EMPLOYMENT AGREEMENT

July 1, 2026 – JUNE 30, 2028

AMBER MOON
TECHNOLOGY SUPPORT SPECIALIST

AND

INDEPENDENT SCHOOL DISTRICT #743

SAUK CENTRE, MINNESOTA

ARTICLE I
ARTICLES/PORTION OF THE CONTRACT

The articles here attached constitute an integral portion of the contract agreement between Independent School District #743, Sauk Centre, Minnesota, and Amber Moon.

ARTICLE II
DEFINITIONS

1. EMPLOYER - In all articles, Independent School District #743 shall be referred to as the employer.

2. EMPLOYEE - In all articles, Amber Moon shall be referred to as the employee.

ARTICLE III
BASIC SERVICES

The Technology Support Specialist shall faithfully and confidentially perform the services prescribed by the job description and the Superintendent of Schools whether or not such services are specifically described in the job description, abide by the rules, regulations, policies as established by the School Board and the Minnesota Department of Education, and any additions or amendments there to, for the salary and benefits indicated herein, and all state and federal laws thereto.

ARTICLE IV
DURATION

This contract shall remain in full force and effect, except if modified by mutual consent of the School Board and the Technology Support Specialist or unless terminated as provided by law.

This contract shall be in full force and effect through June 30, 2028. At the conclusion of its term or any agreed to extension thereof neither party shall have any further claim against the other party, and the Districts employment of the Technology Support Specialist shall cease.

ARTICLE V
SEVERABILITY

Should any portion of this contract be found to be in violation of state law, both parties agree to immediately negotiate appropriate modifications. Unless otherwise mutually agreed, all other provisions of the contract shall remain in full force and effect.

ARTICLE VI
TERMINATION DURING TERM

The Technology Support Specialist employment may be terminated during the term of this contract only for cause defined in M.S. 122A.40 Subds. 9 or 13. Except for the purposes of describing the grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Technology Support Specialist during the contract term for cause as defined in M.S. 122A.40, it shall notify the Technology Support Specialist in writing of the proposed grounds for termination. The Technology Support Specialist shall be entitled to a hearing before an arbitrator provided the Technology Support Specialist 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 Technology Support Specialist may be suspended with pay pending final determination by the arbitrator. If the Technology Support Specialist fails to request a hearing as provided herein within the fifteen (15) calendar day period, it shall be deemed acquiescence by the Technology Support Specialist 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 Technology Support Specialist shall have no further claim or recourse.

ARTICLE VII
DUTY YEAR/DUTY DAYS

The Technology Support Specialist will be scheduled to work 10 months (August through May) per fiscal year as scheduled with the superintendent, from which leaves, holidays, and vacation shall be subtracted as appropriate.

ARTICLE VIII
VACATION/HOLIDAYS

The Technology Support Specialist shall be granted seventy-two (72) hours of annual paid vacation for the 2026-2027 contract year and eighty (80) hours of paid vacation for the 2027-2028 contract year. Vacation hours are to be used during the contract period and cannot be carried over without prior approval of the Superintendent.

The Technology Support Specialist shall be entitled to the following paid holidays: New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

Martin Luther King Day and President's Day will also be paid holidays if school is not in session for students and/or staff. If school is in session or teachers are scheduled to work these will be normal working days.

ARTICLE IX
LEAVES

Leaves will be granted to the Technology Support Specialist as follows:

Sick & Safe Leave:

An employee shall earn sick and safe leave at the rate of one day per month times their scheduled hours worked for ten months. Maximum accrual for ten-month employees will be 80 days.

State Statue 181.9447 (ESST) defines what this leave can be used for and which family members are included.

Family & Medical Leave Act:

As prescribed by law.

Bereavement Leave:

Up to five days leave shall be allowed for death in the employee's immediate family. The specific amount of leave allowed is subject to the discretion of the superintendent depending on the circumstances. Immediate family is defined as the employee's spouse, child, grandchild, parent, brother, sister, parent in-law.

Jury Duty Leave:

Any staff member who is called to serve jury duty will be provided leave with pay for each day that said service would interfere with their regularly scheduled shift. The staff member will notify the District of the dates of pending absences as soon as possible following notice of jury duty. The staff member shall reimburse to the District any per diem paid to them, by the Court, for said service except that the staff member may retain any mileage or meal allowance paid by the court.

