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

This agreement, made on July 20, 2026, between Independent School District No. 51, Foley, Minnesota and Loriann Landowski employed as the Director of Child Nutrition-as follows:

2025-2026 school year to be paid at the salary of $60,736
2026-2027 school year to be paid at the salary of $63,165

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, 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 Child Nutrition concur that the management nature of the duties and responsibilities of the Food Service Director covered by this agreement requires a commitment to whatever time is necessary to accomplish such managerial duties and responsibilities.

Salary will be paid in 24 equal installments on the 15th and last business day of each month.

Leaves and Holidays: Once per fiscal year, in the event that school is closed for any emergency or snow day and the employee is not required to perform services, the employee will receive her normal day's pay.

Sick leave shall be granted at the rate of 11 (eleven) days per working year 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. 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. 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.

There will be 10 paid holidays per year to coincide with the school calendar as adopted by the Board of Education:

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

Three floating holidays may be taken by mutual agreement between the employee and the supervisor. Any additional national holidays granted to the majority group shall be granted to the employee.

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 serious illness in the immediate family provided that, under very unusual circumstances, the superintendent may, at their 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 the employee's work can be made with other employees, no salary deduction shall be made.

All absences must be reported to the superintendent, business manager, or building principal. 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.

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 the legal resignation date 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.

Personal leave: The employee may be granted Three (3) days of personal leave per year of service in the Foley district with accumulation up to 4 days. Leave may be granted after application to the superintendent, if possible, for reasons which cannot be taken care of during normal school break.

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

	2025-2027
Medical/health/hospitalization/life	$9940 Single; $14,317 Family
Life insurance	$100,000 Face Value
Long Term Disability	Paid in full
Dental insurance	$550.00
Uniform allowance:	$275.00

*By agreement the difference in the cost of insurance and the cost of allowance, will be placed in an HSA/VEBA account.

403(b) MATCH PLAN –

Section 1 Beginning July 1, 2007, the employee may participate in the District's 403(b) annuity matching program. The District matching contribution to such program shall be in the amount as set forth in Section 2 below, but will not exceed a lifetime contribution cap of $30,000.

Section 2 Employee Match: Eligible and participating Employees must 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 Employees participating in the 403(b) annuity matching program shall be $1,500 per year, with a $30,000 max.

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 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. Employees have 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: Eligible employees must make application for participation in the 403(b) annuity matching program by July 1 for the school year. Once an 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 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.

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 Pay: Summer Food Program $2,000 annually

The Director of Child Nutrition position 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 employee’s discretion within the contract year beginning July 1, 2025.

The Director of Child Nutrition will receive an annual stipend of $1,500.00 for time spent on catering and other special events throughout the year.

Professional Knowledge, Skills, and Certification: The school district shall expect the Director of Child Nutrition 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 Director of Child Nutrition’s meals, lodging, and transportation to attend the annual MSNA/SNIP Conference.

(b) Director of Child Nutrition may be allowed to attend the national convention of this organization with school district authorization once every three years subject to District authorization.

(c) Professional Organization

   a. SNA School Nutrition Association
   b. School Nutrition Leaders of MN
   c. CDM Certified Dietary Manager

Additional responsibilities that shall be performed: Back to school and school organizational banquets and catering.

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

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Chairperson of the Board Employee

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Clerk of the Board