

2026-2028

LEADERSHIP AND PROFESSIONAL STAFF

Terms and Conditions of Employment with Independent School District 719

I. BASIC SERVICES:

Each employee shall faithfully perform the services prescribed by the School Board or its designated representative, whether or not such services are specifically described in this agreement or in a general job description, abide by the rules, regulations and policies as established by the School Board and the Minnesota Department of Education and any additions or amendments thereto, for the annual salary indicated below.

II. SALARY: Each employee shall be paid an annual salary based on the salary schedule below in equal semi-monthly installments. Each employee shall perform the services prescribed by the school board or its designated representative, whether or not such services are specifically described in these terms and conditions.

Level 1 – Director

Senior Leadership: Defined as Director of Assessment and Improvement, Director of Child Nutrition, Director of Communications, Director of Community Education Services, Director of Operational Services, Director of Student Support Services, and Director of Technology.

Non-Senior Leadership: Defined as Activities Director and Director of Early Learning

- SY 26-27: \$139,662 - \$167,373
- SY 27-28: \$146,822 - \$171,055

Level 2 – Assistant Director

Defined as Assistant Director of Academic Services, Assistant Director of Human Resources, Assistant Director of Student Support Services, Assistant Director of Business Services, Assistant Director of Child Nutrition, and Assistant Director of District Emergency and Transportation Services.

- SY 26-27: \$110,576 - \$129,540
- SY 27-28: \$118,119 - \$132,390

Level 3 – Manager/Supervisor/Coordinator/Specialist/Accountant/Executive Assistant

Defined as Community Education Manager, Senior Accountant, Child Care Manager, MARSS Coordinator, Executive Assistant to the Superintendent, Staff Accountant, Facilities Coordinator, Adult and Community Engagement Coordinator, Child Care Coordinator, Child Care Specialist, Early Learning Coordinator, Youth Program Coordinator, Communications Specialist, Youth Program Specialist, and Auditorium and Facilities Supervisor.

- SY 26-27: \$53,399 - \$95,743
- SY 27-28: \$54,574 - \$97,850

III. WORK YEAR AND LEAVES:

1. Work Year: The work year shall be for 12 months (i.e., 260 days).
2. Holidays: Each employee shall be entitled to 13 holidays each agreement year, as designated by the School District.
3. Vacation: Each employee shall accrue the paid vacation days each year based on the chart below. A maximum of five (5) days may be carried over into the following year but must be used by December 31st or they will be forfeited. Exceptions to this requirement may be made at the discretion of the Executive Director of Administrative Services based on operational needs.

Level 1, Level 2, MARSS Coordinator, Executive Assistant to the Superintendent	25 days
Communications Specialist	15 days
All other Level 3, not listed in above two categories	20 days

4. Sick Leave: Each employee shall earn sick leave at the rate of one (1) day for each month or twelve (12) days per year, which may be accumulated to a maximum of 160 days. Medical statements may be required in order to receive sick leave benefits.
5. Family Bereavement, Family Illness and Funeral Leaves: Each employee will be entitled to family bereavement or illness leave up to a maximum of eight (8) work days per school year as described in Subd. 1, Subd. 2, and Subd. 3 below:

Subd. 1 – Family Bereavement Leave

Family Bereavement Leave may be used for the death of the following family members: spouse, fiancé, child, son/daughter-in-law, parent, father/mother-in-law, grandparents, grandparents-in-law, grandchild, sibling, or each employee's spouse's brother/sister-in-law, uncle, aunt, nephew, niece or cousin.

Subd. 2 – Immediate Family Illness Leave

Immediate Family Illness Leave may be used for any illness or injury of a child, spouse, or parent that requires the presence of each employee. Each employee may also use family illness leave for daycare closures due to the illness of children or the facility manager. The School District may require supporting documentation in the case of a daycare closure.

Subd. 3 – Other Family Illness Leave

Other Family Illness Leave may be used for a serious injury or illness of other family members named in Subd. 1. A serious injury or illness is defined to include health conditions requiring medical treatment or supervision; physical or mental disability; chronic long-term treatment.

Subd. 4 – Funeral of a Friend

Each employee will have one (1) annual non-accruing bereavement leave day for the funeral of a friend.

6. Personal Leave: The employees based on the chart below shall be granted personal leave of no more than two (2) days per year. Personal leave shall be non-cumulative and must be requested at least twenty-four (24) hours in advance.

Community Education Manager, Child Care Manager, Adult and Community Engagement Coordinator, Child Care Coordinator, Child Care Specialist, Early Learning Coordinator, Youth Program Coordinator, Youth Program Specialist, Executive Assistant to the Superintendent
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7. Jury Duty: Each employee will be fully compensated for time spent on jury duty, less any amount that is paid for such jury duty.

III. INSURANCE:

1. Medical Insurance: The school district shall provide a medical insurance plan and shall pay the premium based on the following chart:

Level 1, and Level 2, and Adult and Community Engagement Coordinator, Facilities Coordinator, Youth Program Coordinator, Child Care Coordinator, Early Learning Coordinator, Community Education Manager, Youth Program Specialist, Child Care Specialist, Child Care Manager, Senior Accountant	26-27 up to \$32,761.04 per year; 27-28 up to \$34,071.48 per year
Staff Accountant, MARSS Coordinator, Executive Assistant to the Superintendent	26-27 up to \$12,350.96 per year; 27-28 up to \$12,845 per year. The district will contribute an additional \$1500 per year for employees who elect two party or family coverage
Communications Specialist, Auditorium and Facilities Supervisor	26-27 up to \$12,350.96 per year; 27-28 up to \$12,845 per year.