ARTICLE X
MEDICAL INSURANCE

The District shall provide the Technology Support Specialist and their eligible dependents with medical insurance selected from the menu of insurance coverage options offered by the District. Monthly payments towards medical insurance shall be as follows:

July 1, 2026 to June 30, 2027	$740.00 per month
July 1, 2027 to June 30, 2028	$800.00 per month

In the event this Contract will cause or does cause penalties, fees, or fines to be assessed against the District, the parties agree to reopen negotiations that result in a revised Contract between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District. The amount of any reduction in the School District's contribution toward the Technology Support Specialist healthcare benefits as a result of addressing the 'highly compensated' component of the ACA will be placed into

another School District-provided benefit(s) (i.e., a retirement HRA, salary etc) as agreed upon between the parties. Any remaining insurance contribution dollars, after the high deductible plan premium has been paid, will be contributed to the Technology Support Specialist HSA.

ARTICLE XI
BASIC SERVICES COMPENSATION

Compensation for "basic services" rendered in the capacity of "Technology Support Specialist" shall be as follows:

July 1, 2026 - June 30, 2027	$22.00 per hour
July 1, 2027 - June 30, 2028	$22.66 per hour

ARTICLE XII
MATCHING 403b PLAN

The employer will make available to the Technology Support Specialist a matching 403b plan. The years of service are based on completed years of service with the district under this contract. The employer will make matching contributions to the plan based on the following schedule:

Years of Service	District Maximum Match
1-3 years	$200
4-6 years	$400
7-9 years	$600
10-12 years	$800
13+ years	$1,000

Requirements to Participate: The following shall be applicable to this article:

1. Prior to July 1 of any year, an employee shall declare his intent to participate in a 403b matching program contribution plan by submitting a signed Intent to Participate form to the payroll department. Responsibility for filing said form is solely the responsibility of the employee. Failure to file said form shall exclude the employee from participation during that year. An Intent to Participate form shall be binding until a written and signed withdrawal of participation is provided to the payroll department.

In order for the Intent to Participate form to be valid, it is the employee's responsibility to have all vendor accounts established and all vendor forms appropriately completed and signed. Failure on the part of the employee to do so will void any School District match for said year.

2. The Technology Support Specialist may, through payroll deduction, as indicated on the Intent to Participate form, contribute any dollar amount up to or in excess of the School District contribution, provided that they are responsible for and comply with all applicable rules and statutes.

3. The School District and the Technology Support Specialist will direct their contributions to the same vendor. The School District's contribution will annually equal

the match listed above.

4. Contributions (Employee and Employer) as defined on the annual Intent to Participate form shall be remitted twice monthly from August through June, based on the Technology Support Specialist's work schedule. The remittance schedule may be adjusted as necessary to accommodate changes in that schedule.

5. The Technology Support Specialist shall choose a vendor from the School District established list in order to participate.

6. Management of both the portfolio of individual investments and the School District contributions shall be solely the responsibility of the Technology Support Specialist in whose name these investments have been made. The School District absolutely assumes no current or future liability for contributions made to these plans or for investment earnings (losses), which may accrue to these portfolios as a result of investment decisions, which are made by the Technology Support Specialist.

7. The Technology Support Specialist is not to construe any plan or the district contributions to any plan or the opportunity of the employee to match such contributions as legal, tax, or investment advice by the School District.

8. The management of both the individual and School District contributions shall be solely the responsibility of the Technology Support Specialist in whose name the contributions have been made. The Technology Support Specialist should consult his own attorney, accountant, and investment advisor as to legal, tax, and investment issues relating to contributions in any plan.

9. The School District has neither reviewed nor approved any investment programs, which the Technology Support Specialist may obtain by way of contributions under any plan.

10. The Technology Support Specialist agree to indemnify and hold harmless the School District from any adverse investment experience arising from or connected with contributions to any plan.

11. There shall be no School District contribution for an employee on an unpaid leave of absence.

ARTICLE XIII
ENDORSEMENT

The preceding Articles I-XII, as stipulated, are hereby mutually approved, endorsed and incorporated as an integral portion of the continuing contract between Independent School District #743, Sauk Centre, Minnesota, the employer, and Amber Moon, Technology Support Specialist.

Ann Hess

Dated: 6-18-26

Chair, Board of Education
Independent School District #743

Sauk Centre, Minnesota

Dated: 6/17/26

Clerk, Board of Education
Independent School District #743
Sauk Centre, Minnesota

Dated: 06/12/26

Technology Support Specialist
Independent School District #743
Sauk Centre, Minnesota