AGREEMENT BETWEEN
INDEPENDENT SCHOOL DISTRICT NO. 51
And
Accounts Payable-Accounts Receivable
2025-2027

This Agreement, made this July 20, 2026 between Independent School District No. 51, Foley, Minnesota and **Chelsey Novak**, employed in the Accounts Payable-Accounts Receivable position, as follows:

2025-2026 school year to be paid at the salary of $56,822.
2026-2027 school year to be paid at the salary of $60,000.

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 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 installments on the 15th and the last business day of each month.

School Closing and E-Learning:
Once per year, in the event school is called off and/or has an e-learning day and employees are not required to perform services, employees shall not suffer a reduction in pay.

In the event that the school is closed for more than one emergency closure, E-Learning day, or snow day, employees may be required to report to 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 100 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 School District whenever an employee's absence is found to have been due to her/his illness or injury which prevented attendance at school and performance of duties on that day or days. Sick leave with pay may also be allowed for absence due to illness or injury of the employee's child (child includes stepchild, biological child, adopted child, and foster child), adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, (grandchild includes step-grandchild, biological grandchild, adopted and foster grandchild), grandparent, stepparent, Domestic Partner and Legal Ward.

Holidays: There will be thirteen (13) paid holidays (including floating 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
Juneteenth	Christmas Day
Fourth of July	
Memorial Day	

3 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 a 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. Vacation may be taken at any time with the approval of the superintendent or designee. Up to 10 days (80 hours) may be carried over into the next contract year at the end of June, of the current contracted year.

All persons in the employ of the district zero through five employment periods shall receive 10 working days vacation.

All persons in the employ of the district six through ten employment periods shall receive 15 working days vacation.

All persons in the employ of the district eleven or over shall receive 20 working days vacation.

Personal Leave: The employee will be granted two days of personal (emergency) leave per year in the Foley District. Leave may be granted after application to the supervisor, if possible, for reasons which cannot be taken care of during non-working hours. Personal leave may accumulate to four (4) days.

All leave shall be based on an 8 hour work day.

Insurances:
The school district shall contribute toward the hospitalization insurance premium as indicated. The employee is eligible for board contributions as provided in this contract as long as the employee is employed by the school district. Upon termination of employment, all district participation and contribution shall cease effective on the last paid working day.

Insurances:
Health Insurance:

2025-2026	Annual District Contribution $9,094 toward single insurance
	Annual District Contribution $16,000 toward family insurance
2026-2027	Annual District Contribution $9,094 toward single insurance
	Annual District Contribution $16,000 toward family insurance

Dental Insurance: Under the existing school district policy, dental insurance will be made available with a district contribution of $552.00 per year with any excess cost being at the employee's expense.

Life Insurance: The district shall provide the employee with a $50,000 life insurance policy.

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

403B Match: 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. For the 2025-2026 school 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
2-4 year	$300
5-7 year	$450
8-10 year	$600
11+ years	$700

For the 2026-2027 school year, the District matching contribution to the employee participating in the 403(b) annuity matching program shall be $1,000.

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 $12,000. 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 thereunder. Employees shall have the choice of contributing 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 an 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)

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

Chairperson of the Board

Employee

Clerk of the Board