

MINNEOTA PUBLIC SCHOOLS | SCHOOL BOARD SPECIAL MEETING | AGENDA



Wednesday, March 25, 2026 @ 7:00 am | Conference Room #103

- + *Mission: A community in continuous pursuit of excellence.*
- + *Vision: A partnership of staff, family, and community promoting lifelong learning in an everchanging world.*

1. Regular Order of Business

- 1.1. Call to Order Chair Thostenson
- 1.2. Pledge of Allegiance
- 1.3. Roll Call
- 1.4. Approval of the Meeting AgendaM/S/V

2. Personnel Items

- 2.1. Approve Jessica Bradley, Kaley Buysse, Kim Caster, Jared Josephson, Sarah Stassen, Cindy VanKeulen, and Erin Walerius as Summer Bounce Back Program Teachers [up to 40 total hours each; \$35 per hour].....M/S/V
- 2.2. Approve 2026-2028 High School Principal Contract with Heather AndersonM/S/V
- 2.3. Approve Tier 3 Teacher Contract With Sarah Spieker, English-Language Arts.....M/S/V

3. AdjournmentM/S/V

**MINNEOTA PUBLIC SCHOOL - DISTRICT #414
HIGH SCHOOL PRINCIPAL CONTRACT**

The Board of Education of Independent School District No. 414 of Minnesota, Minnesota at a meeting held on the 25th day of March, 2026 enters into this agreement with Heather Anderson, a legally qualified licensed Principal who agrees to serve in the following position: High School Principal. The above-named administrator shall faithfully perform the services prescribed by the Board of Education, or its designated representative, during the life of this contract for an annual salary, payable in equal installments, as indicated below.

The Board of Education agrees to compensate Heather Anderson the following salary amounts:

2026-2027 - \$124,000

2027-2028 - \$128,000

The annual salary shall be paid in 24 equal installments payable by the 10th and 25th of each month beginning in July 2026 of the contract year.

This contract is subject to the following provisions, agreed to and adopted by the Board of Education for the school years 2026-2027 and 2027-2028.

Section I Appropriate Licensure:

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

Section II. Mileage:

The High School Principal will be allowed to use their personal vehicle when attending district functions and approved staff development and be reimbursed at the current IRS established rate of pay.

Section III. Duty Year:

Subd. 3.1 The High School Principal's duty year shall be for 215 days per fiscal year as scheduled with the Superintendent, from which leaves, holidays, and vacation shall be subtracted as appropriate.

Subd. 3.2 The High School Principal position is designated as exempt under the Fair Labor Standards Act and, as such, is not entitled to overtime compensation.

Section IV. Duty Days:

Subd. 4.1 Normal Duty Day:

4.11 The High School Principal shall normally be on duty during the period established as the teacher's basic duty day at their building of responsibility.

4.12 The High School Principal, because of their managerial duties and responsibilities, agrees to commit whatever time is necessary to accomplish such managerial duties and responsibilities.

4.13 The High School Principal is allowed to work extra-duty positions outside of the High School Principal duties by prior approval of the Superintendent and receive the approved duty compensation.

Section V. Group Insurance and Other Compensation:

Subd. 5.1 Health and Hospitalization Insurance: The School District shall offer the High School Principal and the High School Principal's dependents health and hospitalization and dental insurance coverage under the School District's group health and hospitalization and dental insurance plans at the expense of the School District. The High School Principal is choosing not to enroll in the School District's group health and hospitalization and dental insurance but shall receive additional compensation. This additional compensation is provided solely as a substitute for the District's contribution toward health and dental insurance benefits. Should the Employee elect to participate in the District's health and/or dental insurance programs at any time in the future, the Employee's annual salary shall be reduced by \$25,000 effective at the time such coverage begins.

Final Regulations have not been issued under many provisions of the Patient Protection and Affordable Care Act (ACA). This creates considerable uncertainty regarding the Employer's financial obligations. This agreement may be reopened, and all material terms of compensation, hours, and fringe benefits (including health benefits) may be subject to negotiation and change as reasonably necessary to comply with the ACA and to address any increase in cost that the ACA may require.

Subd. 5.2 General Liability:

5.21 The District shall carry a general liability insurance policy as required by Minnesota Statutes.

5.22 The District shall carry "errors and omissions" insurance coverage in an amount not less than that in effect at the signing of this contract.

Subd. 5.3 Annuity Contribution:

5.31 The District will contribute up to \$4,000 a year for 2026-2027, and \$4,500 a year for 2027-2028.

Section VI. Subd. 6.1 Association Dues: While this agreement is in effect, the school district shall contribute the full amount toward Association Dues for one national and one state professional association.

Subd. 6.2 Conferences and Meetings: The School District shall pay all legally valid expenses and fees for the High School Principal's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the Superintendent. The High School Principal may periodically report to the School Board relative to all meetings and conferences attended. The High School Principal shall file itemized expense statements to be processed and approved by the Superintendent per District policies and procedures and by law.

