



Excellence. For each and every student.

**BOARD OF EDUCATION**

Special Meeting - Monday, March 23, 2026 - 4:00 PM  
Creekside  
16000 41st Ave N.  
Plymouth, MN 55446

---

---

**Minutes of Regular Meeting Meeting**

A Regular Meeting Meeting of the Board of Education of Wayzata Public Schools was held Monday, March 23, 2026, beginning at 4:00 PM in the Creekside 16000 41st Ave N. Plymouth, MN 55446.

1. <b>CALL TO ORDER/ROLL CALL</b>	<b>2</b>
2. <b>APPROVAL OF AGENDA AND CONSENT AGENDA ITEMS</b>	<b>3</b>
3. <b>CONSENT AGENDA</b>	
A. Elections	
1. Notice of Election Equipment Testing	4
4. <b>ADMINISTRATIVE REPORTS AND RECOMMENDATIONS</b>	
A. Human Resource Services	6
1. Health Insurance Plan/Rates for the 2026-27 School Year	13
2. Dental Insurance Plan/Rates for 2026-27 School Year	14
5. <b>OTHER BOARD ACTION</b>	
A. Superintendent Contract	15
6. <b>ADJOURN</b>	<b>25</b>



**Board of Education**  
Regular Meeting – March 23, 2026

**AGENDA SECTION:** Call to Order

**ITEM:** Roll Call Attendance

**COMMENTS BY:** Board Clerk

	<b>PRESENT</b>	<b>ABSENT</b>
Heidi Kader	_____	_____
Sheila Prior	_____	_____
Alicia Liddle	_____	_____
Paras Bhende	_____	_____
Valentina Eyres	_____	_____
Dan Ginestra	_____	_____
Milind Sohoni	_____	_____
Chace Anderson, ex-officio	_____	_____

**Time called to order:** \_\_\_\_\_



**Board of Education**  
Regular Meeting – March 23, 2026

**AGENDA SECTION:** Approval of Agenda and Consent Agenda Items

**ITEM:** Approval of Agenda and Consent Agenda Items

**COMMENTS BY:** Milind Sohoni, Board Chair

Consent Agenda items are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event, the item will be removed as a Consent Agenda item and addressed. Consent Agenda items are as follows:

- A. Elections
  - 1. Notice of Election Equipment Testing

**Recommended Action:** Approve the full agenda as presented, and the consent agenda items.

**Motion by:** \_\_\_\_\_ **ROLL CALL** **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

NOTICE OF TESTING OF VOTING EQUIPMENT  
INDEPENDENT SCHOOL DISTRICT NO. 284  
(WAYZATA PUBLIC SCHOOLS)  
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that Independent School District No. 284 (Wayzata Public Schools) shall perform a public accuracy test of the voting equipment to be used in the District's April 14, 2026, special election. The test shall be conducted at Wayzata Public Schools District Service Center Building, 13305 12th Ave. N., Plymouth, Minnesota 55441 on April 7, 2026 at 4:00 o'clock p.m. Interested individuals are authorized to attend and observe. If you have any questions, please contact Amy Guise at (763)745-5005.

Dated: March 23, 2026

BY ORDER OF THE SCHOOL BOARD

By/s/  
\_\_\_\_\_  
School District Clerk  
Independent School District No. 284  
(Wayzata Public Schools)  
State of Minnesota

NOTICE OF TESTING OF VOTING EQUIPMENT  
INDEPENDENT SCHOOL DISTRICT NO. 284  
(WAYZATA PUBLIC SCHOOLS)  
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that Independent School District No. 284 (Wayzata Public Schools) shall perform a public accuracy test of the voting equipment to be used in the District's April 14, 2026, special election. The test shall be conducted at Wayzata Public Schools District Service Center Building, 13305 12th Ave. N., Plymouth, Minnesota 55441 on April 7, 2026 at 4:00 o'clock p.m. Interested individuals are authorized to attend and observe. If you have any questions, please contact Amy Guise at (763)745-5005.

Dated: March 23, 2026

BY ORDER OF THE SCHOOL BOARD

By/s/  
\_\_\_\_\_  
School District Clerk  
Independent School District No. 284  
(Wayzata Public Schools)  
State of Minnesota



# **EMPLOYEE HEALTH & DENTAL INSURANCE PLAN RATES 2026-27**

# SELF-INSURED

Wayzata School District has been Self-Insured since 2000.

