

**Belle Plaine Public Schools**  
**ISD #716**

**CONDITIONS OF EMPLOYMENT**

**DIRECTOR OF STUDENT SUPPORT SERVICE**

**July 1, 2026 – June 30, 2027**

Approved by School Board on \_\_\_\_\_

These Conditions of Employment are for the position of 1.0 FTE Director of Student Support Services for the Belle Plaine School District. This contract can be terminated by either party, for any reason, upon 90 days written notification from one party to the other.

**ARTICLE I**

**Salary**

**Section I. Salary (12 month position) (210 days):**

Director of Student Support Services:	2026-2027 Salary	\$124,121.42
---------------------------------------	------------------	--------------

**ARTICLE II**

**Insurance**

Section 1. The District shall pay for health insurance as per the current Belle Plaine Education Association Master Agreement. The District offers a Health Savings Account (HSA) plan. The employee may choose between 0, 50 or 100% of the deductible (or up to IRS contribution limit if deductible is greater) to be funded from the district's contribution to health insurance.

Section 2. The District will provide \$50,000 of term life insurance coverage at district expense. Employees may purchase additional coverage at their own expense.

Section 3. The District will provide a single policy for dental health. Employees may purchase additional coverage at their own expense.

Section 4. The District will pay the premium for income protection insurance under the district insurance plan.

Section 5. The School Board shall provide Errors & Omissions Insurance for public liability.

**ARTICLE III**

**Leaves**

Section 1. Sick Leave: The Director of Student Support Services shall be granted twelve (12) contract days of sick leave (disability/illness) per school year to be used any time during the school year upon notification to the Superintendent. Sick Leave may accumulate to 60 days.

Subd. 1. Accumulated sick leave is to be used for absences from work necessitated by illness or injury.

Subd. 2. Sick leave may be used for serious family illness. The immediate family is defined as an employee and/or spouse and the following related to either: child, parent, brother, sister, grandparents or grandchildren. Sick and safe leave may be used for the care and support of an employee's: 1. Child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent); 2. Spouse or registered domestic partner; 3. Sibling, stepsibling or foster sibling; 4. Biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child; 5. Grandchild, foster grandchild or step-grandchild; 6. Grandparent or step-grandparent; 7. Sibling's child; 8. Parent's sibling; 9. Child-in-law or sibling-in-law; 10. Any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner; 11. Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and 12. Up to one individual annually designated by the employee. This list is pursuant to MN Statutes 181.940 et. Seq.

Section 2. Paid Holidays: The Director will receive eleven (11) paid holidays: New Year's Day, Good Friday, Memorial Day, Juneteenth (June 19), 4th of July, Labor Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Eve Day, Christmas Day, and New Year's Eve.

Section 3. Funeral Leave:

Subd. 1. A maximum of three (3) days of funeral leave will be granted to each employee at the time of death of a member of the employee's immediate family.

Subd. 2. In those cases where more than three (3) days are necessary for a funeral because of distance, arrangements, legal involvements, or extraordinary circumstances additional days (not to exceed ten (10) days) of funeral leave may be granted and deducted from the employee's accumulated disability/illness leave or vacation. Such leave shall be requested of and approved or denied by the Superintendent.

Subd. 3. Immediate family is defined as the Director and/or spouse and the following related to either: child and spouse, stepchild and spouse, ward, parent, brother, brother-in-law, sister, sister-in-law, grandparents, and grandchildren.

Subd. 4. Leave may be granted to attend the funeral of other close relatives/or friends as determined in special situations. Such leave is to be requested of and approved or denied by the Superintendent. Such leave will be deducted from the Coordinator/Director's disability/illness leave or vacation.

Section 4. Other Leaves:

Subd.1. Leave without pay will be arranged with the Superintendent.

Subd. 2. The District will comply with federal and state statutes regarding Parental or Family-Medical Leaves and jury duty.

**ARTICLE IV**

**Matching Annuity Program**

**Section 1. Matching Annuity Program:**

Subd. 1. The Director may participate in the district matching annuity program as provided in M.S. 356.24.

Subd. 2. District Contribution: The District shall match annually up to \$3,000 to an appropriate 403(b) annuity on a dollar-for-dollar basis.

Subd. 3. District procedures with district-approved vendors will be followed when participating in the matching annuity program.

**ARTICLE V**

**Professional Dues**

Section 1. Membership Dues : Annual professional dues to MASE will be paid on behalf of the Director by the District.

Section 2. Professional Development: The Director shall receive an allocation of \$2,000 per year to be used for professional development during each fiscal year. Professional development funds may be used for the following with the approval of the Superintendent:

1. Conventions, seminars and workshops related to the employees' position (Federal per diem guidelines shall apply)
2. Tuition and materials for training or college courses related to the employees' position and/or advancement.

**ARTICLE VI**

**Grievance**

Section 1. The procedure for filing a grievance is provided by law.

Signatures:

Director of Student Support Services	<u>Mary Medler</u>	<u>6/23/20</u>
School Board Chair	_____	_____
School Board Clerk	_____	_____