



STRIDE CAMPUS • 3241 OAKHAM LANE, ST. CLOUD, MN 56301 • PHONE 320.230.5340 • FAX 320.217.6318 • STRIDEACADEMY.ORG

DR. SARA FROMM, BOARD OF EDUCATION
MRS. ANGELA LICHY, PRINCIPAL K-4
MR. NATHAN SCHWIETERS, PRINCIPAL 5-8

Thursday, May 18, 2023

Dear Eric,

STRIDE Academy is pleased to present this annual work agreement to you. This is an agreement to be a **salaried** at-will employee at STRIDE Academy for the **2023-2024** and **2024-2025** school year. Below is a summary for your convenience. Additionally listed are the terms and conditions of the employment offer. This year we are shifting from “Work Continuance” notices that simply update salary, to “Work Agreements”. This allows our agreements to reflect current practices at STRIDE academy.

Thank you for your commitment to STRIDE Academy for the **2023-2024** and **2024-2025** school years. I am so excited about the upcoming school year and our partnership for students and families.

Sincerely,

Sara Fromm,

STRIDE Academy Board of Education Chair

STRIDE Academy Employment Summary

Employee: *Eric Skanson*



Position: <i>Administration</i>	Anniversary Bonus: \$- 0	2022-2023 Annual Salary: \$145,000.00
Assignment: <i>Executive Director</i>	Potential Performance Bonus Year 1: \$4,480.50	2023-2024 Annual Salary : \$149,350.00
Compensation Structure: salaried	Performance Bonus Percent Year 1: 3%	2023-2024 Percent Increase: 3.00%
Duty Days: 230	Potential Performance Bonus Year 2: \$4,480.50	2024-2025 Annual Salary: \$153,830.50
Full-Time Equivalent (FTE): 1.0	Performance Bonus Percent Year 2: 3%	2024-2025 Percent Increase: 3.00%
Insurance Eligible: <i>eligible</i>		2023-2024 Annual Total Salary with Bonus: \$153,830.50
Start Date: 7/1/2023		2024-2025 Annual Salary with Bonus: \$153,830.50 \$162,925.92
End Date: 6/30/2025		

STRIDE Academy Employment Offer Letter 2023-2024 and 2024-2025

Position and Assignment:

The position of **Administration** is a **1.0** position in category of **Executive Director**. This position is considered **exempt** status under the Fair Labor Standards Act as the compensation structure is **salaried**. Regular attendance is an essential function of the job. The job description for the position is available and identifies additional essential functions of the job.

The Board shall have the authority and sole discretion to create and modify the Executive Director's written job description to oversee and direct the Executive Director's job performance and to review and evaluate the Executive Director's performance. The STRIDE Board of Education shall appoint a Board Chair to facilitate this supervision. The Board Chair shall work closely with the Executive Director to ensure that all duties and responsibilities are carried out in accordance with established policies and procedures.

Duration:

Contracted Workdays/Calendar/Hours:

This agreement will be in effect for the **2023-2024 and 2024-2025** school years. The work agreement will begin on **7/1/2023** and ends on **6/30/2025**.

A regular workday will be **8.0** hours in length, but as you are salaried, you are expected to work the number of hours necessary to perform the job duties and to meet the professional expectations of the job. In light of the exempt status of the position, additional hours worked beyond an **8.0** day will not constitute overtime.

Contracted Workdays Formula:

Contract Days + Non-Work Eligible Days (Holidays/Weekends Included) + Non-Contract Days = 365 Days/Year.

$$230 + 104 + 10 + 21 = 365$$

Your **230** contracted workdays will follow the board adopted calendar that is available to you on the school website (www.strideacademy.org).

Holidays:

You will not be expected to work on the following days: New Year's Eve Day; New Year's Day; Good Friday; Memorial Day; Labor Day; Thanksgiving Day; the day after Thanksgiving; December 24th; and December 25th, 1 Floating.

A floating holiday is a paid day off that you may take at your discretion, preapproved by the Board of Education. Unlike traditional holidays, such as New Year's Day or Thanksgiving, floating holidays are flexible and can be used for personal or religious reasons, or to celebrate other events that may not be recognized as official holidays.

Paid Time Off:

You will earn Paid Time Off (“PTO”) at the rate of **8.0 hours** for each month of work that is completed, up to a maximum of **12.0 days** or **96.0 hours**. Accrued PTO covers all categories of leave, including, but not limited to, personal and sick leave. The BOE has the right to deny a request for PTO if it is determined that the PTO would disrupt STRIDE Academy’s operation. Accrued PTO must be used before using unpaid time off. Any absences that are in excess of your accrued PTO will be without pay.