## ***What is Self-Insured or Self-Funded:***

Employer pays for claims and other plan costs and carries the risk of claims fluctuation. Stop-Loss coverage is purchased to cap the risk.

- If claims run better than expected, the plan retains those funds to offset future renewals
- The plan (employer) manages the plan reserves
- Self-funded plans do not need to pay certain taxes and assessments
- Employer assumes the risk between the normally anticipated claim level and stop-loss coverage level

# EMPLOYEE HEALTH INSURANCE

We are very fortunate to have a dedicated group of individuals that have served on the health benefits committee over the years. These individuals have take their job seriously with the utmost commitment to keep the best possible rates and plans for the district and the employees.

The committee is made up of:

- 5 representatives from the Teacher group
- 1 representative from Custodial
- 1 representative from Wayzata Cafes
- 1 representative from Wayzata Kids
- 1 representative from Principals
- 1 representative from Administrative Professionals/Paraprofessionals
- 1 representative from Unaffiliated
- & Administration representatives from HR & Finance

We also greatly benefit from having a consultant and team that supports our work. This team thoroughly understands self-funded plans and works with many of the school districts in Minnesota.

# RECOMMENDATION - *premium increase*

**The process of getting to the approval for today included:**

- Reviewed medical plan performance focusing on actual accumulative claims vs expected and maximum.
- Worked with Paydhealth - program that assists with funding options for specialty meds.
- Implemented international sourcing for eligible prescriptions. Optional program for employees to acquire meds internationally to provide cost savings to both them and the overall plan.
- Thoughtful research and discussion on increases to deductibles/out of pocket max vs premiums.
- Reality that the cost of medical care and pharmacy has inflated more than ever in the past 18 months.

# RECOMMENDATION - *premium increase*

1

Each year, the Insurance Committee does a deep review of our current self-funded plans & recommends the percent increases. The percent recommended is based on three years of actual claims data of both medical and pharmacy.

2

We are mindful of the plans' reserves since we cannot fully predict our claims each year. A reserve is mandatory in case we have higher claims than anticipated. We take great pride in sharing that the district has had an average health insurance increase of 6.13% over the last 25 years!

3

Medical trend this year in Minnesota is showing an average increase of 13-15% and several surrounding districts are looking at an average increase of 10-22% this year.

4

With this knowledge, the committee unanimously supports the 12.75% recommendation to our overall health insurance premiums. Each employee group contract determines the district contribution and actual premium responsibility of employees.

# EMPLOYEE DENTAL INSURANCE

~The district's dental insurance is through Delta Dental of Minnesota.

~Dental is also based on claims experience, but it does not have the same or as many variables that medical insurance has.

~The district has maintained a 2% average increase in dental over the past 25 years.

~Administration and the insurance committee support the recommended 0% increase for active employees. This allows us to keep a sound fund balance for the dental plan.

# Other District Insurance

**\*Life Insurance & Long Term Disability Plans**

**\*Voluntary Vision Coverage (eyewear)**

**\*Other optional insurance (i.e. Critical Illness, Hospital Care & Accidental Injury, and Supplemental Life)**

**These rates are all locked in until June 2027.**

***Thank you!***



**Board of Education**  
Regular Meeting – March 23, 2026

**AGENDA SECTION:** Administration Reports and Recommendations

**ITEM:** Human Resource Recommendations

**COMMENTS BY:** Joanne Fieldseth, Human Resources Benefits Manager

**Authorization of Health and Hospitalization Insurance Rates 2026-2027**

The Health Benefits Committee met throughout the plan year and completed a thorough review of the health insurance plans. The current contracts with UnitedHealthcare for plan administration and stop loss, as well as ClearScript for pharmacy benefits administration, remain in place for the 2026-27 plan year.

The committee recognizes that any change is difficult, but due to rising healthcare costs, the group is recommending an increase of 12.75% with no plan changes to deductibles or out-of-pocket maximums. While this is a higher increase than we have seen, it is important to note that the district’s average increase over the past 25 years has been 6.13%, demonstrating long-term cost stability.

