

Special School Board Meeting
Monday, January 27, 2025 5:00 PM

Montevideo Middle School Board Room
2001 William Avenue
Montevideo, MN 56265

Agenda

1. Call to Order/Pledge of Allegiance
 - 1.1. Roll Call: Stenson ____, Miller ____, Norman ____, Wibben ____, Shourds ____, and Birhanzl ____.
 - 1.2. Approval of the Agenda
2. Action
 - 2.1. Approve Superintendent Contract
 - 2.2. Approve Air Handler Quote
3. Adjournment

Montevideo School District #129
SUPERINTENDENT’S CONTRACT

The School Board of Independent School District No. 129, Montevideo, Minnesota, enters into this Contract with Dr. Jamie Skjeveland, a legally qualified and licensed Superintendent, who agrees to perform the duties of Superintendent of the School District.

I. Applicable Statute:

This Contract is entered into between the School District and the Superintendent in conformance with Minnesota Statute 123B.143.

II. Licensure:

The Superintendent shall furnish the School Board, throughout the life of this Contract, a valid and appropriate license to act as Superintendent in the State of Minnesota as provided by applicable laws, rules, and regulations.

III. Duration, Subsequent Contract, Termination During the Term, Mutual Consent and Contingency:

A. Duration:

This Contract is for a term of three (3) years commencing on July 1, 2025, and ending on June 30, 2028. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Superintendent or unless terminated as provided in this Contract.

B. Expiration:

This Contract shall expire at the end of the term specified in III, A. hereof. At the conclusion of its term, neither party shall have any further claim against the other, and the School District’s employment of the Superintendent shall cease, unless a subsequent contract is entered into in accordance with M.S. 123B.143, Subd. 1.

C. Termination During the Term:

The Superintendent's employment may be terminated during the term of this Contract only for cause as defined in Minnesota Statutes 122A.40, Subd. 9 and Subd. 13. Except for purposes of describing grounds for discharge, the provisions of Minnesota Statutes 122A.40 shall not be applicable. If the School Board proposes to terminate the Superintendent during the Contract term for cause as described in Minnesota Statutes 122A. 40, Subd. 9 or Subd. 13, it shall notify the Superintendent in writing of the proposed grounds for termination. The Superintendent shall be entitled to a hearing before an arbitrator provided the Superintendent makes such a request in writing to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Minnesota Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by the BMS rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding on the parties, subject to normal judicial review of arbitration decisions as provided by law. The Superintendent may be suspended with pay pending final determination by the arbitrator. If the Superintendent fails to request a hearing as provided herein within the fifteen (15)-day calendar period, it shall be deemed acquiesced by the Superintendent to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Superintendent shall have no further claim or recourse.

D. Mutual Consent:

This Contract may be terminated at any time by mutual consent of the School Board and the Superintendent.

E. Contingency:

If this Contract is a subsequent Contract entered into prior to the completion of an existing Contract, this subsequent Contract is contingent upon the Superintendent completing the terms of the existing Contract.

IV. Duties:

The Superintendent shall have charge of the administration of the schools under the direction of the School Board. The Superintendent shall be the Chief Executive Officer of the School District; shall direct and assign teachers and other School District employees under the Superintendent's supervision; shall organize, reorganize, and arrange the administrative and supervisory staff, including instruction and business affairs, as best serves the School District subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall, from time to time, suggest policies, regulations, rules, and procedures deemed necessary for the School District; and, in general, perform all duties incident to the office of the Superintendent and such other duties as may be prescribed by the School Board from time to time. The Superintendent shall abide by the policies, regulations, rules, procedures and orders established by the School Board and the State of Minnesota. The Superintendent shall have the right to attend all School Board meetings and all School Board and citizen committee meetings, serve as an ex-officio member of the School Board and all School Board committees, and provide administrative recommendations on each item of business considered by each of these groups.

V. Duty year and leaves:

A. Basic Work Year:

The Superintendent's duty year shall be for the entire twelve (12) -month Contract year as provided herein, and the Superintendent shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Superintendent shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

B. Vacation:

The Superintendent shall earn 25 working days of annual paid vacation each Contract year. Unused vacation must be taken within twelve (12) months after the end of the Contract year in which it is earned. Upon termination of employment, the Superintendent shall be entitled to payment for any unused vacation days earned and accrued pursuant to the provisions of this paragraph.

C. Holidays:

The Superintendent shall be entitled to eleven (11) paid holidays each contract year as designated by the School Board, unless any of the designated holidays fall on an in-class school day.

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| 1. New Year's Eve Day | 6. Christmas Eve Day |
| 2. New Year's Day | 7. Christmas Day |
| 3. Labor Day | 8. Good Friday |
| 4. Thanksgiving Day | 9. Memorial Day |
| 5. Thanksgiving Friday | 10. Juneteenth |
| | 11. Independence Day |

D. Sick Leave:

The Superintendent shall earn paid sick leave at the rate of 2.5 day(s) each working month, and earned sick leave may accumulate to a maximum of 100 days. The Superintendent shall earn, use, and accumulate ESST in conformance with the School District's Employment Policies and Minnesota Statutes 181.9445 – 181.9448.

E. Emergency Leave:

The Superintendent may be granted paid emergency leave during the Contract year at the discretion of the School Board.

F. Bereavement Leave:

The Superintendent shall be granted bereavement leave for a death within the Superintendent's immediate or close family. The time utilized shall be in a reasonable amount and shall be determined after conferring with the School Board Chair. Days utilized will not be deducted from sick leave.

G. Disability:

If the Superintendent is unable to perform regular duties because of personal illness or disability and has exhausted all accumulated sick leave, the School District shall provide additional paid sick leave at a salary equal to 60 percent of the Superintendent's regular salary until the expiration of the waiting period for long-term disability insurance.

