Regular School Board Meeting

Tuesday, March 3, 2026 5:45 PM
917 Board Room, 130 145th Street East, Rosemount, MN 55068

I. **MISSION**
In partnership with member districts, Intermediate School District 917 provides high quality, equitable and specialized programming to meet the needs of all students.

II. **Call to Order - Chair Cindy Nordstrom**

III. **Conduct Pledge of Allegiance - Chair Cindy Nordstrom** ***(This was conducted at the Board Work Session prior to this meeting.)***

IV. **Review and Approve the Agenda - Chair Cindy Nordstrom**

V. **Consent Items - Chair Cindy Nordstrom** ***(Communications)***

V.A.
- Minutes
- Personnel

VI. **Finance Director - Mark Johns** ***(Stewardship)***

VI.A.
- Bills
- Direct Deposit
- Wire Transfers
- Investment Reports
- Payment Register
- FY26 Classroom Maintenance

VII. **New Business - Chair Cindy Nordstrom** ***(Collaboration)***

VIII. **Approve MOUs for the ASD/EBD Apprenticeship Program (formerly ITRAC) -- Nicole Flesner (*Integrity*)**
- **For the Teachers**
- **For the Paraprofessionals**

IX. **Approve Contracts — Nicole Flesner (*Stewardship*)**

X. **Approve MDE AIPOC Compliance - Dr. Melissa Schaller (*Equity*)**

XI. **Policies - Supt. Dr. Michael Favor** ***(Integrity)***
None this month

XII. **Adjournment - Chair Cindy Nordstrom**

SUMMARY OF PERSONNEL ITEMS RECOMMENDED FOR ACTION AT BOARD MEETING OF March 3, 2026

NEW HIRES:

Anna Garnett, Education Support Professional, effective January 28, 2026.

Jeramey Zych, Education Support Professional, effective February 2, 2026.

RE-HIRES:

Jodi Erickson, Education Support Professional, effective February 3, 2026.

CHANGE IN STATUS:

LEAVES OF ABSENCE:

RESIGNATION & TERMINATIONS:

Bridget Fonseca, Teacher, effective June 11, 2026.

Candi Gibson, Education Support Professional, effective 17, 2026

Rebecca Hague, Teacher, effective June 11, 2026.

Abdirizak Hussein, Education Support Professional, effective February 6, 2026.

Amy Kirchman, Education Support Professional, effective March 4, 2026.

Daisy Kramer, Education Support Professional, effective January 6, 2026.

Amber Kurten, Teacher, effective June 11, 2026.

Elza Solefack, Education Support Professional, effective March 30, 2026.

Amy Solinger, Mental Health Professional, effective March 9, 2026.

Kadra Wardere, Education Support Professional, effective January 14, 2026.

RETIREMENT:

Amy Dawson, Speech Language Pathologist, effective June 11, 2026.

Jennifer Klaustermeier, Teacher, effective June 11, 2026.

Craig Mares, Teacher, effective June 11, 2026.

Brian Price, School Psychologist, effective June 11, 2026.

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR:

01/31/26 DIRECT DEPOSITS REGULAR PAY (PR514)	$	871,854.30
NET PAYROLL	**$**	**871,854.30**

Authorized Signature Mark Johns Date 2/2/26

MSDLAF
Minnesota School District
Liquid Asset Fund Plus

Customer Service
PO Box 11760
Harrisburg, PA 17108-11760

ACCOUNT STATEMENT

INTERMEDIATE SCHOOL DISTRICT 917

For the Month Ending
January 31, 2026

Client Management Team

Amber Cannegieter
Key Account Manager
213 Market Street
Harrisburg, PA 17101-2141
1-888-4-MSDLAF
cannegietera@pfmam.com

Danny A. Nelson
Director
800 Nicollet Mall, 4th Floor
Minneapolis, MN 55402
612-371-3747
nelsond@pfmam.com

Contents

Accounts included in Statement

600430 STATE PAYMENTS

Important Messages

MSDLAF will be closed on 02/16/2026 for Presidents Day.

INTERMEDIATE SCHOOL DISTRICT 917
AMY D ALEXANDER
1300 145TH STREET E
ROSEMOUNT, MN 55068

Online Access www.msdlaf.org **Customer Service** 1-888-4-MSDLAF

Important Disclosures

This statement is for general information purposes only and is not intended to provide specific advice or recommendations. PFM Asset Management ("PFMAM") is a division of U.S. Bancorp Asset Management, Inc. ("USBAM"), a SEC-registered investment adviser. USBAM is direct subsidiary of U.S. Bank National Association ("U.S. Bank") and an indirect subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM. PFMAM maintains a written disclosure statement of our background and business experience. If you would like to receive a copy of our current disclosure statement, please contact Service Operations at the address below.

Proxy Voting PFMAM does not normally receive proxies to vote on behalf of its clients. However, it does on occasion receive consent requests. In the event a consent request is received the portfolio manager contacts the client and then proceeds according to their instructions. PFMAM's Proxy Voting Policy is available upon request by contacting Service Operations at the address below.

Questions About an Account PFMAM's monthly statement is intended to detail our investment advisory activity as well as the activity of any accounts held by clients in pools that are managed by PFMAM. The custodian bank maintains the control of assets and executes (i.e., settles) all investment transactions. The custodian statement is the official record of security and cash holdings and transactions. PFMAM recognizes that clients may use these reports to facilitate record keeping and that the custodian bank statement and the PFMAM statement should be reconciled and differences resolved. Many custodians use a settlement date basis which may result in the need to reconcile due to a timing difference.

Account Control PFMAM does not have the authority to withdraw funds from or deposit funds to the custodian outside the scope of services provided by PFMAM. Our clients retain responsibility for their internal accounting policies; implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

Market Value Generally, PFMAM's market prices are derived from closing bid prices as of the last business day of the month as supplied by ICE Data Services. There may be differences in the values shown for investments due to accrued but uncollected income and the use of differing valuation sources and methods. Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFMAM believes the prices to be reliable, the values of the securities may not represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for a registered investment company or local government investment program is contained in the appropriate fund offering documentation or information statement.

Amortized Cost The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short term securities (those with less than one year to maturity at time of issuance) is amortized on a straightline basis. Such discount or premium with respect to longer term securities is amortized using the constant yield basis.

Tax Reporting Cost data and realized gains / losses are provided for informational purposes only. Please review for accuracy and consult your tax advisor to determine the tax consequences of your security transactions. PFMAM does not report such information to the IRS or other taxing authorities and is not responsible for the accuracy of such information that may be required to be reported to federal, state or other taxing authorities.

Financial Situation In order to better serve you, PFMAM should be promptly notified of any material change in your investment objective or financial situation.

Callable Securities Securities subject to redemption prior to maturity may be redeemed in whole or in part before maturity, which could affect the yield represented.

Portfolio The securities in this portfolio, including shares of mutual funds, are not guaranteed or otherwise protected by PFMAM, the FDIC (except for certain non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested. Actual settlement values, accrued interest, and amortized cost amounts may vary for securities subject to an adjustable interest rate or subject to principal paydowns. Any changes to the values shown may be reflected within the next monthly statement's beginning values.

Rating Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Shares of some local government investment programs and TERM funds are distributed by representatives of USBAM's affiliate, U.S. Bancorp Investments, Inc. which is registered with the SEC as a broker/dealer and is a member of the Financial Industry Regulatory Authority ("FINRA") and the Municipal Securities Rulemaking Board ("MSRB"). You may reach the FINRA by calling the FINRA Hotline at 1-800-289-9999 or at the FINRA website address https://www.finra.org/investors/investor-contacts. A brochure describing the FINRA Regulation Public Disclosure Program is also available from FINRA upon request.

Key Terms and Definitions

Dividends on local government investment program funds consist of interest earned, plus any discount ratably amortized to the date of maturity, plus all realized gains and losses on the sale of securities prior to maturity, less ratable amortization of any premium and all accrued expenses to the fund. Dividends are accrued daily and may be paid either monthly or quarterly. The monthly earnings on this statement represent the estimated dividend accrued for the month for any program that distributes earnings on a quarterly basis. There is no guarantee that the estimated amount will be paid on the actual distribution date.

Current Yield is the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical fund account with a balance of one share over the seven-day base period including the statement date, expressed as a percentage of the value of one share (normally $1.00 per share) at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed.

Average maturity represents the average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. The stated maturity date of mortgage backed or callable securities are used in this statement. However the actual maturity of these securities could vary depending on the level or prepayments on the underlying mortgages or whether a callable security has or is still able to be called.

Monthly distribution yield represents the net change in the value of one share (normally $1.00 per share) resulting from all dividends declared during the month by a fund expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

YTM at Cost The yield to maturity at cost is the expected rate of return, based on the original cost, the annual interest receipts, maturity value and the time period from purchase date to maturity, stated as a percentage, on an annualized basis.

YTM at Market The yield to maturity at market is the rate of return, based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis.

Managed Account A portfolio of investments managed discretely by PFMAM according to the client's specific investment policy and requirements. The investments are directly owned by the client and held by the client's custodian.

Unsettled Trade A trade which has been executed however the final consummation of the security transaction and payment has not yet taken place.

Please review the detail pages of this statement carefully. If you think your statement is wrong, missing account information, or if you need more information about a transaction, please contact PFMAM within 60 days of receipt. If you have other concerns or questions regarding your account, or to request an updated copy of PFMAM's current disclosure statement, please contact a member of your client management team at PFMAM Service Operations at the address below.

PFM Asset Management
Attn: Service Operations
213 Market Street
Harrisburg, PA 17101

NOT FDIC INSURED **NO BANK GUARANTEE** **MAY LOSE VALUE**

MSDLAF+
Minnesota School District
Liquid Asset Fund Plus

Account Statement - Transaction Summary

For the Month Ending **January 31, 2026**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

MSDLAF+ Liquid Class

Opening Market Value	11,526.01
Purchases	35.15
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	**$11,561.16**
Cash Dividends and Income	35.15

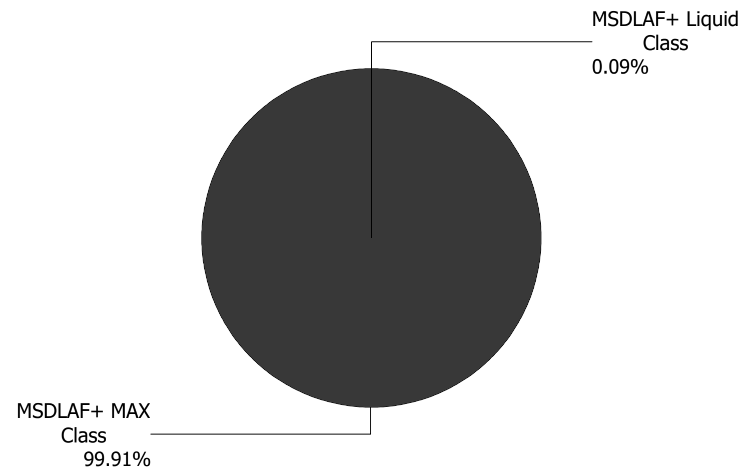
MSDLAF+ MAX Class

Opening Market Value	13,034,119.95
Purchases	38,882.81
Redemptions	(750,000.00)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	**$12,323,002.76**
Cash Dividends and Income	38,882.81

Asset Summary

	January 31, 2026	December 31, 2025
MSDLAF+ Liquid Class	11,561.16	11,526.01
MSDLAF+ MAX Class	12,323,002.76	13,034,119.95
Total	**$12,334,563.92**	**$13,045,645.96**

Asset Allocation



MSDLAF
Minnesota School District
Liquid Asset Fund Plus

Account Statement

For the Month Ending **January 31, 2026**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
MSDLAF+ Liquid Class					
Opening Balance					**11,526.01**
01/30/26	02/02/26	Accrual Income Div Reinvestment - Distributions	1.00	35.15	11,561.16
Closing Balance					**11,561.16**

	Month of January	Fiscal YTD July-January
Opening Balance	11,526.01	11,297.07
Purchases	35.15	264.09
Redemptions (Excl. Checks)	0.00	0.00
Check Disbursements	0.00	0.00
Closing Balance	**11,561.16**	**11,561.16**
Cash Dividends and Income	35.15	264.09

Closing Balance	11,561.16
Average Monthly Balance	11,528.28
Monthly Distribution Yield	3.59%

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
MSDLAF+ MAX Class					
Opening Balance					**13,034,119.95**
01/08/26	01/08/26	Redemption - ACH Redemption	1.00	(750,000.00)	12,284,119.95
01/30/26	02/02/26	Accrual Income Div Reinvestment - Distributions	1.00	38,882.81	12,323,002.76

MSDLAF+
Minnesota School District
Liquid Asset Fund Plus

Account Statement

For the Month Ending **January 31, 2026**

INTERMEDIATE SCHOOL DISTRICT 917 - STATE PAYMENTS - 600430

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
Closing Balance					**12,323,002.76**

	Month of January	Fiscal YTD July-January
Opening Balance	13,034,119.95	13,238,175.67
Purchases	38,882.81	3,834,827.09
Redemptions (Excl. Checks)	(750,000.00)	(4,750,000.00)
Check Disbursements	0.00	0.00
Closing Balance	**12,323,002.76**	**12,323,002.76**
Cash Dividends and Income	38,882.81	334,827.09

Closing Balance	12,323,002.76
Average Monthly Balance	12,455,983.36
Monthly Distribution Yield	3.68%

Intermediate School District 917
School Board Report
Consolidate Investments (General & Building)

	MSDLAF: Liquid						MSDLAF: +Max						Total	
	Purchases	Sales	Fees	Interest	Ending Balance	Monthly Yield	Purchases	Sales	Fees	Interest	Ending Balance	Monthly Yield	Ending Balance	Interest
Jun					11,297.07						13,238,175.67		13,249,472.74	
Jul				39.84	11,336.91	4.15%		500,000.00		47,603.20	12,785,778.87	4.24%	12,797,115.78	47,643.04
Aug				39.83	11,376.74	4.14%				45,946.80	12,831,725.67	4.23%	12,843,102.41	45,986.63
Sep				38.39	11,415.13	4.10%	3,500,000.00			53,427.81	16,385,153.48	4.19%	16,396,568.61	53,466.20
Oct				38.79	11,453.92	4.00%	-	1,000,000.00		56,610.56	15,441,764.04	4.09%	15,453,217.96	56,649.35
Nov				36.07	11,489.99	3.84%		1,500,000.00		47,778.81	13,989,542.85	3.92%	14,001,032.84	47,814.88
Dec				36.02	11,526.01	3.69%		1,000,000.00		44,577.10	13,034,119.95	3.78%	13,045,645.96	44,613.12
Jan				35.15	11,561.16	3.56%		750,000.00		38,882.81	12,323,002.76	3.68%	12,334,563.92	38,917.96
Feb											-		-	-
Mar					-						-		-	-
Apr					-						-		-	-
May					-						-		-	-
Jun					-						-		-	-
Total FY 26	-	-	-	264.09	11,561.16		3,500,000.00	4,750,000.00	-	334,827.09	12,323,002.76		12,334,563.92	335,091.18

Intermediate School District 917
Check Register Including System Voids
Run Date: 1/28/2026 - 2/23/2026

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
1910288	01/30/2026	CENTERPOINT ENERGY	R	1,462.53	ACCOUNTS PAYABLE CHECK
1910289	01/30/2026	CITY OF INVER GROVE HTS	R	376.13	ACCOUNTS PAYABLE CHECK
1910290	01/30/2026	OUTDOOR IMAGES, INC	R	302.00	ACCOUNTS PAYABLE CHECK
1910291	02/05/2026	WISCONSIN SCTF	R	987.50	ACCOUNTS PAYABLE CHECK
1910292	02/05/2026	EDUCATION MINNESOTA, LOCAL 3904	R	10,158.58	ACCOUNTS PAYABLE CHECK
1910293	02/05/2026	ESP LOCAL 4242	R	3,913.02	ACCOUNTS PAYABLE CHECK
1910294	02/05/2026	FTC	R	1,390.83	ACCOUNTS PAYABLE CHECK
1910295	02/05/2026	O.P.E.I.U., LOCAL 12	R	520.74	ACCOUNTS PAYABLE CHECK
1910296	02/05/2026	RELATED SERVICES NURSES ESP	R	134.70	ACCOUNTS PAYABLE CHECK
1910297	02/11/2026	ARVIG ENTERPRISES, INC	R	2,017.95	ACCOUNTS PAYABLE CHECK
1910298	02/11/2026	CUB FOODS BLOOMINGTON	R	52.67	ACCOUNTS PAYABLE CHECK
1910299	02/11/2026	CUB FOODS - ROSEMOUNT	R	403.53	ACCOUNTS PAYABLE CHECK
1910300	02/11/2026	DAKOTA AWARDS & ENGRAVING	R	15.00	ACCOUNTS PAYABLE CHECK
1910301	02/11/2026	NESSIM AND ASSOCIATES	R	190.00	ACCOUNTS PAYABLE CHECK
1910302	02/18/2026	WISCONSIN SCTF	R	987.50	ACCOUNTS PAYABLE CHECK
1910303	02/18/2026	EDUCATION MINNESOTA, LOCAL 3904	R	10,047.70	ACCOUNTS PAYABLE CHECK
1910304	02/18/2026	ESP LOCAL 4242	R	3,899.68	ACCOUNTS PAYABLE CHECK
1910305	02/18/2026	FTC	R	1,390.83	ACCOUNTS PAYABLE CHECK
1910306	02/18/2026	O.P.E.I.U., LOCAL 12	R	520.74	ACCOUNTS PAYABLE CHECK
1910307	02/18/2026	RELATED SERVICES NURSES ESP	R	134.70	ACCOUNTS PAYABLE CHECK
1910308	02/18/2026	DISTRICT 191 FOOD SERVICE	R	2,464.45	ACCOUNTS PAYABLE CHECK
1910309	02/18/2026	OFFICE OF MN.IT SERVICES	R	632.10	ACCOUNTS PAYABLE CHECK
1910310	02/18/2026	OUTDOOR IMAGES, INC	R	835.00	ACCOUNTS PAYABLE CHECK
1910311	02/18/2026	SOUTHWEST WEST CENTRAL SERVICE CORP	R	84.00	ACCOUNTS PAYABLE CHECK
V4002945	02/09/2026	58 CREATIVITY	R	46.33	ACCOUNTS PAYABLE VOUCHER
V4002946	02/09/2026	ACCELERATED TECHNOLOGIES	R	350.00	ACCOUNTS PAYABLE VOUCHER
V4002947	02/09/2026	ALDI	R	188.53	ACCOUNTS PAYABLE VOUCHER
V4002948	02/09/2026	ALL IN ONE POSTER COMPANY	R	213.65	ACCOUNTS PAYABLE VOUCHER
V4002949	02/09/2026	AMERGIS	V	0.00	VOID: MULTI STUB VOUCHER
V4002950	02/09/2026	AMERGIS	V	0.00	VOID: MULTI STUB VOUCHER
V4002951	02/09/2026	AMERGIS	V	0.00	VOID: MULTI STUB VOUCHER
V4002952	02/09/2026	AMERGIS	R	102,478.26	ACCOUNTS PAYABLE VOUCHER
V4002953	02/09/2026	ANCHOR PAPER	R	3,036.00	ACCOUNTS PAYABLE VOUCHER
V4002954	02/09/2026	AUSM	R	59.99	ACCOUNTS PAYABLE VOUCHER
V4002955	02/09/2026	BARNES & NOBLE	R	219.86	ACCOUNTS PAYABLE VOUCHER
V4002956	02/09/2026	BAYADA HOME HEALTH CARE	R	3,455.00	ACCOUNTS PAYABLE VOUCHER
V4002957	02/09/2026	WELLS FARGO	V	0.00	VOID: MULTI STUB VOUCHER
V4002958	02/09/2026	WELLS FARGO	R	1,517.59	ACCOUNTS PAYABLE VOUCHER
V4002959	02/09/2026	CAREERSAFE	R	875.00	ACCOUNTS PAYABLE VOUCHER
V4002960	02/09/2026	OPENAI	R	60.00	ACCOUNTS PAYABLE VOUCHER
V4002961	02/09/2026	CITY OF APPLE VALLEY	R	415.85	ACCOUNTS PAYABLE VOUCHER
V4002962	02/09/2026	CREATIVE DOCUMENT SOLUTIONS, LLC	R	220.08	ACCOUNTS PAYABLE VOUCHER
V4002963	02/09/2026	DAKOTA COUNTY RTLC	R	369.02	ACCOUNTS PAYABLE VOUCHER
V4002964	02/09/2026	DELEGARD TOOL CO	R	83.76	ACCOUNTS PAYABLE VOUCHER
V4002965	02/09/2026	DICK'S SANITATION-LAKEVILLE	R	332.72	ACCOUNTS PAYABLE VOUCHER
V4002966	02/09/2026	GOOGLE HQ	R	3,027.37	ACCOUNTS PAYABLE VOUCHER
V4002967	02/09/2026	INDEED, INC	R	1,702.40	ACCOUNTS PAYABLE VOUCHER
V4002968	02/09/2026	INNOVATIVE OFFICE SOLUTIONS	R	283.41	ACCOUNTS PAYABLE VOUCHER
V4002969	02/09/2026	MACTA (MN ASSN OF CAREER&TECH ADMIN	R	650.00	ACCOUNTS PAYABLE VOUCHER
V4002970	02/09/2026	MENARDS	R	628.68	ACCOUNTS PAYABLE VOUCHER
V4002971	02/09/2026	MN ASSN OF ALTERNATIVE PROGRAMS	R	3,900.00	ACCOUNTS PAYABLE VOUCHER
V4002972	02/09/2026	MSSWA	R	190.00	ACCOUNTS PAYABLE VOUCHER
V4002973	02/09/2026	NER CHAT INC	R	150.00	ACCOUNTS PAYABLE VOUCHER
V4002974	02/09/2026	SEESAW	R	1,652.60	ACCOUNTS PAYABLE VOUCHER
V4002975	02/09/2026	ST PAUL PIONEER PRESS	R	159.60	ACCOUNTS PAYABLE VOUCHER
V4002976	02/09/2026	SUMMIT FIRE PROTECTION	R	1,084.00	ACCOUNTS PAYABLE VOUCHER
V4002977	02/09/2026	TECHNOLOGY BY DESIGN, LLC	R	1,408.00	ACCOUNTS PAYABLE VOUCHER
V4002978	02/09/2026	THE HOME DEPOT	R	3,026.62	ACCOUNTS PAYABLE VOUCHER

Intermediate School District 917
Check Register Including System Voids
Run Date: 1/28/2026 - 2/23/2026

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V4002979	02/09/2026	THE MASTER TEACHER, INC.	R	1,160.00	ACCOUNTS PAYABLE VOUCHER
V4002980	02/09/2026	THERAPY NOTES, LLC	R	39.00	ACCOUNTS PAYABLE VOUCHER
V4002981	02/09/2026	TOBII DYNAVOX LLC	R	677.00	ACCOUNTS PAYABLE VOUCHER
V4002982	02/09/2026	TRANE U.S. INC.	R	1,855.50	ACCOUNTS PAYABLE VOUCHER
V4002983	02/09/2026	THE MCDOWELL AGENCY, INC.	R	45.10	ACCOUNTS PAYABLE VOUCHER
V4002984	02/09/2026	UNITED STATES POSTAL OFFICE	R	436.80	ACCOUNTS PAYABLE VOUCHER
V4002985	02/09/2026	UNIVERSAL CLEANING SERVICES	R	7,647.67	ACCOUNTS PAYABLE VOUCHER
V4002986	02/09/2026	USI	R	162.87	ACCOUNTS PAYABLE VOUCHER
V4002987	02/09/2026	VERIZON WIRELESS	R	890.32	ACCOUNTS PAYABLE VOUCHER
V4002988	02/09/2026	WALMART	R	57.25	ACCOUNTS PAYABLE VOUCHER
V4002989	02/09/2026	WESTERN PSYCHOLOGICAL SERVICES	R	110.00	ACCOUNTS PAYABLE VOUCHER
V4002990	02/09/2026	WESTONE LABORATORIES INC.	R	257.82	ACCOUNTS PAYABLE VOUCHER
V6608903	02/19/2026	ANN CATHERINE ALLEN	R	236.35	ACCOUNTS PAYABLE VOUCHER
V6608904	02/19/2026	KELSIE K ARCH	R	110.85	ACCOUNTS PAYABLE VOUCHER
V6608905	02/19/2026	KIM MARIE AUSTIN	R	203.00	ACCOUNTS PAYABLE VOUCHER
V6608906	02/19/2026	TREVOR R BAILEY	R	168.30	ACCOUNTS PAYABLE VOUCHER
V6608907	02/19/2026	KIMBERLY D BAKER	R	22.48	ACCOUNTS PAYABLE VOUCHER
V6608908	02/19/2026	KEITH JAMES BARTHOLOMAUS	R	116.00	ACCOUNTS PAYABLE VOUCHER
V6608909	02/19/2026	STEPHANIE BETLEY	R	161.05	ACCOUNTS PAYABLE VOUCHER
V6608910	02/19/2026	MICHAEL JASON BIBRO	R	329.25	ACCOUNTS PAYABLE VOUCHER
V6608911	02/19/2026	AMANDA JO BOEHMER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608912	02/19/2026	CHRISTINE KLECATSKY CHESSLER	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608913	02/19/2026	LESLEY ANNE CHESTER	R	18.85	ACCOUNTS PAYABLE VOUCHER
V6608914	02/19/2026	KYLE R CHRISTENSEN	R	21.76	ACCOUNTS PAYABLE VOUCHER
V6608915	02/19/2026	BETHANY LEIGH CHRISTIANSON	R	32.98	ACCOUNTS PAYABLE VOUCHER
V6608916	02/19/2026	LAWRENCE L COLEMAN	R	135.00	ACCOUNTS PAYABLE VOUCHER
V6608917	02/19/2026	CRAIG ALAN CURTIS	R	219.05	ACCOUNTS PAYABLE VOUCHER
V6608918	02/19/2026	JEANNE MARIE D'ALOIA	R	341.03	ACCOUNTS PAYABLE VOUCHER
V6608919	02/19/2026	NANCY JEAN DYE	R	58.80	ACCOUNTS PAYABLE VOUCHER
V6608920	02/19/2026	AMANDA R ECKRE	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608921	02/19/2026	LISA A EHLERINGER	R	27.55	ACCOUNTS PAYABLE VOUCHER
V6608922	02/19/2026	SHAE K ELLIOTT	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608923	02/19/2026	KATHERINE DIANE ENGEL	R	62.35	ACCOUNTS PAYABLE VOUCHER
V6608924	02/19/2026	MICHAEL LEONARD FAVOR	R	195.75	ACCOUNTS PAYABLE VOUCHER
V6608925	02/19/2026	KATHERINE J FILAS	R	49.70	ACCOUNTS PAYABLE VOUCHER
V6608926	02/19/2026	ANGELITA LEE FLEMING	R	84.10	ACCOUNTS PAYABLE VOUCHER
V6608927	02/19/2026	NICOLE K FLESNER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608928	02/19/2026	SHERILYN FAYE FRISQUE	R	676.64	ACCOUNTS PAYABLE VOUCHER
V6608929	02/19/2026	ADAM R GHORMLEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608930	02/19/2026	CHRISTINA ANN TUOHY	R	129.05	ACCOUNTS PAYABLE VOUCHER
V6608931	02/19/2026	BRITNEY A GREELEY	R	206.63	ACCOUNTS PAYABLE VOUCHER
V6608932	02/19/2026	CASSIE J. GROFF	R	154.72	ACCOUNTS PAYABLE VOUCHER
V6608933	02/19/2026	MEGAN KRISTINE HAROLDSON	R	165.30	ACCOUNTS PAYABLE VOUCHER
V6608934	02/19/2026	PETER ALLYN HENDRICKS	R	234.18	ACCOUNTS PAYABLE VOUCHER
V6608935	02/19/2026	SARA ASHLEY HENRY	R	261.00	ACCOUNTS PAYABLE VOUCHER
V6608936	02/19/2026	FRANK E HERMAN	R	168.00	ACCOUNTS PAYABLE VOUCHER
V6608937	02/19/2026	PAIGE J HERNANDEZ	R	141.40	ACCOUNTS PAYABLE VOUCHER
V6608938	02/19/2026	JENNIFER AMY HETLAND	R	187.88	ACCOUNTS PAYABLE VOUCHER
V6608939	02/19/2026	MELISSA ROCHELL HO	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608940	02/19/2026	JUSTIN DAVID HOELSCHER	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608941	02/19/2026	KATE SCHNEEWEIS HULSE	R	186.28	ACCOUNTS PAYABLE VOUCHER
V6608942	02/19/2026	SARAH CAITLIN IDEEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608943	02/19/2026	JULIE CHRISTINE ILLA	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608944	02/19/2026	COURTNEY ELIZABETH ROBINSON	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608945	02/19/2026	MACKENZIE M IRWIN	R	23.20	ACCOUNTS PAYABLE VOUCHER
V6608946	02/19/2026	DAVID J JENSEN	R	260.00	ACCOUNTS PAYABLE VOUCHER
V6608947	02/19/2026	MARK W JOHNS	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608948	02/19/2026	SARAH LYNN JOHNSON	R	323.13	ACCOUNTS PAYABLE VOUCHER

