



EMPLOYMENT CONTRACT

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

The School District of Independent School District No. 283, St. Louis Park, Minnesota (hereinafter referred to as the "School District") enters into this contract with Jazmin Hankerson (hereinafter referred to as the "Mrs. Hankerson"), who agrees to perform the duties of Executive Assistant to the Superintendent in the School District. The School District and Mrs. Hankerson agree as follows:

1. Duration, Expiration, and Mutual Consent

- a. **Duration:** This Contract is for a term of two years commencing July 1, 2026 and ending June 30, 2028. It shall remain in full force and effect unless modified by mutual consent of the School Board, their Designee, and the Mrs. Hankerson or unless terminated as provided herein.
- b. **Expiration:** This Contract shall expire at the end of the term specified in Paragraph A hereof. At the conclusion of its term, neither party shall have any further claim against the other, and the District employment of the Mrs. Hankerson shall cease, unless a subsequent contract is entered into by the parties. In the event the parties fail to have entered into a subsequent Contract by June 30, 2028, Mrs. Hankerson employment shall continue on an at-will basis until either:
 - i. The District enters into a subsequent Contract with Mrs. Hankerson;
 - ii. The School District provides 120 calendar days of written notice of the termination of Mrs. Hankerson employment;
 - iii. Mrs. Hankerson provides 30 calendar days of written notice of their resignation.

2. Termination During the Term

- a. **Termination for Just Cause:** Mrs. Hankerson employment may be terminated during the term of this Contract for just cause. The grievance procedure pursuant to the Public Employees' Labor Relations Act (PELRA), as adopted by the Commissioner of the Bureau of Mediation Services, Minnesota Rules subparts 5510.5110 – 5510.5190, shall be available to Mrs. Hankerson regarding a termination for just cause.
- b. **Termination for Reasons Other than Just Cause:** The District has complete discretion during the term of this Contract to terminate Mrs. Hankerson employment due to reorganization, elimination of position(s), a reduction in force, or any other organizational or financial reasons. The grievance procedure cited above in Section C.1 shall not be available to the Mrs. Hankerson for a termination for reason(s) set forth in this section. The School District Shall Provide the Mrs. Hankerson 10 days' written notice in advance of a termination under this section, and the termination shall be final upon action by the School Board.
- c. **Termination by the Mrs. Hankerson:** Mrs. Hankerson may terminate this Contract during its term by the Mrs. Hankerson giving written notice of their resignation at least 30 days before the effective date of the resignation.



d. Mutual Consent: This Work Agreement may be terminated at any time by the parties by mutual consent.

3. Duties and Responsibilities

Mrs. Hankerson shall serve as the Executive Assistant to the Superintendent of the School District and shall serve under the direction of the Superintendent. Mrs. Hankerson shall perform all duties assigned to the position of Mrs. Hankerson of Executive Assistant to the Superintendent and such other duties as may be prescribed by the Superintendent from time to time. Mrs. Hankerson shall abide by the policies, regulations, rules and procedures established by the School Board and the Commissioner of the Department of Education and shall abide by all Minnesota laws relating to the operation of the School District. The Mrs. Hankerson shall attend School Board and other meetings as directed by the Superintendent and shall provide recommendations to the Superintendent regarding the assigned operations and programs for the District.

4. Terms and Conditions of Employment

Mrs. Hankerson shall receive the salary, benefits and other terms and conditions of employment as specified in the Professional Group Compensation and Benefits Plan approved by the Board and amended from time to time. Mrs. Hankerson will be given the most current copy of the Plan at the beginning of this contract and receive an assignment letter with updated rates of pay for additional years during the duration of this individual contract.

5. Salary Placement

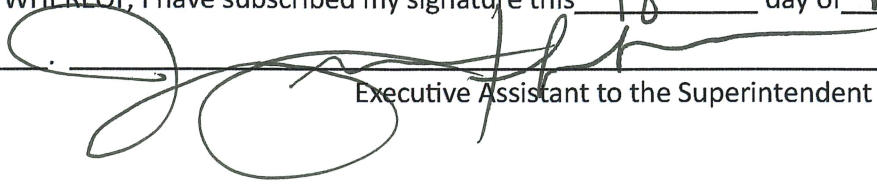
The Mrs. Hankerson shall be paid within the Professional Group Salary Range 14 on Step 10 for 2026-2027 and Step 11 for 2027-2028. The annual salary will be prorated for partial years of work for people who start after July 1 of any year or leave prior to June 30 and do not complete a full year of service. The salary shall be paid pursuant to the approved Professional Group Compensation and Benefits Plan, School District policy, and procedures.

6. Severability

If any provision of this contract is held to be invalid by operation of law the remainder of the contract shall not be affected thereby and shall remain in full force and effect. This contract shall be effective upon approval of the School Board and signatures of Mrs. Hankerson and of the Officials of the School Board.



**St. Louis Park
Public Schools**

IN WITNESS WHEREOF, I have subscribed my signature this 18th day of May
2026. 
Executive Assistant to the Superintendent

IN WITNESS WHEREOF, I have subscribed my signature this _____ day of _____
20_____. _____
Superintendent

School Board Chair

School Board Clerk