You may elect to carry over up to **(5)** days of PTO (**40.0 hours**) accumulated but not used during the previous year. Any accrued leave in excess of seventeen days (**12.0** accrued during the current year and a maximum of five **(5)** carried over from a previous year) will be forfeited.

STRIDE Academy will pay you the cash value of your accrued PTO if you resign in good standing. To resign in good standing, you must provide STRIDE Academy with written notice of the resignation at least fourteen (14) school days in advance and must return any of STRIDE Academy’s property that is in your possession. Such property must be returned on or before the effective date of the resignation. If STRIDE Academy discharges you for misconduct during the term of this Agreement, you will not be entitled to receive any compensation for any accumulated days of PTO. You may be required, at the Board of Education’s discretion, to attend and participate in meetings and school-sponsored events such as curriculum nights, informal meetings, student conferences, parent conferences, meetings called by the Board of Education, and other similar events.

Compensation

Salary:

You will earn a gross annual salary of **\$149,350.00 in 2023-2024 and \$153,830.50 in 2024-2025** for performing duties as **Executive Director in Administration**. In accordance with its regular payroll schedule, STRIDE Academy will pay you this salary in **48** equal installments twice per month between **7/1/2023** and **6/30/2025** less required withholdings and deductions, beginning with the first installment on 7/1/2023.

Bonus

Longevity/Anniversary Bonus:

Employees at STRIDE Academy are eligible to receive a longevity bonus based on years of employment. These will be paid out as Anniversary Bonus at the completion of the anniversary year. Anniversary bonus will be awarded at 5-year increments and at \$500 per Increment.

EXAMPLE: 5 Year - \$500 10 Year- \$1000 15 Year - \$1500 20 Year - \$2000

If the employee is terminated for gross misconduct, is not renewed, or voluntarily leaves employment in the organization, the employee forfeits any future payment. Payment will be made at the fulfillment of the anniversary year contract by June 30th. At the conclusion of this work agreement you will have completed your **2.00** and **3.0** years of service which makes you **not eligible** for this bonus. This year you will receive **\$- 0**.

Performance Pay Bonus:

You are **eligible for** performance pay for the **2023-2024 and 2024-2025** school year. The performance pay is contingent on several factors, including successfully meeting annual goals as agreed upon with the Board of Education. Your performance pay will be evaluated at this time and may be found to be at the following levels:

Level 1: Does Not Meets 0% **Level 2: Partially Meets 1.5%** **Level 3: Meets 3%**

The total amount eligible will be based on the summative evaluative level of your performance goals in the final meeting in June. You may be eligible for up to **3%** of **\$149,350.00** for **\$4,480.50 in 2023-2024 and 3% of \$153,830.50 for \$4,614.92 in 2024-2025**. Performance Goals will be reviewed by the Board of Education and compensated by June 30, of each year of the agreement.

Retirement Contributions:

You are **Eligible** to be a member of the **TRA** system. STRIDE Academy and you will each contribute the amount required by the laws governing TRA. STRIDE Academy’s obligation will immediately cease in the event that you resign your employment or are terminated for any reason.

Insurance Benefits

To be eligible for insurance benefits at STRIDE Academy, you need to work at least 30 hours or .75 FTE. For the **2023-2024 and 2024-2025** school years, your assignment is **1.0** which make you **eligible**. STRIDE benefits for eligible employees are listed as follows.

Health Insurance:

eligible

STRIDE Academy will pay the premium for single base plan coverage under STRIDE Academy’s group health insurance plan. You are solely responsible for the cost of the premium for health insurance for any dependents and for additional premiums.

An employee Health Savings Account (HSA) is available to employees at the employee’s expense. STRIDE Academy’s only obligation is to make the premium contribution stated in this paragraph. You agree that no claim may be made against STRIDE Academy for any particular claim not covered or paid by insurance. STRIDE Academy does not guarantee that any particular claim will be paid or covered by insurance. The terms of the applicable insurance policy shall govern eligibility and coverage for you and any dependents.

Dental Insurance:

eligible

STRIDE Academy will pay the premium for the single plan coverage under a group dental insurance plan selected by STRIDE Academy. You are solely responsible for the cost of the premium for dental insurance for any dependents. STRIDE Academy does not guarantee that any particular claims will be paid or covered by insurance. The terms of the applicable insurance policy shall govern eligibility and coverage for you and any dependents.

Group Term Life, Short Term Disability and Long-Term Disability Insurance:

eligible

STRIDE Academy will pay the premiums for a Group Term Life Insurance Policy for you with a death benefit of \$50,000. Eligibility for you and any beneficiaries for this insurance benefit is governed by the terms of the insurance policy selected by STRIDE Academy. In addition, STRIDE Academy will provide Long and Short-Term Disability Insurance coverage for you. STRIDE Academy's only obligation is to pay premiums for the insurance policy described in this paragraph. No claim shall be made against STRIDE Academy for any particular claim or benefit not paid by insurance. STRIDE Academy does not guarantee that any particular claim or benefit will be paid or covered by insurance.