H. Medical Leave:

1. Statutory Reference: The Superintendent and School Board agree to incorporate by reference and be bound by the provisions of M.S. 122A.40, Subd.12 relating to suspension and leave of absence for health reasons.

2. Procedure: If the Superintendent is unable to perform regular duties because of personal illness or disability and has exhausted all sick leave credit available or has become eligible for long-term disability compensation and has not been suspended or placed on leave of absence pursuant to M.S. 122A.40, Subd. 12, the Superintendent shall, upon request, be granted a medical leave of absence, without pay, up to one year in duration. The School Board may, in its discretion, extend such a leave upon written request. A request for medical leave of absence or extension thereof pursuant to this section shall be accompanied by a written statement from a physician outlining the condition of health and estimated time at which the Superintendent is expected to be able to resume normal responsibilities. The Superintendent, when on medical leave of absence, is eligible to continue to participate in group insurance programs as permitted under the insurance policy provisions, but the Superintendent shall pay the School District the entire premium for such programs as the Superintendent wishes to retain commencing with the beginning of the leave. If medical leave of at least one full year is granted pursuant to this section, the Superintendent voluntarily waives any right to a leave of absence to which the Superintendent might otherwise be entitled to pursuant to M.S. 122A.40, Subd.12.

VI. Insurance:

A. Health and Hospitalization and Dental Insurance:

The School District shall provide the Superintendent and the Superintendent's dependents with health and hospitalization insurance coverage under the School District's group plan. Each month, the School District shall contribute \$2,500 per month toward the premium for such insurance. Cash in lieu will be allowed for those employees who elect the high deductible health plan (HDHP) through the school district.

B. Life Insurance:

The School District shall provide, at the expense of the School District, term life insurance for the Superintendent under the School District's group life insurance plan in the amount of \$250,000 payable to the Superintendent's named beneficiary.

C. Long-Term Disability Insurance:

The School District shall provide, at the employee's expense, long-term disability insurance for the Superintendent under the School District's group plan.

D. Liability Insurance:

The School District shall provide, at School District expense, liability insurance naming the Superintendent as an insured, along with the School District, in an amount not less than that which is required by law for the School District.

E. Claims Against the School District:

The eligibility of the Superintendent or the Superintendent's dependents or beneficiary for insurance benefits shall be governed by the terms of the insurance policies purchased pursuant to this section. It is understood that the School District's only obligation is to purchase the insurance policies described herein, and no claim shall be made against the School District as a result of denial by an insurer of insurance benefits if the School District has purchased the policies and paid the premiums described herein.

VII. Other Benefits:

A. Tax-Sheltered Annuities: The Superintendent will be eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, Minnesota Statutes, Section 123B.02, Subd. 15, and School District policy, and as otherwise provided by law. The School District will match up to 3.0% of the salary.

B. Automobile:

The School District shall compensate the Superintendent for business use of the Superintendent's private automobile in accordance with current IRS guidelines, pursuant to M.S. 471.665, Subd. 1.

C. Conferences and Meetings:

The School District shall pay all legally valid expenses and fees for the Superintendent's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the School Board. The Superintendent shall periodically report to the School Board relative to all meetings and conferences attended. The Superintendent shall file itemized expense statements to be processed and approved as provided by law.

National Conference: The School District shall pay all legally valid expenses and fees for the attendance of the Superintendent to three (3) National Conferences per the life of this Contract.

VIII. Salary:

A. Annual Salary:

The Superintendent shall be paid an annual salary of \$160,000 for the 2025-2026 Contract year, \$163,000 for the 2026- 2027 Contract year, and \$166,000 for the 2027-2028 Contract year. During the term of this Contract, the annual salary may be modified but shall not be reduced. The annual salary shall be paid in 24 equal installments during the Contract year.

B. Performance Adjustment:

The Superintendent will be eligible to earn an annual performance adjustment. The School Board will set the maximum level for the performance adjustment when they approve the performance goals for the coming year. The appraisal process used to determine the performance adjustment will be a process agreed upon by the Superintendent and the School Board.

IX. Other Provisions:

A. Outside Activities:

While the Superintendent shall devote full time and due diligence to the affairs and the activities of the School District, the Superintendent may serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, such activities do not impede the Superintendent's ability to perform the duties of the superintendency. The Superintendent may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the School Board.

B. Indemnification and Provision of Counsel:

In the event that an action is brought or a claim is made against the Superintendent arising out of or in connection with the Superintendent's employment and the Superintendent is acting within the scope of employment or official duties, the School District shall defend and indemnify to the extent provided by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District herein shall be subject to the limitations as provided in Minnesota Statutes Chapter 466.

C. Dues:

The Superintendent is encouraged to belong to and participate in appropriate professional, educational organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, or permitted by the School Board. The Superintendent shall present appropriate statements for approval as provided by law.

D. Medical Examination:

The Superintendent shall have a comprehensive medical examination not less than once every three (3) years. A summary document from the physician certifying the fitness of the Superintendent to perform the duties of the position shall be provided to the School Board Chair. The cost of said examination not covered by the insurance program of the School District shall be paid by the School District.

X. Severability:

If any provision of the Contract is held to be invalid by operation of law, the remainder of the Contract shall not be affected thereby and shall remain in full force and effect.

This Contract shall be effective only upon signatures of the Superintendent and of the officers of the School Board after authorization for such signatures by the officers is given by the School Board in appropriate action in its minutes.

IN WITNESS WHEREOF, I have subscribed my signature this 27th day of January, 2025.

Jamie S. Skjeveland
Superintendent

IN WITNESS WHEREOF, I have subscribed my signature this 10th day of February, 2025.

Andrew Stenson
School Board Chair

Janet Wibben
School Board Clerk