EMPLOYMENT AGREEMENT

July 1, 2026 - JUNE 30, 2028

BETH HEINZE

BUSINESS MANAGER

AND

INDEPENDENT SCHOOL DISTRICT #0743

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 #0743, Sauk Centre, Minnesota, and Beth Heinze.

ARTICLE II
DEFINITIONS

1. EMPLOYER - In all articles, Independent School District #0743 shall be referred to as the District.

2. EMPLOYEE - In all articles, Beth Heinze shall be referred to as the Business Manager.

ARTICLE III
BASIC SERVICES

The Business Manager 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 thereto, for the salary and benefits indicated herein, and all state and federal laws relevant 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 Business Manager 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 District's employment of the Business Manager 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 Business Manager's 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 Business Manager during the contract term for cause as defined in M.S. 122A.40, it shall notify the Business Manager in writing of the proposed grounds for termination. The Business Manager shall be entitled to a hearing before an arbitrator provided the Business Manager 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 Business Manager may be suspended with pay pending final determination by the arbitrator. If the Business Manager fails to request a hearing as provided herein within the fifteen (15) calendar day period, it shall be deemed acquiescence by the Business Manager 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 Business Manager shall have no further claim or recourse.

ARTICLE VII
DUTY YEAR/DUTY DAYS

The Business Manager's duty days shall be 260 days, per fiscal year as scheduled with the superintendent, from which leaves, holidays, and vacation shall be subtracted as appropriate.

ARTICLE VIII
VACATION/HOLIDAYS

The Business Manager shall be granted twenty-two (22) days of annual paid vacation The Business Manager may carry over seven (7) unused vacation days to the following year up to a maximum of 29 days. Additional days may be carried over to following year with written consent of the Superintendent. Upon separation, vacation days will be prorated and any unused days will be paid out at the current daily rate.

The Business Manager shall be entitled to the following paid holidays: New Year's Day, Good Friday, Memorial Day, Juneteenth, 4th of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. Martin Luther King Day and President's Day will also be holidays if school is not in session. If school is in session, these will be normal working days.

ARTICLE IX
LEAVES

Leaves will be granted the Business Manager as follows:

Sick & Safe Leave: Fifteen (15) days per year, cumulative to one hundred ten (110) days. Annual sick and safe leave shall accrue at the start of the fiscal year. 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: Maximum of seven (7) days per occurrence for immediate family, and one (1) day for a person outside of the immediate family. After four (4) days have been used in any given year, all subsequent bereavement days will be deducted from the Business Manager's sick leave balance.

Jury Duty Leave: If the Business Manager is called to serve jury duty, she shall be provided leave with pay for each of required jury duty service. The Business Manager shall notify the School District of dates of pending absences within 72 hours following notice of jury duty. The Business Manager shall reimburse the School District any per diem paid to a juror by the Court for jury duty service except she shall retain any mileage or meal allowance paid by the court.

Worker's Compensation. Pursuant to M.S. 176, an employee injured on the job in the service of the School District and collecting worker's compensation insurance, may draw sick and safe 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 and safe leave.

ARTICLE X
MEDICAL INSURANCE

The District shall provide the Business Manager and her 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 – July 31, 2026	$1125 per month
August 1, 2026 – June 30, 2027	$1400 per month
July 1, 2027 – June 30, 2028	$1500 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 Business Manager's 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 Business Manager's HSA account.

ARTICLE XI
BASIC SERVICES COMPENSATION

Compensation for "basic services" rendered in the capacity of "Business Manager" shall be as follows:

July 1, 2026 – June 30, 2027	$109,777.00
July 1, 2027 – June 30, 2028	$113,070.00

Said compensation shall be in addition to compensation or fringe benefit provisions.

Additional Compensation/Provisions:

1. The Business Manager will be provided with a school vehicle when traveling on school business at the District's expense. In the event that the superintendent approves the use of the Business Manager's private vehicle he/she will be reimbursed as per School Board policy.

2. The Business Manager shall be reimbursed for all legally valid expenses and fees for attendance at professional meetings and conferences when attendance is required, directed, or previously approved by the superintendent.

3. The School District will pay the annual membership dues for the Business Manager for the Minnesota Association of School Business Officials (MASBO) and American Association of School Business Officials.

4. The Business Manager shall be allowed to utilize the District's Flexible Benefit Program.

5. The District shall provide the Business Manager with Long-Term Disability Insurance identical in nature and content to the Income Protection Insurance Provided faculty members.

6. The School District shall contribute up to $500.00 per year towards the cost of life insurance.

7. The Business Manager shall be a member of the Public Employee's Retirement Association and the District and Business Manager shall contribute to said program as required by law.

8. For each year of the contract in which the Business Manager maintains a Minnesota Association of School Business Officials certification, the District will pay the Business Manager a $2,500.00 stipend in equal installments throughout the year.

9. For each year of the contract in which the Business Manager maintains a School Finance & Operations (SFO) certification, the District will pay the Business Manager a $2,500.00 stipend in equal installments throughout the year.

10. The Business Manager may attend a State Convention every year at the School District's expense. In addition, the Business Manager may attend a National Convention one time in a three-year period with a School District allowance not to exceed $3,000.00 subject to the approval of the Superintendent.

ARTICLE XII
MATCHING 403b PLAN

The District shall make available to the Employee a matching 403(b) retirement plan. The District shall provide a matching contribution of up to $3,000 for the 2026–2027 contract year and up to $3,500 for the 2027–2028 contract year, subject to the Employee making an equivalent contribution to the 403(b) plan.

The maximum lifetime contribution to the plan for the Business Manager will be $25,000.

Contributions will be made twice each month.

ARTICLE XIII
RETIREMENT

Upon completing at least 10 years of service to the School District, the District will pay the Business Manager (or her estate) 50% of accumulated sick leave days at her daily rate of pay in compensation upon retirement, subject to qualifying under PERA, or death.

ARTICLE 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 #0743, Sauk Centre, Minnesota, the employer, and Beth Heinze, Business Manager.

Chair, Board of Education
Independent School District #0743
Sauk Centre, Minnesota

Business Manager
Independent School District #0743
Sauk Centre, Minnesota

Clerk, Board of Education
Independent School District #0743
Sauk Centre, Minnesota

Dated: 7/14/26

Dated: 7-14-26