AGREEMENT BETWEEN
INDEPENDENT SCHOOL DISTRICT NO. 51
AND
DIRECTOR OF TECHNOLOGY
2025-2027

This agreement, made on July 20, 2026, between Independent School District No. 51, Foley, Minnesota and Paul Schieffert employed as the Director of Technology as follows:

2025-2026 school year to be paid at the salary of $101,908.20.
2026-2027 school year to be paid at the salary of $104,965.45.

Terms of Employment:
The period of employment for this contract shall be for 260 days per year including holidays, beginning July 1, 2025 and continuing through June 30, 2027. 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 Director of Technology concur that the management nature of the duties and responsibilities of the Director of Technology covered by this agreement requires a commitment to whatever time is necessary to accomplish such managerial duties and responsibilities. This is understood to include normal business hours for duty days.

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

Holidays: There will be 13 (including 2 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
Memorial Day	Christmas Day
Juneteenth	New Year’s Eve Day
Independence Day	

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

Sick Leave: 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. 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 150 days. At the beginning of the contract year, the employee will be notified of the number of unused sick leave days 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 employee's illness or the illness of the employee's minor dependents when such illnesses prevent the employee's attendance at school 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.

Short Term Leave/Serious Illness/Bereavement Leave: A leave of absence without loss of pay not to exceed five days, shall be granted for death of the employee’s child or spouse’s child or for the death or serious illness in the immediate family provided that, under very unusual circumstances, the superintendent may, at his discretion grant a reasonable extension of such leave of absence.

The immediate family shall be defined as the spouse and the employee’s or spouse’s father, mother, grandparents, brother, sister or other blood relative residing in the same household.

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.

Other Short Term Leaves of Absence: A leave of absence may be granted at the sole and exclusive discretion of the Superintendent in the event of death or serious illness of any other relative or close friend. Such leave shall be deducted from sick leave.

In the absence of accrued sick leave, 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 such employee’s work can be made with other employees, no salary deductions shall be made.

All absences must be reported to the Superintendent or Designee. Any unauthorized or unreported absenteeism shall mean a deduction of all wages for period absent.

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.

Long term leave of absence: Leave of absence will 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 Schools 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 May 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.

Vacation: 20 days of vacation shall be granted per year on July 1st. Vacations are to be approved by the Superintendent prior to departure; vacations may be taken at any time during the year with the prior approval. Vacation days can accrue to one half times the annual allocation not to exceed 35 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 five days if requested by June 30th of that year.

Personal leave: The employee may be granted two days of personal (emergency) leave per year of service in the Foley district (non-accumulative). Leave may be granted after application to the superintendent, if possible, for reasons which cannot be taken care of during normal school break.

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

	2025-2026	2026-2027
Medical/health	$20,000	$21,525
Long Term Disability	Paid in full	
Life Insurance with family rider	$100,000 Face Value	
Dental	$1,256/year	

Tax-Sheltered Annuities: The employee is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd.15., School District policy, and as otherwise provided by law.

403(b) Match Program
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 $1,500 per contract 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 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. The employee 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 an information sharing agreement.

Election: Eligible and participating employees must make application for participation in the 403(b) annuity matching program at initial time of hire 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).

The Director of Technology 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 Director of Technology's discretion within the contract year beginning July 1, 2025.

Longevity Pay
The employee after completion of at least five (5) years of service with the District shall receive an additional-career increment annually over the salary schedule as described in this section. The annual increment that each qualifying employee shall receive will be $2,000.00.

The employee after completion of at least eight (8) years of service with the District shall receive an additional-career increment annually over the salary schedule as described in this section. The annual increment that each qualifying employee shall receive will be $3,000.00.

The employee after completion of at least twelve (12) years of service with the District shall receive an additional-career increment annually over the salary schedule as described in this section. The annual increment that each qualifying employee shall receive will be $4,000.00.

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

______________________________	______________________________
Chairman of the Board	Employee

____
Clerk of the Board