In the event the District determines that the contributions required by the District under this Agreement may cause the plan to fail, to satisfy any nondiscrimination requirement imposed by the Internal Revenue Code or any other applicable law, the District may re-characterize all or a portion of the contributions made on behalf of the Administrator/Employee as taxable income (i.e., impute income to the Administrator/Employee) to the extent necessary to ensure that the plan satisfies such nondiscrimination requirements. The taxable portion of the premium shall be added to the Administrator's/Employee's salary and be paid by the Administrator/Employee through payroll deduction.

The District will offer at least one voluntary high-deductible/VEBA health plan option coupled with a VEBA trust. Eligible employees who choose to enroll in the high deductible VEBA health plan shall receive a district contribution to a VEBA account set up for that employee. Employee Agreements/Terms and Conditions determine eligibility. The following provisions shall apply to the VEBA plan offered by the District:

High-deductible VEBA health plan Single Coverage: if an employee selects the VEBA plan with single coverage, the District will make a \$1,200 annual contribution to each employee's VEBA HRA. The District will contribute the annual amount to each employee's VEBA account in two equal installments. The first installment will be contributed in July or the first date of employment. The

second installment will be contributed in January. If hired after January 1st, the entire prorated amount will be contributed on the first date of employment.

High-deductible VEBA health plan Dependent Coverage: if an employee selects the VEBA plan with dependent coverage, the District will make a \$2,400 annual contribution to each employee's VEBA HRA. The District will contribute the annual amount to each employee's VEBA account in two equal installments. The first installment will be contributed in July, the first date of employment, or the first day of coverage. The second installment will be contributed in January. If hired after January 1st, the entire prorated amount will be contributed on the first date of employment.

Investment fees (if any) will be paid from the individual accounts of employees. Monthly administration fees of active employees for VEBA administration will be paid for by the District.

2. Dental Insurance: The school district shall provide a dental insurance plan and shall pay the premium based on the following chart:

Level 1, and Level 2, and Adult and Community Engagement Coordinator, Facilities Coordinator, Youth Program Coordinator, Child Care Coordinator, Early Learning Coordinator, Community Education Manager, Youth Program Specialist, Child Care Specialist, Child Care Manager, Senior Accountant	26-27 up to \$1,424.80 per year; 27-28 up to \$1,481.79 per year
Level 3 positions not listed above	26-27 up to \$435.55 per year; 27-28 up to \$452.97 per year

3. Life Insurance: The school district shall provide and pay the total premium cost for term group life insurance based on the following chart:

Level 1 and Level 2	In the amount of \$300,000
Level 3	In the amount of \$150,000

4. Long-Term Disability Insurance: The school district shall provide and pay the full cost of income protection insurance consistent with the benefits and coverages of the insurance policy purchased by the district based on the chart below:

Level 1 and Level 2	Class 3 (\$9,000)
Level 3	Class 4 (\$5,556)

5. Claims Against the School District: The parties agree that any description of insurance benefits contained in this section are intended to be informational only and eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the school district pursuant to this section. It is further understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claims shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

6. Liability Insurance: The School District shall provide a liability insurance policy covering each employee in an amount not less than the statutory limits.

V. OTHER BENEFITS:

1. 403(b) Plan: Each employee shall be eligible to participate in the school district 403(b) Plan. The district will provide matching contributions for each year based on the following chart:

Level 1 and Level 2	Up to \$5,000 per year
Executive Assistant to the Superintendent	Up to \$1,500 per year
All other Level 3 positions	Up to \$500 per year

2. Flexible Spending Account Plan: Each employee is eligible to participate in the Flexible Spending Account plan.

3. Vehicle Allowance: Each employee will be paid based on the following chart:

Level 1	Up to \$3,600 per year
Assistant Director of Child Nutrition, Assistant Director of Student Support Services, Assistant Director of Emergency and Transportation Services	Up to \$1,800 per year

4. Professional Development: Level 1 and Level 2 Only

The professional development expense fund shall amount to \$1,000 per agreement year for each employee. The monies in this fund may be carried over for up to a maximum of \$6,000. Attendance at conferences and other professional development opportunities is subject to the approval of the Superintendent.

5. Phone Allowance: All Level 1 and Level 2 staff are required to have a cellular phone that is for the purpose of work related duties. The school district will provide a district-issued multiline work phone number if requested by the employee. Other staff may be compensated for their cell phone based on the chart below:

Community Education Manager, Child Care Manager, Facilities Coordinator, Adult and Community Engagement Coordinator, Child Care Coordinator, Child Care Specialist, Early Learning Coordinator, Youth Program Coordinator, Communications Specialist, Youth Program Specialist	Up to \$1,000 per year
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These personnel terms and conditions contain information pertaining to your employment with Independent School District No. 719, Prior Lake-Savage Area Schools ("District"). Please note that the information contained in this document may be changed from time to time. Nothing in this document establishes any form of a contract between you and the District, nor does anything in this document alter your at-will employment relationship with the District. In the same sense that you can resign your employment with the District at any time for any reason or no reason at all, so can the District terminate your employment at any time for any reason or no reason at all, consistent with the concept of at-will employment. When changes occur to the information contained in this document, the revisions will be issued to you. The statements contained in this Article are subject to the requirements of any applicable law, such as the Veterans' Preference Act, granting each employee employment rights.