

**INDIVIDUAL
AGREEMENT
BETWEEN**

**THE SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT #316
COLERAINE, MINNESOTA**

AND

Heather Lantz

Accounts Payable/Retiree Benefit Coordinator

July 1, 2026 - June 30, 2028

ARTICLE 1 – PURPOSE

SECTION 1: PARTIES

The School Board of Independent School District No. 316, Coleraine, Minnesota enters into this agreement with Heather Lantz, who agrees to perform the duties of Accounts Payable/Retiree Benefits Coordinator commencing on July 1st, 2026- June 30, 2028

ARTICLE II – BASIC PROVISIONS

SECTION 1: BASIC SERVICE

The Accounts Payable Coordinator shall faithfully perform the services prescribed by the School Board whether such services are specifically described in this contract or in a general job description, and abide by the rules, regulations and policies as established by the School Board. This position reports directly to the Business Manager.

SECTION 2: DUTY YEAR

The Accounts Payable Coordinator is full time (1.0 FTE) with duty year defined as a twelve month contract fiscal year (July to June – 260 days) as provided herein. Any reduction of this position to less than 1.0 will result in all benefits prorated accordingly.

The Accounts Payable Coordinator shall perform services on those legal holidays on which the School District is authorized to conduct school if the Superintendent so determines.

SECTION 3: VACATION

The Accounts Payable/Retiree Benefits Coordinator shall accrue vacation at a rate of 120 hours each fiscal year.

Employee will be allowed to carryover a maximum of 5 days' vacation which must be consumed by within six months or December 31, following the end of the then fiscal year (June 30).

SECTION 4: HOLIDAYS

The Accounts Payable/Retiree Benefits Coordinator shall be entitled to thirteen (13) paid holidays each contract year as follows:

Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, President's Day, Good Friday, Easter Monday, Memorial Day and Juneteenth.

SECTION 5: SALARY

The Account Payable/Retiree Benefits Coordinator shall be paid on an annual non exempt basis effective July 1, 2026.

FY27: \$57,500

FY28: \$58,650

Employee's salary is based on the duty requirements and basic work year requirements set forth in this agreement.

ARTICLE III BENEFITS

SECTION 1: HEALTH, HOSPITALIZATION AND DENTAL

The School District shall pay eighty percent (80%) of the premium for health and medical insurance, and the employee shall pay twenty percent (20%) of the premium.

Dental Insurance: The School District shall pay eighty percent (80%) of the premium for dental insurance, and the employee shall pay twenty percent (20%) of the premium.

All insurance premiums will be prorated based on a 1.0 FTE.

SECTION 2: LIFE INSURANCE

Group Life Insurance: The Board shall pay the entire premium for the present group life insurance for \$50,000 and an equal accidental death and dismemberment benefit.

SECTION 3: LONG TERM DISABILITY INSURANCE

The Board shall provide and pay the entire premium for long term disability insurance which provides 66% of salary, 60 waiting days, and \$50,000 maximum annual covered salary.

SECTION 4: 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 understood that the School District's only obligation is to purchase the insurance policy and pay such amounts as agreed herein and no claims shall be made against the school district as a result of a denial of insurance benefits by insurance carrier.

SECTION 5: TAX SHELTERED ANNUITIES

The Accounts Payable/Retiree Benefits Coordinator shall be eligible to participate in a tax sheltered annuity plan established pursuant to United States Public Law No. 87-370, M.S. 123.35 Subd. 12.

The Accounts Payable/Retiree Benefits Coordinator shall be eligible to enroll in the Greenway 403B with the following matching maximum:

FY 27 \$1000

FY 28 \$1000

SECTION 6: CONFERENCES AND MEETINGS

The School District shall pay all legally valid expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the Superintendent or Business Manager.

SECTION 7: CAR EXPENSE

The School District shall compensate the Accounts Payable/Retiree Benefits Coordinator for business use of their private automobile at the rate approved under district policy.

ARTICLE IV – LEAVES OF ABSENCE

SECTION 1: SICK LEAVE

The Accounts Payable/Retiree Benefits Coordinator shall earn sick leave at 12 days per year, accrued monthly over 12 months. Sick leave may accumulate to a maximum of 60 days (60) days. Days not used as sick time during employment have no cash value (payout) at the time of termination.

SECTION 2: EMERGENCY LEAVE

The Accounts Payable/Retiree Benefits Coordinator may be granted emergency leave during the contract year at the discretion of the Superintendent.

SECTION 3: PERSONAL LEAVE

Three (3) personal leave days will be granted. Leave for personal days do not accumulate or carry-over.

