

# SUPERINTENDENT CONTRACT

## ARTICLE I PURPOSE

This Contract is entered into between Independent School District No. 2310, Sibley East Schools, Minnesota, hereinafter referred to as the School District, and Lonnie Seifert, hereinafter referred to as the Superintendent, a legally qualified and licensed superintendent who agrees to perform the duties of the Superintendent of the School District.

## ARTICLE II APPLICABLE STATUTE

This Contract for Superintendent Services is entered into between the School District and the Superintendent in conformance with and governed by Minnesota Statutes 123B.143.

## ARTICLE III LICENSE

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

## ARTICLE IV DURATION, EXPIRATION, TERMINATION DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY

Section 1. Duration: This Contract is for a term of one year commencing on July 1, 2024, and ending on June 30, 2025. 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 in this Contract.

Section 2. Expiration: This Contract shall expire at the end of the term specified in Section 1 above. 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 Minnesota Statutes 123B.143, Subd. 1.

Section 3. Termination During the Term: The Superintendent's employment may be terminated during the term of this Contract only for cause as defined in Minnesota Statutes 122A.40, Subd. 9 and Subd. 13, but, except for purposes of describing grounds for discharge, the provisions of Minnesota Statutes 122A.40 shall not be applicable. If the School Board proposes to terminate the Superintendent during the term of this Contract for cause as described in Minnesota Statutes 122A.40, Subd. 9 or Subd. 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 to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Minnesota Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the striking process

as provided by BMS rules. The arbitrator shall conduct a hearing under arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding on the parties, subject to 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 in this section within the fifteen (15)-day calendar period, the Superintendent shall be deemed to have acquiesced 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.

Section 4. Notice of Intent: The Superintendent bears the responsibility in this Contract for reasonably notifying the School Board in writing of the notice requirement in order for it to be binding and effective. Failure of the School Board to take action authorizing the negotiation of a subsequent Contract in the first six months of this Contract, will serve as notice to the Superintendent that the School Board will not enter into a subsequent Contract.

Section 5. Subsequent Contract: If the School Board takes action authorizing the negotiation of a subsequent Contract, the parties will act in good faith to complete negotiations and enter the subsequent Contract before the end of this Contract. This action will include a provision that, in the event that negotiations for a subsequent Contract have not been completed by the end of this Contract's term, the parties will enter into a subsequent Contract for the term set forth in the School Board's action and that the new subsequent Contract's compensation and benefits level in the last year of this Contract is the same as in the current Contract pending final negotiations of compensation and benefit terms for the new Contract.

*NOTE to Article IV, Section 5: This addresses situations in which the Superintendent's employment Contract passed June 30th while negotiations continue. This acknowledgment includes a provision consistent with Minnesota Statutes 123B.143 by which continued negotiations after June 30th of the last year of a Contract result in a subsequent Contract for the term set forth in the Resolution and at the Superintendent's current salary and benefits, pending final negotiation of terms. This is not an extension of the current Contract by School Board action or inaction as prohibited by Minnesota Statutes 123B.143. This will be reflected in the adopting action for the current Contract.*

*Notice to start Contract negotiations can be by default, i.e., the School Board not acting to start negotiations within a set period (as drafted above) or by affirmative notice such as a notice of intent not to renew. But reasonable notice to start or not start Contract negotiations, whether by default or affirmative action, should be given and the six-month period suggested above for such notice fits within the standard hiring cycle.*

Section 6. Mutual Consent: This Contract may be terminated at any time by mutual consent of the School Board and the Superintendent.

## ARTICLE V 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. 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.

## ARTICLE VI DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Superintendent's duty year shall be for the entire twelve (12)-month Contract year, and the Superintendent shall perform duties on those legal holidays on which the School Board 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.

Section 2. Vacation: The Superintendent shall earn 20 working days of paid vacation. Upon voluntary termination of employment or expiration of the Contract, if not offered a subsequent Contract, the Superintendent shall be entitled to payment for any unused vacation days earned and accrued pursuant to the provisions of this section as his daily rate of pay; however, if the Superintendent is involuntarily terminated, the Superintendent shall not be entitled to unused earned and accrued vacation days.