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CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V6608949	02/19/2026	AMY TAMARAH WOLF KAUFMAN	R	30.45	ACCOUNTS PAYABLE VOUCHER
V6608950	02/19/2026	AMBER LEIGH KURTEN	R	55.83	ACCOUNTS PAYABLE VOUCHER
V6608951	02/19/2026	CORY LEE LANGENFELD	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608952	02/19/2026	BETSY SUE LARSEN	R	166.33	ACCOUNTS PAYABLE VOUCHER
V6608953	02/19/2026	LIBBY S LORRON	R	105.24	ACCOUNTS PAYABLE VOUCHER
V6608954	02/19/2026	SARAH MARIE LUDEWIG	R	155.88	ACCOUNTS PAYABLE VOUCHER
V6608955	02/19/2026	CATHLEEN CAROL MATTICE	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608956	02/19/2026	TAYLOR L MCELLIGOTT	R	79.46	ACCOUNTS PAYABLE VOUCHER
V6608957	02/19/2026	SHARRI HELENE MCGIBBON	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608958	02/19/2026	JENNA ANN NACE	R	198.70	ACCOUNTS PAYABLE VOUCHER
V6608959	02/19/2026	CLAIRE M NACHTWEY	R	23.20	ACCOUNTS PAYABLE VOUCHER
V6608960	02/19/2026	CINDY L NORDSTROM	R	12.33	ACCOUNTS PAYABLE VOUCHER
V6608961	02/19/2026	RACHEL ERIN NOVY	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608962	02/19/2026	CHARLOTTE ROSE OLSON	R	19.58	ACCOUNTS PAYABLE VOUCHER
V6608963	02/19/2026	JACKIE MARIE PAULEY	R	188.53	ACCOUNTS PAYABLE VOUCHER
V6608964	02/19/2026	EMILY COLLEEN GOODSON	R	207.69	ACCOUNTS PAYABLE VOUCHER
V6608965	02/19/2026	AMANDA LYNN PETERS	R	106.58	ACCOUNTS PAYABLE VOUCHER
V6608966	02/19/2026	JENNIFER MAE PETERSEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608967	02/19/2026	BROOKE ALLYSON PETERSON	R	103.05	ACCOUNTS PAYABLE VOUCHER
V6608968	02/19/2026	CAROLINE ROSE PETERSON	R	278.40	ACCOUNTS PAYABLE VOUCHER
V6608969	02/19/2026	EMILY ANN PFISTERER	R	500.25	ACCOUNTS PAYABLE VOUCHER
V6608970	02/19/2026	MELANIE LAVONNE REINARDY	R	53.20	ACCOUNTS PAYABLE VOUCHER
V6608971	02/19/2026	WENDI MARLAINA RENKEN	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608972	02/19/2026	MELANIE ANN RIX	R	45.00	ACCOUNTS PAYABLE VOUCHER
V6608973	02/19/2026	SARAH CATHERINE ROWLEY	R	158.78	ACCOUNTS PAYABLE VOUCHER
V6608974	02/19/2026	OLIVIA E SARASIO MEYER	R	226.93	ACCOUNTS PAYABLE VOUCHER
V6608975	02/19/2026	MELISSA RAE SCHALLER	R	153.80	ACCOUNTS PAYABLE VOUCHER
V6608976	02/19/2026	BYRON LEITH SCHWAB	R	21.75	ACCOUNTS PAYABLE VOUCHER
V6608977	02/19/2026	ROLAND ARTHUR SESSIONS III	R	348.73	ACCOUNTS PAYABLE VOUCHER
V6608978	02/19/2026	KARLEEN SHERMAN	R	23.93	ACCOUNTS PAYABLE VOUCHER
V6608979	02/19/2026	DAWN E STEIGAUF	R	26.10	ACCOUNTS PAYABLE VOUCHER
V6608980	02/19/2026	COREY S STOCCO	R	33.35	ACCOUNTS PAYABLE VOUCHER
V6608981	02/19/2026	HEATHER LYNN STOESZ	R	83.30	ACCOUNTS PAYABLE VOUCHER
V6608982	02/19/2026	MEGAN ELIZABETH ELEY	R	62.30	ACCOUNTS PAYABLE VOUCHER
V6608983	02/19/2026	MICHELLE ERIN STROMME	R	55.83	ACCOUNTS PAYABLE VOUCHER
V6608984	02/19/2026	AMY LYNN SWANEY	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608985	02/19/2026	KAYLEEN LAVONNE TAFFE	R	82.65	ACCOUNTS PAYABLE VOUCHER
V6608986	02/19/2026	MARY ELIZABETH TAYLOR	R	265.35	ACCOUNTS PAYABLE VOUCHER
V6608987	02/19/2026	SONIA LYNN TENDRICH	R	307.45	ACCOUNTS PAYABLE VOUCHER
V6608988	02/19/2026	LAURA J. TENNESSEN	R	152.98	ACCOUNTS PAYABLE VOUCHER
V6608989	02/19/2026	EVE THOMAS BROOK	R	31.18	ACCOUNTS PAYABLE VOUCHER
V6608990	02/19/2026	TAYLOR MAY LOVIN	R	90.00	ACCOUNTS PAYABLE VOUCHER
V6608991	02/19/2026	MELISSA M TORRES	R	103.05	ACCOUNTS PAYABLE VOUCHER
V6608992	02/19/2026	SHANYN NICOLE TUFTEE	R	131.28	ACCOUNTS PAYABLE VOUCHER
V6608993	02/19/2026	JOHN NATHAN VOLKERT	R	60.18	ACCOUNTS PAYABLE VOUCHER
V6608994	02/19/2026	ASHLEY LYNNETTE WARD	R	675.70	ACCOUNTS PAYABLE VOUCHER
V6608995	02/19/2026	SHAWN DAVID ZAHN	R	39.88	ACCOUNTS PAYABLE VOUCHER
V6608996	02/19/2026	SCOTT MICHAEL ZEHNDER	R	45.00	ACCOUNTS PAYABLE VOUCHER
V7704797	01/30/2026	APPLE COMPUTER, INC	R	899.00	ACCOUNTS PAYABLE VOUCHER
V7704798	01/30/2026	PEARSON ASSESSMENT/NCS PEARSON	R	197.40	ACCOUNTS PAYABLE VOUCHER
V7704799	01/30/2026	SCHMITTY & SONS	R	386.86	ACCOUNTS PAYABLE VOUCHER
V7704800	01/30/2026	XCEL ENERGY	R	9,855.62	ACCOUNTS PAYABLE VOUCHER
V7704801	02/05/2026	MN CHILD SUPPORT PAYMENT CENTER	R	433.00	ACCOUNTS PAYABLE VOUCHER
V7704802	02/05/2026	AFLAC	R	1,531.90	ACCOUNTS PAYABLE VOUCHER
V7704803	02/05/2026	AMERIPRISE FINANCIAL ADVISORS	R	11,894.14	ACCOUNTS PAYABLE VOUCHER
V7704804	02/05/2026	AXA EQUITABLE LIFE INS CO	R	2,687.10	ACCOUNTS PAYABLE VOUCHER
V7704805	02/05/2026	FIDELITY INVSTMT TAX-EX SVC CO	R	15,671.27	ACCOUNTS PAYABLE VOUCHER
V7704806	02/05/2026	HEALTHEQUITY (FSA)	R	962.50	ACCOUNTS PAYABLE VOUCHER

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CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
V7704807	02/05/2026	HEALTHEQUITY, INC. (HSA)	R	39,438.00	ACCOUNTS PAYABLE VOUCHER
V7704808	02/05/2026	HORACE MANN LIFE INS	R	1,465.83	ACCOUNTS PAYABLE VOUCHER
V7704809	02/05/2026	INTERNAL REVENUE SERVICE	R	286,724.80	ACCOUNTS PAYABLE VOUCHER
V7704810	02/05/2026	EDUCATION MN ESI BILLING TRUST	R	11,692.02	ACCOUNTS PAYABLE VOUCHER
V7704811	02/05/2026	MN DEPT OF REVENUE	R	49,401.40	ACCOUNTS PAYABLE VOUCHER
V7704812	02/05/2026	MN DEPT OF REVENUE(C)	R	325.00	ACCOUNTS PAYABLE VOUCHER
V7704813	02/05/2026	MN STATE RETIREMENT SYSTEM	R	150.00	ACCOUNTS PAYABLE VOUCHER
V7704814	02/05/2026	EXECUTIVE DIRECTOR	R	67,092.62	ACCOUNTS PAYABLE VOUCHER
V7704815	02/05/2026	STATE TREASURER, TRA	R	147,312.80	ACCOUNTS PAYABLE VOUCHER
V7704816	02/05/2026	VARIABLE ANNUITY LIFE INS CO	R	9,877.61	ACCOUNTS PAYABLE VOUCHER
V7704817	02/05/2026	VOYA	R	2,210.41	ACCOUNTS PAYABLE VOUCHER
V7704818	02/06/2026	HEALTHEQUITY (FSA)	R	962.50	ACCOUNTS PAYABLE VOUCHER
V7704819	02/06/2026	NATIONAL INSURANCE SERVICES OF WI,	R	9,932.09	ACCOUNTS PAYABLE VOUCHER
V7704820	02/06/2026	UNITED HEALTHCARE SERVICES, INC	R	522.48	ACCOUNTS PAYABLE VOUCHER
V7704821	02/09/2026	360 COMMUNITIES	R	19,106.50	ACCOUNTS PAYABLE VOUCHER
V7704822	02/09/2026	ALL IN ONE TRANSLATION AGENCY, LLC	R	360.00	ACCOUNTS PAYABLE VOUCHER
V7704823	02/09/2026	AMANDA GROH	R	1,495.00	ACCOUNTS PAYABLE VOUCHER
V7704824	02/09/2026	AMPERSAND THERAPY, LLC	R	4,013.75	ACCOUNTS PAYABLE VOUCHER
V7704825	02/09/2026	DAKOTA COUNTY TECH COLLEGE	R	134,752.45	ACCOUNTS PAYABLE VOUCHER
V7704826	02/09/2026	KAREN CASS FELLING, M.A., LP	R	750.00	ACCOUNTS PAYABLE VOUCHER
V7704827	02/09/2026	KELLY SERVICES, INC	R	4,979.88	ACCOUNTS PAYABLE VOUCHER
V7704828	02/09/2026	MENARDS	R	98.03	ACCOUNTS PAYABLE VOUCHER
V7704829	02/09/2026	MRI INTERMEDIATE HOLDINGS, LLC	R	159.50	ACCOUNTS PAYABLE VOUCHER
V7704830	02/09/2026	NOVA EDUCATION CONSULTANTS	R	7,687.50	ACCOUNTS PAYABLE VOUCHER
V7704831	02/09/2026	PROCARE THERAPY	R	13,901.95	ACCOUNTS PAYABLE VOUCHER
V7704832	02/09/2026	REGINA MAENDLER, HEART & SCIENCE	R	8,302.50	ACCOUNTS PAYABLE VOUCHER
V7704833	02/09/2026	THE HOME DEPOT PRO	R	2,518.14	ACCOUNTS PAYABLE VOUCHER
V7704834	02/09/2026	TRIUMPH EDUCATIONAL CONSULTING	R	552.50	ACCOUNTS PAYABLE VOUCHER
V7704835	02/09/2026	ZEN EDUCATE INC	R	11,097.63	ACCOUNTS PAYABLE VOUCHER
V7704836	02/12/2026	ALL IN ONE TRANSLATION AGENCY, LLC	R	360.00	ACCOUNTS PAYABLE VOUCHER
V7704837	02/12/2026	AI TECHNOLOGIES, LLC	R	3,311.79	ACCOUNTS PAYABLE VOUCHER
V7704838	02/12/2026	BAYCOM, INC.	R	224.75	ACCOUNTS PAYABLE VOUCHER
V7704839	02/12/2026	CENTURYLINK	R	560.73	ACCOUNTS PAYABLE VOUCHER
V7704840	02/12/2026	CITY WIDE GLASS	R	705.25	ACCOUNTS PAYABLE VOUCHER
V7704841	02/12/2026	FRONTIER COMMUNICATIONS	R	1,036.40	ACCOUNTS PAYABLE VOUCHER
V7704842	02/12/2026	LOFFLER BUSINESS SYSTEMS	R	146.25	ACCOUNTS PAYABLE VOUCHER
V7704843	02/12/2026	MEGAN CATHERINE MATRAS	R	325.00	ACCOUNTS PAYABLE VOUCHER
V7704844	02/12/2026	MN CLN SERVICES, INC	R	5,856.00	ACCOUNTS PAYABLE VOUCHER
V7704845	02/12/2026	MN ENERGY RESOURCES CORPORATION	R	3,126.15	ACCOUNTS PAYABLE VOUCHER
V7704846	02/12/2026	MODULARHOSE.COM	R	124.35	ACCOUNTS PAYABLE VOUCHER
V7704847	02/12/2026	SQUIRES, WALDSPURGER & MACE, P.A.	R	252.00	ACCOUNTS PAYABLE VOUCHER
V7704848	02/12/2026	UNITED HEALTHCARE SERVICES, INC	R	104,976.29	ACCOUNTS PAYABLE VOUCHER
V7704849	02/12/2026	WARNER TECH CARE PRODUCTS, LLC	R	57.31	ACCOUNTS PAYABLE VOUCHER
V7704850	02/12/2026	ZEN EDUCATE INC	R	19,525.52	ACCOUNTS PAYABLE VOUCHER
V7704851	02/12/2026	FIDELITY SECURITY LIFE INS CO	R	2,816.79	ACCOUNTS PAYABLE VOUCHER
V7704852	02/12/2026	UNITED HEALTHCARE SERVICES, INC	R	57,478.61	ACCOUNTS PAYABLE VOUCHER
V7704853	02/18/2026	MN CHILD SUPPORT PAYMENT CENTER	R	433.00	ACCOUNTS PAYABLE VOUCHER
V7704854	02/18/2026	AMERIPRISE FINANCIAL ADVISORS	R	11,894.14	ACCOUNTS PAYABLE VOUCHER
V7704855	02/18/2026	AXA EQUITABLE LIFE INS CO	R	2,687.10	ACCOUNTS PAYABLE VOUCHER
V7704856	02/18/2026	FIDELITY INVSTMT TAX-EX SVC CO	R	15,521.27	ACCOUNTS PAYABLE VOUCHER
V7704857	02/18/2026	HEALTHEQUITY (FSA)	R	962.50	ACCOUNTS PAYABLE VOUCHER
V7704858	02/18/2026	HEALTHEQUITY, INC. (HSA)	R	38,865.98	ACCOUNTS PAYABLE VOUCHER
V7704859	02/18/2026	HORACE MANN LIFE INS	R	1,465.83	ACCOUNTS PAYABLE VOUCHER
V7704860	02/18/2026	INTERNAL REVENUE SERVICE	R	288,329.53	ACCOUNTS PAYABLE VOUCHER
V7704861	02/18/2026	EDUCATION MN ESI BILLING TRUST	R	11,692.02	ACCOUNTS PAYABLE VOUCHER
V7704862	02/18/2026	MN DEPT OF REVENUE	R	49,732.66	ACCOUNTS PAYABLE VOUCHER
V7704863	02/18/2026	MN DEPT OF REVENUE(C)	R	325.00	ACCOUNTS PAYABLE VOUCHER
V7704864	02/18/2026	MN STATE RETIREMENT SYSTEM	R	150.00	ACCOUNTS PAYABLE VOUCHER

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V7704865	02/18/2026	EXECUTIVE DIRECTOR	R	68,636.12	ACCOUNTS PAYABLE VOUCHER
V7704866	02/18/2026	STATE TREASURER, TRA	R	143,667.03	ACCOUNTS PAYABLE VOUCHER
V7704867	02/18/2026	VARIABLE ANNUITY LIFE INS CO	R	9,933.87	ACCOUNTS PAYABLE VOUCHER
V7704868	02/18/2026	VOYA	R	2,210.41	ACCOUNTS PAYABLE VOUCHER
V7704869	02/19/2026	ADAPTIVE TECH SOLUTIONS LLC	R	150.32	ACCOUNTS PAYABLE VOUCHER
V7704870	02/19/2026	AMANDA GROH	R	2,470.00	ACCOUNTS PAYABLE VOUCHER
V7704871	02/19/2026	AMAZON CAPITAL SERVICES	V	0.00	VOID: MULTI STUB VOUCHER
V7704872	02/19/2026	AMAZON CAPITAL SERVICES	R	7,689.69	ACCOUNTS PAYABLE VOUCHER
V7704873	02/19/2026	BENEFIT EXTRAS, INC	R	512.74	ACCOUNTS PAYABLE VOUCHER
V7704874	02/19/2026	CKC GOOD FOOD	R	25,891.76	ACCOUNTS PAYABLE VOUCHER
V7704875	02/19/2026	DAKOTA TRUCK UNDERWRITERS	R	30,573.00	ACCOUNTS PAYABLE VOUCHER
V7704876	02/19/2026	FRONTIER COMMUNICATIONS	R	1,627.51	ACCOUNTS PAYABLE VOUCHER
V7704877	02/19/2026	KELLY SERVICES, INC	R	4,593.22	ACCOUNTS PAYABLE VOUCHER
V7704878	02/19/2026	LAKESHORE LEARNING MATERIALS	R	250.97	ACCOUNTS PAYABLE VOUCHER
V7704879	02/19/2026	NORTHEAST METRO 916	R	3,526.25	ACCOUNTS PAYABLE VOUCHER
V7704880	02/19/2026	NOVA EDUCATION CONSULTANTS	R	8,075.00	ACCOUNTS PAYABLE VOUCHER
V7704881	02/19/2026	ODP BUSINESS SOLUTIONS, LLC	R	2,228.27	ACCOUNTS PAYABLE VOUCHER
V7704882	02/19/2026	PEARSON ASSESSMENT/NCS PEARSON	R	87.70	ACCOUNTS PAYABLE VOUCHER
V7704883	02/19/2026	PROCARE THERAPY	R	8,864.67	ACCOUNTS PAYABLE VOUCHER
V7704884	02/19/2026	RATWIK, ROSZAK & MALONEY, P.A.	R	3,429.00	ACCOUNTS PAYABLE VOUCHER
V7704885	02/19/2026	ROOF TECH, INC	R	1,183.16	ACCOUNTS PAYABLE VOUCHER
V7704886	02/19/2026	SCHMITTY & SONS	R	470.34	ACCOUNTS PAYABLE VOUCHER
V7704887	02/19/2026	ZEN EDUCATE INC	R	18,219.75	ACCOUNTS PAYABLE VOUCHER
V7704888	02/23/2026	DELTA DENTAL OF MINNESOTA	R	52,746.64	ACCOUNTS PAYABLE VOUCHER
V7704889	02/23/2026	HEALTHEQUITY (FSA)	R	19.25	ACCOUNTS PAYABLE VOUCHER
V7704890	02/23/2026	UNITED HEALTHCARE SERVICES, INC	R	49,288.00	ACCOUNTS PAYABLE VOUCHER
		Total		**2,151,259.91**	

Intermediate School District 917
Purposeful. Personalized. Partners.

1300 145th Street East
Rosemount, MN 55068

(651) 423-8229
isd917.org

TO: School Board Members
Dr. Michael Favor, Superintendent

FROM: Mark Johns, Director of Finance

DATE: March 4, 2026

SUBJECT: Cost for FY 2026 satellite special education classrooms

Each year Intermediate School District 917 reimburses school districts for the maintenance costs of the classrooms that are used by District 917. The amount of reimbursement is determined by increasing or decreasing the previous year's rate per classroom by the current consumer price index (Bureau of Labor Statistics reported a 2.7% increase, January 13, 2026). The cost per classroom for FY26 is $6,481.02

Last year District 917 utilized 14 member district classrooms at a rate of $6,310.63 per room, and total expense of $88,348.83.

Below is a cost summary indicating the amount payable by District 917 for the maintenance cost of the special education classrooms we utilize in the member districts for FY26. Please also refer to attached detail report.

Recommendation: Approve the maintenance payments listed below.

Summary of our cost per district:

District	ISD 917 Program	Location	Number of Classrooms	Amount Due
6	DASH & DH/H	Lincoln Center	6.5	42,126.63
192	ECSE TEA	Riverview Elementary	1	6,481.02
194	DASH	Lakeville North HS	1	6,481.02
197	DASH	Two Rivers HS	1	6,481.02
199	ECSE TEA & DH/H	Pine Bend Elementary, Inver Grove Heights MS, Simley HS	4.5	29,164.59
200	DASH	Hastings HS	1	6,481.02
271	ECSE TEA	Washburn Ed Center	1	6,481.02
		Total:	**16**	**$103,696.32**

AUDREY WEILER, PAYROLL SPECIALIST

PLEASE APPROVE NET PAYROLL FOR:

02/13/26 DIRECT DEPOSITS REGULAR PAY (PR515)	$	879,999.10
NET PAYROLL	**$**	**879,999.10**

Authorized Signature Mark Johnson Date 2/23/26

MEMORANDUM OF UNDERSTANDING
between INTERMEDIATE SCHOOL DISTRICT 917
and EDUCATION MINNESOTA LOCAL 3904
Regarding the ASD/EBD Teacher Apprenticeship Program

WHEREAS, the District has participated in a collaborative effort with other Intermediate School Districts in Minnesota to create a teacher apprenticeship program in partnership with Minnesota State University - Mankato; and

WHEREAS, the District and its Intermediate School partners have currently secured multiple sources of funding for implementing said program for the 2026-2027 school year; and

WHEREAS, the parties are committed to creating alternative pathways to becoming a qualified educator in response to significant teacher shortages; and

WHEREAS, the parties are committed to our strategic priorities and core values with the drive toward improved student outcomes; and

WHEREAS, the parties agree that the experience of long-term mentorship to individuals by experienced and licensed teachers will aid in creating competent new educators and will allow for an increased ability to serve our students and community;

WHEREAS, members from this collective bargaining agreement will have the opportunity to serve as a journeyworker;

THEREFORE, the parties hereby agree as follows for the 2026-2027 school year:

1. Intermediate School District 917 will participate in the ASD/EBD Teacher Apprenticeship Program as designed by the representatives of Intermediate School Districts, Minnesota State University - Mankato, and other applicable partners and as a part of this collaborative will establish the roles of both the journeyworker and teacher apprentice.

2. The District will maintain sole discretion in the final selection and number of journey workers and apprentices for the program, but agrees to consult with Local 3904 about the implementation of the program and its effect on members of Local 3904.

3. The parties also agree that inter-district level programming recommendations will not govern the associated terms and conditions of employment, including compensation, for the journeyworkers and apprentices of ISD 917. Any agreements related to terms and conditions of employment will be governed by collective bargaining between the District and Local 3904. The employer agrees that its participation in this program will not result in the reduction of the number of personnel in the Local 3904 bargaining unit.

4. The selection of journeyworkers will be contingent upon successful completion of a District-determined selection process and commitment to completing all requirements of the program, including participation for two (2) consecutive years, guiding a teacher

apprentice who works alongside the journeyworker: following the teacher calendar which is 185-days per school year and teacher duty day. Failure to meet the requirements of the program in this role, as determined by the District, or if the journeyworker's assigned apprentice(s) is unable to meet the requirements of the program will result in prorated or no payment of the compensation described in this memorandum, dependent on the timing;

5. Journeyworkers will receive an annual stipend each school year that they serve in the program provided they meet all requirements of the role outlined below. The stipend will be paid out evenly over the course of the year in alignment with their standard regular paycheck. The stipend will be as follows:

    - $5,000 per journeyworker per school year (end-of August through the following mid-August)

6. To fulfill the role, the journeyworker must:

    - Hold a Tier 3 or 4 license in autism spectrum disorders (ASD) and/or emotional behavioral disorders (EBD).
    - Have at least three (3) years of experience teaching students with autism spectrum disorders (ASD) and/or emotional behavioral disorders (EBD) with a minimum of one (1) year in the district.
    - Commit to a two (2) year program with one (1) or two (2) apprentices, assigned by the District.
    - Demonstrate racial consciousness and a commitment to culturally responsive pedagogy.
    - Use best practices in adult coaching and mentoring to collaborate with the teacher apprentice on the duties of a special education teacher, providing a gradual transition to special education teacher duties aligned to the 2023 Standards of Effective Practice and the pace of the two year teacher apprenticeship program.
    - Follow the apprentice gradual release document provided through the teacher apprenticeship program, which includes but is not limited to:
        - Engage apprentice(s) in establishing a consistent, organized, and respectful learning environment
        - Engage apprentice(s) in providing positive and constructive feedback to guide students' learning and behavior.
        - Engage the apprentice(s) in student assessment and evaluation; including due process, district and state assessments, etc.
        - Engage the apprentice(s) in due process responsibilities, including Individual Education Plan (IEP) development and implementation.
        - Engage the apprentice(s) in instructional design and delivery.
        - Engage the apprentice(s) in family collaboration and communication.
        - Engage the apprentice(s) in collaboration and communication with school and community partners and team members.
        - Provide weekly review of on-the-job learning activities that are completed by the apprentice(s).
        - Provide opportunities for the apprentice(s) to implement job-embedded assignments.

- Provide at least one check-in meeting per week with the apprentice(s).
- Provide timely and constructive feedback for the apprentice(s).
- Use rubrics and feedback forms designed by and provided by the apprenticeship program to provide the apprentice(s) with constructive feedback on development of skills based on observations and/or to report the progress of the apprentice(s).
- Collaborate with District and various apprenticeship team members;
- Participate in collaborative meetings at least one (1) time per month with the teacher apprentice and team members from the District and University.
- Maintain confidentiality in data sharing.
- Additional time outside of contract time may include supporting apprentices in completion of MSU coursework, professional development and connection with various apprenticeship partners in each of the two (2) years of the program compensated via the stipend.

7. Admittance will require commitment to additional paid work hours at the employee's hourly rate in the form of:

    - Up to 40 hours for orientation for journeyworkers and apprentices in the first summer of the program.

8. Both journeyworkers and apprentices will collaborate with ASD/EBD Teacher Apprenticeship Program navigators and coordinators at the inter- and intra- district level as necessary to meet the requirements of the program.

9. If at any point the journeyworker is unwilling or unable to meet program requirements for coursework, mentorship, work experience, or any other expectation for completion, the District reserves the right to end the apprenticeship and terminate the associated and additional compensation described in this memorandum.

This MOU does not create a precedent or past practice and memorializes the parties' entire agreement reached concerning this topic(s).

______________________________	______________________________
Local 3904 President	**School Board Chair**
______________________________	______________________________
Local 3904 Lead Negotiator	**School Board Clerk**

School Board Meeting Review Date: March 3, 2026

MEMORANDUM OF UNDERSTANDING
between INTERMEDIATE SCHOOL DISTRICT 917
and EDUCATION MINNESOTA LOCAL 4242
Regarding the ASD/EBD Teacher Apprenticeship Program

WHEREAS, the District has participated in a collaborative effort with other Intermediate School Districts in Minnesota to create a teacher apprenticeship program in partnership with Minnesota State University - Mankato; and

WHEREAS, the District and its Intermediate School partners have currently secured multiple sources of funding for implementing said program for the 2026-2027 school year; and

WHEREAS, the parties are committed to creating alternative pathways to becoming a qualified educator in response to significant teacher shortages; and

WHEREAS, the parties are committed to our strategic priorities and core values with the drive toward improved student outcomes; and

WHEREAS, the parties agree that the experience of long-term mentorship to individuals by experienced and licensed teachers will aid in creating competent new educators and will allow for an increased ability to serve our students and community;

WHEREAS, members from this collective bargaining agreement will have the opportunity to obtain a degree and teaching licensure through fulfilling the role of a teacher apprentice;

THEREFORE, the parties hereby agree as follows for the 2026-2027 school year:

1. Intermediate School District 917 will participate in the ASD/EBD Teacher Apprenticeship Program as designed by the representatives of Intermediate School Districts, Minnesota State University - Mankato, and other applicable partners and as a part of this collaborative will establish the roles of both the journeyworker and teacher apprentice.

2. The District will maintain sole discretion in the final selection and number of journeyworkers and teacher apprentices for the program, but agrees to consult with Local 4242 about the implementation of the program and its effect on members of Local 4242.

3. The parties also agree that inter-district level programming recommendations will not govern the associated terms and conditions of employment, including compensation, for the journeyworkers and apprentices of ISD 917. Any agreements related to terms and conditions of employment will be governed by collective bargaining between the District and Local 4242. The employer agrees that its participation in this program will not result in the reduction of the number of personnel in the Local 4242 bargaining unit.

4. The selection of teacher apprentices will be contingent upon successful completion of a District-determined selection process and successful admittance into the applicable

degree program at Minnesota State University - Mankato.

5. The selection of teacher apprentices will be contingent upon successful completion of a District-determined selection process and commitment to completing all requirements of the program.

   A failure to meet the requirements of the program in this role, for coursework, mentorship, work experience, or any other expectation for completion, as determined by the District, will result in loss of the additional compensation listed below including any added hours and/or days associated with the apprenticeship;

6. In compliance with DLI requirements, in the second year of the program, teacher apprentices will receive an additional $3.00 increase per hour to their normal Education Support Specialist (ESP) hourly step schedule placement commencing at the start of the second year of the program; July 1 through June 30 of the following year. The additional pay mentioned here will be in addition to any annual salary increases that are otherwise negotiated in the Education Minnesota Local 4242 Master Agreement.

7. To fulfill the role, the teacher apprentice must:

   - Follow the 185-day ISD 917 Teacher calendar and duty day.
   - Commit to completing all requirements of the program to obtain teaching licenses in autism spectrum disorders (ASD) and emotional behavioral disorders (EBD), including participation for two (2) consecutive years, including two (2) summers working the Extended School Year (ESY) program.
     - 1st Cohort: ESY 2025
     - 2nd Cohort: ESY 2026 and ESY 2027
     - 3rd Cohort: ESY 2027 and ESY 2028
   - Commit to completing all field experiences as assigned within ISD 917 and member districts, which may also include temporary reassignment.
   - Participate in and complete assigned courses and assignments through the collaborating university.
   - Demonstrate racial consciousness and a commitment to culturally responsive pedagogy.
   - Commitment to additional paid work hours at the employee's hourly rate up to 40 hours for orientation for journeyworkers and apprentices in the first summer of the program.
   - Follow the apprentice gradual release document provided through the teacher apprenticeship program, which includes but is not limited to:
     - Participate in due process requirements.
     - Participate in family communication.
     - Participate in teacher professional development opportunities.
     - Participate in instructional design and delivery.
     - Participate in development and oversight of student assessments (due process, state and district assessments, etc.).
     - Participate in establishing a consistent, organized, and respectful learning environment.