SECTION 4: BEREAVEMENT LEAVE

Absence of three days or more if needed, without loss of pay shall be allowed in the case of death in the immediate family. Immediate family shall be defined as a brother, sister, son, daughter, father, mother, guardian, wife, husband, father-in-law, mother-in-law, grandchildren, and grandparents of either the employee or his/her spouse, or others with prior approval of the Superintendent.

EXTENSIONS OR MODIFICATIONS TO AGREEMENT

Any extensions of, or modifications to, this agreement, or to any provision contained herein, must be in writing, and approved by a vote of the School District's board, and signed and executed by the parties.

AT WILL AGREEMENT

This is an at-will agreement and Employee shall be subject to termination at any time without reason or cause. The parties agree that this employment relationship will automatically end on June 30, 2028, unless the contract or agreement is renewed or extended in writing and upon approval of School District's Board.

ARTICLE V – DOCUMENT AUTHORIZATION

This contract shall be effective only upon signature of the officers of the School Board after authorization for such signature was taken by the School Board in appropriate action recorded in its minutes.

IN WITNESS THEREOF I have subscribed my signature this 31st day of July, 2026

Independent School District #316
PO Box 227
Coleraine, MN 55722

Heather Lang

Accounts Payable/Retiree Benefits Coordinator

Dated this 31st day of July, 2026.

Authorized Signature

Dated this ____ day of _____, 2026.

Appendix A. (Duties)

Appendix A.

General Definition of Work

The Accounts Payable & Retiree Benefits Coordinator reports to the Business Manager and is responsible for providing financial, administrative and clerical services. This position is responsible for all account payable and cash disbursement functions. This includes processing, monitoring payments and expenditures, preparing and monitoring retiree benefits in coordination with Human Resources. Act as a resource for payables for employees, and outside agencies as necessary. Providing these services in an effective and efficient manner will ensure that district finances are accurate and up to date, that vendors and suppliers are paid within established time limits.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Processes vouchers, invoices and payment requests accurately and timely, including verifying amounts, calculations, appropriate approvals, vendor information and account code distribution, as well as inputting data into the computerized finance system. Insures that such payment requests have appropriate supporting documentation, such as evidence of receipt of goods and / or services, have proper approvals, have been calculated correctly, and have been coded properly with the correct finance account code.
2. Prepares monthly and annual insurance (Board share) spreadsheets and data entry forms after reviewing billings for accuracy and making any necessary corrections.
3. Prepare data for retiree insurance portion of district actuarial study.
4. Assist the Board of Education and its negotiating committees in collecting and creating labor relations information particularly with reference to employee benefits in order to prepare the school district's position in the collective bargaining processes and/or interest arbitration.
5. Prepare forms to comply with Medicare COB data.
6. Generates and distributes accounts payable checks.
7. Opens office mail daily. Distributes mail to appropriate staff and / or department.
8. Maintains files for requisitions, purchase orders and paid invoice packages.
9. Work with staff on approval and generation of all purchase orders.
10. Maintains computerized records for all vendors.

11. Generates petty cash checks manually to reimburse retirees for prescriptions costs according to contract.
12. Coordinate with benefit eligible retirees during the exit process to ensure accurate and timely enrollment in benefits and plans. Including the calculating and tracking of retiree sick leave bank value.
13. Responsible for postage machine relative to maintenance and postage refilling.
14. Prepares monthly reports and any others as required.
15. Establishes and maintains effective internal and external communications with all staff and vendors.
16. Performs any other related duties as assigned.

Knowledge, Skills and Abilities

Education: High school diploma required; plus one-year technical college certificate / diploma, or 32 quarter credits, in accounting or equivalent preferred.

Skills: Proficient in the operation of various office equipment as required including computer terminal, calculator, typewriter, copier, and other related equipment. Proficient in the use of spreadsheet and word processing applications such as Microsoft Excel and Microsoft Word. Working knowledge of bookkeeping procedures and basic entry level accounting procedures.

Abilities: Ability to learn. Ability to organize large amounts of data. Ability to plan and organize daily routine with adherence to strict deadlines. Ability to establish and maintain effective, working relationships with all staff and outside contacts. Ability to make discretionary, independent decisions when necessary. Ability to perform complicated calculations with speed and accuracy. Ability to perform multiple tasks. Ability to ask questions when necessary. Ability to maintain confidences. Perform confidential tasks of a varied nature. Aid in the reinforcement of District rules and regulations.

Education and Experience

Minimum of two years of successful, direct payable or accounting experience.

Working Relationships

Internal: All District staff.

External: Blue Cross Blue Shield of Minnesota (BCBS), Medica, other employee insurance providers, Arrowhead Regional Computing Consortium (ARCC), retirees and multitude of vendors who transact business with the District.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Adopted by School Board: _____