Section 3. Holidays: The Superintendent shall be entitled to thirteen (13) paid holidays as designated by the School Board each Contract year.

Section 4. Sick Leave: As of July 1, 2024, the Superintendent will be credited with 15 days of sick leave. Should the Superintendent and the School District enter into a subsequent contract, any unused sick leave will carry over.

Section 5. Earned Sick and Safe Time (ESST): The Superintendent shall earn, use, and accumulate ESST in conformance with the School District's Employment Policies and Minnesota Statutes 181.9445 – 181.9448.

Section 6. Workers' Compensation: Pursuant to Minnesota Statutes Chapter 176, the Superintendent injured on the job in the service of the School District and collecting workers' compensation insurance may 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.

Section 7. Bereavement Leave: The Superintendent shall be granted bereavement leave for a death within the Superintendent's immediate family. The time utilized shall be in an amount to be determined after conferring with the School Board Chair. Days utilized will not be deducted from the Superintendent's sick leave. "Immediate family" is defined as the Superintendent's spouse, child, parent, brother, sister, or other relative who was living in the same household as the Superintendent.

Section 8. Emergency Leave: The Superintendent may be granted paid emergency leave at the discretion of the School Board.

Section 9. Jury Service: The Superintendent who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 10. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 11. Disability: If the Superintendent is unable to perform their regular duties because of personal illness or disability and has exhausted all accumulated sick leave, the School Board shall provide additional paid sick leave at a salary equal to 60% (percent) of the Superintendent's regular salary until the expiration of the waiting period for long-term disability insurance.

Section 12. Medical Leave: The Superintendent may be placed on a leave of absence for health reasons pursuant to the procedures outlined in Minnesota Statutes 122A.40, Subd. 12.

Section 13. Insurance Application: A Superintendent on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Superintendent shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance. In the event the Superintendent is on paid leave from the School District under Section 4 above, or supplemented by sick leave pursuant to Section 5 above, the School District will continue insurance contributions as provided in this Contract until paid leave is exhausted. Thereafter, the Superintendent must pay the entire premium for any insurance retained.

## ARTICLE VII INSURANCE

Section 1. Health and Hospitalization Insurance: The School District shall provide the Superintendent and the Superintendent's dependents with health and hospitalization coverage under the School District's HSA group health and hospitalization at the expense of the School District. The School District shall fully fund the HSA deductible.

*NOTE to Article VII, Section 1: 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 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 Superintendent's healthcare*



# 2024-25 Application for Educational Benefits

Complete one application per household for all children. Please use pen (not a pencil). Mail or return completed form to: Sibley East Public Schools, Deb Perschau, 202 3rd Ave NW, P.O. Box 1000, Arlington, MN 55307

**STEP 1:** List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper).

Definition: A Household Member is "Anyone living with you and shares income and expenses, even if not related." Read How to Complete the Application for Educational Benefits for more information. Adults over grade 12 living in the same household should be reported in Step 3. If your children attend different districts or charter/nonpublic schools, return an application at each one.

Child's First Name (list all children in household)	MI	Child's Last Name	School	Grade	Birthdate	Foster Child (Y)
<del>Gerardo Vazquez</del>						<input type="checkbox"/>
Gerardo Vazquez	A	Valderrama Alvarez		4th	02/05/2015	<input type="checkbox"/>
Josée M. Vazquez		Vazquez		MONA	09/07/2021	<input type="checkbox"/>
Angel Daniel Vazquez		Vazquez		ASAR	10/08/2024	<input type="checkbox"/>

**STEP 2:** Do Any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, MFIP or FDIPIR? Medical assistance does not qualify. If NO > Go to STEP 3. If YES > Enter SNAP, MFIP or FDIPIR Case Number (between 4-9 digits, do not report EBT card number) \_\_\_\_\_ then go to STEP 4 (Do not complete STEP 3)

**STEP 3:** Report Income for ALL Household Members (Skip this step if you answered "Yes" to STEP 2)

**A.** Last Four Digits of Social Security Number (SSN) of Adult Household Member: XXX-XX- Or Check if Adult has No SSN:  Total Number of All Household Members (Children + Adults)  5

**B.** Child Income.

Sometimes children in the household earn or receive income, such as from a part time job or SSI. Please include the TOTAL income received by all children listed in STEP 1. Do not include income received by adults in the box to the right.