Phone Stipend:

STRIDE Academy agrees to provide Employee with a Phone Allowance of **\$100.00** per month, in addition to their regular compensation, as reimbursement for the use of their personal mobile phone for business purposes. This allowance is intended to offset the cost of maintaining an active and reliable phone line, as well as the cost of any necessary software or applications required for work-related communication or productivity.

The Phone Allowance will be paid out monthly and will be included in the Employee's regular paycheck. If Employee's employment with the Company terminates, for any reason, the Phone Allowance will be prorated for the number of days worked during the final pay period.

It is understood and agreed that this Phone Allowance is a reimbursement for actual expenses incurred by Employee, and not a salary or bonus. Furthermore, the Employee agrees to use their mobile phone for school related purposes in a responsible and professional manner, and to comply with any applicable laws or regulations regarding the use of electronic communication devices.

Home Office Stipend:

As part of this employment agreement, STRIDE Academy shall designate up to \$1000 for the reimbursement of the purchase of items that support working in a home office environment in hours outside the typical work hours. These items may include, but are not limited to, technology such as a laptop or printer, or supplies such as a desk, chair, or office equipment, or programs.

The employee shall submit a request for reimbursement with proof of purchase for any item they wish to be considered for reimbursement. The company shall review the request and determine whether it qualifies for reimbursement. Any reimbursement shall be made promptly after approval.

This allowance shall be available to the employee once per year and will be valid only for purchases made during the course of their employment. The employee shall not be entitled to any reimbursement for purchases made after their employment has ended.

It is understood and agreed that this Home Office Stipend is a reimbursement for actual expenses incurred by Employee, and not a salary or bonus. Furthermore, the Employee agrees to use their home office for school related purposes in a responsible and professional manner, and to comply with any applicable laws or regulations regarding the use of reimbursed items.

Covenant of Diligence, Good Faith, and Loyalty.

You agree to perform your duties diligently, in good faith, and to the best of your ability. You agree to be loyal to the Board, Administrators, and STRIDE Academy. You shall not, directly or indirectly, engage or participate in any action or conduct those conflicts in any respect with the interests of STRIDE Academy, nor shall you engage or participate in any action or conduct that is inconsistent with your duties as a Executive Director , the basic educational mission of STRIDE Academy, or the desired image of STRIDE Academy.

Employment Status and Termination:

You are an at-will employee, and the administration may terminate your employment at any time, with or without cause, by providing written notice to you. STRIDE Academy is not required to show cause for termination of your employment. After the effective date of any termination, you are not entitled to receive any form of unearned salary, severance, payment of any insurance premium, or any other employer-paid benefit.

Resignation:

As an at-will employee, you may terminate employment with STRIDE Academy at any time by providing the administration with written notice of resignation no less than fourteen (14) school days in advance of the effective date of the resignation. In the event that such notice is given, you must continue to perform your job duties diligently, in good faith, and to the best of your ability until the effective date of the resignation. You must also act in good faith to facilitate the transfer of job duties to a new employee. In the event that you resign and provide less than fourteen school days of advance written notice to STRIDE Academy, you will not be entitled to receive any form of employer-paid benefits.

Choice of Law and Severability:

This offer shall be governed by the laws of the State of Minnesota, regardless of whether any change occurs in the Teacher’s domicile or status as a resident of Minnesota. If any part of this offer is construed to be in violation of any applicable law, the remaining portions shall remain in full force and effect.

Entire Offer: This offer constitutes the entire offer between the parties relating to the employment of **Eric Skanson** (the employee) and STRIDE Academy. No party has relied upon any oral statements or promises that are not set forth in this document. The terms of this offer supersede any and all prior agreements between the parties and any inconsistent provisions in any employee handbooks or policies. *In the event that you have been hired mid-year, the employee acknowledges and agrees that their proposed salary will be prorated accordingly. Additionally, any bonuses or incentives will be determined based on program timelines and requirements and may be prorated accordingly.*

The employee understands and agrees that any handbooks or policies adopted by STRIDE Academy do not create an express or implied contract between STRIDE Academy and the employee. No waiver or modification of any provision of this offer is valid unless it is in writing and signed by both parties. This work agreement shall not become effective unless and until it is signed by both parties, or in the event of a first time work agreement, has also been signed by a representative of the Board after official board action has approved your hire.

Accepted and Agreed to by:

Dated: _____

Employee Signature

_____ Eric Skanson _____

Dated: 5/18/2023 _____

Board of Education Chair

Sara Fromm

Print Name