- Complete job-embedded assignments aligned to the teacher apprenticeship program.
- Engage in racial consciousness and culturally relevant pedagogy teaching strategies.
- In collaboration with journeyworker, engage in instructional design.
- In collaboration with journeyworker, engage in student assessments.
- In the event of a school closure due to emergency or inclement weather, etc., apprentices shall engage and participate in online learning if scheduled for that day.

8. Tuition due to the partnering university will be covered by the District on the teacher apprentice's behalf for the duration of the program subject to the terms and conditions outlined in this memorandum, so long as the funding exists. Lack of funding would result in the discontinuation of the program.

9. Both journeyworkers and teacher apprentices will collaborate with ASD/EBD Teacher Apprenticeship program navigators and coordinators at the inter- and intra- district level as necessary to meet the requirements of the program.

This MOU does not create a precedent or past practice and memorializes the parties' entire agreement reached concerning this topic(s).

Local 4242 President	**School Board Chair**
Local 4242 Vice President	**School Board Clerk**

School Board Meeting Review Date: March 3, 2026

Intermediate School District 917
Purposeful. Personalized. Partners.
1300 145th Street East, Rosemount, MN 55068
(651) 423-8229 * http://www.isd917.org

To: ISD 917 School Board
Date: March 3, 2026
Re: Summary of changes for group contracts; 2025-2027

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1. Contracts:
   Board Certified Behavior Analysts (BCBA's)
   Executive Director/Directors
   Assistant Directors/Principals
   Assistant Principals/Liaisons
   Technology Coordinator and Secondary Programs Coordinator
   Mental Health Practitioner (MHP) Coordinator and Centralized Intake Coordinator

SalarySchedule/Wages	2.0% Yr1 2.0% Yr2	Assistant Principals 1.5% Yr1 1.5% Yr2	
Health Insurance	2.5% Yr1 3.5% Yr 2 New rates effective Jan 1, 2026 and 2027	High deductible plan Single coverage increases from $790 to $795 in Yr 1 and to $825 in Yr 2 Family coverage increases from $2,250 to $2,305 in Yr 1 and to $2,385 in Yr 2 Co-pay plan - no longer being offered for all groups	BCBAs, MHP Coord & Central Intake Coord family contributions: Family coverage increases from $1,800 to $1,850 in Yr1 and $1,850 to $1,890 in Yr2
Dental	0% in both years	No increase in district contribution amounts	
Longevity		See contracts and the increase in amounts below	
403b Match		See increase amount below	
Paid Family Medical Leave (PFML)		Updated process for all non-union groups	

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2. 403B matching contributions: BCBA & MHP Coord/Central Intake Coord contracts in Yr2 only (match teacher contract)
   - $360 to $600 1-5 yrs
   - $860 to $1,100 5-10 yrs
   - $1,060 to $1,300 10-15 yrs
   - $1,260 to $1,500 16-21 yrs
   - $1,460 to $1,700 21+ yrs

3. Longevity:
   - Assistant Director/Principals: $1,000 increase to each tier
   - Executive Director/Directors: $500 increase to first 2 tiers, $1,000 to last 3 tiers
   - BCBA & MHP Coord/Central Intake Coord contract
     (match teacher contract)
     $2,200 to $2,600 - 16-17 years
     $2,800 to $3,400 - 18-20 years
     $4,400 to $5,200 - 21-25 years
     $5,500 to $6,500 - 26+ years

4. Mentor/Lead Stipends:
   a. Assistant Directors/Principals: $650 for 1st year of mentorship only
   b. BCBA: Add Lead Teacher stipend to match Teachers contract. $3,000 stipend will be prorated to the 0.1FTE assignment. Payment $300.

INTERMEDIATE SCHOOL DISTRICT NO. 917

TERMS AND CONDITIONS OF EMPLOYMENT

for

ASSISTANT DIRECTOR/PRINCIPAL
and
SECONDARY PRINCIPAL

Effective July 1, 2025~~3~~ to June 30, 2027~~5~~

Board Approved: March 3, 2026

Table of Contents

ARTICLE I
DEFINITION OF ELIGIBLE EMPLOYEES

The terms and conditions of employment as provided herein, cover those employees of Intermediate School District 917 who qualify as supervisors under the Minnesota Public Employment Labor Relations Act, and who are employed on a full-time basis in any of the following positions:

Assistant Director of Special Education/Principal
Secondary Principal

The District intends to employ the most qualified candidates for these positions, who possess a Director of Special Education and/or Principal licensure. The position of Secondary Principal requires only the K-12 Principal license. In the event an employee is hired into the Assistant Director of Special Education/Principal position after June 30, 2017, and does not have both of these two licenses, the employee will be required to secure a Director of Special Education and/or Principal licensure within two (2) years of their hiring date, as outlined on the employee's individual agreement. Exceptions to this expectation may be approved by both the administrator's supervisor and the Superintendent.

ARTICLE II
LEAVES

Section l. Sick Leave:

Subd. 1. Full-Time Employees: A full-time (1.0 FTE) employee shall receive Earned Sick and Safe Leave (ESSL)), per Minnesota State Statutes 181.9445 through 181.9448, which outlines mandatory Earned Sick & Safe Time for Minnesota employers, at the rate of twelve (12) days during each fiscal year of service (July – June) in the employ of the School District. The employee shall be frontloaded with the twelve (12) ESSL days at the beginning of each fiscal year of employment, not subject to proration due to a leave of absence or early departure from the position.

Subd. 2. Part-Time Employees: Part-time employees who work 0.85 FTE or greater shall receive Earned Sick and Safe Leave (ESSL), per Minnesota State Statutes 181.9445 through 181.9448, which outlines mandatory Earned Sick & Safe Time for Minnesota employers, at a prorated rate in relation to full-time, 1.0 FTE employees' ESSL allotment listed above during each fiscal year but no less than 80 hours. The employee shall be frontloaded with ESSL days at the beginning of each fiscal year of employment, not subject to proration due to a leave of absence or early departure from the position.

Part-time employees who work at least 80 hours in a year up to 0.84 FTE shall accrue Earned Sick and Safe Leave (ESSL) monthly at a prorated rate in relation to full-time, 1.0 FTE employees' ESSL allotment listed above but no less than one (1) hour of ESSL for every 30 hours worked, with the ability to accumulate at least 48 hours of ESSL each year.

<u>Subd. 3:</u> Unused ESSL will rollover into a sick leave bank that may accumulate without limit. The employee can use accrued sick leave for personal illness, an absence due to an illness of or injury to a spouse, child, adult child, brother, sister, parent, grandparent, grandchild, spouse's parent, significant person or for "safety leave." For purposes of this provision, "child," includes stepchild and a biological, adopted, and foster child and "grandchild" includes a step-grandchild and a biological adopted and foster grandchild. For purposes of this subdivision, "parent" includes stepparent, biological, and adoptive parent.

<u>Subd. 4:</u> For employees hired into this contract group before July 1, 2025~~4~~, upon the close of any contract year that occurs after which the employee has completed at least ten (10) years of continuous employment with the school district the school district shall pay to the Administrator the cash value of ten (10) sick leave days if the sick leave balance has ten or more days. Such payment shall be made on July 15th following the close of the contract year. Years of employment are defined in Article III, Section 1, of these terms and conditions. Notwithstanding the foregoing, the total number of accumulated sick leave days cashed out will not exceed 70 days. Upon termination of employment, the Administrator shall receive a cash payment for a portion of his/her accumulated sick leave. The amount of accumulated sick leave days that will be paid to the Administrator upon termination of employment will be equal to the lesser of the number of accumulated sick leave days at the time of termination or the difference between 70 days and the number of days that have been cashed out and paid to the Administrator during his/her employment. For purposes of converting accumulated sick leave into cash in order to make payment to the Administrator hereunder, the value of a day of sick leave shall be determined as per Article III, Section 1 of these terms and conditions. The base salary is identified in the Administrative Agreement document in item #5 for the contract year in which the severance of employment occurs.

For employees hired into this contract group on or after July 1, 2025, payout of any sick leave days shall not be granted.

<u>Section 2. Medical Leave:</u>

<u>Subd. 1. Personal Medical Leave of Absence</u>: An employee who is unable to work because of a personal illness or disability may, upon written request to human resources per procedure outlined on the School District's website, be granted a medical leave of absence. Such leave shall run concurrently, that is at the same time, with Family Medical Leave Act (FMLA) provisions, if the employee is eligible under FMLA as noted in subdivision two (2) of this section. The employee's accrued paid leave must be exhausted before the employee transitions to an unpaid personal medical leave of absence.

Pregnancy Leave: The start of a personal physical disability absence for prenatal care, pregnancy, delivery, and recovery from childbirth shall be determined by the employee's physician. The end of a personal physical disability absence for childbirth shall also be determined by the employee's physician. This must be communicated to the School District in writing. Leaves extending beyond the physician's documentation shall fall under parental leave and may be eligible under the Family Medical Leave Act as noted in subdivision two (2) of this section.

Subd. 2. Family Medical Leave of Absence: In accordance with the Family Medical Leave Act (FMLA), eligible employees are entitled to twelve (12) workweeks of unpaid leave within a rolling twelve (12)-month period.

a) FMLA Eligibility: Over the twelve (12) months prior to leave, employees must have been employed with the School District for at least twelve (12) months and worked 1,250 hours within the twelve (12)-month period preceding the leave. Any use of vacation, personal leave, sick leave, or unpaid time off are not counted toward the 1,250-hour benchmark.

b) Pursuant to law, FMLA Leave shall be granted for any of the following reasons:

   1. The employee's own serious health condition, as defined by the FMLA;

   2. The employee's need to care for an immediate family member (spouse, child, parent) with a serious health condition, as defined by the FMLA;

   3. The placement (adoption or foster care) or birth of a child up to one year after the child's birth or placement.

c) FMLA Leave will run concurrently, that is at the same time, with any paid leave and any and all of the employee's accrued paid leave must be exhausted before the employee transitions to an unpaid leave of absence.

d) Spouses who work for the School District shall be allowed a combined total of twelve (12) weeks unpaid FMLA leave during any twelve (12)-month period for the birth or adoption of a child, or to care for a parent's serious health condition. However, the combined limitation does not apply to FMLA leave taken by one spouse in the School District to care for the other spouse in the School District.

Subd. 3. Notification and Request for Medical Leave: An employee must give written notice to the superintendent and human resources requesting a medical leave of absence at least three (3) calendar months before the beginning of the requested medical leave or within 24 hours of receipt of notice of arrival of an adopted child, if notice is received less than three (3) calendar months before the leave start date, or as soon as possible following the onset of a serious health condition. The request for medical leave shall adhere to procedure outlined on the School District's website.

Subd. 4. Medical Verification: The employee shall be required to provide the School District with medical verification from a qualified healthcare provider for their own or the family member's serious health condition when requesting the leave of absence.

Subd. 5. Returning from Medical Leave: An employee on a medical leave of absence under this Section must notify the superintendent and human resources or his/her administrative designee in writing, at least one (1) week prior to his/her intention to return from leave in accordance with state statute.

a) If the employee is returning from a personal medical leave of absence, the employee must also provide medical verification from a qualified healthcare provider of the employee's release from medical restrictions allowing them to return to full capacity at work.

   The employee may provide medical verification from a qualified healthcare provider of the employee's work restrictions due to the employee's serious medical condition, and the School District will attempt to accommodate those restrictions, if possible.

b) Upon return from a medical leave, the employee shall be returned to the former position held from which the employee was granted the leave, or an equivalent position should that position no longer be available or the School District determines the timing of the employee's return would interfere with student achievement.

Subd. 6. Probationary Period: Periods of time for which the employee is on medical leave may extend the employee's probationary period pursuant to Minnesota Statute (122A.40).

Section 3. Parental Leave:

Subd. 1. An employee shall be afforded a parental leave of absence of no more than twelve (12) months in duration for the care of a newborn child or an adopted child, provided that the employee is caring for the child on a full-time basis. The parental leave will run concurrently, that is at the same time, as family medical leave should the leave be an FMLA-qualified leave of absence.

Subd. 2. Notification and Request for Parental Leave: An employee shall give written notice to human resources, per procedure outlined on the School District's website, requesting a parental leave of absence at least three (3) calendar months before the beginning of the requested leave or within 24 hours of receipt of notice of the arrival of an adopted child, if notice is received less than three (3) calendar months before the leave start date.

Subd. 3. Returning from Parental Leave: For partial school year leaves, an employee on a parental leave of absence under this Section must confirm with human resources his/her intention to return from parental leave at least four (4) weeks prior to his/her approved leave end date. For full school-year leaves, an employee on a parental leave of absence under this Section must confirm with human resources or his/her administrative designee in writing, his/her intention to return from parental leave in August of the next school year by April 1 of the leave school year.

Upon return from a parental leave, the employee shall be returned to the former position held from which the employee was granted the leave, or an equivalent position should that position no longer be available or the School District determines the timing of the employee's return would interfere with student achievement.

Subd. 4. Failure of the employee to return from a parental leave pursuant to the agreed upon return date with the School District, may constitute job abandonment and be grounds for termination.

Subd. 5. The School District may adjust the proposed beginning or end date of a parental leave to coincide with a natural break in the school year.

Subd. 6. Probationary Period: Periods of time for which the employee is on parental leave may extend the employee's probationary period pursuant to Minnesota Statute (122A.40).

Section 4. Bereavement and Family Illness Leaves: An absence due to death of a spouse, child, adult child, brother, sister, parent, grandparent, grandchild, spouse's parent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or a regular member of the immediate household, or significant person will be granted up to five (5) days per incident with the approval of the immediate supervisor with no salary deduction.

Absence due to illness or injury of a family member or for safety leave shall be deducted from sick leave or ESSL in accordance with state statute. Provisions under this section are not intended to limit any rights the employee may have under the family medical leave act.

Additional absence for severe illness or death may be granted at the sole discretion of the Superintendent.

Section 5. Civic Duty/Military Leave:

Subd. 1. Jury Duty: An employee summoned to serve on a jury shall request to be excused from such jury service. Employees who are not excused will be permitted time off without the loss of pay contingent upon the employee reimbursing the School District any fees / per diem received from the court for said jury duty. If/when an employee is dismissed from jury duty, the employee must return to work. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility of the employee to seek through the court. The District shall assume no responsibility to seek reimbursement, nor pay reimbursement for said expenses.

Subd. 2. Subpoenaed Witness: An employee subpoenaed in cases involving the School District or students (e.g., a parent custody case) served within the School District, will be permitted time off without the loss of pay and will be allowed to retain any allowable expenses reimbursed by the court. An employee subpoenaed in cases unrelated to the School District, will be permitted time off and use of paid or unpaid leave will be at the discretion of the superintendent. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility of the employee to seek through the court. The District shall assume no responsibility to seek reimbursement, nor pay reimbursement for said expenses.

Subd. 3. Military: Military leave shall be granted pursuant to state and federal laws.

Section 6. General Unpaid Personal Leave:

Subd. 1. An employee shall be afforded a general unpaid personal leave of absence, subject to the provisions in this section and District policy 464, through written request from the employee to the superintendent. Any leave within this section must also be approved by the School Board if it extends beyond five (5) days. The granting of such leave shall be at the sole discretion of the School Board.

A general leave may be granted by the School Board for extended personal illness, extended illness of the employee's immediate family member, additional educational requirements, or other reasons acceptable to the School Board.

Subd. 2. A general leave of absence pursuant to this section shall be leave without pay and the employee will not be permitted to use accrued leave to subsidize his/her general leave of absence.

Subd. 3. An employee on an approved general leave of absence for a full school year or the spring semester of the school year, shall notify the superintendent in writing of his/her intention to return for the upcoming school year no later than April 1 of the leave school year. For partial school year leaves, an employee on a general leave of absence under this Section must notify the superintendent in writing, of his/her intention to return from general leave at least two (2) months prior to his/her approved leave end date.

Section 7. Insurance Implications:

Subd. 1. Qualified FMLA Leaves: An employee on a leave under this article that qualifies per the Family Medical Leave Act (FMLA) is eligible to continue to participate in group insurance programs, if permitted under the insurance policy provisions, and shall continue to pay the employee contribution to the insurance premium for any month during which the FMLA-qualified leave falls.

Subd. 2. Other Leaves: For leaves under this article that do not qualify per the FMLA, the employee shall pay the full insurance premium (School District and employee contributions) for any month in which the employee does not work at least one (1) day.

Subd. 3. Payment: The employee is responsible for paying the School District business office the monthly amounts due for any insurance programs the employee wishes to retain in advance of the end of the corresponding month on such a date determined by the School District. However, the employee may elect to discontinue insurance programs. The right to continue participation in such group insurance programs shall automatically discontinue upon termination of employment, except as otherwise provided by law.

Section 8. Accrued Benefits:

Subd. 1. Employees on Medical or Parental Leaves: An employee on a medical or parental leave under this article shall retain his/her number sick leave days, experience credit for pay purposes, and other accrued benefits, if any, up to the date that the employee went on leave for use during the employee's leave of absence, as noted in section three (3) of this article, and accrual will continue so long as the employee is using paid leave. No additional experience credit for pay purposes, or other benefits shall accrue for the period of time that the employee is on unpaid leave.

Subd. 2. Employees on General Leaves: An employee on a general leave under this article shall retain his/her number of sick leave days, experience credit for pay purposes, and other accrued benefits, if any, up to the date that the employee went on leave for use upon the employee's return from leave. No additional experience credit for pay purposes, or other benefits shall accrue for the period that the employee is on unpaid leave.

Section 9: Professional Improvement Leaves: Professional improvement leave is designed for the purpose of job-related work, study, travel or research. This leave is specifically designed for the purpose of upgrading skills or expertise of value to the District. The District may contract with the employee to pay all or part of the employee's salary during this leave depending on the perceived value to the District of the experience or the employee may use accrued vacation if the professional improvement leave is unpaid. This contract may make provision for payment at District expense or employee expense for fringe benefits and retirement plan. Such a contract may require a refund of any such salary and/or fringe benefit cost contributed by the School District if the employee does not return to the District and work for a period of at least two contract years. A refund will not be required if the employee is placed on unrequested leave of absence or otherwise terminated as a result of staff reduction. The granting of professional improvement leaves is at the sole discretion of the superintendent or their designee with the approval of the School Board.

Section 10: Personal Leave: In the 2023-2024 contract year, the employee shall be granted two (2) non-accumulative personal leave days each year for any reason. Personal days will not be charged against sick leave and cannot be carried over into the following fiscal year. The days must be submitted via the district's attendance tracking system and pre-approved by the employee's supervisor. Personal leave will be unavailable to employees after June 2024.

ARTICLE III
CONTRACT YEAR, VACATION, AND HOLIDAYS

Section 1. Base Work Year: The employee's duty year shall be for the entire 12-month contract year, including vacations and holidays, as provided herein. When it is necessary to compute a per day or per hour salary, including longevity and stipend(s) indicated on individual agreements, if applicable, the employee's base salary will be divided by the number of weekdays per year minus twelve (12) holidays and minus the total number of vacation days to be accrued in the given year as outlined in section two (2) below.

Section 2. Vacations:

Subd. 1. In the 2023-2024 contract year, the employee shall earn vacation at the rate of twenty-eight (28) days per year. Employees working less than a full year shall accrue vacation on a prorata basis.

In the 2024-2025 contract year and beyond, the employee shall be frontloaded with 30 vacation days per fiscal year, equating to 2.5 vacation days per month from July through June. While the vacation time will be frontloaded, should an employee end their employment with the district prior to the end of the contract year, they will be docked for overused vacation. Employees who start after July 1 shall have their vacation frontloaded at a prorated rate.

Subd. 2. Vacation may be used after it is credited. A draw in advance on vacation not yet earned or credited may be granted at the approval of the director and the superintendent.

Subd. 3. Vacation may be accrued to a maximum of 70 days. Upon the close of each contract year, the school district shall pay to the Administrator the cash value of all vacation days accrued above 70. Such payment shall be made on July 15 following the close of the contract year. For purposes of converting accumulated vacation into cash in order to make payment to the Administrator hereunder, the value of a day of vacation shall be determined as per Article III, Section 1, of these terms and conditions. The base salary is identified in the Administrator Agreement document in item #5.

Subd. 4. Upon termination of employment, for employees hired on or before July 1, 1999, one hundred percent (100%) of the Administrator's available vacation balance will be contributed to the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statute 352.98 and as outlined in the Minnesota State Retirement Systems Trust and Plan documents (MSRS).

Upon termination of employment, for employees hired after July 1, 1999, one hundred percent (100%) of the Administrator's available vacation balance will be contributed to the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statute 352.98 and as outlined in the Minnesota State Retirement Systems Trust and Plan documents (MSRS). The amount of accumulated vacation leave days that will be eligible to the Administrator upon termination of employment will be equal to the lesser of the number of accumulated vacation leave days at the time of termination or the difference between 70 days and the number of days that have been cashed out and paid to the Administrator during his/her employment. For purposes of converting accumulated vacation leave into a HCSP contribution in order to make payment to the MSRS hereunder, the value of a day of vacation leave shall be determined as per Article III, Section 1 of these terms and conditions. The base salary is identified in the employee's Administrative Agreement document for the contract year in which the severance of employment occurs.

Subd. 4. An employee who is terminated or leaves the employment of the school district of their own volition will be eligible for contribution to the HCSP as outlined in Article III, Section 2, subdivision 4, provided the employee is severing employment of his or her own volition, has given the employer six (6) weeks written notice, and the amount of accumulated vacation time does not exceed the limitations of Article III, Section 2, subdivision 4. Such payment shall be made the next pay period following the employee's date of severance from employment. For purposes of converting accumulated vacation into the HCSP contribution in payment to the MSRS hereunder, the value of a day of vacation shall be determined as per Article III, Section 1, of these terms and conditions. The base salary is identified in the employee's Administrator Agreement document for the contract year in which severance of employment occurs. In the event of the employee's death, the unused vacation payout will be made to the employee's MSRS.

Subd. 5. All requests for vacation must be approved in advance by the appropriate supervisor. Vacation requests in excess of a continuous three (3) weeks shall require the approval of the superintendent.

Section 3. Holidays: Employees shall have the following named holidays:

1. July 4
2. First (1^{st}) Monday of September
3. Fourth (4^{th}) Thursday of November
4. Day after the Fourth (4^{th}) Thursday of November
5. December 24
6. December 25
7. January 1
8. Third (3^{rd}) Monday of January
9. Third (3^{rd}) Monday of February
10. Last Monday of May
11. June 19
12. Floating holiday to be indicated in the attendance tracking system

Two (2) of the above listed eleven (11) predetermined holidays may be taken as a floating holiday with approval from the employee's supervisor.

ARTICLE IV
403B/457 MATCHING CONTRIBUTION

Section l. Eligibility: To be eligible for this contribution, an employee must be regularly employed at least 75% time during the contract year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

Section 2. Contribution: The School District will match eligible employee contributions to a maximum $7,500 per year.

Section 3. Authorization Agreement: A salary reduction authorization agreement must be completed by the eligible employee by October 1 of the current year for the employee to participate in the 403B or 457 matching contribution plan.

Section 4. Unpaid Leaves: Employees on unpaid leaves may not participate in the matching program while on leave.

Section 5. Matching Requirement: The School District's contribution, in any event, shall not exceed the employee's matching contribution within the limitations of this Article.

ARTICLE V
INSURANCE BENEFITS

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the school district.

Section 2. Health and Hospitalization Insurance:

Subd. 1. Individual Coverage: This insurance option is not available to any employee hired on or after July 1, 2023. The school district, effective July 1, 2023, shall contribute a sum not to exceed $790 per month toward the cost of the premium for individual coverage for each eligible employee employed by the school district who qualifies for and is enrolled in the school district's health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3. Effective January 1, 2025, the school district shall contribute a sum not to exceed $790 per month toward the cost of the premium for individual coverage for each eligible employee employed by the school district who qualifies for and is enrolled in the school district's health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3. Effective January 1, 2026, this coverage option will no longer be available to any employees in this contract.

Subd. 2. Family Coverage: This insurance option is not available to any employee hired on or after July 1, 2023. The school district, effective July 1, 2023, shall contribute a sum not to exceed $2,100 per month toward the cost of the premium for family coverage for each eligible employee employed by the school district who qualifies for and is enrolled in the school district's health and hospitalization plan and who qualifies for family coverage. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4. Effective January 1, 2025, the school district shall contribute a sum not to exceed $2,250 per month toward the cost of the premium for family coverage for each eligible employee employed by the school district who qualifies for and is enrolled in the school district's health and hospitalization plan and who qualifies for family coverage. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4. Effective January 1, 2026, this coverage option will no longer be available to any employees in this contract.

Subd. 3. Individual High Deductible Coverage:

(a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") ~~of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan")~~. Effective, January 1, 2026~~5~~ the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $795. Effective, January 1, 2027~~5~~, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $825.

(b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.

(c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, ~~through the Flex Choice Plan~~, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law.

<u>Subd. 4. Family High Deductible Coverage</u>:

(a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") ~~of such employee in accordance with the Intermediate School District No. 917 Flex~~

~~Choice Plan (the "Flex Choice Plan").~~ Effective January 1, 2026~~4~~ the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $2,305. Effective, January 1, 2027~~5~~, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $2,385.

(b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in family coverage under the high deductible coverage option of the school district's health and hospitalization plan amount equal to the total contribution identified in subsection (a) minus the HSA contribution identified in subsection (c) and the HSA administrative fees.

(c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law.

Subd. 5. Changes in Coverage under High Deductible Coverage: If an eligible employee who qualifies for and is enrolled in coverage under the high deductible coverage option of the school district's health and hospitalization plan changes the type of coverage during a calendar year (e.g., from individual coverage under the high deductible coverage option to family coverage under the high deductible coverage option; from family coverage under the high deductible coverage option to individual coverage under the high deductible coverage option; from family or individual coverage under the high deductible coverage option to no coverage under the high deductible coverage option), the school district's contribution to the employee's HSA shall change accordingly. The change in the amount of HSA contributions shall be effective coincident with the change in the type of coverage under the high deductible coverage option.

Section 3. Early Retirees: Administrators hired on or after July 1, 2022, are not eligible for the benefits outlined in this section. Employees hired by the District prior to July 1, 2004, who choose early retirement must be at least age 55 ~~or older~~ and who have completed at least ten (10) years of continuous full-time service with the School District shall be eligible for insurance benefits as provided in this section. The District shall pay the cost of the single medical/health insurance premium, including future increases, for up to ten (10) years following the

employee's retirement date ~~Such employees will receive full single medical/health insurance benefits with the cost of the premium paid by the District for ten (10) years following date of retirement~~, or upon becoming eligible for Medicare, whichever occurs sooner. An eligible employee, under this subdivision, may elect to continue to carry dependent coverage for the same time period as herein, at the employee's own expense, by making arrangements with the School District to pay on a monthly basis any costs as accrued by the School District. Administrators hired between July 1, 2004 and June 30, 2021, must be at least age 55 ~~or older~~ and have completed at least fifteen (15) years of continuous full-time service with the school district to be eligible for insurance benefits included in this section.
Such benefits shall not be available if the employee has substantially equivalent coverage paid for by another employer. Retired employees shall not be eligible to receive District HSA contributions.

Section 4. Group Income Protection: The School District will pay each month the cost of the premium for income protection insurance for each employee qualified for and enrolled in such School District plan. The income protection shall include the following:

1. Benefits begin after 90 days of total disability.
2. The monthly income benefit shall be 66 2/3 percent of basic monthly earnings (exclusive of any additional compensation from this district or another source).

Section 5. Life Insurance:

Subd. 1. The School District will pay each month the cost of the life insurance premium for a $350,000 term life insurance policy for each full-time employee working more than 75% time, qualified for and enrolled in such School District plan. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue code section 79.

Subd. 2. The employee may also purchase at the employee's own expense up to an additional $150,000 of term-life insurance, subject to the terms and costs furnished by the district's insurance carrier.

Section 6. Dental Insurance:

Subd. 1. Individual Coverage: The School District shall contribute a sum not to exceed $60 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction. Employees working 74% time or less shall receive the district contribution on a prorated basis.

Subd. 2. Family Coverage: The School District shall contribute a sum not to exceed $138 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction. Employees working 74% time or less shall receive the district contribution on a prorated basis.

Section 7. Administrators are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement Systems Trust and Plan Documents. All funds collected by the employer on behalf of the employee will be deposited into the employee's post-employment health care savings plan account. The Intermediate School District 917 shall contribute a lump sum payment in the amount of $4,000 on March 31, 2026~~4~~, and $4,000 on March 31, 2027~~5~~, to all employees covered in this agreement. The lump sum payment shall be deposited in the employee's HCSP account.

Section 8. Claims Against the School District: Any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further 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.

ARTICLE VI
OTHER BENEFITS

Section 1. Professional Growth: The Board agrees for assistant directors/principals hired prior to July 1, 2015, to reimburse tuition fees for preapproved courses and professional dues. Reimbursement of tuition shall be limited to the cost of 12 semester credits (or equivalent) per year at the University of Minnesota doctoral rate or a sum not to exceed the University of Minnesota cost for 12 semester credits or equivalent at another University. Reimbursement shall be subject to the superintendent's approval, whose decision shall be final. Effective June 30, 2007, benefits under this Section 1 shall be limited to and regulated by the assistant directors/principals' enrollment in a course of study or program approved by the superintendent in accordance with the Intermediate School District Policy 486 Specialized Training at District Expense.