Total Income Received by All Children	Weekly	Bi-weekly	2x Month	Monthly
\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**C.** All Adult Household Members (including yourself). For each Household Member listed, if they do receive income, report total gross income only. If they do not receive income from any source, write '0' or leave any fields blank. You are certifying (promising) that there is no income to report. Not sure what income to include here? Flip the page and review "Sources of Income" for information. "Sources of Income" will help you with the Child Income section and All Adult Household Members section.

Names of All Adult Household Members (First and Last)	Yearly	Monthly	2x Month	Bi-Weekly	Weekly
Gerardo Vazquez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laura E Vazquez	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you Self-Employed or a Farmer?	Yearly	Monthly	2x Month	Bi-Weekly	Weekly
Net income from Farm or Self-Employment. Do not duplicate elsewhere.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any Other Gross Income	Weekly	Bi-weekly	2x Month	Monthly
SSI, Unemployment, Public Assistance, Child Support, and others on Page 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**STEP 4:** Contact information and adult signature. "I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

I have checked this box if I do not want my information shared with Minnesota Health Care Program as allowed by state law.

Printed name of adult signing form: Gerardo Vazquez  
 Address (if available): 509 Dupont St, Gaylord, MN 55334  
 Apt# City Zip  
 Daytime Phone: 320-455-5021  
 Date: 01/02/2025

SIGN HERE: Signature of Household Adult

Determining Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Confirming Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# WAIVER OF CONFIDENTIALITY

## Sharing Information with Other Programs

Dear Parent/Guardian:

Date: August 1, 2024

To save you time and effort, the information you gave on your Free and Reduced-Price School Meals Application may be shared with other programs for which your children may qualify. For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced-price meals.

- Yes! I DO want school officials to share information from my Free and Reduced-Price School Meals Application with the **Sibley East Activities Director**
- Yes! I DO want school officials to share information from my Free and Reduced-Price School Meals Application with the **Sibley East Technology Department**
- Yes! I DO want school officials to share information from my Free and Reduced-Price School Meals Application with the **Sibley East Testing Coordinator**
- Yes! I DO want school officials to share information from my Free and Reduced-Price School Meals Application with the **Sibley East PreSchool/Cub Care/Junior Wolverine**
- Yes! I Do want school officials to share information from my Free and Reduced-Price School Meals Application with the **Elementary Snack Cart**
- Yes! I Do want school officials to share information from my Free and Reduced-Price School Meals Application with \_\_\_\_\_

If you checked yes to any or all of the boxes above, fill out the form below to ensure that your information is shared for the child(ren) listed below. Your information will be shared only with the programs you checked.

Child's Name: Gabriel A Valdivia Alons School: Sibley East Elementary

Child's Name: Jose Miguel Vazquez School: Sibley East Elementary

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Child's Name: \_\_\_\_\_ School: \_\_\_\_\_

Signature of Parent/Guardian: Gerardo V. Date: 01/02/2025

Printed Name: Gerardo Vazquez

Address: 509 DRIPSON St Gaylord, MN, 55334

For more information, you may call Deb Perschau at (507)964-8295 or email at [deb.perschau@sibleyeast.org](mailto:deb.perschau@sibleyeast.org).

Return this form to: **Sibley East Schools**  
**Deb Perschau**  
**P.O. Box 1000**  
**Arlington, MN 55307**

*benefits as a result of addressing the “highly compensated employee” component of the ACA will be placed into another School District provided benefit) (i.e., a retirement HRA, salary, etc.) as agreed upon between the parties.*

Section 2. Life Insurance: The School District shall provide, at its own expense, term life insurance for the Superintendent under the School District’s group term life insurance plan in the amount of \$100,000, payable to the Superintendent’s named beneficiary(ies).

