.

2. Term of Contract:

33.25 weeks/30 hours per week/1000 hours total per year

This contract shall be in effect as of July 1, 2020 through June 30, 2022

ECFE teaching time, prep, set-up and direct service hours, are in addition to the hours outlined in this contract and paid at a different rate as negotiated with the Community Education Director.

Preschool teacher time will be paid on the preschool teacher pay schedule.

3. Policies and/or Fringe Benefits:

Full time employee; according to position performed by employee. Premiums over the district contribution will be paid by employee deductions.

A. Paid Holidays: 10 days – Holidays are paid at 6 hours per day

Labor Day	Friday after Thanksgiving
New Year's Eve Day	New Year's Day
Thanksgiving Day	Good Friday
Christmas Day	Memorial Day
Christmas Eve Day	President's Day/MLK Day (whichever is observed by District)

When a recognized holiday falls on a Saturday, the employees shall receive the Friday proceeding the holiday off. When a recognized holiday falls on a Sunday, the employees shall receive the Monday after the holiday off. If school is in session on Friday or Monday, a floating holiday shall be granted in lieu of the holiday, within six months, at the discretion of the superintendent.

B. Dental Insurance

20-22 \$350.00

C. Health Insurance

20-22 Single \$6,707
20-22 Family \$11,237

D. Reimbursement

For authorized travel at Federal Rate/mile.

E. FLEXIBLE BENEFIT PLAN

125 Plan - Flexible Benefit Plan allows you to save tax dollars and increase your take-home pay. This is a voluntary plan, which allows the employee to determine the amount to be withheld from your paycheck to pay insurance premiums, medical and dependent care expenses. The money you withhold and use to pay your above mentioned expenses is 100 percent deductible, plus a reduction in FICA taxes. Sign up is at the beginning of the plan year (plan year is July 1 through June 30). There are brochures available at the payroll office detailing these facts.

F. LIFE INSURANCE

The school district will pay in full the premium for a \$50,000 one-year term life insurance policy.

G. LEAVES AND ABSENCES

Sick, Personal, and Emergency Leave: Sick leave shall be earned at the rate of 15 days per contract year, accumulative to a total of 115 days. Four-(4) personal leave days shall be allowed for employee. Employee may bank up to six (6) personal days. Five (5) days sick leave for each serious illness or death in the immediate family is allowed, such days to be deducted from sick leave. One (1) day bereavement for non-family annually.

H. SICK LEAVE/HRA CONTRIBUTION

Beginning with the contract year of 2013-14, the School District will convert sick leave days to cash at a rate of \$100 per day and the following conditions. The School District will use the sick leave balance as of the end of each school year and the new balance will reflect a reduction based on the number of sick days that have been converted to cash for the employee. The payment will be made to a District approved Health Reimbursement Arrangement and in compliance with all IRS codes. The payment will be made within 60 days after the end of the school year on the following basis:

Accumulated Sick Leave	Amount
35-54 days accumulated sick leave	1 day (\$100)
Over 55-74 days accumulated sick leave	2 days (\$200)
Over 75-94 days accumulated sick leave	3 days (\$300)
Over 95-115 days accumulated sick leave	4 days (\$400)

@ \$100 per day

This plan will be subject to state and federal laws, rules, and regulations.

I. ANNUITY MATCH BENEFIT

Miscellaneous Payroll Deductions are permitted for Savings Bonds (Policy GDBG) and Tax Sheltered Annuities (Policy GDBH).

The district will provide an annuity match benefit as described in this article to all qualified employees each year.

Eligible employees must elect to participate in the annuity match program during the enrollment period, each fiscal year (within the first 30 days of the school year or 30 days of hire date). Participation will continue at the same rate until the payroll office is notified of any change.

The following chart describes the details of payment.

Annuity 20-22	
Yrs of Service	Employer Max
0-5	\$ 600
6-10	880
11-15	1080
16+	1160

The following are the conditions of the Annuity Match Benefit.

Matching Agreement – The District will match employee contribution(s) up to maximum amount listed in Annuity Match Benefit chart. If an employee does not have the maximum amount in an annuity for a given year, the District will match to the amount contributed by the employee. The match will be equivalent to employee contribution per payroll up to the employer max.

Participants must have an annuity in place from the Minnesota State Board of Investment approved listing.

The school district will not be held responsible for the performance of any annuity company.

J. SALARY AND LONGEVITY

In consideration thereof, the School Board of ISD #2687, Howard Lake-Waverly-Winsted Public Schools, agrees to increase pay to said employee to step D-6-3(8) in 2020-21 and at step D-6-3 (8) in 2021-22. Contract becomes effective upon ratification by School Board action.

2020-21		2021-22	
Step	Rate	Step	Rate
1	23.52	1	23.97
2	24.93	2	25.40
3	26.70	3	27.20
4	27.51	4	28.03
5	28.41	5	28.95
6	29.26	6	29.82
7	30.02	7	30.59
8	31.33	8	31.93

K. OTHER DISTRICT PAID

PERA, Employer's FICA, Workmen's Comp. and Liability: The school district shall pay the employer's costs for these programs according to rates established by state and federal agencies.

IN WITNESS THEREOF, in behalf of the School District, we have subscribed our signatures this day of 27 July, 2020

Independent School District #2687

Chairman Michael Olson

Employee Kimberly Olson

Clerk Debbie Deeds