For Administrators hired after July 1, 2015, the Board agrees to reimburse professional dues and tuition fees for preapproved graduate courses that are part of a certification program, licensing program, education specialist program, educational doctorate program, Juris Doctorate program, or PHD program that is of benefit to Intermediate School District 917. Reimbursement of tuition/fees shall be limited to nine (9) semester credits (or equivalent) per fiscal year and the maximum reimbursement amount shall not exceed the cost of nine (9) graduate semester credits at the University of Minnesota. Reimbursement shall be subject to the superintendent's approval, whose decision shall be final.

If an Assistant Director/Principal's resignation effective date from the district is before the three-year anniversary of a tuition/fee reimbursement 50% of the reimbursement must be repaid to the district. If an Administrator's resignation effective date is on or after the third-year anniversary of a tuition/fee reimbursement, no repayment is required. This employee repayment requirement will be tracked separately for each tuition/fee reimbursement.

Section 2. Mileage: Employees required to use their personal vehicle in the performance of the supervisory duties shall be reimbursed for such travel pursuant to School District policy.

Section 3. Defense and Indemnification:

Subd. 1. The School District agrees, subject to the provisions of this section, as a condition of this employment contract, that it shall defend, hold harmless, and indemnify the Administrator from any and all demands, claims, suits, actions, and legal proceedings brought against the Assistant Director in his/her individual capacity, or in his/her official capacity as agent and employee of the School District, provided the incident arose while the Administrator was acting within the scope of his/her employment and acting in good faith.

Subd. 2. Subject to the limitations provided in Subd. 1 hereof, the School Board shall provide legal counsel and pay the fees for services rendered and costs advanced by such counsel in defense of the Administrator and shall pay all expenses to the ultimate conclusion of such action, and shall pay any judgment which may be rendered against the Administrator. In the event that a conflict exists as regards the defense to any claim between the legal position of the Administrator and the legal position of the School District, the School District agrees to engage separate counsel for the Administrator and the School District agrees to pay the fees for services rendered and costs advanced by such counsel. The School District further agrees that the choice of such separate counsel shall be made by the Administrator and subject only to final approval by the School Board.

ARTICLE VII
MISCELLANEOUS

Section 1. Probationary Period: Licensed employees shall serve a probationary period subject to the provisions of Minnesota State Statute § 122A.40.

Section 2. Exempt Status: This position is exempt from the overtime provisions of the Fair Labor Standards Act, based on the following factors:

(a) The position is salaried and earns more than $250 per week.
(b) The position involves performing work directly related to management policies and operations of the school district.
(c) The incumbent in this position customarily and regularly exercises discretion and independent judgment in the course of the daily work activities.

Section 3. Years of Service:

Subd. 1. For purposes of calculating years of service or the year in relation to 403B, vacation, and other benefits herein, the first year of employment shall be defined as any days of employment prior to the last day of the fiscal year in the first employment agreement. The next regular fiscal calendar becomes the second year of employment with each successive school year adding to the years of employment.

Subd. 2. When benefits in this contract are determined by years as an administrator, the term "administrator" refers to time that the employee worked in the District as one or more of the following licensed classifications:

1. Deans/Assistant Principals
2. Assistant Directors/Principals
3. Executive Directors/Directors

Section 4. Right of Assignment: The district has the managerial right to assign administrators to sites and/or programs based on the needs of the district.

ARTICLE VIII
SALARIES

Section 1. Salary Increases for New Employees: A new employee shall be given a salary and step placement as agreed between the School District and the employee with approval by the superintendent or their designee. An employee hired prior to January 1 shall be eligible for a salary step increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary step increase until the second following July 1. These salary terms may only be modified by mutual agreement in writing between the School District and the employee at the time of initial employment.

Section 2. Base Salary: An employee shall receive an annual salary for each contract year as indicated in the employee's Administrator Agreement document based on the following salary schedules for the given contract year (July – June):
Placement on the salary schedule at the time of initial hire to the position will be made by the Superintendent and will not be open to appeal or grievance. The factors that will be used in the placement determination include: years of experience while employed as a licensed administrator (although it will not necessarily be a year-to-year match), applicability and transferability of skills and experience, and market forces at the time of hire. The initial placement may be determined at any step. Each subsequent year of employment the employee will progress along the salary schedule. This placement has no bearing on seniority for the purposes of either longevity or for unrequested leave.

	2025-2026
Steps	**Asst. Directors / Principals**
1	$129,194
2	$133,754
3	$138,314
4	$142,872
5	$147,433

6	$151,993
7	$155,754

	2026-2027
Steps	**Asst. Directors / Principals**
1	$131,778
2	$136,429
3	$141,080
4	$145,730
5	$150,381
6	$155,033
7	$158,869

Section 3. Longevity: Employees shall receive a longevity stipend beyond the salaries delineated in Article VIII, Section 2 as follows:

Years of Continuous Service in the District	**2025-2027**
After ten (10) years of continuous employment (Years 11 through 15)	$3,500
After fifteen (15) years of continuous employment (Years 16 through 20)	$5,000
After 20 years of continuous employment (Years 21 through 25)	$5,100
After 25 years of continuous employment (Years 26+)	$5,200

Employees working less than full time will receive the stipend on a prorated basis.

The first year of employment shall be defined as any days of employment prior to the last day of the fiscal year in the first employment agreement. The next regular fiscal year becomes the second year of employment with each successive fiscal year adding to the years of employment.

Section 5. Salary Adjustment: In addition to the salaries delineated the employee's Administrator Agreement, those administrators who have attained the J.D., PhD, or EdD degree shall receive an additional annual stipend in the amount of $2,500 as indicated_in the employee's Administrator Agreement document to be paid in twenty-four (24) equal portions on the normal semi-monthly salary for a full-year contract when the degree is awarded in June. Otherwise, such stipend shall begin in the month following the award of said degree and shall be prorated from that date until the end of the current fiscal year. Any pay adjustment shall not be made until an official transcript is received for the personnel file.

ARTICLE IX
ABOLITION OF POSITION

Section 1. Effect: This Article shall be effective only if one or more of the positions governed by these Terms and Conditions of Employment is eliminated by the School District for its own reason or as a result of modification of state law abolishing the School District or substantially altering its form or funding which dictates the abolishment of one or more of the positions covered by these Terms and Conditions of Employment.

Section 2. Conditions: In the event that any of the Administrator positions covered by these Terms and Conditions of Employment is abolished as provided in Section 1 hereof, an employee under these terms and conditions shall be eligible for sick leave pay as provided in Article II, Section 2, notwithstanding age or years of service requirements. In addition, in the event any of the positions covered by these Terms and Conditions of Employment is abolished as provided in Section 1 hereof, an employee shall be eligible for one year of the insurance benefit provided for in Article V, Section 2, notwithstanding age or years of service requirements, except such benefits shall not be available if the employee has substantially equivalent coverage paid for by another employer. Nothing in this Article, however, shall alter the benefits existing in Article V, Insurance Benefits, for those employees who otherwise meet the age and service requirements as set forth in said articles.

Assistant Director/Principal and Secondary Principal Contract approved by the School Board:

____ March 3, 2026
School Board Chair Date

____ March 3, 2026
School Board Clerk Date

Memorandum of Agreement (MOA)

This Memorandum of Agreement is entered into between Intermediate School District 917 (hereinafter referred to as the "School District") and the Assistant Director/Principal Group (hereinafter referred to as the "Group"), and the parties hereto agree as follows:

1. The School District and the Group maintain terms and conditions of employment for administrators for the period July 1, 2025, through June 30, 2027.

2. To support the professional growth and successful onboarding of new administrators, the parties agree to the establishment of a mentorship program for first-year Assistant Directors/Principals as follows:

Purpose:
The purpose of the mentorship program is to promote professional growth, provide structured support for new administrators, and enhance the overall effectiveness and consistency of leadership practices across the district.

Procedure:
A written ISD 917 Administrator Mentorship Procedure will be provided to all first-year Assistant Directors or Principals during their initial onboarding or orientation and will outline expectations, roles, and core components of the mentorship process.

The mentorship program for first-year Administrators shall follow these guidelines:

1. By July 1 of each year, or within two weeks of hire if after July 1, each first-year administrator will be paired by the School District with an experienced administrator who will serve as their mentor. The School District will make reasonable efforts to pair a new administrator with an Assistant Director or Principal with experience relevant to the mentee's role.

2. Employees who agree to serve as mentors will commit to mentoring for the full first year of the mentee's employment.

3. The mentor and mentee will collaboratively determine a schedule for mentorship activities. Mentors will receive a $650 stipend for each first-year administrator mentored.

4. The stipend will be prorated on a quarterly basis if the first-year administrator begins or leaves mid-year or is absent for an extended period (e.g., a leave of absence). Stipends under this MOA will be paid annually on the last paycheck in June.

5. Any information obtained during mentorship conversations shall be confidential and shall not be used in any formal evaluations.

INTERMEDIATE SCHOOL DISTRICT 917

TERMS AND CONDITIONS OF

EMPLOYMENT FOR

BOARD CERTIFIED BEHAVIOR ANALYSTS

July 1, 2025 – June 30, 2027~~5~~

APPROVED BY THE SCHOOL BOARD:

~~June 11, 2024~~
March 3, 2026

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ARTICLE I
DEFINITION OF ELIGIBLE EMPLOYEES

The terms and conditions provided herein cover those employees who enter into this agreement with the School Board of Intermediate District 917, Rosemount, Minnesota (School District) beginning July 1, 2025~~4~~, as a Board-Certified Behavior Analyst (BCBA). These terms and conditions of employment as provided herein will continue through the week of June 30, 2027~~5~~, or until otherwise amended.

ARTICLE II
LEAVES OF ABSENCE

<u>Section 1. PTO Leave:</u> Personal Time Off (PTO) is defined as absence used for illness, bereavement, adoption, religious holidays, personal use, and paid childcare leave. Personal Time Off does not include such absences as jury duty (Section 4) and unpaid childcare leave.

<u>Subd. 1. Full-Time Employees</u>: All full-time employees working under this contract at eight (8) hours per day/40 hours per week, shall be credited with thirteen (13) days of Personal Time Off (PTO) per school year, ten (10) of which (i.e. 80 hours) may be used in accordance with Minnesota State Statute 181.9445 through 181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota employers. PTO shall be frontloaded at the beginning of each school year. Employees who take medical or parental leave of absence, under this article, shall retain all their PTO

<u>Subd. 2. Part-Time and Job Share Employees</u>: Part-time and job share employees working 0.8 FTE or more will be frontloaded their PTO at the beginning of the year, which will prorated from thirteen (13) days at a minimum of 80 hours. 80 hours of their prorated, frontloaded PTO may be used in accordance with Minnesota State Statute 181.9445 through 181.9448, which outlines mandatory Earned Sick & Safe Time for Minnesota employers.

Part-time and job share employees working less than 0.8 FTE will accrue PTO days on a pro-rata basis based on the employee's total hours worked compared to a full-time employee, which may all be used in accordance with Minnesota State Statute 181.9445 through 181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota employers. Employees who take medical or parental leave of absence, under this article, shall retain all their PTO.

<u>Subd. 3</u>. For the purposes of consistency of contracts and policies referring to paid time off, such as time off allotted for illness or medical/dental appointments, as "leave" types, time off aligned with Minnesota's Earned Sick and Safe Time statutes shall be referred to as "Earned Sick and Safe Leave" or "ESSL."

<u>Subd. 4.</u> At the end of each contract year, unused paid leave days (PTO and/or sick leave) will be processed as follows:

a) An employee's unused PTO hours will be rolled into a sick leave bank.

b) If an employee's accrued sick leave balance equals forty-five (45) unused sick leave days or more as of the end of the contract year, then five (5) unused PTO days will be sold back at the rate of two hundred ($200) per day (part-time employees will be prorated based on hours worked per week with 40 hours as the basis for full time). Any remaining PTO days beyond the five (5) days sold back will be added to each employee's previously accrued sick leave balance, except as provided below. In the event a PTO sell back is required under this paragraph and the employee's unused PTO balance at the end of the contract year is less than five (5) days, the amount of PTO sold will be equal to the employee's accrued PTO balance. Returning employees shall receive the monies for their PTO sell back on their end-of-August paycheck, following the conclusion of the school year, except for retiree employees, who shall receive the monies on the middle-of-June paycheck.

c) Employees hired prior to December 1 of the given contract year, who have used five (5) or less PTO days at the end of each contract year shall receive a District contribution of two hundred dollars ($200) in their name to the Minnesota State Retirement System (MSRS) Health Care Savings Plan. This contribution shall correspond with the end-of-August paycheck for returning employees, following the conclusion of the school year, except for retiree employees, whose contribution shall correspond with the middle-of-June paycheck.

Subd. 5. An employee may use their ten (10) PTO days allotted for ESSL in accordance with state statute. PTO and accumulated sick leave may be used by employees for illness of the employee, the employee's child under 18, and/or the employee's parent or parent-in law. For purposes of this subdivision, "child" includes stepchild, grandchild, biological, adopted and foster child. For purposes of this subdivision, "parent" includes stepparent, biological, and adoptive parent. Should the employee and their circumstance qualify for Family Medical Leave Act protection, the employee may be eligible for time-off per the Family Medical Leave Act and the district leave policies.

Subd. 6. After three (3) consecutive days of absence due to illness, or when there is probable cause to support the belief that an employee is misrepresenting the use of leave for illness, the District may require an employee to furnish a medical certificate from the attending medical provider indicating such absence was due to illness or disability. Requests for documentation following the use of ESSL will adhere to state statute. The District may require certification by the attending medical provider stating that the employee is in good health and able to resume the employee's duties upon return. In the event that a medical certification will be required, the employee will be so advised.

Subd. 7. In addition to other leaves and benefits provided for in this Continuing Bargaining Agreement, employees may take leaves under the provisions of all applicable state and federal laws, including the Family and Medical Leave Act. FMLA leaves shall run concurrently with any of the other leaves provided for in this Continuing Bargaining Agreement. Nothing in this contract shall be interpreted to diminish any benefit provided for in law, including those provided in the FMLA.

Subd. 8. To use PTO days without giving a reason for the absence, the employee must give at least a three (3) day notice and receive preapproval from their program administrator and the approving administrator will consider the safety and operational continuity of the program. In circumstances when the program cannot be safely and effectively operated without the employee, the program administrator may deny the request for use of PTO.

A three (3)-day notice is not needed for ESSL, illness, or bereavement unless the use is for foreseeable reasons, such as planned medical or dental appointments.

In the situation of a request for use of PTO with less than a three (3)-day notice, it is required that the employee provide an explanation of why a three (3)-day notice was not possible and the reason for the absence

Subd. 9. PTO shall be granted in quarter-hour increments. Supervisors shall not approve requests for the use of PTO days on the day preceding or the day following Minnesota Educators' Academy (MEA) break, the long weekend that includes the fourth (4^{th}) Thursday in November, winter break, or spring break, conference days or in-service/workshop days and the first ten (10) and the last ten (10) student contact days of the school year except for reasons of ESSL, illness, or bereavement. PTO requests may be denied on a particular day if other employees in the same unit or educational site have already been granted PTO leave which would be disruptive to the functioning of the particular program. In addition, PTO will not be approved on any day for which the number of staff at a building site requesting the use of PTO exceeds the number needed to safely and effectively operate the program.

Requests for exceptions to the expectations herein require the approval of the superintendent or their designee through a review process. Employees seeking exceptions in order to use PTO during the restricted periods listed above must reach out to the Director of Human Resources.

Subd. 10. No more than three (3) consecutive PTO days may be granted except for childbirth, adoption, absence due to extended illness, ESSL, or bereavement, though extended absences must adhere to the leave of absence request process outlined in district policies.

Employees who worked a full school year and used six (6) or less PTO days during that previous school year are eligible to be granted up to five (5) consecutive days of PTO leave in the next school year.

Subd. 11. An employee who is entitled to PTO leave pay, or has accumulated sick leave, who is then receiving Worker's Compensation, may not be paid PTO leave pay in an amount greater than the difference between such Worker's Compensation and the employee's basic salary. Under such circumstances, only that fraction of a PTO leave day not covered by Worker's Compensation insurance shall be deducted from accrued leave.

Subd.12. Upon termination of an employee's employment for any reason, all PTO days and accumulated sick leave shall be immediately and automatically cancelled. If the employee is rehired within one year, the previously accumulated PTO days and accumulated sick leave shall be reinstated.

Section 2. Medical Leave

Subd. 1. Personal Medical Leave of Absence: An employee who is unable to work because of a personal illness or disability may, upon written request to human resources per procedure outlined on the School District's website, be granted a medical leave of absence. Such leave shall run concurrently, that is at the same time, with Family Medical Leave Act (FMLA) provisions, if the employee is eligible under FMLA as noted in subdivision two (2) of this section. The employee's accrued paid leave must be exhausted before the employee transitions to an unpaid personal medical leave of absence.

Pregnancy Leave: The start of a personal physical disability absence for prenatal care, pregnancy, delivery, and recovery from childbirth shall be determined by the employee's physician. The end of a personal physical disability absence for childbirth shall also be determined by the employee's physician. This must be communicated to the School District in writing. Leaves extending beyond the physician's documentation shall fall under parental leave and may be eligible under the Family Medical Leave Act as noted in subdivision two (2) of this section.

<u>Subd. 2. Family Medical Leave of Absence</u>: In accordance with the Family Medical Leave Act (FMLA), eligible employees are entitled to twelve (12) workweeks of unpaid leave within a rolling twelve (12)-month period. Non-contract days, such as winter and spring breaks, summer, and weekends, shall not count toward the twelve (12) workweeks, and accrued paid leave shall not be deducted.

a) FMLA Eligibility: Over the twelve (12) months prior to leave, employees must have been employed with the School District for at least twelve (12) months and worked 1,250 hours within the twelve (12)-month period preceding the leave. Any use of PTO, sick leave, or unpaid time off are not be counted toward the 1,250-hour benchmark.
b) Pursuant to law, FMLA Leave shall be granted for any of the following reasons:
    i. The employee's own serious health condition, as defined by the FMLA.
    ii. The employee's need to care for an immediate family member (spouse, child, parent) with a serious health condition, as defined by the FMLA.
    iii. The placement (adoption or foster care) or birth of a child up to one year after the child's birth or placement.
c) FMLA Leave will run concurrently, that is at the same time, with any paid leave and any and all of the employee's accrued paid leave must be exhausted before the employee transitions to an unpaid leave of absence.
d) Spouses who work for the School District shall be allowed a combined total of twelve (12) weeks unpaid FMLA leave during any twelve (12)-month period for the birth or adoption of a child, or to care for a parent's serious health condition. However, the combined limitation does not apply to FMLA leave taken by one spouse in the School District to care for the other spouse in the School District.

<u>Subd. 3. Notification and Request for Medical Leave</u>: An employee must give written notice to human resources requesting a medical leave of absence at least three (3) calendar months before the beginning of the requested medical leave or within 24 hours of receipt of notice of arrival of an adopted child, if notice is received less than three (3) calendar months before the leave start date, or as soon as possible following the onset of a serious health condition. The request for medical leave shall adhere to procedure outlined on the School District's website.

Subd. 4. Medical Verification: The employee shall be required to provide the School District with medical verification from a qualified healthcare provider for their own or the family member's serious health condition when requesting the leave of absence.

Subd. 5. Returning from Medical Leave: An employee on a medical leave of absence under this Section must notify human resources or his/her administrative designee in writing, at least one (1) week prior to his/her intention to return from leave.

a) If the employee is returning from a personal medical leave of absence, the employee must also provide medical verification from a qualified healthcare provider of the employee's release from medical restrictions allowing them to return to full capacity at work.

   The employee may provide medical verification from a qualified healthcare provider of the employee's work restrictions due to the employee's serious medical condition, and the School District will attempt to accommodate those restrictions if possible.

b) Upon return from a medical leave, the employee shall be returned to the former position held from which the employee was granted the leave, or an equivalent position should that position no longer be available or the School District determines the timing of the employee's return would interfere with student achievement.

Subd. 6. Probationary Period: Periods of time for which the employee is on medical leave may extend the employee's probationary period.

Section 3. Parental Leave

Subd. 1. An employee shall be afforded a parental leave of absence of no more than twelve (12) months in duration for the care of a newborn child or an adopted child, provided that the employee is caring for the child on a full-time basis. The parental leave will run concurrently, that is at the same time, as family medical leave should the leave be an FMLA-qualified leave of absence.

Subd. 2. Notification and Request for Parental Leave: An employee shall give written notice to human resources, per procedure outlined on the School District's website, requesting a parental leave of absence at least three (3) calendar months before the beginning of the requested leave or within 24 hours of receipt of notice of the arrival of an adopted child, if notice is received less than three (3) calendar months before the leave start date.

Subd. 3. Returning from Parental Leave: For partial school year leaves, an employee on a parental leave of absence under this Section must confirm with human resources his/her intention to return from parental leave at least two (2) weeks prior to his/her approved leave end date. For full school-year leaves, an employee on a parental leave of absence under this Section must confirm with human resources or his/her administrative designee in writing, his/her intention to return from parental leave in August of the next school year by April 1 of the leave school year.

Upon return from a parental leave, the employee shall be returned to the former position held from which the employee was granted the leave, or an equivalent position should that position no longer be available or the School District determines the timing of the employee's return would interfere with student achievement.

Subd. 4. Failure of the employee to return from a parental leave pursuant to the agreed upon return date with the School District, may constitute job abandonment and be grounds for termination.

Subd. 5. The School District may adjust the proposed beginning or end date of a parental leave to coincide with a natural break in the school year.

Subd. 6. Probationary Period: Periods of time for which the employee is on parental leave may extend the employee's probationary period.

Section 4. Civic Duty/Military Leave

Subd. 1. Jury Duty: An employee summoned to serve on a jury shall request to be excused from such jury service. Employees who are not excused will be permitted time off without the loss of pay contingent upon the employee reimbursing the School District any fees / per diem received from the court for said jury duty. If/when an employee is dismissed from jury duty, the employee must return to work. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility of the employee to seek through the court. The District shall assume no responsibility to seek reimbursement, nor pay reimbursement for said expenses.

Subd. 2. Subpoenaed Witness: An employee subpoenaed in cases involving the School District or students (e.g., a parent custody case) served within the School District, will be permitted time off without the loss of pay and will be allowed to retain any allowable expenses reimbursed by the court. An employee subpoenaed in cases unrelated to the School District, will be permitted time off and use of paid or unpaid leave will be at the discretion of the Superintendent. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility of the employee to seek through the court. The District shall assume no responsibility to seek reimbursement, nor pay reimbursement for said expenses.

Subd. 3. Military: Military leave shall be granted pursuant to State and Federal laws.

Section 5. General Unpaid Personal Leave

Subd. 1. An employee shall be afforded a general unpaid personal leave of absence, subject to the provisions in this section and District policy 464, through written request from the employee to the Superintendent. Any leave within this section must also be approved by the School Board if it extends beyond five (5) days. The granting of such leave shall be at the sole discretion of the School Board.

A general leave may be granted by the School Board for extended personal illness, extended illness of the employee's immediate family member, additional educational requirements, or other reasons acceptable to the School Board.

Subd. 2. A general leave of absence pursuant to this section shall be leave without pay and the employee will not be permitted to use accrued leave to subsidize his/her general leave of absence.

Subd. 3. An employee on an approved general leave of absence for a full school year or the spring semester of the school year, shall notify the Superintendent in writing of his/her intention to return for the upcoming school year no later than April 1 of the leave school year. For leaves that do not end at the conclusion of a school year, an employee on a general leave of absence under this Section must notify the Superintendent in writing, of his/her intention to return from general leave at least one (1) month prior to his/her approved leave end date.

Section 6. Insurance Implications

Subd. 1. Qualified FMLA Leaves: An employee on a leave under this article that qualifies per the Family Medical Leave Act (FMLA) is eligible to continue to participate in group insurance programs, if permitted under the insurance policy provisions, and shall continue to pay the employee contribution to the insurance premium for any month during which the FMLA-qualified leave falls.

Subd. 2. Other Leaves: For leaves under this article that do not qualify per the FMLA, the employee shall pay the full insurance premium (School District and employee contributions) for any month in which the employee does not work at least one (1) day.

Subd. 3. Payment: The employee is responsible for paying the School District business office the monthly amounts due for any insurance programs the employee wishes to retain in advance of the end of the corresponding month on such a date determined by the School District. However, the employee may elect to discontinue insurance programs. The right to continue participation in such group insurance programs shall automatically discontinue upon termination of employment, except as otherwise provided by law.

Section 7. Accrued Benefits:

Subd. 1. Employees on Medical or Parental Leaves: An employee on a medical or parental leave under this article shall retain his/her number of PTO and sick leave days, experience credit for pay purposes, and other accrued benefits, if any, up to the date that the employee went on leave for use during the employee’s leave of absence, as noted in sections two (2) and three (3) of this article, and accrual will continue so long as the employee is using paid leave. No additional PTO days, experience credit for pay purposes, or other benefits shall accrue for the period of time that the employee is on unpaid leave.

Subd. 2. Employees on General Leaves: An employee on a general leave under this article shall retain his/her number of PTO and sick leave days, experience credit for pay purposes, and other accrued benefits, if any, up to the date that the employee went on leave for use upon the employee’s return from leave. No additional PTO days, experience credit for pay purposes, or other benefits shall accrue for the period that the employee is on unpaid leave.

Section 8. Seniority: For purposes of seniority standing, an employee on leave, pursuant to this Article, shall retain the employee's original seniority date during such leave of absence.

ARTICLE III
CONTRACT YEAR

Section 1. Standard Work Year: A full-time (1.0 FTE) employee's duty year shall be 190 to 195 paid days to be scheduled as outlined in Section 2 of this article. When it is necessary to compute a per day salary, the employee's base salary including the BCBA stipend (Article VIII, Section 2, Subdivision 2) will be divided by 188~~7~~ days for first-year employees, ~~186 days for second-year employees~~, and 185 days for employees in their second year ~~in their third year~~ and beyond (for full-time) per school year. When it is necessary to compute a per hour salary, the employee's per day salary will be divided by the number of hours worked per day (eight (8) for full-time).

Duty Year - Regular Employees: Except for employees as described in Section 7 hereof, the basic duty year for regularly contracted full-time employees, upon which the employee's annual salary is based, shall be 188 duty days for employees who are in their first year of employment with 917, and 185 duty days for remaining employees.

Section 2: Calendar and Work Schedule:

Subd. 1. First-Year Employees: An employee in their first year of full-time employment with the District will follow Intermediate School District 917's 188~~7~~-day calendar for all new licensed staff (i.e. teacher calendar).

Subd. 2. Second Year and Beyond Employees: An employee in their second year of full-time employment and beyond with the District will follow Intermediate School District 917's 185-day calendar for all new licensed staff (i.e. teacher calendar).

~~In addition, the employee is required to work 40 hours but can work up to 80 hours between July 1 and August 10, which will be scheduled with the approval of their site/program supervisor and paid via timesheet.~~

~~Subd. 2. Second-Year Employees: An employee in their second year or any other year following of full-time employment with the District will follow Intermediate School District 917's 186-day calendar for all new licensed staff (i.e. teacher calendar).~~ ¶
¶
~~In addition, the employee is required to work 40 hours but can work up to 80 hours between July 1 and August 10, which will be scheduled with the approval of their site/program supervisor and paid via timesheet.~~

~~Subd. 3. Third-Year and Beyond Employees: An employee in their third year or any other year following of full-time employment with the District will follow Intermediate School District 917's 185-day calendar for all new licensed staff (i.e. teacher calendar).~~

~~In addition, the employee is required to work 40 hours but can work up to 80 hours between July 1 and August 10, which will be scheduled with the approval of their site/program supervisor and paid via timesheet.~~

Subd. 3~~4~~. Part-Time Employees: An employee working less than full-time with the District will follow Intermediate School District 917's calendar for all new licensed staff (i.e. teacher calendar) as outlined above in Subd. 1, and Subd. 2, ~~or Subd. 3~~ based on their year of employment. However, their days worked will be prorated based on their full-time equivalent (FTE) and they will be required to create a duty day calendar outlining their specific number of days worked (ex: 148 days for 0.8 FTE employee~~ in their third year~~,~~ in addition to a minimum of 32 hours between July 1 and August 10), which they must get approved by their site/program supervisor and provide to human resources.~~

Subd. 4~~5~~. Summer Work Hours: As outlined in subdivisions 1 and 2~~ and 3~~ above, employees are required to work 40 hours but can work up to 80 hours between July 1 and August 10 each year. Employees must get approval from their supervisor for all hours worked in July and August. No employee may work more than 40 hours in one (1) week. Part time employees will work a prorated amount of summer hours based on their FTE equivalency. Employees must submit timesheets via the district's timesheet procedures to be paid for these hours.

ARTICLE IV
403B MATCHING CONTRIBUTION

Section 1. Eligibility: The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment with each successive school year adding to the years of employment. Further, to be eligible for this contribution, an employee must be regularly employed at least at a 0.75 FTE (142.5 of 190 days) during the contract year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

Section 2. Contribution: The School District will match eligible employee contributions up to a maximum dollar as listed in the following schedule, according to year of continuous employment.

Year of continuous employment in the district	2024-2025	2025-2026	2026-2027
Years 1 to 4	360	360	600
Years 5 to 9	860	860	1100
Years 10 to 15	1060	1060	1300
Years 16 to 20	1260	1260	1500
Years 21+	1460	1460	1700

Section 3. Authorization: A salary reduction authorization agreement must be completed by the eligible employee by October 1 and each year thereafter for the employee to participate in the 403B matching contribution plan.

Section 4. Leaves of Absence: Employees on unpaid leave~~leaves~~ may not participate in the matching program while on leave.