As chair of this committee, I would like to extend my sincere appreciation to the following members for their dedication, thoughtful analysis, and fiscally responsible work on this important committee:

- WEA: Anne Naumann, Lynda Lankford, Samara Eugene, Sheryl Butler, Jon Zetzman
- Clerical: Ann Beaulieu
- Custodial: Ron Rogers
- WPA: Ashley Paul
- Wayzata Kids: Jessica Sorenson
- Wayzata Café: Marla Stahl
- Unaffiliated: Leslie Myrin
- Administrators: Trevor Peterson, Dave Lutz

**Recommended Action:** Approve the recommendation of the Health Benefits Committee to accept the 12.75% rate renewal for the district’s self-funded health insurance plans for the 2026-2027 plan year.

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_



**Board of Education**  
Regular Meeting – March 23, 2026

**AGENDA SECTION:** Administration Reports and Recommendations

**ITEM:** Human Resource Recommendations

**COMMENTS BY:** Joanne Fieldseth, Human Resources Benefits Manager

**Authorization of Dental Insurance Rates 2026-2027**

The administration is recommending an overall 0% increase in funding for our self-insured dental insurance plan with Delta Dental. We are pleased to accomplish this without any plan design changes.

**Recommended Action:** Approve the recommendation that the district’s self-insured dental plan rates for the 2026-2027 plan year remain unchanged, reflecting a 0% overall increase.

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_



## Board of Education

Regular Meeting – March 23, 2026

**AGENDA SECTION:** Other Board Action

**ITEM:** Superintendent Contract

**COMMENTS BY:** Milind Sohoni, School Board Chair

Following its review and negotiations, the Superintendent Contract Committee is presenting a finalized employment agreement for Dr. Robb Virgin for consideration and approval by the full Board.

The committee worked diligently to develop an agreement that is competitive, equitable, and fiscally responsible. In doing so, the committee reviewed regional market comparisons, considered the responsibilities of the position, and aligned the proposed terms with the Board's goals for stable and effective district leadership. The committee believes the agreement reflects a thoughtful and balanced investment in the district's next Superintendent. Dr. Virgin has approved the contract as negotiated.

**Recommended Action:** Approve the Superintendent Employment Agreement between the School Board and Dr. Robb Virgin, as presented, and authorize the Board Chair and Clerk to execute the agreement on behalf of the Board.

**Motion by:** \_\_\_\_\_

**ROLL CALL**

**Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_

**Failed:** \_\_\_\_\_

**CONTRACT FOR SERVICES  
SUPERINTENDENT OF SCHOOLS  
INDEPENDENT SCHOOL DISTRICT NO. 284  
WAYZATA, MINNESOTA  
2026-2029**

Pursuant to Minnesota Statutes section 123B.143, the School Board of Independent School District No. 284, Wayzata, Minnesota (“District” or “School Board”) enters into this employment contract (“Contract”) with Robb Virgin (“Superintendent”). In consideration of the mutual promises contained in this Contract and other valuable consideration, the sufficiency of which is acknowledged, the District and the Superintendent agree as follows:

**ARTICLE I  
DURATION AND TERMINATION**

**Section 1: Duration.** This Contract is for a term of three (3) years beginning on July 1, 2026, and ending on June 30, 2029. This Contract will remain in full force and effect unless it is modified by mutual written consent of the School Board and the Superintendent, or unless the Board discharges the Superintendent in accordance with this Contract.

**Section 2: Subsequent Contract.** The School Board shall notify the Superintendent in writing no later than September 1, 2028 (or ten [10] months prior to the expiration of this Contract) whether the School Board wishes to enter into negotiations with the Superintendent for a subsequent contract. If the Board fails to give notice of its intent concerning renewal by September 1, 2028, the parties shall assume that no such renewal is intended by the School Board and the Contract shall expire at the end of the Contract term. If the Superintendent intends not to seek another contract with the District, the Superintendent will give the School Board written notice of such intent no later than September 1, 2028 (or ten [10] months prior to the expiration of this Contract). If the closed session School Board annual evaluation of the Superintendent in the year of contract expiration occurs later than September 1, then the Superintendent shall have the opportunity to notify the board no later than two (2) weeks following the evaluation meeting of his intent to seek a subsequent contract.

**Section 3: Expiration.** This Contract will automatically expire on June 30, 2029. When this Contract expires, neither party will have any further claim against the other, and the District’s employment of the Superintendent will automatically end, unless the District and the Superintendent enter into a subsequent employment contract in accordance with Minnesota Statutes section 123B.143, as amended.