Section VII. Paid Absences:

Subd 7.1 Sick Leave/Earned Sick and Safe Leave (ESST): The High School Principal shall earn sick leave at the rate of 16½ days per year (1½ days per month August through June). As of January 1, 2024, and thereafter, ESST leave will accrue at a rate of 1 hour for every 30 hours worked. A day shall be defined as the High School Principal's normal working day.

Subd 7.2 Accumulation: Unused sick leave shall accumulate to a maximum credit of one-hundred-fifty (150) days. ESST hours may accumulate to forty-eight (48) hours each year, with a maximum of eighty (80) hours. Accrued unused sick and ESST leave may be carried over to the next school year but remains subject to the maximum accruals.

Subd 7.3 Use of Sick Leave:

7.31 Sick leave with pay shall be allowed by the school board whenever the High School Principal's absence is found to have been due to personal illness, or illness of a child for such reasonable periods as the principal's attendance may be necessary on the same terms the Principal is able to use sick leave benefits for the Principal's own absence, "or a medical appointment that cannot be scheduled outside of the school day which prevented attendance at school and performance of duties on that day or days."

7.32 ESST: Effective January 1, 2024, and each school year thereafter, forty-eight (48) hours of sick leave accrued shall be designated as ESST. ESST shall be allowed whenever an employee's absence is found to have been due to reasons set forth in Minnesota Statutes, section 181.9447. ESST may be used in increments of no less than fifteen (15) minutes.

Subd 7.4 Minnesota Paid Leave: Effective January 1, 2026, Minnesota Paid Leave will provide partial wage replacement and job protection to eligible principals, as prescribed in Minnesota Statutes, chapter 268B.

7.41 Request: When this program is implemented, principals shall follow the process prescribed by the State of Minnesota to request leave.

7.42 Premiums: Upon implementation, as prescribed by statute, the School District will begin deducting the employee portion of the premiums from wages and submitting the wage deductions to the State of Minnesota. The default employee portion is fifty percent (50%) of the premium costs. Any subsequent change in premium will be split with the employer paying fifty percent (50%) and the employee paying fifty percent (50%).

7.43 Supplemental Benefits: Principals may not use available leave to supplement the partial wage replacement benefits received from the MN Paid Leave Program.

Subd 7.5 The Board of Education may require the High School Principal to furnish a medical certificate from a qualified physician as evidence of personal illness, indicating such absence was due to illness, in order to qualify for sick leave pay/ESST Leave.

Subd 7.6 Deduction: Leave will be deducted from accumulated ESST first if the request qualifies for both ESST and Sick Leave and until ESST is exhausted. Once ESST has been exhausted, additional sick leave taken shall be deducted from the employees' accumulated, unused sick leave if the employee has such leave available.

Subd 7.7 Personal Leave: A maximum of five (5) days per year shall be granted to be used for personal business. These days shall not carry over into the next year if they are not used.

7.71 The High School Principal shall complete a personal leave request notifying the Superintendent at least twenty-four (24) hours in advance of the intent to use a personal leave day. In the event that a twenty-four (24) hour notice is not possible the High School Principal shall notify the Superintendent, or a representative of the Board of Education, and a leave request form shall be completed as soon as the High School Principal returns.

7.72 Leave for Bereavement of Family, Medical Emergency
The High School Principal shall be granted six (6) days of leave in the event of death or medical emergency in the immediate family non-accumulative, with the used days to be deducted from sick leave. Immediate family is defined as father, mother, brother, sister, spouse or child, grandparents, or grandchildren or in-laws of a similar degree of relationship of the employee and employee's spouse. Bereavement leave also includes aunts and uncles of the employee and employee's spouse.

Subd. 7.8 Flex Days: The High School Principal shall have 2 flex days to use per year non-accumulative on teacher workdays. These days can be substituted for a non-teacher contract day without the use of leave. These flex days must have prior approval by the Superintendent of Schools and cannot be used on the first or last teacher workday of the school year.

Subd. 7.9 Jury Duty: If the High School Principal is called for jury duty, they shall continue to receive their regular pay with any compensation received while on jury duty being turned over to the school district.

Subd. 7.10 Court Hearings: If the High School Principal is subpoenaed by a court as a defendant or witness as the result of performing management duties and responsibilities, they shall continue to receive their regular pay with any witness fees received from the court being turned over to the school district. This shall not apply to court cases initiated by the High School Principal against the School District.

Subd. 7.11 Worker's Compensation: Pursuant to M.S. 176, if the High School Principal injured on the job in the service of the school district and collecting workmen's compensation insurance shall draw sick leave and receive full salary from the school district the salary to be reduced by an amount equal to the insurance payments and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Subd. 7.12 Restriction: Any absence not referred to in the preceding leaves will be construed as Absence without Leave. The High School Principal absent without leave will be terminated either immediately or at the end of the school year at the discretion of the School Board.

Section VIII. Unrequested Leave of Absence: Is at the discretion of the School Board.

Section IX. Grievance Procedure:

Subd. 9.1 Grievance is defined as a disagreement as to the interpretation or application of any term or terms of this agreement and/or job description maintained by the school district.