Section 5. Matching Requirement: The School District's contribution, in any event, shall not exceed the employee's matching contribution within the limitations of this Article.

ARTICLE V
INSURANCE BENEFITS

<u>Section 1. Health and Hospitalization Insurance</u>: All insurance benefits are available to employees who are working in a position on a 0.75 (138.75 of 185 days during the school year) up to a 1.0 FTE contract.

<u>Subd. 1. Individual High Deductible Medical Coverage</u>:

a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee~~ in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan").~~ Effective January 1, 2026 ~~uly 1, 2024~~, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $79~~7~~5. Effective January 1, 2027~~5~~, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $825~~780~~.

b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.

c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible~~, through the Flex Choice Plan,~~ to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law.

<u>Subd. 2. Family High Deductible Medical Coverage</u>:

a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee ~~in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan").~~ Effective January 1, 2026 ~~uly 1, 2024~~, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $1850~~600~~. Effective, January 1, 2027~~5~~, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed ~~$1800~~ $1,915.

b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.

c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible~~, through the Flex Choice Plan,~~ to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law.

Subd. 3. Changes in Coverage under High Deductible Coverage: If an eligible employee who qualifies for and is enrolled in coverage under the high deductible coverage option of the school district's health and hospitalization plan changes the type of coverage during a calendar year (e.g., from individual coverage under the high deductible coverage option to family coverage under the high deductible coverage option; from family coverage under the high deductible coverage option to individual coverage under the high deductible coverage option; from family or individual coverage under the high deductible coverage option to no coverage under the high deductible coverage option), the school district's contribution to the employee's HSA shall change accordingly. The change in the amount of HSA contributions shall be effective coincident with the change in the type of coverage under the high deductible coverage option.

Section 2. Dental Insurance:

Subd. 1. Individual Coverage: Effective January 1, 2026 ~~uly 1, 2024~~, the School District shall contribute a sum not to exceed $56 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2. Family Coverage: Effective January 1, 2027~~uly 1, 2024~~, the School District shall contribute a sum not to exceed $124 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Section 3. Group Paid Long-Term Disability Insurance: The School District will pay each month 100 percent of the premium for income protection insurance for each eligible employee. The income protection plan shall include the following:

a. Benefits begin after ninety (90) calendar days of total disability.

b. The monthly income benefit shall be 66-2/3 percent of basic monthly earnings (exclusive of any additional compensation from this district or any other source).

Section 4. Life Insurance: The School District will pay each month all of the life insurance premium for an $100,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Section 5. Claims Against the School District: Any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further 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.

Section 6. Duration of Insurance Contribution: An employee is eligible for school district contributions as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all district participation and contribution shall cease, except as otherwise provided by law. Employees who work the full school year and resign effective at the end of the school year or are placed on unrequested leave of absence effective at the end of the school year, shall be eligible for school district contribution as provided in this article through the following August 31st.

ARTICLE VI
OTHER BENEFITS

Section 1. Mileage: Employees required to use their personal vehicle in the performance of employment responsibilities shall be reimbursed for such travel pursuant to School District policy.

Section 2. Trainer/Inservice Presenter: An employee who is assigned to train, teach, or otherwise inservice other staff members outside of their typical job responsibilities (i.e. does not include trainings for the buildings/programs to which the employee is assigned) shall be compensated at the hourly rate of the employee's contract. If the training occurs during a time that the employee would otherwise be scheduled for their contracted duties for which the given training/inservice is not a part, then this hourly compensation is in addition to their contracted pay. All such training assignments must be made in writing by the appropriate director, assistant director, principal, or by the superintendent.

The employee will be compensated at the hourly rate of the employee's contract for preparation for the initial training only if preparation occurs outside of the employee's normal duty days/hours. For each professional development training presented, an employee may be compensated up to one (1) hour of prep time for each one (1) hour of the length of the training session per fiscal year. The employee must provide documentation for time spent in preparation outside of the employee's duty day.

Section 3. Reimbursement for Additional Certification: Employees in this contract will be awarded an annual stipend of $250 to help offset their additional expenses for CEU's and/or certification and licensing fees. This will be distributed automatically on a paycheck within the month of May of each contract year.

Section 4. Mentorship of a New Employees: Those employees who are approved by the School District to mentor a new employee hired under this contract will receive a $500 stipend for each first-year employee mentored and a $400 stipend for each second-year employee mentored. The mentor's stipend will be prorated on a quarterly basis should the new employee start or leave mid-year or not work for an extended period of time, such as while on a leave of absence. Stipends for mentorship will be paid annually on the last paycheck in May.

Section 5. Lead BCBA Stipend: The school district may appoint one or more lead employees. In the event of such an appointment, the employee shall receive an annual stipend of $3,000, which shall be prorated based on the employee's FTE equivalency. The stipend shall be distributed evenly over each payroll during the year. A list of duties shall be created by the school district and provided to the lead employee. The school district may renew or not renew the lead position at any time in its discretion

ARTICLE VII
MISCELLANEOUS

Section 1. Probationary Period: Employees shall serve a probationary period from their first day of paid work until a minimum of 12 months and will extend until the June 30th of the subsequent year during which time the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline such employee.

Section 2. Evaluation: Employees shall be evaluated once annually by administration. Employees may also elect to participate in peer-reviews, which shall be initiated by the employee with a same-position peer (i.e. a Board-Certified Behavior Analyst conducts a peer review/evaluation of a fellow Board-Certified Behavior Analyst).

Section 3. Years of Employment: For purposes of calculating years of service or the year in relation to 403B, longevity, and other benefits herein, the first year of employment shall be defined as any workdays of employment prior to the last student day of the fiscal year in the first employment agreement. The next regular fiscal calendar becomes the second year of employment with each successive school year adding to the years of employment.

Section 4. Right of Assignment: The district has the managerial right to assign employees to sites and/or programs based on the needs of the district.

Section 5. Renewal of Contract: The employee is considered an at-will employee and shall have no right to continued employment. The employee group herein and the district shall provide notice to the other by April 1 of the year in which the current contract ends that they intend to renew the contract, and any new terms of the contract will be negotiated between the parties prior to the commencement of the new contract in July of the given year. If a new contract is not finalized prior to the commencement of the date the new contract should begin (July), once finalized, items negotiated within the new contract shall be retroacted to the beginning of the new contract year, unless otherwise specified within the contract. If the District does not provide notice of their intent to renew the contract, the failure to provide notice of non-renewal shall not provide any basis for continuing rights to employment.

Section 6. Resignation Notice: During the term of this contract, the employee may terminate the contract by providing 30 days written notice to the District. Upon termination, the parties will have no further obligation to the other.

ARTICLE VIII
SALARIES

Section 1. Salary Increases for New Employees: A new employee shall be given a salary as agreed between the School District and the employee. An employee hired prior to January 1 shall be eligible for a salary step increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary step increase until the second following July 1. These salary terms may only be modified by mutual agreement in writing between the School District and the Employee at the time of initial employment.

Section 2. Base Salary: Employee shall receive a salary based on education and experience as agreed upon by each employee and the District for the duration of this contract as noted on each employee's individual agreement for School Board approval. The salary shall be taken from Addendum A for the 2025~~4~~-2027~~5~~ school year.

Subd. 1. Placement: Placement on the salary schedule at the time of initial hire to the position will be made by the Executive Director and will not be open to appeal. The factors that will be used in the placement determination include: degree earned, graduate credits earned beyond a Master's degree, years of experience while employed as a Board-Certified Behavior Analyst or Mental Health Professional or related employment experience (although it will not necessarily be a year-to-year match), applicability and transferability of skills and experience, and market forces at the time of hire. The initial placement may be determined at any step; however, lane/range placement will be determined based on graduate-level credits provided to the District via an official transcript.

~~In each subsequent year of employment, the employee will typically progress along the steps of the salary schedule. However, for the 20254-20275 school and contract year, employees will remain on the same step as they were during the 20243-20254 school year. The first step was dropped from the salary schedule, so remaining on the same step acts as a step increase. This placement has no bearing on seniority for the purposes of either longevity, 403B match, or other related items.~~

Subd. 2. BCBA Stipend: Each employee in this contract will receive an annual stipend of $3,000. The stipend shall be split and paid evenly over the employee's total number of paychecks for the year. Should an employee be hired or leave mid-year, the stipend will be prorated based on the number of days the employee worked compared to the total number of workdays available in that year (188~~7~~, ~~186,~~ or 185 days as outlined in Article III, Section 2).

Subd. 3. Pay Schedule and Insurance Deductions: An employee's annual salary and BCBA stipend are spread evenly over the number of paychecks the employee receives, which is typically 24. BCBAs work the defined teacher calendar with time worked during the summer paid via timesheet~~, the c~~~~Curren~~t The BCBAs' pay schedule will~~ be changing~~

~~from July 15 – June 30~~ begin on the~~to~~ August 31 payroll and the final check for that school year will be the following ~~–~~August 15 for 24 pay. ~~As of July 1, 2024, All newly hired BCBAs will follow the pay schedule of other licensed staff in the district with their first paycheck starting on the last paycheck in August 30, 2024, of the~~ corresponding school year~~ and their last paycheck for the 2024-2025 school year concluding on August 15 of the next year., 2025.~~

~~Due to schedule/calendar changes over the years, where BCBAs now work the defined teacher calendar with time worked during the summer paid via timesheet, the current BCBAs' pay schedule will be changing from July 15 – June 30 to August 31 – August 15 to match new hire BCBAs and licensed staff. This change will happen gradually over two (2) school years as follows:~~

1. ~~2024-2025 School Year: July 15, 2024 – June 30, 2025 (24-pays)~~
    a. ~~For district-paid benefits, employee deductions will be doubled in June for any costs associated with July 2025 coverage.~~
    b. ~~At the end of the 2024-2025 school year, should an employee choose not to return for the 2025-2026 school year, the employee will be responsible for paying the district for any employee costs associated with August 2025 coverage or the employee may choose to drop coverage.~~
2. ~~On July 15 and 31, 2025, as well as August 15, 2025, employees will receive no paycheck.~~
3. 2025-2026 School Year: August 31, 2025 – August 15, 2026 (24-pays)
    a. For district-paid benefits, employee deductions will be doubled on the August 31, 2025, paycheck for any costs associated with August 2025 coverage.

Subd. 4. Lane/Range Changes Via Transcript: Once annually, employees have the opportunity to provide the District with an additional or updated official transcript to move to a new lane/range. Following graduate credit pre-approval and submission of the 'Lane Change Request Form,' individual contracts will be modified to reflect qualified lane changes one (1) time per school year (July 1 to June 30), where employees move no more than two lanes, provided an official transcript of qualified credits and all related required paperwork is submitted to the Human Resources department (HR@isd917.org). Retro-pay in alignment with the employee's new, approved lane placement will occur for annual salary only as soon as practicable and will be effective the first workday following the date the last graduate credit or degree was obtained. Lane change requests submitted after May 15 will be held and applied, if approved, at the beginning of the subsequent school year. The following procedures apply:

a. Definition: Reference to credits in this section shall mean semester credits.
b. Employees will use the same process as the teachers to request prior approval for graduate credits to be used toward a lane change. Therefore:
    i. All graduate credits, in order to be considered for application on the salary schedule, must be approved by the superintendent or his/her designee in writing prior to the taking of the course.
    ii. All graduate credits applied to lanes/ranges beyond a Master's degree lane/range, must be earned subsequent to the earning of the degree.
    iii. All credits must carry a grade equivalent of "B" or higher. If a course is offered only with a pass or no pass grade, such pass grade shall be deemed equivalent to a "B."

Subd. 5. Lane/Range Changes Via Continuing Education Units (CEUs): Annually, employees may apply to have Continuing Education Units (CEUs) recognized for a lane/range change. Following CEU pre-approval and submission of the 'Lane Change Request Form,' individual contracts will be modified to reflect qualified lane changes one (1) time per school year (July 1 to June 30), where employees move no more than two lanes, provided an official transcript of qualified credits and all related required paperwork is submitted to the Human Resources department (HR@isd97.org). Retro-pay in alignment with the employee's new, approved lane placement will occur for annual salary only as soon as practicable and will be effective the first workday following the date the last graduate credit or degree was obtained. Lane change requests submitted after May 15 will be held and applied, if approved, at the beginning of the subsequent school year. The following procedures apply:

a. CEU course work must be approved by the appropriate professional association.
b. Fifteen (15) CEUs will equal one (1) semester credit of graduate work.
c. Employees will use the same process as the teachers to request prior approval for CEUs to be used toward a lane change. Therefore:
    i. All CEU hours, in order to be considered for application on the salary schedule, must be approved by the superintendent or their designee in writing prior to the taking of the course.
    ii. All CEUs applied to lanes/ranges beyond a Master's degree lane/range, must be earned subsequent to the earning of the degree.
d. CEUs applied to this subdivision must be paid for by the employee and not by the District.

Section 3. Longevity: Where years of employment is defined in Article VII, Section 3, employees shall receive a longevity stipend beyond the salaries delineated in Addendums A and B as follows:

Year of continuous employment in the district	**2024-2025**	**2025-2027**
Years 16 & 17	2200	2600
Years 18, 19, & 20	2800	3400
Years 21, 22, 23, 24, & 25	4400	5200
Years 26+	5500	6500

Board Certified Behavior Analysts Contract Approved by the School Board:

____ March~~June~~ 3~~11~~, 2026~~4~~

Chair Date

____ March~~June~~ 3, 2026~~4~~

Clerk Date

Salary Schedule for 2025-2026
Year 1

	New Step	Range 1 MA	Range 2 MA+10	Range 3 MA+20	Range 4 MA+30	Range 5 MA+40
	1	56,625.00	58,116.00	59,605.00	61,096.00	62,585.00
	2	58,495.00	60,036.00	61,578.00	63,120.00	64,663.00
	3	60,428.00	62,023.00	63,620.00	65,216.00	66,812.00
	4	62,429.00	64,082.00	65,734.00	67,384.00	69,038.00
	5	64,798.00	66,514.00	68,233.00	69,952.00	71,669.00
	6	67,261.00	69,046.00	70,833.00	72,619.00	74,292.00
	7	69,821.00	71,679.00	73,537.00	75,394.00	77,253.00
	8	72,484.00	74,416.00	76,348.00	78,280.00	80,215.00
	9	75,253.00	77,263.00	79,273.00	81,284.00	83,292.00
	10	78,494.00	80,594.00	82,695.00	84,795.00	86,896.00
	11	81,882.00	84,076.00	86,271.00	88,466.00	90,660.00
	12	85,421.00	87,713.00	90,007.00	92,301.00	94,594.00
	13	89,529.00	91,939.00	94,346.00	96,754.00	99,161.00
	14	93,844.00	96,372.00	98,901.00	101,430.00	103,958.00

Salary Schedule for 2026-2027
Year 2

	New Step	Range 1 MA	Range 2 MA+10	Range 3 MA+20	Range 4 MA+30	Range 5 MA+40
	1	57,758.00	59,278.00	60,797.00	62,318.00	63,837.00
	2	59,665.00	61,237.00	62,810.00	64,382.00	65,956.00
	3	61,637.00	63,263.00	64,892.00	66,520.00	68,148.00
	4	63,678.00	65,364.00	67,049.00	68,732.00	70,419.00
	5	66,094.00	67,844.00	69,598.00	71,351.00	73,102.00
	6	68,606.00	70,427.00	72,250.00	74,071.00	75,778.00
	7	71,217.00	73,113.00	75,008.00	76,902.00	78,798.00
	8	73,934.00	75,904.00	77,875.00	79,846.00	81,819.00
	9	76,758.00	78,808.00	80,858.00	82,910.00	84,958.00
	10	80,064.00	82,206.00	84,349.00	86,491.00	88,634.00

	11	83,520.00	85,758.00	87,996.00	90,235.00	92,473.00
	12	87,129.00	89,467.00	91,807.00	94,147.00	96,486.00
	13	91,320.00	93,778.00	96,233.00	98,689.00	101,144.00
	14	95,721.00	98,299.00	100,879.00	103,459.00	106,037.00

Intermediate School District 917

Terms and Conditions of Employment

For

Executive Directors

and

Directors

Effective July 1, 2023 to June 30, 2025

Board Approved: February 6, 2024

ARTICLE I
DEFINITION OF ELIGIBLE EMPLOYEES

The terms and conditions of employment as provided herein, cover those employees of Intermediate School District 917 who qualify as supervisors under the Minnesota Public Employment Labor Relations Act, and who are employed on a full-time basis in any of the following positions.

Executive Director of Business Services
Executive Director of Student Services (licensed)
Director of Finance
Director of Human Resources
Director of Social Emotional Learning (licensed)
Director of Teaching and Learning (licensed)

The School Board of Intermediate School District 917, Rosemount, Minnesota (School District) enters into this agreement with staff who are the most qualified for the position. For the licensed positions listed above, the District intends to employ candidates who possess a Director of Special Education and/or Principal licensure. In the event an employee is hired to one of the licensed positions and does not have the license(s) needed for the position, the employee will be required to secure a Director of Special Education and/or Principal licensure within two (2) years of their hiring date, as outlined on the employee's Administrator Agreement. Exceptions to this expectation may be approved by both the administrator's supervisor and/or the Superintendent.

ARTICLE II
LEAVES

Section l. Sick Leave:

Subd. l. Full-Time Employees: A full-time (1.0 FTE) employee shall receive Earned Sick and Safe Leave (ESSL), per Minnesota State Statutes 181.9445 through 181.9448, which outlines mandatory Earned Sick & Safe Time for Minnesota employers, at the rate of twelve (12) days during each fiscal year of service (July – June) in the employ of the School District. The employee shall be frontloaded with the twelve (12) ESSL days at the beginning of each fiscal year of employment, not subject to proration due to a leave of absence or early departure from the position.

Subd. 2. Part-Time Employees: Part-time employees who work 0.85 FTE or greater shall receive Earned Sick and Safe Leave (ESSL), per Minnesota State Statutes 181.9445 through 181.9448, which outlines mandatory Earned Sick & Safe Time for Minnesota employers, at a prorated rate in relation to full-time, 1.0 FTE employees' ESSL allotment listed above during each fiscal year but no less than 80 hours. The employee shall be frontloaded with ESSL days at the beginning of each fiscal year of employment, not subject to proration due to a leave of absence or early departure from the position.

Part-time employees who work at least 80 hours in a year up to 0.84 FTE shall accrue Earned Sick and Safe Leave (ESSL) monthly at a prorated rate in relation to full-time, 1.0 FTE employees' ESSL allotment listed above but no less than one (1) hour of ESSL for every 30 hours worked, with the ability to accumulate at least 48 hours of ESSL each year.

Subd. 3: Unused ESSL will rollover into a sick leave bank that may accumulate without limit. The employee can use accrued sick leave for personal illness, an absence due to an illness of or injury to a spouse, child, adult child, brother, sister, parent, grandparent, grandchild, spouse's parent, significant person or for "safety leave." For purposes of this provision, "child," includes stepchild and a biological, adopted, and foster child and "grandchild" includes a step-grandchild and a biological adopted and foster grandchild. For purposes of this subdivision, "parent" includes stepparent, biological, and adoptive parent.

Subd. 4: For employees hired into this contract group before July 1, 2024, upon the close of any contract year that occurs after which the employee has completed at least ten (10) years of continuous employment with the school district the school district shall pay to the Administrator the cash value of ten (10) sick leave days if the sick leave balance has 70 or more days. Such payment shall be made on July 15th following the close of the contract year. Years of employment are defined in Article III, Section 1, of these terms and conditions. Notwithstanding the foregoing, the total number of accumulated sick leave days cashed out will not exceed 75 days. Upon termination of employment, the Administrator shall receive a cash payment for a portion of his/her accumulated sick leave. The amount of accumulated sick leave days that will be paid to the Administrator upon termination of employment will be equal to the lesser of the number of accumulated sick leave days at the time of termination or the difference between 75 days and the number of days that have been cashed out and paid to the Administrator during his/her employment. For purposes of converting accumulated sick leave into cash in order to make payment to the Administrator hereunder, the value of a day of sick leave shall be determined as per Article III, Section 1 of these terms and conditions. The base salary is identified in the Administrative Agreement document in item #5 for the contract year in which the severance of employment occurs.

For employees hired into this contract group on or after July 1, 2024, payout of any sick leave days shall not be granted.

Section 2. Medical Leave:

Subd. 1. Personal Medical Leave of Absence: An employee who is unable to work because of a personal illness or disability may, upon written request to human resources per procedure outlined on the School District's website, be granted a medical leave of absence. Such leave shall run concurrently, that is at the same time, with Family Medical Leave Act (FMLA) provisions, if the employee is eligible under FMLA as noted in subdivision two (2) of this section. The employee's accrued paid leave must be exhausted before the employee transitions to an unpaid personal medical leave of absence.

Pregnancy Leave: The start of a personal physical disability absence for prenatal care, pregnancy, delivery, and recovery from childbirth shall be determined by the employee's physician. The end of a personal physical disability absence for childbirth shall also be determined by the employee's physician. This must be communicated to the School District in writing. Leaves extending beyond the physician's documentation shall fall under parental leave and may be eligible under the Family Medical Leave Act as noted in subdivision two (2) of this section.

Subd. 2. Family Medical Leave of Absence: In accordance with the Family Medical Leave Act (FMLA), eligible employees are entitled to twelve (12) workweeks of unpaid leave within a rolling twelve (12)-month period.

a) FMLA Eligibility: Over the twelve (12) months prior to leave, employees must have been employed with the School District for at least twelve (12) months and worked 1,250 hours within the twelve (12)-month period preceding the leave. Any use of vacation, personal leave, sick leave, or unpaid time off are not be counted toward the 1,250-hour benchmark.

b) Pursuant to law, FMLA Leave shall be granted for any of the following reasons:

1.The employee's own serious health condition, as defined by the FMLA;

2. The employee's need to care for an immediate family member (spouse, child, parent) with a serious health condition, as defined by the FMLA;

3. The placement (adoption or foster care) or birth of a child up to one year after the child's birth or placement.

c) FMLA Leave will run concurrently, that is at the same time, with any paid leave and any and all of the employee's accrued paid leave must be exhausted before the employee transitions to an unpaid leave of absence.

d) Spouses who work for the School District shall be allowed a combined total of twelve (12) weeks unpaid FMLA leave during any twelve (12)-month period for the birth or adoption of a child, or to care for a parent's serious health condition. However, the combined limitation does not apply to FMLA leave taken by one spouse in the School District to care for the other spouse in the School District.

Subd. 3. Notification and Request for Medical Leave: An employee must give written notice to the superintendent and human resources requesting a medical leave of absence at least three (3) calendar months before the beginning of the requested medical leave or within 24 hours of receipt of notice of arrival of an adopted child, if notice is received less than three (3) calendar months before the leave start date, or as soon as possible following the onset of a serious health condition. The request for medical leave shall adhere to procedure outlined on the School District's website.

Subd. 4. Medical Verification: The employee shall be required to provide the School District with medical verification from a qualified healthcare provider for their own or the family member's serious health condition when requesting the leave of absence in accordance with state statute.

Subd. 5. Returning from Medical Leave: An employee on a medical leave of absence under this Section must notify the superintendent and human resources or his/her administrative designee in writing, at least one (1) week prior to his/her intention to return from leave.

a) If the employee is returning from a personal medical leave of absence, the employee must also provide medical verification from a qualified healthcare provider of the employee's release from medical restrictions allowing them to return to full capacity at work.

The employee may provide medical verification from a qualified healthcare provider of the employee's work restrictions due to the employee's serious medical condition, and the School District will attempt to accommodate those restrictions, if possible.

b) Upon return from a medical leave, the employee shall be returned to the former position held from which the employee was granted the leave, or an equivalent position should that position no longer be available or the School District determines the timing of the employee's return would interfere with student achievement.

Subd. 6. Probationary Period: Periods of time for which the employee is on medical leave may extend the employee's probationary period pursuant to Minnesota Statute (122A.40).

Section 3. Parental Leave:

Subd. 1. An employee shall be afforded a parental leave of absence of no more than twelve (12) months in duration for the care of a newborn child or an adopted child, provided that the employee is caring for the child on a full-time basis. The parental leave will run concurrently, that is at the same time, as family medical leave should the leave be an FMLA-qualified leave of absence.

Subd. 2. Notification and Request for Parental Leave: An employee shall give written notice to human resources, per procedure outlined on the School District's website, requesting a parental leave of absence at least three (3) calendar months before the beginning of the requested leave or within 24 hours of receipt of notice of the arrival of an adopted child, if notice is received less than three (3) calendar months before the leave start date.

Subd. 3. Returning from Parental Leave: For partial school year leaves, an employee on a parental leave of absence under this Section must confirm with human resources his/her intention to return from parental leave at least four (4) weeks prior to his/her approved leave end date. For full school-year leaves, an employee on a parental leave of absence under this Section must confirm with human resources or his/her administrative designee in writing, his/her intention to return from parental leave in August of the next school year by April 1 of the leave school year.

Upon return from a parental leave, the employee shall be returned to the former position held from which the employee was granted the leave, or an equivalent position should that position no longer be available or the School District determines the timing of the employee's return would interfere with student achievement.

Subd. 4. Failure of the employee to return from a parental leave pursuant to the agreed upon return date with the School District, may constitute job abandonment and be grounds for termination.

Subd. 5. The School District may adjust the proposed beginning or end date of a parental leave to coincide with a natural break in the school year.

Subd. 6. Probationary Period: Periods of time for which the employee is on parental leave may extend the employee's probationary period pursuant to Minnesota Statute (122A.40).

Section 4. Bereavement and Family Illness Leaves: An absence due to death of a spouse, child, adult child, brother, sister, parent, grandparent, grandchild, spouse's parent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or a regular member of the immediate household, or significant person will be granted up to five (5) days per incident with the approval of the immediate supervisor with no salary deduction.

Absence due to illness or injury of a family member or for safety leave shall be deducted from sick leave or ESSL in accordance with state statute. Provisions under this section are not intended to limit any rights the employee may have under the family medical leave act.

Additional absence for severe illness or death may be granted at the sole discretion of the Superintendent.

Section 5. Civic Duty/Military Leave:

Subd. 1. Jury Duty: An employee summoned to serve on a jury shall request to be excused from such jury service. Employees who are not excused will be permitted time off without the loss of pay contingent upon the employee reimbursing the School District any fees / per diem received from the court for said jury duty. If/when an employee is dismissed from jury duty, the employee must return to work. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility of the employee to seek through the court. The District shall assume no responsibility to seek reimbursement, nor pay reimbursement for said expenses.

Subd. 2. Subpoenaed Witness: An employee subpoenaed in cases involving the School District or students (e.g., a parent custody case) served within the School District, will be permitted time off without the loss of pay and will be allowed to retain any allowable expenses reimbursed by the court. An employee subpoenaed in cases unrelated to the School District, will be permitted time off and use of paid or unpaid leave will be at the discretion of the superintendent. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility of the employee to seek through the court. The District shall assume no responsibility to seek reimbursement, nor pay reimbursement for said expenses.

Subd. 3. Military: Military leave shall be granted pursuant to state and federal laws.

Section 6. General Unpaid Personal Leave:

Subd. 1. An employee shall be afforded a general unpaid personal leave of absence, subject to the provisions in this section and District policy 464, through written request from the employee to the superintendent. Any leave within this section must also be approved by the School Board if it extends beyond five (5) days. The granting of such leave shall be at the sole discretion of the School Board.

A general leave may be granted by the School Board for extended personal illness, extended illness of the employee's immediate family member, additional educational requirements, or other reasons acceptable to the School Board.

Subd. 2. A general leave of absence pursuant to this section shall be leave without pay and the employee will not be permitted to use accrued leave to subsidize his/her general leave of absence.

Subd. 3. An employee on an approved general leave of absence for a full school year or the spring semester of the school year, shall notify the superintendent in writing of his/her intention to return for the upcoming school year no later than April 1 of the leave school year. For partial school year leaves, an employee on a general leave of absence under this Section must notify the superintendent in writing, of his/her intention to return from general leave at least two (2) months prior to his/her approved leave end date.

Section 7. Insurance Implications:

Subd. 1. Qualified FMLA Leaves: An employee on a leave under this article that qualifies per the Family Medical Leave Act (FMLA) is eligible to continue to participate in group insurance programs, if permitted under the insurance policy provisions, and shall continue to pay the employee contribution to the insurance premium for any month during which the FMLA-qualified leave falls.

Subd. 2. Other Leaves: For leaves under this article that do not qualify per the FMLA, the employee shall pay the full insurance premium (School District and employee contributions) for any month in which the employee does not work at least one (1) day.

Subd. 3. Payment: The employee is responsible for paying the School District business office the monthly amounts due for any insurance programs the employee wishes to retain in advance of the end of the corresponding month on such a date determined by the School District. However, the employee may elect to discontinue insurance programs. The right to continue participation in such group insurance programs shall automatically discontinue upon termination of employment, except as otherwise provided by law.

Section 8. Accrued Benefits:

Subd. 1. Employees on Medical or Parental Leaves: An employee on a medical or parental leave under this article shall retain his/her number sick leave days, experience credit for pay purposes, and other accrued benefits, if any, up to the date that the employee went on leave for use during the employee's leave of absence, as noted in section three (3) of this article, and accrual will continue so long as the employee is using paid leave. No additional experience credit for pay purposes, or other benefits shall accrue for the period of time that the employee is on unpaid leave.

Subd. 2. Employees on General Leaves: An employee on a general leave under this article shall retain his/her number of sick leave days, experience credit for pay purposes, and other accrued benefits, if any, up to the date that the employee went on leave for use upon the employee's return from leave. No additional experience credit for pay purposes, or other benefits shall accrue for the period that the employee is on unpaid leave.

Section 9: Professional Improvement Leaves: Professional improvement leave is designed for the purpose of job-related work, study, travel or research. This leave is specifically designed for the purpose of upgrading skills or expertise of value to the District. The District may contract with the employee to pay all or part of the employee's salary during this leave depending on the perceived value to the District of the experience or the employee may use accrued vacation if the professional improvement leave is unpaid. This contract may make provision for payment at District expense or employee expense for fringe benefits and retirement plan. Such a contract may require a refund of any such salary and/or fringe benefit cost contributed by the School District if the employee does not return to the District and work for a period of at least two contract years. A refund will not be required if the employee is placed on unrequested leave of absence or otherwise terminated as a result of staff reduction. The granting of professional improvement leaves is at the sole discretion of the superintendent or their designee with the approval of the School Board.

Section 10: Personal Leave: In the 2023-2024 contract year, the employee shall be granted two (2) non-accumulative personal leave days each year for any reason. Personal days will not be charged against sick leave and cannot be carried over into the following fiscal year. The days must be submitted via the district's attendance tracking system and pre-approved by the employee's supervisor. Personal leave will be unavailable to employees after June 2024.

ARTICLE III
CONTRACT YEAR, VACATION, AND HOLIDAYS

Section 1. Basic Work Year: The employee's duty year shall be for the entire 12-month contract year, including vacations and holidays, as provided herein. When it is necessary to compute a per day or per hour salary, the employee's base salary, including longevity and stipend(s) indicated on individual agreements, if applicable, will be divided by the number of weekdays per year minus twelve (12) holidays and minus the total number of vacation days to be accrued in the given year as outlined in section two (2) below.

Section 2. Vacations:

Subd. 1.   In the 2023-2024 contract year, the employee shall earn vacation at the rate of 28 days per year. Employees working less than a full year shall accrue vacation on a prorata basis.

In the 2024-2025 contract year, the employee shall be frontloaded with 30 vacation days per fiscal year, equating to 2.5 vacation days per month from July through June. While the vacation time will be frontloaded, should an employee end their employment with the district prior to the end of the contract year, they will be docked for overused vacation. Employees who start after July 1 shall have their vacation frontloaded at a prorated rate.

Subd. 2.   Vacation may be used after it is credited. A draw in advance on vacation not yet earned or credited may be granted at the approval of the superintendent. Vacation may be accrued to a maximum of 70 days. Upon the close of each contract year, the School District shall pay to the employee the cash value of all vacation days accrued above 70. Such payment shall be made on July 15th following the close of the contract year. For purposes of converting accumulated vacation into cash in order to make payment to the employee hereunder, the value of a day of vacation shall be calculated as per Article III, Section 1. Applicable annual base salary shall be the employee base salary for the contract year that just closed for purposes of the payments.

Subd. 3. An employee who is terminated or leaves the employment of the School District of his or her own volition will be paid for all accumulated vacation time, provided the employee is severing employment of his or her own volition and has given the employer six (6) weeks written notice.   Such payment shall be made as soon as administratively feasible following the employee's severance from employment. For purposes of converting accumulated vacation into cash in order to make payment to the employee hereunder, the value of a day of vacation shall be calculated as per Article III, Section 1. Applicable annual base salary shall be the employee's annual base salary for the contract year in which the severance for the contract year in which the severance of employment occurs. The superintendent may waive the six (6) weeks written notice due to special circumstances.

Subd. 4.   All requests for vacation must be approved in advance by the superintendent or his/her designee. Vacation requests in excess of a continuous three (3) weeks shall require the approval of the superintendent.

Section 3. Holidays: Employees shall have the following named holidays:

1. July 4
2. First (1^{st}) Monday of September
3. Fourth (4^{th}) Thursday of November
4. Day after the Fourth (4^{th}) Thursday of November
5. December 24
6. December 25
7. January 1
8. Third (3^{rd}) Monday of January
9. Third (3^{rd}) Monday of February
10. Last Monday of May
11. June 19
12. Floating holiday to be indicated in the attendance tracking system

Two (2) of the above listed eleven (11) predetermined holidays may be taken as floating holidays with approval from the employee's supervisor.

ARTICLE IV
403B/457 MATCHING CONTRIBUTION

Section l. Eligibility: To be eligible for contribution under this Article, an employee must be full-time,

Section 2. Contribution: The School District will match eligible employee contributions to a maximum $7500 per year.

Section 3. Authorization Agreement: A salary reduction authorization agreement must be completed by the eligible employee by October 1 of the current year for the employee to participate in the 403B or 457 matching contribution plans.

Section 4. Unpaid Leaves: Employees on unpaid leaves may not participate in the matching program while on leave.

Section 5. Matching Requirement: The School District's contribution, in any event, shall not exceed the employee's matching contribution within the limitations of this Article.

ARTICLE V
INSURANCE BENEFITS

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the school district. An employee who works an assignment of 0.75FTE or higher is eligible for health insurance benefits. A part time employee working less than 1.0FTE shall receive a prorated district contribution toward their health insurance and HSA.

Section 2. Health and Hospitalization Insurance:

Subd. 1. Individual High Deductible Coverage:

(a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). Effective, July 1, 2023, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $790. Effective, January 1, 2025, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $790.

(b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.

(c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law.

Subd. 2. Family High Deductible Coverage:

(a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan"). Effective July 1, 2023, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $2,100. Effective, January 1, 2025, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $2,250.

(b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in family coverage under the high deductible coverage option of the school district's health and hospitalization plan amount equal to the total contribution identified in subsection (a) minus the HSA contribution identified in subsection (c) and the HSA administrative fees.

(c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, through the Flex Choice Plan, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law.

<u>Subd. 3. Changes in Coverage under High Deductible Coverage</u>: If an eligible employee who qualifies for and is enrolled in coverage under the high deductible coverage option of the school district's health and hospitalization plan changes the type of coverage during a calendar year (e.g., from individual coverage under the high deductible coverage option to family coverage under the high deductible coverage option; from family coverage under the high deductible coverage option to individual coverage under the high deductible coverage option; from family or individual coverage under the high deductible coverage option to no coverage under the high deductible coverage option), the school district's contribution to the employee's HSA shall change accordingly. The change in the amount of HSA contributions shall be effective coincident with the change in the type of coverage under the high deductible coverage option.

Section 3. Retirees' Insurance:

Subd. l. Employees hired prior to July 1, 2015, who retire who have at least 10 years of continuous full-time service and who are age 55 years or older will continue to receive the same district contribution (single or family) toward medical and dental insurance benefits as stated in the then current agreement, for 10 years from the date of retirement or upon becoming eligible for Medicare, whichever occurs sooner. Employees hired after July 1, 2015, must be 55 or older and have completed at least fifteen (15) years of continuous full-time service with the School District to be eligible for insurance benefits included in this section.

Section 4. Group Income Protection: The School District will pay each month the cost of the premium for income protection insurance for each full-time employee, qualified for and enrolled in such School District plan. The income protection shall include the following:

1. Benefits begin after 90 days of total disability.
2. The monthly income benefit shall be 66 2/3 percent of basic monthly earnings (exclusive of any additional compensation from this district or another source).

Section 5. Life Insurance:

Subd. 1. The School District will pay each month the cost of the life insurance premium for a $350,000 term life insurance policy for each full-time employee, qualified for and enrolled in such School District plan. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Subd. 2. The employee may also purchase at the employee's own expense up to an additional $150,000 of term life insurance, subject to the terms and costs furnished by the district's insurance carrier.

Subd. 3. Upon retirement, employees may continue to participate in the District's policy and may purchase up to $100,000 in term insurance at their own expense, subject to the terms of the contractual agreement between the District and the insurance carrier.

Section 6. Dental Insurance:

Subd. 1. Individual Coverage: The School District shall contribute a sum not to exceed $60 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan.

Subd. 2. Family Coverage: The School District shall contribute a sum not to exceed $138 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan.

Section 7. Administrators, are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement Systems Trust and Plan Documents. All funds collected by the employer on behalf of the employee will be deposited into the employee's post-employment health care savings plan account. The Intermediate School District 917 shall contribute a lump sum payment in the amount of $1,750 on March 31, 2024, and $2,000 on March 31, 2025, to all employees covered in this agreement. The lump sum payment shall be deposited in the employee's HCSP account.

Section 8. Claims Against the School District: Any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further 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.

ARTICLE VI
OTHER BENEFITS

Section 1. Professional Growth: For an Employee hired before July 1, 2015, the Board agrees to reimburse tuition fees for preapproved courses and professional dues. These courses and professional dues are subject to the Superintendent's approval, whose decision shall be final.

For an employee hired after July 1, 2015, the Board agrees to reimburse professional dues and tuition fees for preapproved graduate courses that are part of a certification program, licensing program, education specialist program, educational doctorate program, or PHD program that is of benefit to Intermediate School District 917. Reimbursement of tuition/fees shall be limited to nine (9) semester credits (or equivalent) per fiscal year and the maximum reimbursement amount shall not exceed the cost of nine (9) graduate semester credits at the University of Minnesota. Reimbursement shall be subject to the superintendent's approval, whose decision shall be final.

If an employee's resignation effective date from the district is before the three-year anniversary of a tuition/fee reimbursement 50% of the reimbursement must be repaid to the district. If an Administrator's resignation effective date is on or after the third-year anniversary of a tuition/fee reimbursement, no repayment is required. This employee repayment requirement will be tracked separately for each tuition/fee reimbursement.

Section 2. Mileage: Employees required to use their personal vehicle in the performance of their supervisory duties shall be reimbursed for such travel pursuant to School District policy.

Section 3. Cellphones: Employees within this contract shall receive a monthly stipend for the use of their personal cellphone for work-related use in accordance with District policy.

Section 4. Defense and Indemnification:

Subd. 1. The School District agrees, subject to the provisions of this section, as a condition of this employment contract, that it shall defend, hold harmless, and indemnify the employee from any and all demands, claims, suits, actions, and legal proceedings brought against the employee in his/her individual capacity, or in his/her official capacity as agent and employee of the School District, provided the incident arose while the employee was acting within the scope of his/her employment and acting in good faith.

Subd. 2. Subject to the limitations provided in Subd. 1 hereof, the School Board shall provide legal counsel and pay the fees for services rendered and costs advanced by such counsel in defense of the employee and shall pay all expenses to the ultimate conclusion of such action and shall pay any judgment which may be rendered against the employee. In the event that a conflict exists as regards the defense to any claim between the legal position of the employee and the legal position of the School District, the School District agrees to engage separate counsel for the employee and the School District agrees to pay the fees for services rendered and costs advanced by such counsel. The School District further agrees that the choice of such separate counsel shall be made by the employee and subject only to final approval by the School Board.

ARTICLE VII
MISCELLANEOUS

Section 1. Probationary Period:

Subd 1. Licensed Employees: Licensed employees shall serve a probationary period subject to the provisions of Minnesota State Statute § 122A.40.

Subd. 2. Unlicensed Employees: Unlicensed employees shall serve a probationary period from the date of hire until a minimum of 12 months and will extend until the June 30th of the subsequent year during which time the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline such employee.

Section 2. Exempt Status: This position is exempt from the overtime provisions of the Fair Labor Standards Act, based on the following factors:

(a) The position is salaried and earns more than $250 per week.
(b) The position involves performing work directly related to management policies and operations of the school district.
(c) The incumbent in this position customarily and regularly exercises discretion and independent judgment in the course of the daily work activities.

Section 3. Years of Service:

Subd. 1. For purposes of calculating years of service or the year in relation to 403B, vacation, and other benefits herein, the first year of employment shall be defined as any days of employment prior to the last day of the fiscal year in the first employment agreement. The next regular fiscal calendar becomes the second year of employment with each successive school year adding to the years of employment.

Subd. 2. When benefits in this contract are determined by years as an administrator, the term "administrator" refers to time that the employee worked in the District as one or more of the following classifications:

1. Executive Directors/Directors, Business Managers
2. Coordinators: Communications, Human Resources, and/or Technology
3. Assistant Directors/Principals
4. Deans/Assistant Principals

Section 4. Abolition of Position:

Subd. 1. Effect: This section shall be effective only if this position is eliminated by the School District for its own reason or as a result of modification of state law abolishing the School District or substantially altering its form or funding which dictates the abolishment of this position.

Subd. 2. Conditions: In the event this position is abolished as provided in Section 1 hereof, the employee shall be eligible for one year of the retiree insurance benefit provided for in Article IV, Section 2, notwithstanding age or years of service requirements, except such benefits shall not be available if the employee has substantially equivalent coverage paid for by another employer. Nothing in this Article, however, shall alter the benefits existing in Article IV, Insurance Benefits, for those employees who otherwise meet the age and service requirements as set forth in said articles.

ARTICLE VIII
SALARY

Section 1. Salary Increases for New Employees: A new employee shall be given a salary and step placement as agreed between the School District and the employee with approval by the superintendent or their designee. An employee hired prior to January 1 shall be eligible for a salary increase effective the following July 1. An employee hired on or after January 1 shall not be eligible for a salary increase until the second following July 1. These salary terms may only be modified by mutual agreement in writing between the School District and the employee at the time of initial employment.

Section 2. Base Salary: An employee shall receive an annual salary for each contract year as indicated_in the employee's Administrator Agreement document based on placement on the salary schedule below for the given fiscal year (June – July):

	2023-2024	
Steps	**Executive Director**	**Director**
1	$141,556	$131,070
2	$146,363	$135,877
3	$151,170	$140,685
4	$155,977	$145,492

5	$160,785	$150,299
6	$165,592	$155,106
7	$170,399	$159,914

	2024-2025	
Steps	**Executive Director**	**Director**
1	$145,094	$134,347
2	$150,022	$139,274
3	$154,949	$144,202
4	$159,877	$149,129
5	$164,804	$154,057
6	$169,732	$158,984
7	$174,659	$163,911

Section 3. Longevity: Employees shall receive a longevity stipend beyond the salaries delineated in Article VIII, Section 2 as follows:

Years of Continuous Service in the District	2023-2024	2024-2025
After four (4) years of continuous employment (Years 5 through 10)	$2,000	$2,000
After ten (10) years of continuous employment (Years 11 through 15)	$2,250	$2,500
After fifteen (15) years of continuous employment (Years 16 through 20)	$3,250	$4,000
After 20 years of continuous employment (Years 21 through 25)	$4,000	$4,500
After 25 years of continuous employment (Years 26+)	$4,500	$5,000

Employees working less than full time will receive the stipend on a prorated basis.

The first year of employment shall be defined as any days of employment prior to the last day of the fiscal year in the first employment agreement. The next regular fiscal year becomes the second year of employment with each successive fiscal year adding to the years of employment.

Section 5. Salary Adjustment of Additional Stipends:

Subd. 1. Doctoral Stipend: In addition to the salaries delineated the employee's Administrator Agreement, those administrators who have attained the J.D., PhD, or EdD degree shall receive an additional annual stipend in the amount of $2,500 as indicated in the employee's Administrator Agreement document to be paid in twenty-four (24) equal portions on the normal semi-monthly salary for a full-year contract when the degree is awarded in June. Otherwise, such stipend shall begin in the month following the award of said degree and shall be prorated from that date until the end of the current fiscal year. Any pay adjustment shall not be made until an official transcript is received for the personnel file.

Executive Directors and Directors Contract Approved by the School Board:

______________________________	February 6, 2024
Chair	Date
______________________________	February 6, 2024
Clerk	Date

INTERMEDIATE SCHOOL DISTRICT 917

TERMS AND CONDITIONS OF

EMPLOYMENT FOR

MENTAL HEALTH PROFESSIONAL COORDINATORS
and
CENTRALIZED INTAKE COORDINATORS

July 1, 2024 – June 30, 2025

UPDATE APPROVED BY THE SCHOOL BOARD

June 11, 2024

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ARTICLE I
DEFINITION OF ELIGIBLE EMPLOYEES

These terms and conditions of employment as provided herein, cover those employees who enter into this agreement with the School Board of Intermediate School District 917, Rosemount, Minnesota (School District) beginning July 1, 2024, as a Mental Health Professional Coordinator or a Centralized Intake Coordinator. These terms and conditions of employment as provided herein, will continue through the week of June 30, 2025, or until otherwise amended.

ARTICLE II
LEAVES OF ABSENCE

Section 1. PTO Leave: Personal Time Off (PTO) is defined as absence used for illness, bereavement, adoption, religious holidays, personal use and paid childcare leave. Personal Time Off does not include such absences as jury duty (Section 4) and unpaid childcare leave.

Subd. 1. Full-Time Employees: All full-time employees working under this contract at eight (8) hours per day/40 hours per week, shall be credited with thirteen (13) days of Personal Time Off (PTO) per school year, ten (10) of which (i.e. 80 hours) may be used in accordance with Minnesota State Statute 181.9445 through 181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota employers. The PTO shall be frontloaded at the beginning of each school year. Employees who take medical or parental leave of absence, under this article, shall retain all their PTO.

Subd. 2. Part-Time and Job Share Employees: Part-time and job share employees working 0.8 FTE or more will be frontloaded their PTO at the beginning of the year, which will prorated from thirteen (13) days at a minimum of 80 hours. 80 hours of their prorated, frontloaded PTO may be used in accordance with Minnesota State Statute 181.9445 through 181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota employers.

Part-time and job share employees working less than 0.8 FTE will accrue PTO days on a pro-rata basis based on the employee's total hours worked compared to a full-time employee, which may all be used in accordance with Minnesota State Statute 181.9445 through 181.9448 that outlines mandatory Earned Sick & Safe Time for Minnesota employers. Employees who take medical or parental leave of absence, under this article, shall retain all their PTO.

Subd. 3. For the purposes of consistency of contracts and policies referring to paid time off, such as time off allotted for illness or medical/dental appointments, as "leave" types, time off aligned with Minnesota's Earned Sick and Safe Time statutes shall be referred to as "Earned Sick and Safe Leave" or "ESSL."

Subd. 4. At the end of each contract year, unused paid leave days (PTO and/or sick leave) will be processed as follows:

a) An employee's unused PTO hours will be rolled into a sick leave bank.

b) If an employee's accrued sick leave balance equals forty-five (45) unused sick leave days or more as of the end of the contract year, then five (5) unused PTO days will be sold back at the rate of two hundred ($200) per day (part-time employees will be prorated based on hours worked per week with 40 hours as the basis for full time). Any remaining PTO days beyond the five (5) days sold back will be added to each employee's previously accrued sick leave balance, except as provided below. In the event a PTO sell back is required under this paragraph and the employee's unused PTO balance at the end of the contract year is less than five (5) days, the amount of PTO sold will be equal to the employee's accrued PTO balance. Returning employees shall receive the monies for their PTO sell back on their end-of-August paycheck, following the conclusion of the school year, except for retiree employees, who shall receive the monies on the middle-of-June paycheck.

c) Employees hired prior to December 1 of the given contract year, who have used five (5) or less PTO days at the end of each contract year shall receive a District contribution of two hundred dollars ($200) in their name to the Minnesota State Retirement System (MSRS) Health Care Savings Plan. This contribution shall correspond with the end-of-August paycheck for returning employees, following the conclusion of the school year, except for retiree employees, whose contribution shall correspond with the middle-of-June paycheck.

Subd. 5. An employee may use their ten (10) PTO days allotted for ESSL in accordance with state statute. PTO and accumulated sick leave for illness of the employee, and the employee's child under 18, and/or the employee's parent or parent-in-law. For purposes of this subdivision, "child" includes stepchild, grandchild, biological, adopted and foster child. For purposes of this subdivision, "parent" includes stepparent, biological, and adoptive parent. Should the employee and their circumstance qualify for Family Medical Leave Act protection, the employee may be eligible for time-off per the Family Medical Leave Act and the district leave policies.

Subd. 6. After three (3) consecutive days of absence due to illness, or when there is probable cause to support the belief that an employee is misrepresenting the use of leave for illness, the District may require an employee to furnish a medical certificate from the attending medical provider indicating such absence was due to illness or disability. Requests for documentation following the use of ESSL will adhere to state statute. The District may require certification by the attending medical provider stating that the employee is in good health and able to resume the employee's duties upon return. In the event that a medical certification will be required, the employee will be so advised.

Subd. 7. In addition to other leaves and benefits provided for in this Continuing Bargaining Agreement, employees may take leaves under the provisions of all applicable state and federal laws, including the Family and Medical Leave Act. FMLA leaves shall run concurrently with any of the other leaves provided for in this Continuing Bargaining Agreement. Nothing in this contract shall be interpreted to diminish any benefit provided for in law, including those provided in the FMLA.

Subd. 8. To use PTO days without giving a reason for the absence, the employee must give at least a three (3) day notice and receive preapproval from their program administrator and the approving administrator will consider the safety and operational continuity of the program. In circumstances when the program cannot be safely and effectively operated without the employee, the program administrator may deny the request for use of PTO.

A three (3)-day notice is not needed for ESSL, illness, or bereavement unless the use is for foreseeable reasons, such as planned medical or dental appointments.

In the situation of a request for use of PTO with less than a three (3)-day notice, it is required that the employee provide an explanation of why a three (3)-day notice was not possible and the reason for the absence is required.

Subd. 9. PTO shall be granted in quarter-hour increments. Requests for the use of PTO days will typically not be granted on conference days or inservice days or the first ten (10) and the last ten (10) student contact days of the school year except for reasons of illness or bereavement, depending on district need, but can be granted at the discretion of the supervisor. PTO requests may be denied on a particular day if granting PTO leave would be disruptive to the functioning of the particular program.

Requests for exceptions to the expectations herein, if denied by the supervising administrator, require the approval of the superintendent or their designee through a review process. Employees seeking exceptions in order to use PTO during the restricted periods listed above, if denied by their supervisor, must reach out to the Director of Human Resources.

Subd. 10. No more than three (3) consecutive PTO days may be granted except for childbirth, adoption, absence due to extended illness, ESSL, or bereavement though extended absences must adhere to the leave of absence request process outlined in district policies.

Subd. 11. An employee who is entitled to PTO leave pay, or has accumulated sick leave, who is then receiving Worker's Compensation, may not be paid PTO leave pay in an amount greater than the difference between such Worker's Compensation and the employee's basic salary. Under such circumstances, only that fraction of a PTO leave day not covered by Worker's Compensation insurance shall be deducted from accrued leave.

Subd.12. Upon termination of an employee's employment for any reason, all PTO days and accumulated sick leave shall be immediately and automatically cancelled. If the employee is rehired within one year, the previously accumulated PTO days and accumulated sick leave shall be reinstated.

Section 2. Medical Leave

Subd. 1. Personal Medical Leave of Absence: An employee who is unable to work because of a personal illness or disability may, upon written request to human resources per procedure outlined on the School District's website, be granted a medical leave of absence. Such leave shall run concurrently, that is at the same time, with Family Medical Leave Act (FMLA) provisions, if the employee is eligible under FMLA as noted in subdivision two (2) of this section. The employee's accrued paid leave must be exhausted before the employee transitions to an unpaid personal medical leave of absence.

Pregnancy Leave: The start of a personal physical disability absence for prenatal care, pregnancy, delivery, and recovery from childbirth shall be determined by the employee's physician. The end of a personal physical disability absence for childbirth shall also be determined by the employee's physician. This must be communicated to the School District in writing. Leaves extending beyond the physician's documentation shall fall under parental leave and may be eligible under the Family Medical Leave Act as noted in subdivision two (2) of this section.

Subd. 2. Family Medical Leave of Absence: In accordance with the Family Medical Leave Act (FMLA), eligible employees are entitled to twelve (12) workweeks of unpaid leave within a rolling twelve (12)-month period. Non-contract days, such as winter and spring breaks, summer, and weekends shall not count toward the twelve (12) workweeks and accrued paid leave shall not be deducted.

a) FMLA Eligibility: Over the twelve (12) months prior to leave, employees must have been employed with the School District for at least twelve (12) months and worked 1,250 hours within the twelve (12)-month period preceding the leave. Any use of PTO, sick leave, or unpaid time off are not be counted toward the 1,250-hour benchmark.
b) Pursuant to law, FMLA Leave shall be granted for any of the following reasons:
   i. The employee's own serious health condition, as defined by the FMLA.
   ii. The employee's need to care for an immediate family member (spouse, child, parent) with a serious health condition, as defined by the FMLA.
   iii. The placement (adoption or foster care) or birth of a child up to one year after the child's birth or placement.
c) FMLA Leave will run concurrently, that is at the same time, with any paid leave and any and all of the employee's accrued paid leave must be exhausted before the employee transitions to an unpaid leave of absence.
d) Spouses who work for the School District shall be allowed a combined total of twelve (12) weeks unpaid FMLA leave during any twelve (12)-month period for the birth or adoption of a child, or to care for a parent's serious health condition. However, the combined limitation does not apply to FMLA leave taken by one spouse in the School District to care for the other spouse in the School District.

Subd. 3. Notification and Request for Medical Leave: An employee must give written notice to human resources requesting a medical leave of absence at least three (3) calendar months before the beginning of the requested medical leave or within 24 hours of receipt of notice of arrival of an adopted child, if notice is received less than three (3) calendar months before the leave start date, or as soon as possible following the onset of a serious health condition. The request for medical leave shall adhere to procedure outlined on the School District's website.

Subd. 4. Medical Verification: The employee shall be required to provide the School District with medical verification from a qualified healthcare provider for their own or the family member's serious health condition when requesting the leave of absence.

Subd. 5. Returning from Medical Leave: An employee on a medical leave of absence under this Section must notify human resources or his/her administrative designee in writing, at least one (1) week prior to his/her intention to return from leave.

a) If the employee is returning from a personal medical leave of absence, the employee must also provide medical verification from a qualified healthcare provider of the employee's release from medical restrictions allowing them to return to full capacity at work.

   The employee may provide medical verification from a qualified healthcare provider of the employee's work restrictions due to the employee's serious medical condition, and the School District will attempt to accommodate those restrictions if possible.

b) Upon return from a medical leave, the employee shall be returned to the former position held from which the employee was granted the leave, or an equivalent position should that position no longer be available or the School District determines the timing of the employee's return would interfere with student achievement.

<u>Subd. 6. Probationary Period</u>: Periods of time for which the employee is on medical leave may extend the employee's probationary period.

<u>Section 3. Parental Leave</u>

<u>Subd. 1</u>. An employee shall be afforded a parental leave of absence of no more than twelve (12) months in duration for the care of a newborn child or an adopted child, provided that the employee is caring for the child on a full-time basis. The parental leave will run concurrently, that is at the same time, as family medical leave should the leave be an FMLA-qualified leave of absence.

<u>Subd. 2. Notification and Request for Parental Leave</u>: An employee shall give written notice to human resources, per procedure outlined on the School District's website, requesting a parental leave of absence at least three (3) calendar months before the beginning of the requested leave or within 24 hours of receipt of notice of the arrival of an adopted child, if notice is received less than three (3) calendar months before the leave start date.

<u>Subd. 3. Returning from Parental Leave</u>: For partial school year leaves, an employee on a parental leave of absence under this Section must confirm with human resources his/her intention to return from parental leave at least two (2) weeks prior to his/her approved leave end date. For full school-year leaves, an employee on a parental leave of absence under this Section must confirm with human resources or his/her administrative designee in writing, his/her intention to return from parental leave in August of the next school year by April 1 of the leave school year.

Upon return from a parental leave, the employee shall be returned to the former position held from which the employee was granted the leave, or an equivalent position should that position no longer be available or the School District determines the timing of the employee's return would interfere with student achievement.

Subd. 4. Failure of the employee to return from a parental leave pursuant to the agreed upon return date with the School District, may constitute job abandonment and be grounds for termination.

Subd. 5. The School District may adjust the proposed beginning or end date of a parental leave to coincide with a natural break in the school year.

Subd. 6. Probationary Period: Periods of time for which the employee is on parental leave may extend the employee's probationary period.

Section 4. Civic Duty/Military Leave

Subd. 1. Jury Duty: An employee summoned to serve on a jury shall request to be excused from such jury service. Employees who are not excused will be permitted time off without the loss of pay contingent upon the employee reimbursing the School District any fees / per diem received from the court for said jury duty. If/when an employee is dismissed from jury duty, the employee must return to work. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility of the teacher to seek through the court. The District shall assume no responsibility to seek reimbursement, nor pay reimbursement for said expenses.

Subd. 2. Subpoenaed Witness: An employee subpoenaed in cases involving the School District or students (e.g., a parent custody case) served within the School District, will be permitted time off without the loss of pay and will be allowed to retain any allowable expenses reimbursed by the court. An employee subpoenaed in cases unrelated to the School District, will be permitted time off and use of paid or unpaid leave will be at the discretion of the Superintendent. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility of the teacher to seek through the court. The District shall assume no responsibility to seek reimbursement, nor pay reimbursement for said expenses.

Subd. 3. Military: Military leave shall be granted pursuant to State and Federal laws.

Section 5. General Unpaid Personal Leave

Subd. 1. An employee shall be afforded a general unpaid personal leave of absence, subject to the provisions in this section and District policy 464, through written request from the employee to the Superintendent. Any leave within this section must also be approved by the School Board if it extends beyond five (5) days. The granting of such leave shall be at the sole discretion of the School Board.

A general leave may be granted by the School Board for extended personal illness, extended illness of the employee's immediate family member, additional educational requirements, or other reasons acceptable to the School Board.

Subd. 2. A general leave of absence pursuant to this section shall be leave without pay and the employee will not be permitted to use accrued leave to subsidize his/her general leave of absence.

Subd. 3. An employee on an approved general leave of absence for a full school year or the spring semester of the school year, shall notify the Superintendent in writing of his/her intention to return for the upcoming school year no later than April 1 of the leave school year. For leaves that do not end at the conclusion of a school year, an employee on a general leave of absence under this Section must notify the Superintendent in writing of his/her intention to return from general leave at least one (1) month prior to his/her approved leave end date.

