

**AGREEMENT BETWEEN
INDEPENDENT SCHOOL DISTRICT NO. 51
AND
DIRECTOR OF ACTIVITIES
2025-2026**

This agreement, made this **July 20, 2026** between Independent School District No. 51, Foley, Minnesota and **Eric Inglis** employed as a 1.0 FTE Activities Director for the 2025-2026 school year at a base salary of **\$94,715**.

Terms of Employment:

The period of employment for this contract shall be for 225 days per year including holidays, beginning July 1, 2025 and continuing through June 30, 2026. The District may immediately terminate Employee without any written notice if there is just cause to terminate. Any breach of this contract shall constitute just cause.

Management Commitment: The District and the employee concur that the management nature of the duties and responsibilities of Activities Director covered by this agreement requires a commitment to whatever time is necessary to accomplish such managerial duties and responsibilities.

Basic Services: 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, the Minnesota Department of Education, and the Minnesota State High School League, and any additions or amendments thereto, for the salary indicated in this contract. Employee agrees to perform the specific duties of this position to the best of his/her ability and to comply with the reasonable directives of his or her supervisor.

Payment of Salary: Salary will be paid in equal installments on the 15th and last business day of each month. The obligation to pay Employee will cease immediately upon the effective date of any termination or resignation.

In the event that school is closed for any emergency or snow day and the employee is unable to work, the time missed shall be made up or deducted from salary.

Short term leave: A leave of absence, without loss of pay, not to exceed five days shall be granted for death or serious illness in the immediate family, provided that, under unusual circumstances, the superintendent may at his/her discretion, grant a reasonable extension of such leave of absence.

The immediate family shall be defined as including the spouse, children, employee's or spouse's mother, father, grandparent, brother, sister or other blood relative living in the same household. Such leave of absence shall be deducted from the employee's accumulated sick leave except for the death of spouse and children.

Other short term leave: A leave of absence may be granted at the discretion of the Superintendent in the event of death or serious illness of any other relative or close friend. Such leave of absence shall be deducted from the employee's accumulated sick leave.

All short term leaves 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.

Long term leave of absence: Leave of absence may be granted by the district upon recommendation of the superintendent. All such requests are to be submitted in writing and shall state the following:

- 1) Reason for request
- 2) Details of plans as to how employee intends to spend the time of leave
- 3) Such benefits as may be expected by the employee and the school district
- 4) The probable date the employee will resume his/her duties
- 5) His/her intentions to return to the Foley Public School's for a minimum of one year

Leave of absence may be granted for medical reasons upon the recommendation of a physician. Re-employment shall be offered only upon prior certification by a physician that the employee is capable of resuming his/her position. Such leave of absence may also be granted at the request of the district.

The employee on leave of absence must signify in writing before March 1st of the year in which her/his leave expires of his/her intent to return to his/her duties. Failure to signify such intent will cancel the leave of absence and the employee shall forfeit any rights or claims to her/his former position.

All leave shall be without pay. However, the employee shall retain his/her present status including her/his position and such privileges as may have been earned prior to such leave. The employee granted such leave shall have the right to retain all fringe benefits at his/her own expense.

Holidays: There will be 12 paid holidays(including the floating holidays) per year to coincide with the school calendar as adopted by the Board of Education:

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

Two floating holidays to be taken by mutual agreement between the employee and the immediate supervisor. The floating holidays are subject to supervisor approval.

Personal Discretionary Leave: Personal Discretionary Leave (PDL) is defined as absences for an employee's personal use, emergency, extended bereavement, or bereavement. PDL is also allowed for Sick Leave. Total PDL earned in a year will equal the amount of 13 days (104 hours) At the end of each school year, all unused PDL days exceeding 15 days (120 hours) will be credited to the employees as Accumulated Sick Leave days.

Professional Development: The school district shall expect the employee to be up to date on the knowledge and technology of the profession. To facilitate this, the School District will:

- (a) Provide time and funds for the employee's meals, lodging, and transportation to attend the appropriate local, state, and national meetings and workshops of their associations and of other agencies and groups with approval of the superintendent.
- (b) All State and National dues will be paid by Independent School District #051.

Insurance: The district shall provide the following contribution toward the insurance premium payment:

HEALTH AND HOSPITALIZATION:

\$18,000 District Contribution toward health and hospitalization

1. The expense over and above the District contribution, if any, shall be borne by the Activities Director and subject to payroll deduction.
2. An employee married to another employee entitled to comparable insurance provisions shall be entitled to either full family coverage or 2 single policies for the family, with each policy receiving the respective HRA or HSA contribution.

Life insurance	\$100,000 face value
Long term disability	paid in full
Dental insurance-family coverage	paid in full

Employee agrees that no claim may be made against the School District for any particular claim that is not covered or paid by insurance. The District is not ensuring or guaranteeing that any particular claim will be paid or covered by insurance. The eligibility and coverage of the Employee, and his or her dependents and beneficiaries, will be governed by the terms of the applicable insurance policy.

403 (b) Match

Section 1 The Employee may participate in the District's 403(b) annuity matching program. The District matching contribution to such a program shall be in the amount as set forth in Section 2 below, but will not exceed a lifetime contribution cap of \$32,000.

Section 2 Employee Match: The Employee must elect to participate in the 403(b) annuity matching program pursuant to the annuity plan requirements at the beginning of the plan year. If the Employee elects to participate in the plan, the District's matching contribution shall be \$2,250 per year.

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 as set out above. The annual limit on the amount the Employee 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 thereunder. The Employee has the choice of contributing 50% or 100% of the match. The District will then contribute the 50% or 100% of the match as chosen by the Employee.

Section 3. 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 with the District. New vendors need a minimum of five employees and a hold harmless agreement.

Section 4. Election: The Employee must make application for participation in the 403(b) annuity matching program by July 1 for the school year. Once the Employee elects to participate in the 403(b) annuity matching program, said election is irrevocable for that school year and will continue each subsequent year unless modified by the Employee who must notify the District and annuity carrier.

Section 5. Death of Employee Participant: If the 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.

Section 6. 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).

Additional Duties:

Section 1: Night Supervision: Employee will earn additional pay beginning on the 16th night of supervision duties as provided in this paragraph.

1. Responsible for managing ticket sellers and gate supervisors.
2. Responsible for cash boxes and tickets, giving them to ticket sellers and securing them at the end of ticket sales.
3. Responsible for the hosting and safety of the officials.
4. Responsible for hosting the visiting team, checking the visiting locker room before and after the visiting team uses the locker room.
5. Responsible for fan supervision including assignment of staff supervisors.
6. Responsible for general supervision of the area during and immediately after the event.
7. Responsible for following up on any issues or problems that occurred that evening in any way related to the event.

For performance of night supervision duties, the Employee shall receive \$80 per night(up to \$1,500).

The hours that the Employee works for night supervision does not count toward the Employee's 225-day contract.

Section 2: MSHSL Tournaments; Employee may be assigned section tournament supervision and will earn additional pay as per section and MSHSL directs and reimburses the District.

Section 3: Coaching: Employee may, with School Board approval, coach and receive the compensation listed in the Teacher Master Agreement for such assignment.

Section 4: The Activities Director 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 Activities Director's discretion within the contract year beginning July 1, 2025-2026.

Vandalism: The District will reimburse the Employee's out of pocket expenses for vandalism to a personal vehicle parked on school property up to \$500.

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

Chairperson of the Board

Employee

Clerk of the Board