

**SUPERINTENDENT
HOLDINGFORD PUBLIC SCHOOLS**

The School Board of Independent School District No. 738, Holdingford, Minnesota, enters into this agreement with Chris Swenson, a legally qualified and licensed Superintendent, who agrees to perform the duties of Superintendent of the School District.

The School District and the Superintendent agree as follows:

I. Applicable Statute:

This Contract is entered into between the School District and the Superintendent in conformance with Minn. Stat. § 123B.143.

II. Licensure:

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

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

A. Duration.

This Contract is for a term of three (3) years commencing July 1, 2021, and ending June 30, 2024. 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 herein.

B. Subsequent Contract.

1. Notice by Superintendent: The notice provisions of this Contract shall obligate the School Board only if, no later than September 1 immediately prior to the expiration of this Contract, the Superintendent provides written notice to each member of the School Board calling to the attention of the School Board members the notice requirements as contained in this section of the Contract; provided that if the Superintendent provides this notice after September 1, the November 1 and December 31 deadlines in Subparagraphs 2. and 5. below shall be extended by the same number of days that the Superintendent's notice is delayed beyond September 1.

2. Preliminary Notice--School Board: In the event the School Board is contemplating not offering the Superintendent a subsequent contract, the School Board shall give preliminary written notice of such intent not to offer a subsequent contract no later than November 1 immediately preceding the date of expiration of this Contract.
3. Request for Meeting: Within ten (10) calendar days after receipt of an intent not to offer a subsequent contract as provided in Subparagraph 2. above, the Superintendent may request, in writing, a meeting with the School Board to discuss its intentions, the reasons therefore, and ways in which any concerns of the School Board might be addressed by the parties.
4. Meeting Between the Parties: Upon receipt of such request, the School Board shall, within fifteen (15) calendar days, hold a meeting with the Superintendent.
5. Final Action--School Board: The School Board shall delay taking final action on a subsequent contract for a least seven (7) calendar days after the meeting between the parties. However, the School Board shall take final action on a subsequent contract no later than December 31 and shall notify the Superintendent of such action in writing.
6. Effect: The timeline provided herein is intended to provide both the School Board and the Superintendent with an appropriate process to address the subsequent contract issue and is intended to bind both parties unless the parties mutually agree to extend the timeline in writing. The timeline provided herein may be extended by written agreement between the School Board Chair and the Superintendent. In such event, the School Board Chair shall confer with and notify School Board members, in writing, of such extension.

C. 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.

D. Termination During the Term.

The Superintendent's employment may be terminated during the term of this Contract only for cause as defined in M.S. 122A.40, Subds. 9 or 13. Except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable.

D. Termination During the Term (Continued).

If the School Board proposes to terminate the Superintendent during the Contract term for cause as described in M.S. 122A.40, Subds. 9 or 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 within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the 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 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 upon 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) calendar day period, it shall be deemed acquiescence 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.

E. Mutual Consent.

This Contract may be terminated at any time by the parties by mutual consent.

F. 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, and procedures established by the School Board and the State of Minnesota.

IV. Duties (Continued):

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 services on those legal holidays on which the School District 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 thirty (30) working days of annual paid vacation each Contract year. Five days of unused vacation time may be carried over at June 30th each year for a maximum of 35 days in any given fiscal year. Vacation will be advanced at the start of the fiscal year (July 1). However, if the Superintendent leaves the employ of the District prior to the end of the fiscal year, vacation leave shall be prorated based on the number of days worked to that point. If at that point, more vacation leave has been used than earned, the Superintendent shall pay the District the amount of such vacation leave used in excess of the amount earned. All vacation earned, but not used at the time of separation will be paid out at the hourly rate at the time of separation.

C. Holidays.

The Superintendent shall be entitled to ten (10) paid holidays each Contract year as designated by the School Board; including:

Independence Day	Labor Day	Thanksgiving Day
Christmas Eve Day	New Year's Day	Day after Thanksgiving
Christmas Day	Good Friday	Memorial Day
1 Floating Holiday		

D. Sick Leave.

The Superintendent shall earn paid sick leave at the rate of 13 days for each year of service, which may be accumulated to a maximum of ninety (90) days.

E. Emergency Leave.

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

F. 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 66.7% percent of the Superintendent's regular salary until the expiration of the waiting period for long term disability insurance.

G. 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 to 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 pursuant to M.S. 122A.40, Subd. 12.

VI. Insurance:

A. Health and Hospitalization.

The School District will contribute the following amounts towards health insurance premiums:

<u>Year</u>	<u>Single</u>	<u>Family</u>
2021-2022	\$11,556	\$21,000
2022-2023	\$12,133	\$22,000
2023-2024	\$12,254	\$22,125

Any benefit amount above the cost of premiums will be contributed into an HRA. HRA contributions will be made monthly or bi-monthly.

VEBA: Yearly VEBA amounts will be as follows and deposited either monthly or bi-monthly.

2021-2022	\$5,500
2022-2023	\$5,500
2023-2024	\$5,500

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.

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 the \$ 200,000, payable to the Superintendent's named beneficiary.

C. Long Term Disability Insurance.

The School District shall provide, at the School District expense, long term disability insurance coverage in accordance with 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 by the School District 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 shall 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. The district will provide a match of

2021-2022	\$3,750
2022-2023	\$3,750
2023-2024	\$3,800

B. Automobile.

The School District shall compensate the Superintendent for business use of the Superintendent's private automobile at the established school district rate.

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 attendance thereof 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.

VIII. Salary:

The Superintendent shall be paid an annual salary of:

2021-2022	\$128,248
2022-2023	\$130,813
2023-2024	\$133,429

The annual salary may be modified, but shall not be reduced, during the term of this Contract. The salary shall be paid in equal installments during the Contract year.

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 shall 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 permitted 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 and educational organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for professional and educational 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.

E. Severance

While employed with the District, a contribution of per year as follows will be deposited into a Retirement VEBA account. Installment payments will be made on a monthly basis or bi-monthly basis.

2021-2022	\$3,000
2022-2023	\$4,500
2023-2024	\$5,000


X. Severability:

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

This Contract shall be effective 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 THEREOF: I have
subscribed my signature this

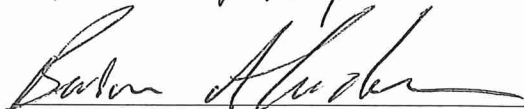
27th day of May, 2021



(Superintendent)

IN WITNESS THEREOF: I have
subscribed my signature this

19th day of May, 2021



(Chairperson)



(Clerk)