Section 6. Insurance Implications

Subd. 1. Qualified FMLA Leaves: An employee on a leave under this article that qualifies per the Family Medical Leave Act (FMLA) is eligible to continue to participate in group insurance programs, if permitted under the insurance policy provisions, and shall continue to pay the employee contribution to the insurance premium for any month during which the FMLA-qualified leave falls.

Subd. 2. Other Leaves: For leaves under this article that do not qualify per the FMLA, the employee shall pay the full insurance premium (School District and employee contributions) for any month in which the employee does not work at least one (1) day.

Subd. 3. Payment: The employee is responsible for paying the School District business office the monthly amounts due for any insurance programs the employee wishes to retain in advance of the end of the corresponding month on such a date determined by the School District. However, the employee may elect to discontinue insurance programs. The right to continue participation in such group insurance programs shall automatically discontinue upon termination of employment, except as otherwise provided by law.

Section 7. Accrued Benefits:

Subd. 1. Employees on Medical or Parental Leaves: An employee on a medical or parental leave under this article shall retain his/her number of PTO and sick leave days, experience credit for pay purposes, and other accrued benefits, if any, up to the date that the employee went on leave for use during the employee’s leave of absence, as noted in sections two (2) and three (3) of this article, and accrual will continue so long as the employee is using paid leave. No additional PTO days, experience credit for pay purposes, or other benefits shall accrue for the period of time that the employee is on unpaid leave.

Subd. 2. Employees on General Leaves: An employee on a general leave under this article shall retain his/her number of PTO and sick leave days, experience credit for pay purposes, and other accrued benefits, if any, up to the date that the employee went on leave for use upon the employee’s return from leave. No additional PTO days, experience credit for pay purposes, or other benefits shall accrue for the period that the employee is on unpaid leave.

Section 8. Seniority: For purposes of seniority standing, an employee on leave, pursuant to this Article, shall retain the employee's original seniority date during such leave of absence.

ARTICLE III
CONTRACT YEAR

Section 1. Standard Work Year: A full-time (1.0 FTE) employee's duty year shall be 195 paid days to be scheduled as outlined in Section 2 of this article. When it is necessary to compute a per day salary, the employee's base salary will be divided by the number of paid days (195 for full-time) per year. When it is necessary to compute a per hour salary, the employee's base salary will be divided by the number of paid days (195 for full-time) per year then divided by the number of hours worked per day (eight (8) for full-time).

Section 2: Calendar and Work Schedule: All employees under this contract, regardless of their full-time equivalent, shall complete a duty day calendar reflecting their total days worked (195 for full-time) between July and the following June of a given fiscal year, which they must get approved by their supervisor and provide to human resources. Should the employee's calendar change during the course of the year, the employee must get their revised calendar approved by their supervisor and provide it to human resources.

ARTICLE IV
403B MATCHING CONTRIBUTION

Section 1. Eligibility: The first year of employment shall be defined as any days of employment prior to the last student day of the regular school calendar in the first employment agreement. The next regular school calendar becomes the second year of employment with each successive school year adding to the years of employment. Further, to be eligible for this contribution, an employee must be regularly employed at least at a 0.75 FTE (146.25 of 195 days) during the contract year, and such benefits shall not apply to employees employed for a lesser time or substitute employees.

Section 2. Contribution: The School District will match eligible employee contributions up to a maximum dollar as listed in the following schedule, according to year of continuous employment.

Year of continuous employment in the district	2025-2025
Years 1 to 4	360
Years 5 to 9	860
Years 10 to 15	1060
Years 16 to 20	1260
Years 21+	1460

Section 3. Authorization: A salary reduction authorization agreement must be completed by the eligible employee by October 1 and each year thereafter for the employee to participate in the 403B matching contribution plan.

Section 4. Leaves of Absence: Employees on unpaid leaves may not participate in the matching program while on leave.

Section 5. Matching Requirement: The School District's contribution, in any event, shall not exceed the employee's matching contribution within the limitations of this Article.

ARTICLE V
INSURANCE BENEFITS

Section 1. Health and Hospitalization Insurance: All insurance benefits in this article are available to employees who are working in a position on a 0.75 FTE (146.25 of 195 days) up to a 1.0 FTE contract. An employee working 0.54 FTE up to/not equal or exceeding 0.75 shall be granted benefits contributions at 76% of the contribution's dollar amounts listed herein.

Subd. 1. Individual High Deductible Medical Coverage:

Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 ~~Flex Choice Plan (the "Flex Choice Plan")~~. Effective July 1, 2024, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $775. Effective January 1, 2025, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $780.

The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.

The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible~~, through the Flex Choice Plan,~~ to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law.

Subd. 2. Family High Deductible Medical Coverage:

(a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") of such employee in accordance with the Intermediate School District No. 917 ~~Flex~~

~~Choice Plan (the "Flex Choice Plan")~~. Effective July 1, 2024, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $1600. Effective, January 1, 2025, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $1800.

(b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.

(c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible~~, through the Flex Choice Plan,~~ to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law.

Subd. 3. Changes in Coverage under High Deductible Coverage: If an eligible employee who qualifies for and is enrolled in coverage under the high deductible coverage option of the school district's health and hospitalization plan changes the type of coverage during a calendar year (e.g., from individual coverage under the high deductible coverage option to family coverage under the high deductible coverage option; from family coverage under the high deductible coverage option to individual coverage under the high deductible coverage option; from family or individual coverage under the high deductible coverage option to no coverage under the high deductible coverage option), the school district's contribution to the employee's HSA shall change accordingly. The change in the amount of HSA contributions shall be effective coincident with the change in the type of coverage under the high deductible coverage option.

Section 2. Dental Insurance:

Subd. 1. Individual Coverage: Effective July 1, 2024, the School District shall contribute a sum not to exceed $56 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Subd. 2. Family Coverage: Effective July 1, 2024, the School District shall contribute a sum not to exceed $124 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction.

Section 3. Group Paid Long-Term Disability Insurance: The School District will pay each month 100 percent of the premium for income protection insurance for each eligible employee. The income protection plan shall include the following:

a. Benefits begin after ninety (90) calendar days of total disability.

b. The monthly income benefit shall be 66-2/3 percent of basic monthly earnings (exclusive of any additional compensation from this district or any other source).

Section 4. Life Insurance: The School District will pay each month all of the life insurance premium for an $100,000 term life insurance policy for each eligible employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Section 5. Claims Against the School District: Any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further 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.

Section 6. Duration of Insurance Contribution: An employee is eligible for school district contributions as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all district participation and contribution shall cease, except as otherwise provided by law. Employees who work the full school year and resign effective at the end of the school year or are placed on unrequested leave of absence effective at the end of the school year, shall be eligible for school district contribution as provided in this article through the following August 31st.

ARTICLE V
OTHER BENEFITS

Section 1. Mileage: Employees required to use their personal vehicle in the performance of employment responsibilities shall be reimbursed for such travel pursuant to School District policy.

Section 2. Trainer/Inservice Presenter: An employee who is assigned to train, teach, or otherwise inservice other staff members outside of their typical job responsibilities (i.e. does not include trainings for the buildings/programs to which the employee is assigned) shall be compensated at the hourly rate of the employee's contract. If the training occurs during a time that the employee would otherwise be scheduled for their contracted duties for which the given training/inservice is not a part, then this hourly compensation is in addition to their contracted pay. All such training assignments must be made in writing by the appropriate director, assistant director, principal, or by the superintendent.

The employee will be compensated at the hourly rate of the employee's contract for preparation for the initial training only if preparation occurs outside of the employee's normal duty days/hours. For each professional development training presented, an employee may be compensated up to one (1) hour of prep time for each one (1) hour of the length of the training session per fiscal year. The employee must provide documentation for time spent in preparation outside of the employee's duty day.

Section 3. Lead PCM, Behavior Tools, & Special Education Training Coordinator Stipend: An employee who is assigned to serve as the lead professional crisis management (PCM), behavior tools, and special education training coordinator will support the Assistant Director/Director assigned to supervise training and trainers, as directed. This assignment will facilitate various training duties, such as maintaining consistency and reliability across trainers, finding last-minute substitute trainers, and other duties as assigned. For their work, the employee will receive an annual stipend of $5000, to be spread evenly across all paychecks for the fiscal year. Should an employee be assigned this role partway through the year, the stipend will be prorated based on the number of workdays remaining. This stipend shall not be factored into the employee’s hourly rate when calculating the hourly rate for additional time worked.

Section 4. Reimbursement for Additional Certification: Employees in the contract will be awarded an annual stipend of $250 to help offset their additional expenses for CEUs and/or certification and licensing fees. This will be distributed automatically on a paycheck within the month of May of each contract year.

ARTICLE VII
MISCELLANEOUS

Section 1. Probationary Period: Employees shall serve a probationary period from their first day of paid work until a minimum of 12 months and will extend until the June 30th of the subsequent year during which time the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline such employee.

Section 2. Evaluation: Employees shall be evaluated once annually by administration.

Section 3. Years of Employment: For purposes of calculating years of service or the year in relation to 403B, longevity, and other benefits herein, the first year of employment shall be defined as any workdays of employment prior to the last student day of the fiscal year in the first employment agreement. The next regular fiscal calendar becomes the second year of employment with each successive school year adding to the years of employment.

Section 4. Right of Assignment: The district has the managerial right to assign employees to sites and/or programs based on the needs of the district.

Section 5. Renewal of Contract: The employee is considered an at-will employee and shall have no right to continued employment. The employee group herein and the district shall provide notice to the other by April 1 of the year in which the current contract ends that they intend to renew the contract, and any new terms of the contract will be negotiated between the parties prior to the commencement of the new contract in July of the given year. If a new contract is not finalized prior to the commencement of the date the new contract should begin (July), once finalized, items negotiated within the new contract shall be retroacted to the beginning of the new contract year, unless otherwise specified within the contract. If the District does not provide notice of their intent to renew the contract, the failure to provide notice of non-renewal shall not provide any basis for continuing rights to employment.

Section 6. Resignation Notice: During the term of this contract, the employee may terminate the contract by providing 30 days written notice to the District. Upon termination, the parties will have no further obligation to the other.

ARTICLE VIII
SALARIES

Section 1: Salary Increases for New Employees: A new employee shall be given a salary as agreed between the School District and the employee. An employee hired prior to January 1 shall be eligible for a salary step increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary step increase until the second following July 1. These salary terms may only be modified by mutual agreement in writing between the School District and the Employee at the time of initial employment.

Section 2. Base Salary: Employee shall receive a salary based on education and experience as agreed upon by each employee and the District for the duration of this contract as noted on each employee's individual agreement for School Board approval. The salary shall be taken from Addendum A.

Subd. 1. Placement: Placement on the salary schedule at the time of initial hire to the position will be made by the Executive Director and will not be open to appeal. The factors that will be used in the placement determination include: degree earned, graduate credits earned beyond a Master's degree, years of experience while employed in the same or similar role (although it will not necessarily be a year-to-year match), applicability and transferability of skills and experience, and market forces at the time of hire. The initial placement may be determined at any step; however, lane/range placement will be determined based on credits/degrees provided to the District via an official transcript.

In each subsequent year of employment, the employee will typically progress along the steps of the salary schedule. However, for the 2024-2025 school and contract year, employees will remain on the same step as they were during the 2023-2024 school year. The first step was dropped from the salary schedule, so remaining on the same step acts as a step increase. This placement has no bearing on seniority for the purposes of either longevity, 403B match, or other related items.

Subd. 2. Pay Schedule: An employee's annual salary and any stipends are spread evenly over the number of paychecks the employee receives, which is typically 24, starting July 15 and concluding June 30 of each fiscal year. New employees may have less than 24 paychecks depending on their start date, particularly if they are starting in their position later than July 1.

Subd. 3. Lane/Range Changes: Once annually, employees have the opportunity to provide the District with an additional or updated official transcript to move to a new lane/range. Following graduate credit pre-approval and submission of the 'Lane Change Request Form,' individual contracts will be modified to reflect qualified lane changes one (1) time per school year (July 1 to June 30), where employees move no more than two lanes, provided an official transcript of qualified credits and all related required paperwork is submitted to the Human Resources department (HR@isd97.org). Retro-pay in alignment with the employee's new, approved lane placement will occur as soon as practicable and will be effective the first workday following the date the last graduate credit or degree was obtained. Lane change requests submitted after May 15 will be held and applied, if approved, at the beginning of the subsequent school year. The following procedures apply:

a. Definition: Reference to credits in this section shall mean semester credits.
b. Employees will use the same process as the teachers to request prior approval for graduate credits to be used toward a lane change. Therefore:
    i. All graduate credits, in order to be considered for application on the salary schedule, must be approved by the superintendent or his/her designee in writing prior to the taking of the course.
    ii. All graduate credits applied to lanes/ranges beyond a Master's degree lane/range, must be earned subsequent to the earning of the degree.
    iii. All credits must carry a grade equivalent of "B" or higher. If a course is offered only with a pass or no pass grade, such pass grade shall be deemed equivalent to a "B."

Subd. 5. Lane/Range Changes Via Continuing Education Units (CEUs) for the Mental Health Professional Coordinator: Annually, employees may apply to have Continuing Education Units (CEUs) recognized for a lane/range change. Following CEU pre-approval and submission of the 'Lane Change Request Form,' individual contracts will be modified to reflect qualified lane changes one (1) time per school year (July 1 to June 30), where employees move no more than two lanes, provided an official transcript of qualified credits and all related required paperwork is submitted to the Human Resources department. Retro-pay in alignment with the employee's new, approved lane placement will occur for annual salary only as soon as practicable and will be effective the first workday following the date the last graduate credit or degree was obtained. Lane change requests submitted after May 15 will be held and applied, if approved, at the beginning of the subsequent school year. The following procedures apply:

a. CEU course work must be approved by the appropriate professional association.
b. Fifteen (15) CEUs will equal one (1) semester credit of graduate work.
c. Employees will use the same process as the teachers to request prior approval for CEUs to be used toward a lane change. Therefore:
    i. All CEU hours, in order to be considered for application on the salary schedule, must be approved by the superintendent or their designee in writing prior to the taking of the course.
    ii. All CEUs applied to lanes/ranges beyond a Master's degree lane/range, must be earned subsequent to the earning of the degree.
d. CEUs applied to this subdivision must be paid for by the employee and not by the District.

Section 3. Longevity: Where years of employment is defined in Article VII, Section 3, employees shall receive a longevity stipend beyond the salaries delineated in Addendums A and B as follows:

Year of continuous employment in the district	**2024-2025**
Years 16 & 17	2200
Years 18, 19, & 20	2800
Years 21, 22, 23, 24, & 25	4400
Years 26+	5500

Longevity shall be factored into the employee's hourly rate when calculating the hourly rate for additional time worked.

Mental Health Professional Coordinator & Centralized Intake Coordinator Contract Approved by the School Board:

______________________________	June 11, 2024
Chair	Date
______________________________	June 11, 2024
Clerk	Date

Mental Health Professional Coordinator & Centralized Intake Coordinator
Intermediate School District 917
Addendum A
Salary Schedule for 2024-2025

	Range 1	*Range 2*	*Range 3*	*Range 4*	*Range 5*	*Range 6*	*Range 7*	*Range 8*	*Range 9*
Step	**BA**	**BA+10**	**BA+20**	**BA+30**	**MA**	**MA+10**	**MA+20**	**MA+30**	**MA+40 or SP**
1	$ 54,965	$ 56,435	$ 57,907	$ 59,376	$ 60,982	$ 62,585	$ 64,190	$ 65,796	$ 67,400
2	$ 56,766	$ 58,288	$ 59,810	$ 61,334	$ 62,994	$ 64,654	$ 66,316	$ 67,975	$ 69,637
3	$ 58,631	$ 60,207	$ 61,783	$ 63,357	$ 65,076	$ 66,794	$ 68,515	$ 70,233	$ 71,952
4	$ 60,562	$ 62,191	$ 63,824	$ 65,452	$ 67,232	$ 69,010	$ 70,790	$ 72,568	$ 74,349
5	$ 62,844	$ 64,539	$ 66,236	$ 67,932	$ 69,782	$ 71,631	$ 73,482	$ 75,332	$ 77,183
6	$ 65,218	$ 66,983	$ 68,747	$ 70,509	$ 72,435	$ 74,357	$ 76,281	$ 78,205	$ 80,007
7	$ 67,688	$ 69,521	$ 71,356	$ 73,191	$ 75,191	$ 77,193	$ 79,194	$ 81,194	$ 83,196
8	$ 68,027	$ 69,870	$ 74,071	$ 75,979	$ 78,059	$ 80,141	$ 82,222	$ 84,303	$ 86,385
9	$ 68,366	$ 70,218	$ 76,895	$ 78,878	$ 81,041	$ 83,206	$ 85,371	$ 87,535	$ 89,699
10	$ 68,709	$ 70,569	$ 80,198	$ 82,272	$ 84,532	$ 86,794	$ 89,057	$ 91,317	$ 93,579
11	$ 69,052	$ 70,923	$ 83,650	$ 85,816	$ 88,181	$ 90,543	$ 92,907	$ 95,270	$ 97,634
12	$ 69,398	$ 71,278	$ 87,258	$ 89,521	$ 91,993	$ 94,461	$ 96,930	$ 99,401	$ 101,871
13	$ 69,744	$ 71,633	$ 87,695	$ 89,969	$ 96,415	$ 99,011	$ 101,603	$ 104,197	$ 106,789
14	$ 70,093	$ 71,992	$ 88,133	$ 90,419	$ 101,064	$ 103,785	$ 106,509	$ 109,232	$ 111,955

Mental Health Professional Coordinator & Centralized Intake Coordinator
Intermediate School District 917
Addendum A
Salary Schedule for 2025-2026

	Range 1	*Range 2*	*Range 3*	*Range 4*	*Range 5*	*Range 6*	*Range 7*	*Range 8*	*Range 9*
Step	**BA**	**BA+10**	**BA+20**	**BA+30**	**MA**	**MA+10**	**MA+20**	**MA+30**	**MA+40 or SP**
1	$ 56,065	$ 57,563	$ 59,065	$ 60,564	$ 62,201	$ 63,836	$ 65,474	$ 67,112	$ 68,748
2	$ 57,902	$ 59,454	$ 61,006	$ 62,561	$ 64,253	$ 65,948	$ 67,642	$ 69,335	$ 71,030
3	$ 59,803	$ 61,411	$ 63,018	$ 64,624	$ 66,377	$ 68,129	$ 69,885	$ 71,638	$ 73,391
4	$ 61,773	$ 63,435	$ 65,101	$ 66,761	$ 68,576	$ 70,391	$ 72,205	$ 74,019	$ 75,836
5	$ 64,101	$ 65,831	$ 67,561	$ 69,291	$ 71,177	$ 73,064	$ 74,952	$ 76,839	$ 78,726
6	$ 66,523	$ 68,322	$ 70,122	$ 71,919	$ 73,883	$ 75,844	$ 77,806	$ 79,769	$ 81,607
7	$ 69,042	$ 70,912	$ 72,783	$ 74,654	$ 76,694	$ 78,736	$ 80,777	$ 82,817	$ 84,859
8	$ 69,388	$ 71,267	$ 75,552	$ 77,499	$ 79,621	$ 81,744	$ 83,866	$ 85,989	$ 88,113
9	$ 69,733	$ 71,623	$ 78,433	$ 80,455	$ 82,662	$ 84,871	$ 87,079	$ 89,286	$ 91,493
10	$ 70,083	$ 71,981	$ 81,802	$ 83,917	$ 86,223	$ 88,529	$ 90,839	$ 93,144	$ 95,451
11	$ 70,434	$ 72,342	$ 85,323	$ 87,532	$ 89,945	$ 92,354	$ 94,765	$ 97,175	$ 99,587
12	$ 70,786	$ 72,704	$ 89,004	$ 91,312	$ 93,833	$ 96,350	$ 98,869	$ 101,389	$ 103,908
13	$ 71,138	$ 73,066	$ 89,449	$ 91,768	$ 98,344	$ 100,992	$ 103,635	$ 106,281	$ 108,924
14	$ 71,495	$ 73,432	$ 89,896	$ 92,228	$ 103,085	$ 105,861	$ 108,639	$ 111,416	$ 114,194

INTERMEDIATE SCHOOL DISTRICT 917

TERMS AND CONDITIONS
OF EMPLOYMENT FOR

ASSISTANT PRINCIPALS OF SECONDARY PROGRAMS,
ASSISTANT PRINCIPALS/SPECIAL EDUCATION COORDINATORS
and
LIAISONS

EFFECTIVE JULY 1, 2025~~3~~ - JUNE 30, 2027~~5~~

APPROVED BY THE SCHOOL BOARD

March 3, 2026~~February 6, 2024~~

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ARTICLE I
DEFINITION OF ELIGIBLE EMPLOYEES

The terms and conditions provided herein, cover those employees who enter into this agreement with the School Board of Intermediate District 917, Rosemount, Minnesota (School District) beginning July 1, 2025~~3~~, as an Assistant Principal of Secondary Programs or an Assistant Principal/Special Education Coordinator with administrative licensing by the State of Minnesota or as a Liaison (unlicensed, non-administrative position). This agreement will continue through the week of June 30, 202~~5~~7, or until otherwise amended.

The District intends to employ the most qualified candidates for the above named licensed positions, who possesses a Director of Special Education and/or Principal licensure. Those hired into the Assistant Principal of Secondary Programs role must obtain a K-12 Principal license, while those hired into the Assistant Principal/Special Education Coordinator role must obtain both a K-12 Principal and Director of Special Education license. In the event an employee is hired to the position of Assistant Principal and does not have one or both of these two licenses, the employee will be required to secure the administrative licensure(s) within two (2) years of their hiring date, as outlined on the employee's Individual Agreement. Exceptions to this expectation may be approved by both the administrator's supervisor and the Superintendent.

ARTICLE II
LEAVES OF ABSENCE

<u>Section 1: Sick Leave</u>

> <u>Subd. 1. Full-Time Employees:</u> A full-time (1.0 FTE) employee shall receive Earned Sick and Safe Leave (ESSL), per Minnesota State Statutes 181.9445 through 181.9448, which outlines mandatory Earned Sick & Safe Time for Minnesota employers, at the rate of ten (10) days, no less than 80 hours, during each fiscal year of service (July – June) in the employ of the School District. The employee shall be frontloaded with the ten (10) ESSL days at the beginning of each fiscal year of employment, not subject to proration due to a leave of absence or early departure from the position.
>
> <u>Subd. 2. Part-Time Employees</u>: Part-time employees who work at least 80 hours in a year, but less than 1.0 FTE shall accrue Earned Sick and Safe Leave (ESSL) monthly at a prorated rate in relation to full-time, 1.0 FTE employees' ESSL allotment listed above but no less than one (1) hour of ESSL for every 30 hours worked, with the ability to accumulate at least 48 hours of ESSL each year.
>
> <u>Subd. 2:</u> Unused ESSL will rollover into a sick leave bank that may accumulate without limit.
>
> The employee can use accrued sick leave for personal illness, an absence due to an illness of or injury to a spouse, child, adult child, brother, sister, parent, grandparent, grandchild, spouse's parent, significant person or for "safety leave." For purposes of this provision, "child," includes stepchild and a biological, adopted, and foster child and "grandchild"

includes a step-grandchild and a biological adopted and foster grandchild. For purposes of this subdivision, “parent” includes stepparent, biological, and adoptive parent.

Section 2. Medical Leave:

Subd. 1. Personal Medical Leave of Absence: An employee who is unable to work because of a personal illness or disability may, upon written request to human resources per procedure outlined on the School District’s website, be granted a medical leave of absence. Such leave shall run concurrently, that is at the same time, with Family Medical Leave Act (FMLA) provisions, if the employee is eligible under FMLA as noted in subdivision two (2) of this section. The employee’s accrued paid leave must be exhausted before the employee transitions to an unpaid personal medical leave of absence.

Pregnancy Leave: The start of a personal physical disability absence for prenatal care, pregnancy, delivery, and recovery from childbirth shall be determined by the employee’s physician. The end of a personal physical disability absence for childbirth shall also be determined by the employee’s physician. This must be communicated to the School District in writing. Leaves extending beyond the physician’s documentation shall fall under parental leave and may be eligible under the Family Medical Leave Act as noted in subdivision two (2) of this section.

Subd. 2. Family Medical Leave of Absence: In accordance with the Family Medical Leave Act (FMLA), eligible employees are entitled to twelve (12) workweeks of unpaid leave within a rolling twelve (12)-month period.

a) FMLA Eligibility: Over the twelve (12) months prior to leave, employees must have been employed with the School District for at least twelve (12) months and worked 1,250 hours within the twelve (12)-month period preceding the leave. Any use of vacation, personal leave, sick leave, or unpaid time off are not be counted toward the 1,250-hour benchmark.

b) Pursuant to law, FMLA Leave shall be granted for any of the following reasons:

    1. The employee’s own serious health condition, as defined by the FMLA;

    2. The employee’s need to care for an immediate family member (spouse, child, parent) with a serious health condition, as defined by the FMLA;

    3. The placement (adoption or foster care) or birth of a child up to one year after the child’s birth or placement.

a. FMLA Leave will run concurrently, that is at the same time, with any paid leave and any and all of the employee’s accrued paid leave must be exhausted before the employee transitions to an unpaid leave of absence.

b. Spouses who work for the School District shall be allowed a combined total of twelve (12) weeks unpaid FMLA leave during any twelve (12)-month period for the birth or adoption of a child, or to care for a parent's serious health condition. However, the combined limitation does not apply to FMLA leave taken by one spouse in the School District to care for the other spouse in the School District.

Subd. 3. Notification and Request for Medical Leave: An employee must give written notice to the superintendent and human resources requesting a medical leave of absence at least three (3) calendar months before the beginning of the requested medical leave or within 24 hours of receipt of notice of arrival of an adopted child, if notice is received less than three (3) calendar months before the leave start date, or as soon as possible following the onset of a serious health condition. The request for medical leave shall adhere to procedure outlined on the School District's website.

Subd. 4. Medical Verification: The employee shall be required to provide the School District with medical verification from a qualified healthcare provider for their own or the family member's serious health condition when requesting the leave of absence in accordance with state statute.

Subd. 5. Returning from Medical Leave: An employee on a medical leave of absence under this Section must notify the superintendent and human resources or his/her administrative designee in writing, at least one (1) week prior to his/her intention to return from leave.

a) If the employee is returning from a personal medical leave of absence, the employee must also provide medical verification from a qualified healthcare provider of the employee's release from medical restrictions allowing them to return to full capacity at work.

The employee may provide medical verification from a qualified healthcare provider of the employee's work restrictions due to the employee's serious medical condition, and the School District will attempt to accommodate those restrictions, if possible.

b) Upon return from a medical leave, the employee shall be returned to the former position held from which the employee was granted the leave, or an equivalent position should that position no longer be available or the School District determines the timing of the employee's return would interfere with student achievement.

Subd. 6. Probationary Period: Periods of time for which the employee is on medical leave may extend the employee's probationary period pursuant to Minnesota Statute (122A.40).

Section 3. Parental Leave:

Subd. 1. An employee shall be afforded a parental leave of absence of no more than twelve (12) months in duration for the care of a newborn child or an adopted child, provided that the employee is caring for the child on a full-time basis. The parental leave will run concurrently, that is at the same time, as family medical leave should the leave be an FMLA-qualified leave of absence.

Subd. 2. Notification and Request for Parental Leave: An employee shall give written notice to human resources, per procedure outlined on the School District's website, requesting a parental leave of absence at least three (3) calendar months before the beginning of the requested leave or within 24 hours of receipt of notice of the arrival of an adopted child, if notice is received less than three (3) calendar months before the leave start date.

Subd. 3. Returning from Parental Leave: For partial school year leaves, an employee on a parental leave of absence under this Section must confirm with human resources his/her intention to return from parental leave at least four (4) weeks prior to his/her approved leave end date. For full school-year leaves, an employee on a parental leave of absence under this Section must confirm with human resources or his/her administrative designee in writing, his/her intention to return from parental leave in August of the next school year by April 1 of the leave school year.

Upon return from a parental leave, the employee shall be returned to the former position held from which the employee was granted the leave, or an equivalent position should that position no longer be available or the School District determines the timing of the employee's return would interfere with student achievement.

Subd. 4. Failure of the employee to return from a parental leave pursuant to the agreed upon return date with the School District, may constitute job abandonment and be grounds for termination.

Subd. 5. The School District may adjust the proposed beginning or end date of a parental leave to coincide with a natural break in the school year.

Subd. 6. Probationary Period: Periods of time for which the employee is on parental leave may extend the employee's probationary period pursuant to Minnesota Statute (122A.40).

Section 4. Bereavement and Family Illness Leaves: An absence due to death of a spouse, child, adult child, brother, sister, parent, grandparent, grandchild, spouse's parent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or a regular member of the immediate household, or significant person will be granted up to five (5) days per incident with the approval of the immediate supervisor with no salary deduction.

Absence due to illness or injury of a family member or for safety leave shall be deducted from sick leave or ESSL in accordance with state statute. Provisions under this section are not intended to limit any rights the employee may have under the family medical leave act.

Additional absence for severe illness or death may be granted at the sole discretion of the Superintendent.

Section 5. Civic Duty/Military Leave:

Subd. 1. Jury Duty: An employee summoned to serve on a jury shall request to be excused from such jury service. Employees who are not excused will be permitted time off without the loss of pay, contingent upon the employee reimbursing the School District any fees / per diem received from the court for said jury duty. If/when an employee is dismissed from jury duty, the employee must return to work. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility of the employee to seek through the court. The District shall assume no responsibility to seek reimbursement, nor pay reimbursement for said expenses.