**Section 4: Termination During the Term.** During the term of this Contract, the District may immediately discharge the Superintendent and thereby terminate this Contract based on any of the grounds stated in Minnesota Statutes section 122A.40, subdivisions 9 or 13. If the School Board votes to discharge the Superintendent from employment during the term of this Contract, the Board must give the Superintendent written notice of the grounds for discharge. The Superintendent is entitled to a hearing before an arbitrator to challenge whether the asserted grounds for discharge exist. To exercise this right, the Superintendent or his representative must mail or hand-deliver a written request for arbitration to the School Board Chair within ten (10) calendar days after receiving written notice of the grounds for discharge. If the Superintendent

makes a timely request for a hearing, the parties may attempt to mutually agree on an arbitrator. If the parties cannot mutually agree on an arbitrator within five calendar days, the District will petition the Minnesota Bureau of Mediation Services (“BMS”) for a list of five arbitrators. Within ten calendar days after receiving the list, the parties (or their representatives) will select an arbitrator from the list by using an alternating striking process. The arbitrator must conduct a hearing and issue a written decision within forty-five (45) calendar days after being selected by the parties, unless the parties agree to extend the timeline. The arbitrator’s decision will be final and binding upon the parties, subject to judicial review of arbitration decisions as provided by law. If the Superintendent (or his representative) fails to mail or hand-deliver a written request for arbitration to the School Board Chair within ten calendar days, the Superintendent will be deemed to have acquiesced to the discharge, and the Superintendent will have no further right to challenge the discharge or to bring a claim against the District.

**Section 5: Mutual Consent.** This Contract may be terminated at any time by the mutual consent of the School Board and the Superintendent.

**Section 6: Limited Application of Section 122A.40.** Except as explicitly stated in this Contract, the provisions of Minnesota Statutes section 122A.40 do not apply to the District’s employment of the Superintendent or to this Contract. The Superintendent does not have any continuing contract rights under Minnesota Statutes section 122A.40. By operation of law, Minnesota Statutes section 122A.40, subdivisions 3 and 19 apply to the Superintendent’s employment with the District.

## **ARTICLE II RESPONSIBILITIES**

**Section 1: Licensure.** Throughout the term of this Contract, the Superintendent must hold a valid and appropriate license to work as a superintendent in the State of Minnesota. The Superintendent must provide a copy of his superintendent’s license to the School Board Chair and Human Resources before July 1 of each year this Contract is in effect.

**Section 2: Compliance with Laws and Policies.** The Superintendent must comply with all applicable federal and state laws. The Superintendent must comply with all rules, regulations, and policies of the School Board and the State of Minnesota, including those rules, regulations, and policies that currently exist and any that are established or amended during the term of this Contract.

**Section 3: Assigned Duties.** The Superintendent must faithfully perform all services that the School Board prescribes or assigns to the Superintendent, regardless of whether those services are specifically described in this Contract or in a general job description. At any time during the term of this Contract, the School Board may place the Superintendent on paid administrative leave. Regular and prompt attendance is an essential function of the Superintendent’s job.

**Section 4: Basic Duties.** The Superintendent will 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 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 District, but

subject to the approval of the School Board; shall select all personnel subject to the approval of the School Board; shall recommend policies, regulations, rules and procedures that are necessary for the District; shall visit and supervise the schools in the District; shall report and make recommendations about the condition of the schools in the District when advisable or at the Board's request; shall, to the extent required by law, annually evaluate each school principal assigned responsibility for supervising a school building in the District; shall superintend school grading practices and examinations for promotions; shall make reports that are required by the Commissioner of the Minnesota Department of Education; and shall perform all duties incident to the office of the Superintendent. The Superintendent will serve as an ex-officio member of the School Board, all committees of the School Board, and associated Citizens Committees and will provide administrative recommendations on each item of business considered by each of these groups.

### **ARTICLE III COMPENSATION**

**Section 1: Basic Salary.** The District will pay the Superintendent a gross annual salary of \$284,000 for the 2026-2027 school year; \$291,100 for the 2027-28 school year, and \$298,378 for the 2028-29 school year. During each school year covered by this Contract, the District will pay the Superintendent his gross annual salary in twenty-four (24) equal installments, less applicable withholdings and deductions, based on the District's regular payroll schedule.

**Section 2: Longevity Pay.** In addition to the salary established in Section 1.1, Base Salary, the Superintendent shall receive \$8,000 each year as longevity pay, starting in the eighth (8th) year of employment as Superintendent. This compensation shall be paid in equal installments, less applicable withholdings and deductions, based on the District's regular payroll schedule.

**Section 3: TSA Matching Payments.** The Superintendent may determine the amount of the salary identified in Section 1, above, that he would like to receive as salary and the amount that he would like to have the District place in a tax sheltered annuity ("TSA") of his choice through payroll deduction, as articulated in the District's 403(b) plan. To the extent permitted by law, the District will annually match the Superintendent's contributions to a qualifying TSA on a dollar-for-dollar basis, up to a maximum of 6% of the Superintendent's gross annual salary. Any dollar amount that exceeds the amount allowed by the State of Minnesota or IRS regulations will be deposited into the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP). The HCSP contribution in this instance will be a District contribution only, and will not include an employee contribution. Once the District has made a matching payment to the TSA, the matching payment will become the property of the Superintendent. However, if the Superintendent terminates this Contract pursuant to Article I, Section 5, the District will not be required to provide any additional matching payments after receiving notice of the Superintendent's intent to terminate. Similarly, if the District decides to discharge the Superintendent, the District will not be required to make any additional matching payments after voting to discharge the Superintendent.

**Section 4: Responsibility for TSA Compliance.** The Superintendent and the annuity companies involved are solely responsible for ensuring that the TSA complies with Section 403(b) of the Internal Revenue Code, as amended, and Minnesota law. The Superintendent hereby waives any right that he might otherwise have to bring a claim against the District for any

issue related to whether the TSA complies with Section 403(b) of the Internal Revenue Code, as amended, and Minnesota law. The Superintendent also waives any right that he might otherwise have to demand direct payment to him of the amount that he identifies for contribution to the TSA. The District's only obligation under Article III, Sections 2 and 3, is to make the specified contributions to the TSA. The District is not responsible for any financial loss resulting from the Superintendent's contributions to a TSA or any investment decisions that the Superintendent makes.

**Section 5: Automobile Allowance.** The School Board recognizes that the Superintendent must regularly use his personal vehicle to travel for District business. Accordingly, pursuant to Minnesota Statutes section 471.665, subdivision 3, the District will pay the Superintendent a monthly automobile allowance in the amount of one thousand dollars (\$1,000.00), less any applicable withholdings and deductions.

#### **ARTICLE IV DUTY YEAR AND LEAVES OF ABSENCE**

**Section 1: Basic Work Year.** The position of superintendent has exempt status under the Fair Labor Standards Act. The Superintendent's duty year will be twelve months in length and will correspond to each school year (July 1 to June 30) covered by this Contract. The Superintendent must work full-time on at least 260 duty days, less vacation, paid holidays and sick leave used during each duty year, including those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Superintendent must be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

**Section 2: Vacation.** The Superintendent will earn 28 days of paid vacation each school year (July 1 to June 30) that is covered by this Contract. The Board encourages the Superintendent to use accrued vacation. The Superintendent must obtain prior approval from the School Board Chair before taking more than seven (7) consecutive days of paid vacation, unless the vacation days are being utilized during a leave taken pursuant to the Family Medical Leave Act ("FMLA"). The Superintendent must take vacation days during the school year in which they were earned, or within six (6) months after the contract year in which they were earned. At the end of each calendar year, the Superintendent may elect for up to seven (7) days of unused vacation to be paid to the Superintendent in a one lump sum payment, subject to usual payroll withholdings and deductions. In addition, to the extent permitted by law, the Superintendent may elect for up to five (5) days of unused vacation annually to be paid to the Health Care Savings Plan (HCSP) established by the Minnesota State Retirement Systems (MSRS). Notification of the amount elected for these conversions shall be sent to payroll on or before December 31 of the current contract year, and payments will be made during the first pay period in January, or as soon as possible thereafter. Payments shall be based on the Superintendent's daily rate of pay at the time the conversion is elected, as determined by a divisor of 260 days. The Superintendent will forfeit any additional vacation days that are not taken within six months after the school year in which they were earned. While the total number of vacation days earned by the Superintendent for the Contract year is credited to him on July 1, should the Superintendent leave his employment for any reason prior to June 30 of that Contract year, the vacation days earned for that Contract year shall be prorated accordingly.

**Section 3: Payment of Vacation Upon Nonrenewal.** If the School Board does not renew this Contract, the School Board will pay the Superintendent at his daily rate of pay, as determined by a divisor of 260 days, for each day of vacation that the Superintendent has accrued but has not used as of June 30, 2029. If the Superintendent terminates this Contract pursuant to Article I, Section 5, the District will not be required to compensate the Superintendent for any accrued and unused days of vacation. Similarly, if the Board discharges the Superintendent pursuant to Article I, Section 3, the District will not be required to compensate the Superintendent for any accrued and unused days of vacation that exist after the effective date of the discharge.

**Section 4: Paid Holidays.** The Superintendent will be entitled to eleven (11) paid holidays each Contract year. Refer to the annual school calendar for dates.

**Section 5: Sick Leave.** On July 1 of each school year covered by this Contract, the Superintendent will be credited with twenty (20) days sick leave, which may be accumulated to a maximum of 260 days. The Superintendent may use sick leave for any illness, injury, or health condition that prevents him from performing his job duties. In addition, the Superintendent may use sick leave for any reason that is explicitly permitted by law or by another provision of this Contract. Upon ending his employment with the District for any reason, the Superintendent is not entitled to payment for any unused days of sick leave. On July 1, 2026, the Superintendent will receive a one-time sick leave distribution of twenty (20) sick days in addition to annual accrual defined above. At the end of each contract year, the Superintendent may elect for up to ten (10) days of unused sick leave to be paid to the Superintendent in a one lump sum payment, subject to usual payroll withholdings and deductions. In addition, to the extent permitted by law, at the end of each contract year, the Superintendent may elect for up to ten (10) days of unused sick leave to be paid to a TSA 403(b) Plan. Notification of the amount elected for these conversions shall be sent to payroll on or before June 30 of the current contract year, and payments will be made during the first pay period in July, or as soon as possible thereafter. Payments shall be based on the Superintendent's daily rate of pay at the time the sick leave days are contributed, as determined by a divisor of 260 days. The District will comply with all applicable state and federal laws regarding earned sick and safe time (ESST), including the provisions outlined in Minnesota Statutes § 181.9445–181.9448. District employees may use sick leave for reasons and individuals as permitted under these laws. The District will provide annual communication to employees outlining who qualifies as an eligible family member under ESST.

**Section 6: Personal Leave.** On July 1 of each school year covered by this Contract, the Superintendent will be credited with two (2) days personal leave, which may be used for absences due to the transaction of personal business which cannot be completed outside the normal work day. A maximum of one (1) day of personal leave may be carried forward into the following contract year. Unused personal leave days in excess of one (1) day from the previous contract year will be forfeit on July 1. Upon termination of employment, the District will not be required to compensate the Superintendent for any accrued and unused personal days.

**Section 7: Definition of Immediate Family.** For purposes of this Contract, the term “immediate family” means the spouse/partner, child, parent, grandparent, grandchild, sibling, sibling's spouse/partner, parent-in-law, daughter-in-law and son-in-law.

**Section 8: Family Emergency Leave.** The Superintendent shall be granted up to ten (10) days of paid family emergency leave for absences during the Contract year due to critical illness or injury in the Superintendent's immediate family. Days utilized shall not be deducted from sick leave. Any unused Family Emergency leave days will be forfeited at the end of the Contract year.

**Section 9: Bereavement Leave.** The Superintendent will be granted up to five (5) days of bereavement leave, without loss of pay, for each death in the Superintendent's immediate family. Days utilized for bereavement leave will not be deducted from the Superintendent's accumulated sick leave. Upon ending his employment with the District for any reason, the Superintendent is not entitled to payment for any unused days of bereavement leave. The Superintendent may apply up to three (3) days of accumulated sick leave benefits toward an absence during their basic work year due to the death of other relatives or close friends.

**Section 10: Workers' Compensation Differential.** In accordance with Minnesota Statutes Chapter 176, if the Superintendent is injured while performing duties for the District and qualifies for workers' compensation benefits, he may draw from his accumulated sick leave in order to make up the difference between his regular salary and the workers' compensation insurance payments he receives. The Superintendent's accumulated sick leave will be reduced in proportion to the amount of compensation paid pursuant to this Section. This Section of the Contract will immediately cease to apply if the Superintendent exhausts his accumulated sick leave.

## **ARTICLE V INSURANCE**

**Section 1: Health and Hospitalization.** The District shall provide the Superintendent and Superintendent's benefits eligible spouse/dependents with health and hospitalization insurance coverage under the District's group plan. The District will contribute an amount equal to the contribution outlined in the Level IX Unaffiliated Executive Directors Handbook toward health and hospitalization insurance, including Voluntary Employee Beneficiary Association (VEBA) contributions. This paragraph will not apply unless the Superintendent qualifies for and enrolls in a group health and hospitalization plan that is offered by the District. To the extent that the cost of the monthly premium exceeds the amount of the District's contribution, the Superintendent must pay the remaining cost through payroll deduction. The District will immediately stop making monthly premium contributions when the term of this Contract expires.

**Section 2: Dental.** The District shall provide the Superintendent and Superintendent's benefits eligible spouse/dependents with dental insurance coverage under the District's group plan. The District will contribute up to the full family premium towards dental insurance. This paragraph will not apply unless the Superintendent qualifies for and enrolls in a dental plan that is offered by the District. The District will immediately stop making monthly premium contributions when the term of this Contract expires.

**Section 3: Life Insurance.** The District will select and offer a group term life insurance policy, with a provision for double indemnity for Accidental Death or Dismemberment (AD&D), with a maximum death benefit of \$750,000. In addition, the District will also cover the premium cost for \$100,000 of supplemental life insurance. This paragraph will not apply unless the Superintendent qualifies for and enrolls in the plan that is offered by the District. During the term

of this Agreement, the District will pay the full amount of the monthly premium for the policy offered by the District. The life insurance policy will be payable to the Superintendent's named beneficiary. The District will immediately stop making monthly premium contributions when the term of this Contract expires. The Superintendent may purchase supplemental and dependent life insurance coverage in amounts allowed for administrators under the School District's group life insurance policy.

**Section 4: Long Term Disability Insurance.** The District will pay the full amount of the monthly premium for long-term disability ("LTD") insurance coverage for the Superintendent in the District's group plan. If the Superintendent is unable to perform regular duties because of an LTD qualifying illness or disability and has exhausted all accumulated sick leave, the School District shall provide additional paid sick leave at a salary equal to 100 percent of the Superintendent's regular salary until the expiration of the waiting period for long-term disability insurance.

**Section 5: Claims Against the District.** The District is not promising or guaranteeing that any particular claim will be paid or covered by insurance. The District's only obligation is to select an insurance plan and make the premium contributions that are described in this Contract. The eligibility and coverage of the Superintendent and any dependents will be governed entirely by the terms of the applicable insurance policy. No claim may be made against the District as a result of denial of insurance benefits by an insurer if the District has purchased the policies and paid the premiums described in this Article. Subject to any applicable requirements of federal or state law, the District's obligation to make any contribution toward the cost of any premium will cease immediately upon termination of this Contract.

## **ARTICLE VI PROFESSIONAL GROWTH AND REIMBURSEMENT**

**Section 1: Professional Growth Conferences and Meetings.** The School Board recognizes the importance of having the Superintendent attend and participate in conferences and meetings for professional growth. Accordingly, the Superintendent is encouraged and expected to attend appropriate professional meetings at the local, state, and national level. The District will pay, or reimburse the Superintendent for, all valid, reasonable, and necessary expenses associated with the Superintendent's travel to and attendance at such conferences and meetings whenever his attendance is required or permitted by the School Board. The Superintendent must periodically report to the School Board about the meetings and conferences he has attended. To receive reimbursement for expenses, the Superintendent must file itemized expense statements in compliance with School Board policy and law. Notwithstanding any other provision in this Contract, the Board in its sole discretion may limit the number and type of conferences and conventions the Superintendent may attend. Such a limit will not take effect until written notice of the limit is provided to the Superintendent.

**Section 2: Dues.** The District will pay the professional dues to the American Association of School Administrators, Minnesota Association of School Administrators, and another organization of the Superintendent's choice. In addition, the District will pay the dues for the Superintendent to be a member of civic organizations and service organizations that are mutually agreed upon by the Superintendent and the District. The Superintendent must present appropriate statements for approval as provided by law.

