

**INDEPENDENT SCHOOL DISTRICT NO. 1
AITKIN, MINNESOTA 56431**

**AGREEMENT WITH
NEDRA HENLINE**

**AS COMMUNITY EDUCATION DIRECTOR/
KIDS CLUB COORDINATOR**

July 1, 2026

Terms and Conditions of Employment 2026, 2027, 2028

**ARTICLE I
POSITION DESCRIPTION**

Section 1. The position of Community Education Director is considered sixty percent (60%) time over a twelve (12) month period. Nedra Henline will also be assigned the Kids Club coordinator position at twenty percent (20%) time over a twelve (12) month period of time. The position combined is .8 FTE. Nedra Henline will be responsible for the assigned duties with a regular work day from 8:00 a.m. to 4:00 p.m. with the ability to flex evening and weekend time with the minimum of 176 days and/or 1,320 hours.

Section 2. The Community Education Director will be responsible for:

- A. All aspects of the District’s Community Education programs.
- B. Quarterly newsletter publications.

Section 3. The Kids Club Coordinator will be responsible for:

- A. All aspects of organizing, hiring and scheduling of Kids Club.
- B. Staff and child scheduling.
- C. Create and manage the Kids Club budget working with the business manager.

ARTICLE II

BASE SALARY

Section 1.

Fiscal Year	Community Ed/Kids Club Coordinator
2026 - 2027 school year	\$44,204 salary - \$33.48 hr – 1320 hours
2026 - 2027 school year	\$45,530 salary - \$34.49 hr - 1,320 hours

ARTICLE III

BENEFITS

Section 1: Health and Hospitalization:

Subd. 1. Selection: The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Subd. 2. The District shall pay up to a maximum of \$745 per month toward the monthly premium of individual and dependent health and hospitalization coverage for the district insurance plan (not prorated).

Subd. 3. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Subd. 4. Duration of Insurance Contribution: The Director is eligible for School District contribution as provided in this article as long as the Director is employed by the School District. Upon termination of employment, all District contributions shall cease. A terminated employee whose termination was for reasons other than the employee's disability or retirement, may elect to continue insurance coverage as per COBRA laws. The terminated employee must pay full costs for continued coverage, in advance, on a monthly basis.

Section 2. Long Term Disability Insurance:

Subd. 1. Selection: The selection of the long-term disability insurance carrier and policy shall be made by the school district. The aggregate value of benefits provided shall not be less than those currently provided.

Subd. 2. The Director shall pay the entire long-term disability insurance premium through payroll deduction. The School District shall pay the Director the cost of the long-term disability insurance premium on a per deduction basis.

Subd. 3. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Subd. 4. Duration of Insurance Contribution: The Director is eligible for long term disability coverage as provided in this article as long as she is employed by the School District. Upon termination of employment, coverage shall cease.

Section 3. \$50,000 Life Insurance:

Subd. 1. Selection: The selection of the life insurance carrier and policy shall be made by the School District. The aggregate value of benefits provided shall not be less than those currently provided. Benefit amounts are subject to the terms, conditions and applicable limits defined by the policies.

Subd. 2. The School District shall pay the entire \$50,000 life insurance premium for the individual. The employee may purchase additional life insurance per policy guidelines at her own expense.

Subd. 3. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Subd. 4. Duration of Insurance Contribution: The Director is eligible for \$50,000 life insurance coverage and School District contribution as provided in this article as long as the person is employed by the School District. Upon termination of employment, all District contributions shall cease.

Section 4. Dental Insurance:

Subd. 1. Selection: The selection of the dental insurance carrier and policy shall be made by the School District. The aggregate value of benefits provided shall not be less than those currently provided.

Subd. 2. The employee may purchase dental insurance through the School District at her own expense.

Subd. 3. Claims Against the School District: It is understood that the School District's only obligation is to provide access to an insurance policy. No claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Subd. 4. Duration of Insurance Contribution: The Director is eligible for dental coverage as provided in this article as long as the employee is employed by the School District.

Section 5. 403B Match: The Director may request to take part in a 403B plan. The Director will be eligible for a \$500 per year (not prorated for part-time, but pro-rated for term of employment) employer match.

Section 6. Professional Meetings: Fees and expenses for annual professional meetings and training as it relates to the duties of Community Education will be paid by the School District out of Community Education funds upon submission of expenses as allowed by School District policy.

ARTICLE IV **LEAVE OF ABSENCE**

Section 1. Sick Leave:

Subd. 1. Community Education Director/Kids Club Coordinator (.8 FTE) will be credited 74 hours for the year on July 1 , 2025.

Subd. 2. Unused sick leave days may accumulate to a maximum credit of 1200 hours of sick leave per employee.

Subd. 3. Sick leave with pay shall be allowed by the School Board whenever an employee's absence is due to illness, injury or disability of the employee or as allowed under Minnesota Statute. The maximum sick leave an employee can use for a disability shall be the minimum amount necessary to qualify for disability benefits provided under Article III.

Subd. 4. The School Board or Superintendent may, where insufficient reason is suspected, require an

employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay.

Subd. 5. In the event that a medical certificate will be required the employee will be so advised.

Subd. 6. Sick leave allowed shall be deducted from the accrued sick leave days earned by the employee.

Subd. 7. Sick leave pay shall be approved only upon submission of a request through the designated process.

Section 2. Personal Leave:

Subd. 1. A .8 FTE employee shall be granted personal leave of thirty two (32) hours per year, non-cumulative, for situations which must be handled during school hours requiring the employee's personal attention. Personal leave time taken shall be deducted from sick leave.

Subd. 2. Requests for this leave must be made through the designated process and approved by the Superintendent of Schools at least three days in advance, except in the event of emergencies. The request shall state that the proposed leave is for personal reasons. Personal leave must have prior approval. ~~for the purpose of limiting the number absent to no more than one F.T.E. on a given day.~~

Section 3. Bereavement Leave: Employee at .8 FTE shall be granted up to thirty two (32) hours bereavement leave, per occurrence, in the event of the death of a sibling, son in law, daughter in law, brother or sister in law, parent, grandparent, grandchild or parentinlaw, step sibling or step parent. At .8 FTE the employee shall be allowed 64 hours bereavement leave per occurrence in the event of the death of a spouse, child or stepchild. The first 18 hours days will not be deducted from sick leave. All hours over 18 will be deducted from sick leave.

If the Director is unable to meet that requirement, they should communicate with the Superintendent on the manner in which the loss of time will be rectified. Any lost time will be unpaid. The Director should make the Superintendent aware of her anticipated schedule and when a leave of absence is anticipated. In the case of an emergency, notice should be provided as soon as possible.

ARTICLE V
GENERAL

Section 1. This agreement is in effect from June 1, 2026 through June 30, 2028.

Employee

Date

School District Representative

Date