Subd. 2. Subpoenaed Witness: An employee subpoenaed in cases involving the School District or students (e.g., a parent custody case) served within the School District, will be permitted time off without the loss of pay and will be allowed to retain any allowable expenses reimbursed by the court. An employee subpoenaed in cases unrelated to the School District, will be permitted time off and use of paid or unpaid leave will be at the discretion of the superintendent. Any allowable expenses reimbursed by the court, such as mileage, parking, and meals, may be retained and are the sole responsibility of the employee to seek through the court. The District shall assume no responsibility to seek reimbursement, nor pay reimbursement for said expenses.

Subd. 3. Military: Military leave shall be granted pursuant to state and federal laws.

Section 6. General Unpaid Personal Leave:

Subd. 1. An employee shall be afforded a general unpaid personal leave of absence, subject to the provisions in this section and District policy 464, through written request from the employee to the superintendent. Any leave within this section must also be approved by the School Board if it extends beyond five (5) days. The granting of such leave shall be at the sole discretion of the School Board.

A general leave may be granted by the School Board for extended personal illness, extended illness of the employee's immediate family member, additional educational requirements, or other reasons acceptable to the School Board.

Subd. 2. A general leave of absence pursuant to this section shall be leave without pay and the employee will not be permitted to use accrued leave to subsidize his/her general leave of absence.

Subd. 3. An employee on an approved general leave of absence for a full school year or the spring semester of the school year, shall notify the superintendent in writing of his/her intention to return for the upcoming school year no later than April 1 of the leave school year. For partial school year leaves, an employee on a general leave of absence under this Section must notify the superintendent in writing, of his/her intention to return from general leave at least two (2) months prior to his/her approved leave end date.

Section 7. Insurance Implications:

Subd. 1. Qualified FMLA Leaves: An employee on a leave under this article that qualifies per the Family Medical Leave Act (FMLA) is eligible to continue to participate in group insurance programs, if permitted under the insurance policy provisions, and shall continue to pay the employee contribution to the insurance premium for any month during which the FMLA-qualified leave falls.

Subd. 2. Other Leaves: For leaves under this article that do not qualify per the FMLA, the employee shall pay the full insurance premium (School District and employee contributions) for any month in which the employee does not work at least one (1) day.

Subd. 3. Payment: The employee is responsible for paying the School District business office the monthly amounts due for any insurance programs the employee wishes to retain in advance of the end of the corresponding month on such a date determined by the School District. However, the employee may elect to discontinue insurance programs. The right to continue participation in such group insurance programs shall automatically discontinue upon termination of employment, except as otherwise provided by law.

Section 8. Accrued Benefits:

Subd. 1. Employees on Medical or Parental Leaves: An employee on a medical or parental leave under this article shall retain his/her number sick leave days, experience credit for pay purposes, and other accrued benefits, if any, up to the date that the employee went on leave for use during the employee's leave of absence, as noted in section three (3) of this article, and accrual will continue so long as the employee is using paid leave. No additional experience credit for pay purposes, or other benefits shall accrue for the period of time that the employee is on unpaid leave.

Subd. 2. Employees on General Leaves: An employee on a general leave under this article shall retain his/her number of sick leave days, experience credit for pay purposes, and other accrued benefits, if any, up to the date that the employee went on leave for use upon the employee's return from leave. No additional experience credit for pay purposes, or other benefits shall accrue for the period that the employee is on unpaid leave.

Section 9: Professional Improvement Leaves: Professional improvement leave is designed for the purpose of job-related work, study, travel or research. This leave is specifically designed for the purpose of upgrading skills or expertise of value to the District. The District may contract with the employee to pay all or part of the employee's salary during this leave depending on the perceived value to the District of the experience or the employee may use accrued vacation if the professional improvement leave is unpaid. This contract may make provision for payment at District expense or employee expense for fringe benefits and retirement plan. Such a contract may require a refund of any such salary and/or fringe benefit cost contributed by the School District if the employee does not return to the District and work for a period of at least two contract years. A refund will not be required if the employee is placed on unrequested leave of absence or otherwise terminated as a result of staff reduction. The granting of professional improvement leaves is at the sole discretion of the superintendent or their designee with the approval of the School Board.

Section 10: Personal Leave: In the 2025~~3~~-2027~~4~~ contract year, the employee shall be granted two (2) non-accumulative personal leave days for any reason. Personal days will not be charged against sick leave and cannot be carried over into the following fiscal year. The days must be submitted in writing via the district's attendance tracking system and pre-approved by the employee's supervisor. Personal leave will be unavailable to employees after June 2027~~4~~.

ARTICLE III
CONTRACT YEAR, VACATION, AND HOLIDAYS

Section 1. Base Work Year: ~~In the 20253-20274 contract year, the employee's duty year shall be 220 paid days, including the holidays listed in Section 3 below, to be scheduled with the employee's supervisor. When it is necessary to compute a per day or per hour salary, the employee's base salary will be divided by the number of paid days (220) per year minus twelve (12) holidays and minus the total number of vacation days to be accrued in the given year as outlined in section two (2) below.~~

T~~In the 20254-20275 contract year, t~~he employee's duty year shall be 225 paid days, including the holidays listed in Section 3 below, to be scheduled with the employee's supervisor. When it is necessary to compute a per day or per hour salary, the employee's base salary will be divided by the number of paid days (225) per year minus twelve (12) holidays and minus the total number of vacation days to be accrued in the given year as outlined in section two (2) below.

Section 2. Vacations:

Subd. 1. ~~In the 2023-2024 contract year, E~~eligible employees shall earn vacation at the rate of six~~four~~ (6~~4~~) days per year frontloaded at the start of the fiscal year. Employees working less than a full year shall accrue vacation on a pro-rata basis.

~~In the 2024-2025 contract year, eligible employees shall earn vacation at the rate of six (6) days per year frontloaded at the start of the fiscal year. Employees working less than a full year shall be frontloaded with their vacation time on a pro-rata basis.~~

Subd. 2. Vacation may be used after it is credited. A draw in advance on vacation not yet frontloaded may be granted at the approval of the director and the superintendent. Overuse of vacation time not yet accrued, in the case of a leave of absence, termination, or resignation, shall be docked from the employee's paycheck.

Subd. 3. Vacation may accumulate up to 20 days. An employee who is terminated or leaves the employment of the School District of his or her own volition will be paid for all accumulated vacation time, provided the employee is severing employment of his or her own volition and has given the employer six (6) weeks written notice. Such payment shall be made the next pay period following the employee's severance from employment.

For purposes of converting accumulated vacation into cash in order to make payment to the employee hereunder, the value of a day of vacation shall be calculated as per Article III, Section 1. Applicable annual base salary shall be the employee's annual base salary for the contract year in which the severance of employment occurs. The superintendent may waive the six (6) weeks written notice due to special circumstances.

<u>Section 3. Holidays</u>: Employees shall have the following named holidays:

1. July 4
2. First (1^{st}) Monday of September
3. Fourth (4^{th}) Thursday of November
4. Day after the Fourth (4^{th}) Thursday of November
5. December 24
6. December 25
7. January 1
8. Third (3^{rd}) Monday of January
9. Third (3^{rd}) Monday of February
10. Last Monday of May
11. June 19
12. Floating holiday to be indicated in the attendance tracking system

Two (2) of the above listed eleven (11) predetermined holidays may be taken as a floating holiday with approval from the employee's supervisor.

ARTICLE IV
403B MATCHING CONTRIBUTION

<u>Section 1. Eligibility and Contribution.</u>

To be eligible for this contribution, an employee must be regularly employed at least 185 days during the contract year, and such benefits shall not apply to employees employed for a lesser time or substitute employees. The School District will match eligible employee contributions up to a maximum as listed in the following schedule, according to years within this contract.

Continuous Years in the District	Contribution
1-6	$3,500
7+	$5,000

<u>Section 2. Authorization</u>:

A salary reduction authorization agreement must be completed by the eligible employee by October 1 and each year thereafter for the employee to participate in the 403B matching contribution plan.

<u>Section 3. Unpaid Leaves:</u>

Employees on unpaid leaves may not participate in the matching program while on leave.

Section 4. Matching Requirement

The School District’s contribution, in any event, shall not exceed the employee’s matching contribution within the limitations of this Article.

ARTICLE V
INSURANCE BENEFITS

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the school district.

Section 2. Health and Hospitalization Insurance:

Subd. 1. Individual Coverage: The school district, effective July 1, 2023, shall contribute a sum not to exceed $790 per month toward the cost of the premium for individual coverage for each eligible employee employed by the school district who qualifies for and is enrolled in the school district’s health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 3. Effective January 1, 2025, this coverage option will no longer be available to employees in this contract.

Subd. 2. Family Coverage: The school district, effective July 1, 2023, shall contribute a sum not to exceed $1,900 per month toward the cost of the premium for family coverage for each eligible employee employed by the school district who qualifies for and is enrolled in the school district's health and hospitalization plan and who qualifies for family coverage. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. This subdivision shall not apply to those eligible employees who select coverage under the high deductible health plan described in Subdivision 4. Effective January 1, 2025, this coverage option will no longer be available to employees in this contract.

Subd. 3. Individual High Deductible Coverage:

(a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district’s health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account (“HSA”) ~~of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the “Flex Choice Plan”).~~ Effective, January~~uly~~ 1, 2026~~3~~ the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $795~~0~~. Effective, January 1, 2027~~5~~, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $825~~790~~.

(b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan a monthly amount equal to the total monthly contribution identified in subsection (a) minus the monthly HSA contribution identified in subsection (c) and the monthly HSA administrative fees.

(c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee employed by the school district who qualifies for and is enrolled in individual coverage under the high deductible coverage option of the school district's health and hospitalization plan. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, ~~through the Flex Choice Plan~~, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law.

<u>Subd. 4. Family High Deductible Coverage:</u>

(a) Eligible employees shall have the option of enrolling in a high deductible coverage option of the school district's health and hospitalization plan. The high deductible coverage shall be a qualified high deductible health plan within the meaning of Section 223 of the Internal Revenue Code of 1986, as amended from time to time. Each eligible employee enrolled in the high deductible coverage shall be eligible for a contribution to a health savings account ("HSA") ~~of such employee in accordance with the Intermediate School District No. 917 Flex Choice Plan (the "Flex Choice Plan")~~. Effective January 1, 2026 ~~July 1, 2023~~ the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $2,305~~1,900~~. Effective, January 1, 2027~~5~~, the total monthly contribution by the school district toward the cost of the premium of the high deductible coverage, the HSA contribution, and the HSA administrative fees attributable to such eligible employee shall not exceed $2,385~~250~~.

(b) The school district shall contribute toward the cost of the premium for each eligible employee employed by the school district who qualifies for and is enrolled in family coverage under the high deductible coverage option of the school district's health and hospitalization plan amount equal to the total contribution identified in subsection (a) minus the HSA contribution identified in subsection (c) and the HSA administrative fees.

(c) The school district shall contribute an amount equal to one-half of the applicable deductible to the HSA of each eligible employee enrolled in the family high deductible coverage. Such contributions shall be made monthly on a pro rata basis. Such employees shall also be eligible, ~~through the Flex Choice Plan~~, to make pre-tax contributions to the HSA via salary reduction. The school district shall select the vendor of the HSA to which such contributions shall be made. Once deposited in an employee's HSA, such contributions, whether made by the school district or via salary reduction, shall not be subject to restriction by the school district and the employee may access and/or transfer such funds to a different HSA to the fullest extent permitted by law.

Subd. 5 Changes in Coverage under High Deductible Coverage: If an eligible employee who qualifies for and is enrolled in coverage under the high deductible coverage option of the school district's health and hospitalization plan changes the type of coverage during a calendar year (e.g., from individual coverage under the high deductible coverage option to family coverage under the high deductible coverage option; from family coverage under the high deductible coverage option to individual coverage under the high deductible coverage option; from family or individual coverage under the high deductible coverage option to no coverage under the high deductible coverage option), the school district's contribution to the employee's HSA shall change accordingly. The change in the amount of HSA contributions shall be effective coincident with the change in the type of coverage under the high deductible coverage option.

Section 2. Group Income Protection:

The School District will pay each month 100 percent of the premium for income protection insurance for each eligible employee. The income protection plan shall include the following:

(a) Benefits begin after ninety (90) calendar days of total disability.
(b) The monthly income benefit shall be 66-2/3 percent of basic monthly earnings (exclusive of any additional compensation from this district or any other source)

Section 3. Life Insurance: The School District will pay the entire cost of the premiums for a $100,000 term life insurance policy for the employee. The value of this benefit will be included in the employee's taxable income as required by the Internal Revenue Code Section 79.

Section 4. Dental Insurance:

Subd. 1. Individual Coverage: The School District shall contribute a sum not to exceed $60 per month toward the cost of the premium for individual coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction. Employees working 74% time or less shall receive the district contribution on a prorated basis.

Subd. 2. Family Coverage: The School District shall contribute a sum not to exceed $138 per month toward the cost of the premium for family coverage for each eligible employee employed by the School District who qualifies for and is enrolled in the School District's dental insurance plan. Additional cost of the premium, if any, shall be borne by the employee and paid by payroll deduction. Employees working 74% time or less shall receive the district contribution on a prorated basis.

Section 5. Claims Against the School District: Any description of insurance benefits contained in this Article is intended to be informational only and the eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Article. It is further 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.

ARTICLE VI
OTHER BENEFITS

Section 1. Professional Growth: The Board agrees to reimburse professional dues and tuition fees for preapproved graduate courses that are part of a certification program, licensing program, education specialist program, educational doctorate program, Juris Doctorate program, or PHD program that is of benefit to Intermediate School District 917. Reimbursement of tuition/fees shall be limited to nine (9) semester credits (or equivalent) per fiscal year and the maximum reimbursement amount shall not exceed the cost of nine (9) graduate semester credits at the University of Minnesota. Reimbursement shall be subject to the superintendent's approval, whose decision shall be final.

If an employee's resignation effective date from the district is before the three-year anniversary of a tuition/fee reimbursement 50% of the reimbursement must be repaid to the district. If an Administrator's resignation effective date is on or after the third-year anniversary of a tuition/fee reimbursement, no repayment is required. This employee repayment requirement will be tracked separately for each tuition/fee reimbursement.

Section 2. Mileage: Employees required to use their personal vehicle in the performance of employment responsibilities shall be reimbursed for such travel pursuant to School District policy.

Section 3. Trainer/Inservice Presenter: An employee who is assigned to train, teach, or otherwise in-service other staff members outside of the basic work year outlined in Article III, Section 1 of this agreement shall be compensated at the hourly rate pro-rata as outlined in Article III, Section 1 of this contract. All such training assignments must be made in writing by the supervisor, executive director, or by the superintendent and documented via timesheet.

Section 3. Professional Development: The School Board agrees to reimburse tuition and fees and membership/association fees for courses and memberships which are preapproved in accordance with district policy.

ARTICLE VII
MISCELLANEOUS

Section 1. Probationary Period:

Subd. 1. Assistant Principals: Assistant Principals/licensed employees shall serve a probationary period subject to the provisions of Minnesota State Statute § 122A.40.

Subd. 2. Liaisons: Liaisons/unlicensed employees shall serve a probationary period from the date of hire until a minimum of 12 months and will extend until the June 30th of the subsequent year during which time the School District shall have the unqualified right to suspend without pay, discharge, or otherwise discipline such employee.

Section 2. Exempt Status: This position is exempt from the overtime provisions of the Fair Labor Standards Act, based on the following factors:

(a) The position is salaried and earns more than $250 per week.
(b) The position involves performing work directly related to management policies and operations of the school district.
(c) The incumbent in this position customarily and regularly exercises discretion and independent judgment in the course of the daily work activities.

Section 3. Years of Service: For purposes of calculating years of service or the year in relation to 403B, vacation, and other benefits herein, the first year of employment shall be defined as any workdays of employment prior to the last day of the fiscal year in the first employment agreement. The next regular fiscal calendar becomes the second year of employment with each successive school year adding to the years of employment.

Section 4. Right of Assignment: The district has the managerial right to assign administrators to sites and/or programs based on the needs of the district.

Section 5. Abolition of Position:

Subd.1: An assistant principal/special ed coordinator whose position is eliminated due to a reduction in the work force, or as a result of modification of state law substantially altering its form or funding, reorganization of administrative staff, declining enrollment, or for other reasons as provided by law, shall be subject to the provisions of Minn. Stat. § 122A.40 except as provided in Section 2 herein. Non-tenured assistant principals/special ed coordinators shall be non-renewed before assistant principals/special ed coordinators with continuing contract rights would be affected. Among assistant principals/special ed coordinators with continuing contract rights, part-time assistant principals/special ed coordinators shall be placed on unrequested leave of absence before full-time assistant principals/special ed coordinators. Assistant principals/special ed coordinators shall only bump into positions for which they have the appropriate required license.

~~Subd. 1. Effect: This Section shall be effective only if this position is eliminated by the School District for its own reason or as a result of modification of state law substantially altering its form or funding which dictates the abolishment of this position.~~

Subd. 2. Conditions: In the event this position is abolished as provided in Section 1 hereof, the employee shall be considered for open positions within the district, for which the employee is qualified, prior to the hire of external applicants. Upon School Board approval of the hire of the employee into an open position, the employee would be subject to the provisions within the contract of their new position of hire.

ARTICLE VIII
SALARIES

Section 1. Salary Increases for New Employees: A new employee shall be given a salary as agreed between the School District and the employee. An employee hired prior to January 1 shall be eligible for a salary step increase effective the following July 1. An employee hired after January 1 shall not be eligible for a salary step increase until the second following July 1. These salary terms may only be modified by mutual agreement in writing between the School District and the employee at the time of initial employment.

Section 2. Base Salary: An employee shall receive an annual salary for each contract year as indicated in the employee's individual agreement document based on the following salary schedules for the given contract year:

	~~2023-2024 (220 days)~~	
~~Steps~~	~~Asst. Principals~~	~~Liaisons~~
~~1~~	~~$97,700~~	~~$59,949~~
~~2~~	~~$100,630~~	~~$61,748~~
~~3~~	~~$103,649~~	~~$63,600~~
~~4~~	~~$106,759~~	~~$65,508~~
~~5~~	~~$109,962~~	~~$67,473~~
~~6~~	~~$113,261~~	~~$69,497~~
~~7~~	~~$116,659~~	~~$71,582~~

	2025~~4~~-2026~~5~~ (225 days)

Steps	Asst. Principals	Liaisons
1	103,876	$63,441
2	106,991	$65,345
3	$110,201	$67,305
4	$113,507	$69,323
5	$116,913	$71,403
6	$120,421	$73,545
7	$124,033	$75,751

	2026~~54~~-2027~~65~~ (225 days)	
Steps	Asst. Principals	Liaisons
1	105,434~~103,876~~	$64,710~~63441~~
2	108,596~~106,991~~	$66,652~~65,345~~
3	$111,854~~110,201~~	$68,651~~67,305~~
4	$115,210~~113,507~~	$70,709~~69,323~~
5	$118,667~~116,913~~	$72,831~~71,403~~
6	$122,227~~120,421~~	$75,016~~73,545~~
7	$125,893~~124,033~~	$77,266~~75,751~~

Placement on the salary schedule at the time of initial hire to the position will be made by the Executive Director in collaboration with the Superintendent and will not be open to appeal or grievance. The factors that will be used in the placement determination include: years of experience while employed as a licensed administrator for deans and while employed in a same or similar position for liaisons (although it will not necessarily be a year-to-year match), applicability and transferability of skills and experience, and market forces at the time of hire. The initial placement may be determined at any step. Each subsequent year of employment the employee will progress along the salary schedule. This placement has no bearing on seniority for the purposes of either longevity or for unrequested leave.

Section 3. Salary Adjustment: In addition to the salaries, those employees who have attained the J.D., PhD, or Ed.S degree shall receive an additional annual stipend in the amount of $2,500 as indicated in the employee's agreement document to be paid in twenty-four (24) equal portions on the normal semi-monthly salary for a full-year contract when the degree is awarded in June. Otherwise, such stipend shall begin in the month following the award of said degree and shall be prorated from that date until the end of the current fiscal year. Any pay adjustment shall not be made until an official transcript is received for the personnel file

Section 4. Longevity: An employee hired to fill a role under this agreement unit shall receive a longevity stipend beyond the salary delineated above as follows:

Continuous Years of Employment in the District	**Contract Year**
	202~~3~~5-202~~5~~7
After 10 years (Years 11-15)	$1,000
After 15 years (Years 16-20)	$2,000
After 20 years (Years 21-25)	$3,000
After 25 years (Years 26+)	$5,000

Employees working less than full time will receive the stipend on a prorated basis.

The first year of employment shall be defined as any days of employment prior to the last day of the fiscal year in the first employment agreement. The next regular fiscal year becomes the second year of employment with each successive fiscal year adding to the years of employment.

Assistant Principals and Liaisons Contract Approved by the School Board:

____ March 3, 2026~~February 6, 2024~~

Chair Date

____ March 3, 2026~~February 6, 2024~~

Clerk Date

DEPARTMENT OF EDUCATION

Annual Compliance Overview

Minnesota Statutes 2024, section 124D.78 requires Minnesota districts, charter schools, cooperatives, and Tribally controlled schools with 10 or more American Indian students to have an American Indian Parent Advisory Committee (AIPAC). Specifically, the Statutes cite that school boards and American Indian schools must provide for the maximum involvement of parents and children enrolled in education programs, programs for elementary and secondary grades, special education programs, and support services.

Districts, charter schools, cooperatives, and Tribally controlled schools with 10 or more American Indian students are required to submit annual compliance documents to the Office of American Indian Education (OAIE) by March 1 of each year. Also known as the vote of concurrence or nonconcurrence, annual compliance is a valuable opportunity for AIPAC members to meet and discuss whether or not they concur with the educational offerings that have been extended by the district to American Indian students.

The Vote and Resolution

Parent Committees receive data from the district on whether or not the district has met the needs of American Indian students using the goals from the program plan submitted and approved by MDE. The AIPAC votes on how the district is achieving and accountable to the goals. The AIPAC should work with administration to fill out the Program Plan Review. This vote is formally reflected on the annual compliance documents. Members of the AIPAC present the vote and resolution to the school board.

If the vote is one of nonconcurrence, the AIPAC must provide written recommendations for improvement to the school board at the time of the presentation. The school board then has 60 days in which to respond in writing to the AIPAC recommendations. A copy of this written response must be provided to OAIE.

Completing and Submitting the Documents

The Following Items are Required When Submitting Annual Compliance

- Annual Compliance/Vote of Concurrence or Nonconcurrence document
- AIPAC Roster and District Employee Sign-In Sheet
- American Indian Education Aid Program Plan Review
- AIPAC minutes indicating they have received data on how students are faring

When Completing the Fillable PDF Forms, Remember To:

- Include the district, charter school, cooperative, Tribally controlled school name and identifying number.
- Place a checkmark or X next to the applicable vote.
- Include all dates as indicated.
- Add all signatures as required, digital signatures are accepted.
- Use the drop-down menu in the roster to select the appropriate committee member options.
- Do not modify this form in any way except to add text directly into the areas designated for narrative text or to fill a check box.
- Documents must be received at MDE in Portable Document Format (PDF) format.

The District, Charter School, Cooperative, Tribally Controlled School Does Not Have an AIPAC

All educational entities with more than 10 American Indian students that do not have an AIPAC, are still required to complete this paperwork. Tribally Controlled schools may use their School Board as their AIPAC.

Place a checkmark or X next to "Does Not Have an AIPAC."

Obtain the signature of the superintendent or charter school/Tribally controlled school director and the school board chair.

Submission Deadline

Email all required items by **March 1** to the Office of American Indian Education (mde.aiea@state.mn.us).

Annual Compliance (Vote of Concurrence or Nonconcurrence)

District, Charter School, Cooperative, or Tribally Controlled School Name Intermediate School District 917

School Year 2025-2026

American Indian Parent Advisory Committee (AIPAC) Vote

○ **The AIPAC Issued a Vote of Concurrence**

Date of Concurrent Vote

Date the AIPAC Presented to the School Board

○ **The AIPAC Issued a Vote of Nonconcurrence**

A vote of nonconcurrence requires the AIPAC to provide specific written recommendations for improvement to the school board. The school board is required to respond in writing to each recommendation within 60 days of the recommendations being put forth. The school board must provide this written response to both the AIPAC and to the Office of American Indian Education (OAIE).

Date of Nonconcurrent Vote

Date the AIPAC Presented to the School Board

Date the Written Response from the School Board is Due

◉ **The District, Charter School, Cooperative, or Tribally Controlled School Does Not Have an AIPAC**

The district or school does not yet have an AIPAC, but recognizes the need to do so in order to remain compliant with Minnesota Statutes 2024, section 124D.78. By signing below, district, charter school, cooperative, or Tribally controlled school leadership commits to working with the Office of American Indian Education on committee formation.

Required Signatures

School Board Chairperson — Date

Superintendent or Charter School/Tribally Controlled School Director — Date

AIPAC Chairperson — Date

American Indian Education Aid Program Plan Review

This document serves as the foundation for how your district or school is fulfilling the measurable goals of the program plan, reviewed and approved by the Office of American Indian Education (OAIE) at the Minnesota Department of Education. This document is necessary to submit to be eligible for American Indian Education Aid next year.

Under Minnesota Statutes 2024, section 124D.81, subdivision 3, districts and schools should be identifying American Indian students and tracking their data and progress towards positive educational experiences.

Directions

This document should be completed with the American Indian Parent Advisory Committee (AIPAC) and district staff that work primarily with American Indian students. Both the AIPAC and district staff will meaningfully and authentically collaborate to complete this document which will be uploaded with your compliance documentation. The resolution must be accompanied by Parent Advisory Committee meeting minutes that show they have been appraised by the district or school on the goals of the Indian Education Program Plan and the measurement of progress toward those goals as required by Minnesota Statutes 2024, 124D.78, subdivision 2.

Using the approved American Indian Education Aid application that was submitted, communicate how the district or school has progressed towards all the goals outlined within each narrative for areas 1-6. Data should be shared with the AIPAC in order to concur with the district plan. Additionally, the Self-Assessment Rubric is another useful tool for AIPACs to understand programming and to vote on concurrence.

Measurable Goals

These program details must align to Minnesota Statutes 2024, section 124D.81, subdivision 2.

Focus Area 1: Support postsecondary preparation for pupils

Focus Area 2: Support the academic achievement of American Indian students

Focus Area 3: Make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils

Focus Area 4: Provide positive reinforcement of the self-image of American Indian pupils

Focus Area 5: Develop intercultural awareness among pupils, parents, and staff

Focus Area 6: Supplement, not supplant, state and federal educational and co-curricular programs

Focus Area	Measurable Goal(s) From Approved Plan	Progress Towards Goal(s) Using District Data	Is Progress Sufficient for Concurrence?
Support postsecondary preparation for pupils			
Support the academic achievement of American Indian students			
Make curriculum relevant to the needs, interests, and cultural heritage of American Indian pupils			
Provide positive reinforcement of the self-image of American Indian pupils			
Develop intercultural awareness among pupils, parents, and staff			
Supplement, not supplant, state and federal educational and co-curricular programs			

District Requirements Under Minnesota Statutes

Coordinator

Any district or participating school that conducts American Indian education programs with 100 or more state-identified American Indian students are to have a coordinator dedicated to State Indian Education programming.

Minnesota Statutes 2023, section 124D.76, Dedicated American Indian Education Coordinator

- ◉ No, we do not have 100 or more state identified American Indian students
- ○ Yes, we have 100 or more state identified American Indian students
  - ○ We have a dedicated American Indian Education Coordinator
  - ○ We do not have a dedicated American Indian Education Coordinator

Culture and Language Classes

Any district or participating school that conducts American Indian education programs with five percent *or* 100 or more state-identified American Indian students must provide American Indian culture and language classes.

Minnesota Statutes 2024, section 124D.71, subdivision 7

○ Yes, we provide American Indian culture and language classes for all American Indian students eligible for American Indian Education Aid

◉ No, we do not have at least five percent; or 100 or more American Indian students

Signatures

AIPAC Chairperson	Date
Director of American Indian Education	Date

For more information, please visit the Office of American Indian Education's website.

Please submit this documentation to the Office of American Indian Education (mde.aiea@state.mn.us).

DEPARTMENT OF EDUCATION

The American Indian Parent Advisory Committee (AIPAC) Roster

About Membership

Per Minnesota Statutes 2024, section 124D.78, subdivisions 3, The American Indian Parent Advisory Committee must be composed of parents or guardians of American Indian children eligible to be enrolled in American Indian education programs; American Indian secondary students; American Indian family members of students eligible to be enrolled in American Indian education programs; American Indian language and culture education teachers and paraprofessionals; American Indian teachers; American Indian district employees; American Indian counselors; adult American Indian people enrolled in educational programs; and American Indian community members. The majority of each committee must be the parents or guardians of the American Indian children enrolled or eligible to be enrolled in the programs.

About the Roster and Sign-In Sheet

The AIPAC roster is for committee members only. This form is electronic and fillable. You must include the committee member's name, email, and phone number in the first column. Subsequent columns contain a drop-down menu option. Select the best option for each particular committee member.

If an employee identifies as American Indian, they are eligible to serve as a voting committee member and may be included on the roster, rather than the district, charter school, cooperative, and Tribally controlled school sign-in sheet.

Submission

The first submission is with your American Indian Education Aid program plan, the second submission is with your annual compliance documents.

Submit completed rosters to the Office of American Indian Education (mde.aiea@state.mn.us).

American Indian Parent Advisory Committee Member Roster

Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...

Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...

Committee Member Name, Email, and Phone	American Indian	Committee Member Role	Primary Area of Representation
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...
	Select one...	Select one...	Select one...

District, Charter, or Tribally Controlled School Employee Sign-in Sheet

Employee Name, Email, and Phone	Employee Title