Subd. 9.2 Days shall be defined as calendar days.

Subd. 9.3 Procedure: Grievances as defined in subd. 7.1 shall be settled in the following manner. The steps set forth must be followed in the order listed within the time limits prescribed.

Step 1 The grievance shall be orally presented to the Superintendent within 14 days after the High School Principal knew or should have known of the alleged violation. No settlement in Step 1 shall be made in violation of this Agreement. If a settlement is not reached within 5 days after oral presentation to the Superintendent, the grievance shall be reduced to writing in a clear statement of the issues involved. This shall be transmitted to the Superintendent and Chairperson of the School Board for handling in accordance with Step 2.

Step 2 Grievances referred to Step 2 shall be discussed between the High School Principal, Superintendent and Chairperson of the School Board. This discussion shall take place within 10 days after the grievance has been referred to Step 2. If agreement is reached as a result of this meeting, the Superintendent shall issue a disposition of the matter which shall be final and binding. If agreement is not reached, the grievant shall, within 5 days after the Step 2 meeting, notify the Superintendent in writing that the grievance is appealed to Step 3.

Step 3 The Superintendent shall establish a Step 3 meeting with the aggrieved and the School Board. The Step 3 meeting shall be held within 10 days after the High School Principal has appealed from Step 3. The time and place for the meeting under Step 3 shall be at the discretion of the School Board. The School Board shall prepare a report of the meeting, together with a written disposition of the matter and forward copies thereof to the High School Principal within 10 days after the Step 3 meeting. If agreement is not reached at Step 3, then any other procedures open to said High School Principal shall be according to law. Grievance cases shall be as confidential as possible.

Section X. Duration:

Subd. 10.1 Term of Contract: This Agreement shall remain in full force and effect for a period commencing July 1, 2026, except as specifically provided otherwise in this Agreement, through June 30, 2028 and thereafter until modified or terminated pursuant to the P.E.L.R.A. as amended.

Subd. 10.2 Effect: This Agreement constitutes the full and complete agreement between the School District and the High School Principal. The provisions herein supersede and take precedence over any and all prior Agreement, resolutions, practices, District policies, rules, or regulations concerning the terms and conditions of employment.

Subd. 10.3 Finality: It is further agreed that any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement.

Subd. 10.4 Severability: Any provision of this Agreement shall be severable if it or its application under any circumstance is held legally invalid. Such an action shall not affect any other provision of this agreement or the application of any other provision.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

High School Principal

ISD School District #414

Heather Anderson, High School Principal

Abby Thostenson, Chair

Martin Hennen, Clerk

Dated this ____ day of _____, 2026.

Dated this ____ day of _____, 2026.

TIER 3 INDIVIDUAL TEACHER EMPLOYMENT CONTRACT WITH MINNEOTA PUBLIC SCHOOLS – ISD #414

The School Board of Independent School District No. 414 of the State of Minnesota, Minneota, Minnesota, enters into this Contract with **Sarah Spieker**, a legally qualified Tier 3 licensed teacher pursuant to Minnesota Statutes 122A.183 and Minnesota Statutes 122A.40 who agrees to teach in the public schools of said District as an **English-Language Arts teacher** for the school year 2026-2027.

The following provisions shall apply and are a part of this Contract:

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the School Board or its designated representative(s) whether or not such services are specifically described in this Contract, abide by the rules and regulations as established by the School Board and the State of Minnesota, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the School District as assigned in such grades or subjects for which the teacher has the necessary license.
2. **Duration:** This Contract is subject to the provisions of Minnesota Statutes 122A.183 and Minnesota Statutes 122A.40, amended, and to all laws, rules, and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination, and discharge of teachers for cause. This Contract shall remain in full force and effect except if modified by mutual consent of the School Board and the teacher or unless terminated as provided by law, or by written resignation of the teacher pursuant to Minnesota Statutes 122A.40, as amended.
3. **Duty Year:** The teacher's duty year shall be as adopted by the School Board, and the teacher agrees to teach on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the School Board.
4. **Additional Services:** The School Board or its designated representative(s) may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services that exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular, or other assignments may be described by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The School Board, or its designated representative(s), may make any additions or amendments during the duty year as shall be necessary. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's continuing contract rights unless the words "continuing contract" are recorded immediately following the assignment.
5. **Reference:** This Contract shall be subject to the agreement between the School District and the exclusive representative, and the provisions of the Public Employment Labor Relations Act, as amended.
6. In consideration thereof, the School Board agrees to pay said teacher the following annual salary:
\$ 59,500 Total salary, exclusive of fringe benefits.
7. Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate School Board policy or procedure. This Contract shall be effective only after it has been authorized by the School Board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS WHEREOF, I have subscribed my signature this 18 day of March, 2026.



Sarah Spieker, Teacher

IN WITNESS WHEREOF, I have subscribed our signatures this ___ day of March, 2026.

Abby Thostenson, School Board Chair

Martin Hennen, School Board Clerk