*NOTE to Article VII, Section 2: According to the Internal Revenue Service rules, the amount of School District premium contribution that pays for life insurance coverage in excess of \$50,000 is considered taxable income, so the School District should be certain that it is reporting that contribution as such, and the Superintendent needs to know why that amount is being reported.*

Section 3. Long-Term Disability Insurance: The School District shall provide, at its own expense, long-term disability insurance for the Superintendent under the School District’s group long-term disability insurance plan.

Section 4. Eligibility: The eligibility of the Superintendent and the Superintendent’s dependent(s) and beneficiary(ies) for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this article.

Section 5. Claims Against the School District: The School District’s only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

## ARTICLE VIII OTHER BENEFITS

Section 1. Tax-Sheltered Annuities: The Superintendent is 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 123B.02, Subd. 15., School District policy, and as otherwise provided by law. The District will match the Superintendent’s contribution up to \$3,000 per year.

Section 2. Vehicle: The School District shall compensate the Superintendent for business use of the Superintendent’s private vehicle at the IRS rate per mile pursuant to Minnesota Statutes 471.665, Subd. 1 as allowed by Internal Revenue Service guidelines.

Section 3. 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 such attendance 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 School Board policy and law.

Section 4. TRA Benefit/Payment: The Superintendent is a fully vested member of the Teachers Retirement Association (TRA) and currently collecting retirement benefits. The school district does not need to withhold TRA benefits from his salary and any TRA cost the district would have incurred will be placed into an HRA/HSA of the Superintendents choosing during the term of this contract.

ARTICLE IX  
SALARY

The Superintendent shall be paid a salary of \$145,000 for the 2024-2025 Contract year. During the term of this Contract, the annual salary may be modified but shall not be reduced. The annual salary shall be paid in equal installments during the Contract year.

ARTICLE X  
EVALUATE PERFORMANCE

The School Board shall oversee, direct, and evaluate the Superintendent's performance as the School Board sees fit.

*NOTE to Article X: The School Board and Superintendent should discuss a process for conducting at least an annual evaluation of the Superintendent's performance.*

ARTICLE XI  
OTHER PROVISIONS

Section 1. 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 also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the School Board, such activities do not impede the Superintendent's ability to perform the duties of the superintendency. However, the Superintendent may 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.

Section 2. 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 their employment and the Superintendent is acting within the scope of employment or official duties, the School District shall defend and indemnify the Superintendent to the extent provided 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 in this regard shall be subject to the limitations as provided in Minnesota Statutes Chapter 466. This indemnification and defense obligation extends to all costs and fees incurred by the Superintendent in any internal investigation of a claim against the Superintendent that does not result or would not have resulted in substantial disciplinary action against the Superintendent (defined as sufficient to create public data under the final disposition of a disciplinary action provisions of Minnesota Statutes 13.43, Subd. 2). Payment of legal fees includes when the Superintendent incurs individual legal costs in serving as a witness in a claim against the School District. Nothing herein affects the



Superintendent's right to legal counsel of the Superintendent's choice. Nothing herein affects the parties' right to negotiate payment of legal fees as part of a separation agreement.

Section 3. Dues: The Superintendent is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, or permitted by the School Board. The Superintendent shall present appropriate statements for approval as provided by law.

Section 4. Daily Rate of Pay: For purposes of this contract, the Superintendent's daily rate of pay is determined by dividing the total Superintendent's annual salary by 260 days.

ARTICLE XII  
SEVERABILITY

The provisions of this Contract shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Contract or the application of any provision thereof.

IN WITNESS WHEREOF, I have  
subscribed my signature this \_\_\_\_\_ day of  
May, 2024.

\_\_\_\_\_  
Superintendent

IN WITNESS WHEREOF, I have subscribed  
my signature this \_\_\_\_\_ day of May, 2024.

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk