

**COMMUNITY EDUCATION DIRECTOR
HOLDINGFORD PUBLIC SCHOOLS**

The School Board of Independent School District No. 738, Holdingford, Minnesota, enters into this agreement with Kendra Posch, who agrees to perform the duties of Community Education Director of Holdingford Public Schools commencing July 1, 2023 and ending June 30, 2025.

1. Duty Year:

The basic work year shall consist of 260 business days less the holidays described in leaves. Regular or normal work schedule is not guaranteed. District or building administrators, or supervisors, and/ or the Community Education Director may adjust individual employee work schedules as needed to best accommodate the instructional and activity programs of the District.

School Closing: A maximum of 2 days will be allowed for all day cancellations. In the event school is delayed or closed early because of inclement weather or other building related emergencies, those employee's affected will be excused at the time the Supervisor says employees may be permitted to leave without a payroll deduction.

2. Leaves:

Sick Leave: The Community Education Director will earn sick leave at the rate of 12 days per year accumulative to 100 days. Sick leave will be deducted from current sick leave earnings before using any accumulated sick leave from prior years.

Holidays:

New Year's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
4th of July	Christmas Eve Day
Labor Day	Christmas Day
Good Friday	Juneteenth
2 Floating Holidays	

Vacations: 1 week during the 1st year of employment
3 weeks during the 2nd and 8th year of employment
4 weeks during the 9th through 15th year of employment
5 weeks during the 16th year of employment and thereafter

Vacation will be frontloaded on July 1 of each year. At June 30th of each year 5 days may be carried over into the following year. The use of vacation will be scheduled according to the needs of the instructional program and is subject to pre-approval by the employee's supervisor.

If the employee leaves the district prior to the end of the fiscal year, vacation will be pro-rated. Any vacation owed to the employee will be paid to the employee at the current hourly

rate of pay. If the employee used more vacation than earned, the over used amount will be paid back to the district.

Emergency Leave: Ten (10) non-accumulative paid emergency leave days at the beginning of each contract year to be used at the discretion of the Community education Director for such emergencies as deaths, funerals, family illness not covered by sick leave, court appearance, estate settlements and acts of God. Emergency leave will be granted as a full day leave or a portion of a full day depending on the situation. Five (5) of these days will be paid and the other five (5) days will be deducted from sick leave.

3. Health Insurance:

The District will contribute up to \$9,293 in 2023-2024 and \$9,757 in 2024-2024 towards a single policy. The District will contribute up to \$21,000 in 2023-2024 and \$22,050 in 2024-2024 towards a dependent policy. At the employee's discretion, a portion of the benefit amount can be contributed to a VEBA to cover out of pocket costs. An amount up to the out of pocket maximum may be put into a VEBA account and the remaining contribution amount will be put towards the premium. VEBA amounts will be made monthly.

In the event this Contract will cause or does cause penalties, fees, or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a revised Contract between the parties that eliminate or reduce penalties, fees, or fines to be assessed against the School District. The amount of any reduction in the School District's contribution toward the employee's healthcare benefits as a result of addressing the 'highly compensated employee' component of the ACA will be placed into another School District-provided benefits(s) (i.e., a retirement HRA, salary, combination, etc.) as agreed upon between the parties.

4. Other Benefits:

Matching Annuity Program: The following schedule will be used to determine the School District's Contribution in a State approved Matching Annuity Program.

Years of Service	Contribution
0-2	\$100
3-8	\$300
9+	\$1,100

Long Term Disability: The District will provide a long-term disability insurance program that will provide 66 2/3% of salary after ninety days.

Term Life Insurance: The School District shall provide one (1) years' salary of Term Life and Accidental Death and Dismemberment Insurance coverage each year.

5. Salary:

The Community Education Director's salary reflected in this agreement for 2023-2025 shall be:

2023-2024 \$63,780
2024-2025 \$66,291

Salary is inclusive of preparing the District's newsletters. Proof of appropriate community educator's licensure is required for the salary amount.

ECFE/School Readiness Coordinator Stipend
\$3,500/year to be paid equally over each pay period in the fiscal year.

In Witness Whereof: I have subscribed my signature this

13 day of October, 2023


(Community Education Director)

In Witness Whereof: I have subscribed my signature this

16th day of Nov, 2023


(School District)