**Section 3: Business Expenses.** The District will reimburse the Superintendent for reasonable and necessary expenses that he incurs in the course of conducting District business. To obtain reimbursement, the Superintendent must file itemized expense statements in compliance with School Board policy and law. The School Board retains the ultimate discretion to approve or deny an expense. The Superintendent is encouraged to seek approval for significant expenses in advance of incurring the expense. Because the Superintendent is receiving an automobile allowance, the Superintendent may not claim reimbursement for miles driven in his personal vehicle within the District. Miles exceeding fifty (50) miles round-trip driven to attend out-of-District activities can be submitted for reimbursement, assuming prior approval was granted by the Board Chair to participate in the activity. Notwithstanding any other provision in this Contract, the Board in its sole discretion may further define and limit the number and type of expenses for which the Superintendent may claim reimbursement.

## **ARTICLE VII PERFORMANCE EVALUATION**

The School Board will oversee, direct, and evaluate the Superintendent's performance as the School Board sees fit. At least one month prior to each year's annual performance evaluation meeting with the School Board, the Superintendent must submit a written summary of the specific ways that the annual performance goals have been met. The summary must include a description of any School District accomplishments attained in furtherance of each performance goal. In addition to the Superintendent's written submission relating to the agreed-upon annual performance goals, the School Board also may consider and use other tools and assessments to evaluate the Superintendent's performance.

## **ARTICLE VIII OTHER PROVISIONS**

**Section 1: Outside Activities.** While the Superintendent must devote full time and due diligence to the affairs and the activities of the District, he may also serve as a consultant to other Districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the School Board, such activities do not impede the Superintendent's ability to perform the duties of the superintendent. However, 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 Chair.

**Section 2: 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 his employment and he is acting within the scope of employment or official duties, the District will defend and indemnify the Superintendent to the extent required by law. Indemnification, as provided in this Section, will not apply in the case of malfeasance in office or willful or wanton neglect of duty. In addition, the District's obligation to defend and indemnify the Superintendent is subject to the limitations stated in Minnesota Statutes section 466.07, as amended, and the case law interpreting that statute.

**Section 3: Jury Duty.** If the Superintendent serves on jury duty during the term of this Contract, he will receive full pay from the District, without deduction from accumulated vacation or sick

leave, provided that he submits to the District any compensation he received from being called to sit as a juror.

**Section 4: Mandatory Disclosure.** Before entering into this Contract, the Superintendent must disclose, in writing, the existence and terms of any buyout agreement, including amounts and the purpose for the payments, relating to his contract with another school board. For purposes of this Contract, a “buyout agreement” is any agreement under which the Superintendent was employed as a superintendent; left before the term of the contract was over; and received a sum of money, something else of value, or the right to something of value for some purpose other than performing the services of a superintendent. The failure to make such a disclosure will render this Contract void as a matter of law.

**Section 4: Severability.** If a court of law determines that any provision of this Contract is invalid or unenforceable by operation of law, the remainder of the Contract will remain in full force and effect.

**Section 5: Entire Agreement.** This Contract constitutes the entire agreement between the parties relating to the District’s employment of the Superintendent. Neither party has relied upon any statements or promises that are not set forth in this document. This Contract supersedes any and all prior agreements between the parties and any inconsistent provisions in any employee handbook or District policy. The Superintendent understands and agrees that any handbooks, manuals, or policies adopted by the District do not create an express or implied contract between the District and the Superintendent. No waiver or modification of any provision of this Contract will be valid unless it is in writing and signed by both parties.

IN WITNESS WHEREOF, the parties have voluntarily entered into this Contract on the dates shown below. This Contract will not become effective unless and until it is approved by the District’s School Board and signed by both parties.

I have subscribed my signature  
this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Superintendent

I have subscribed my signature  
this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk



**Board of Education**  
Regular Meeting – March 23, 2026

**AGENDA SECTION:** Adjourn

**ITEM:** Adjourn

**COMMENTS BY:** Milind Sohoni, Board Chair

This agenda item brings closure to the School Board meeting.

**Recommended Action:** Call the meeting to a close.

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Time of Adjournment:** \_\_\_\_\_ 25 \_\_\_\_\_