

**Independent School District No. 698  
Individual Employment Agreement**

The School Board of Independent School District No. 698, Floodwood School District ("School District") enters into this agreement ("Contract") with **Ashley Engh**, ("Employee") who agrees to perform the duties of the **District Administrative Assistant/MARSS Coordinator/Enrollment/Payroll and Benefits Administration** ("District Administrative Assistant").

**Article I  
Contract Term, Expiration, and Termination**

**Section 1. Duration**

This Contract shall be for the period commencing on October 1, 2026 and ending on June 30, 2027. It shall remain in full force and effect unless modified by mutual consent of the School Board and the employee, or unless terminated as provided in this Contract.

**Section 2. Expiration**

This Contract will automatically expire and terminate at the end of its term on June 30, 2027, and the employee's employment shall cease, unless a subsequent contract is approved by the School Board and signed by both parties. At the conclusion of the term of this Contract, neither party shall have any further claim against the other.

**Section 3. Termination During the Term of the Contract**

The District Administrative Assistant is an "at-will" position, and nothing in the School District's policies, handbooks, actions or employment contracts governing other employees shall be construed to alter the at-will nature of the employee's status. The employee understands that the ISD 698 School District may terminate their employment at any time for any reason or for no reason, provided the reason is not in violation of state or federal law. The District Administrative Assistant position does not require a license from the Minnesota Department of Education or applicable state or federal law; therefore, Minnesota Statutes §122A.40 does not apply to this Contract.

**Article II  
Duty Year, Salary, and Work Assignment**

**Section 1. Duty Year**

The duty year will be **260** days, including holidays. The work year calendar will be developed by mutual agreement of the District Administrative Assistant and the Superintendent. The employee must use the electronic timecard system to record hours worked and turned in bi weekly to the business office.

**Section 2. Salary**

The District Administrative Assistant shall be paid an hourly rate of **\$30.00** per hour. This shall be paid in accordance with the district payroll calendar. Pay will cease upon termination of employment.

**Section 3. Work Assignment**

The District Administrative Assistant shall report to the Superintendent. The employee will perform the duties described in the employee's job description, (Appendix A) as well as other duties as assigned. The District Administrative Assistant is expected to maintain office hours of 40 working hours per week. The weekly calendar will be developed by mutual agreement of the District Administrative Assistant and the Superintendent. The District Administrative Assistant is expected to attend before, after school, and weekend meetings as needed. The District Administrative Assistant may work remotely as needed with Superintendent approval. Any variation to the agreed upon calendar to accommodate before, after school and weekend meetings would require Superintendent approval. The District Administrative Assistant will be allowed overtime hours to accommodate any meetings that are added to the annual School Board Meeting Calendar after initial approval or hours needed to cover other staff duties due to absence.

**Section 4. Breaks**

In accordance with the Fair Labor Standards Act (FLSA), the lunch break, not considered part of the work day, shall be one-half (1/2) hour for every six (6) hour or more shift worked. A rest break of fifteen (15) minutes may be taken on the District's time when such breaks may be enjoyed without undue interruption of service for every four (4) hour shift worked. Employees shall be required to notify the office if they leave the premises on their break time.

**Article III  
Benefits**

**Section 1. Health Insurance**

The School District shall contribute \$500 toward the cost of the monthly premium. If the District Administrative Assistant chooses to join either the single or family plan then the District Administrative Assistant will be responsible for the cost of the monthly premium in excess of \$500. If the District Administrative Assistant elects to waive insurance coverage offered by the district, they may enroll in Flexible Spending Account (FSA) through a district vendor. The district shall contribute \$100.00 per month into the FSA. The contribution will be made in January of the contract year. The deadline to enroll in district contributions

to an FSA will be November 15th of the contract year. The District Administrative Assistant may make additional contributions through payroll deductions.

### **Section 2. Long-Term Disability Insurance**

If the District Administrative Assistant is eligible for and enrolled in the plan, the School District shall provide and pay the full premium for a group long-term disability insurance plan for the District Administrative Assistant.

### **Section 3. Life Insurance**

The School District shall provide a \$30,000.00 term life insurance policy for the District Administrative Assistant. The School District shall contribute the entire premium for this policy.

### **Section 4. Insurance Obligation and Limitation**

The District Administrative Assistant acknowledges and agrees that the School District's only obligation is to provide the group plan and pay the premium amounts for the insurances stated above. Any dispute as to the benefits provided under the plans is between the District Administrative Assistant and the group insurance provider.

### **Section 5. Paid Time Off**

The District Administrative Assistant shall be granted a pool of twenty (20) days of paid time off for sick leave, personal leave, vacation leave, and bereavement leave. Ten (10) PTO days may be carried over to the following year without accumulation from year to year. PTO will not be paid out upon separation from employment.

### **Section 6. FMLA, MN Paid Leave and Earned Safe and Sick Time**

Floodwood School District will follow all state and federal guidelines, laws and statutes for Paid Family Medical Leave, MN Paid Leave and Earned Safe and Sick Time.

### **Section 7. Holiday Leave**

The District Administrative Assistant shall be entitled to the following paid holidays each contract year: Fourth of July, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve Day, Christmas Day, New Year's Day, Presidents' Day, Good Friday, Easter Monday, Memorial Day and Juneteenth.

### **Section 8. Jury Duty Leave**

If the District Administrative Assistant is absent from duty because they have been scheduled for jury duty or subpoena shall be paid by the District the differential between their regular salary and that paid for jury duty. Such items such as subsistence, travel or other expense allowance shall not be included in determining pay received from the School District. Such time shall not be deducted from sick leave or personal leave accumulation.

### **Section 9. Tax-Deferred Compensation**

The School District shall make available to the District Administrative Assistant the ability to contribute to a 403(b)/457(b) tax-deferred compensation program. This must be a school district approved program and the school district will contribute a matching amount of \$2,000 per year. This contribution shall be paid in equal installments during the fiscal year.

## **Article IV Complete Agreement and Modification**

This Contract contains all the terms of employment agreed upon by the School District and the District Administrative Assistant. There are no other written or oral agreements, except as set forth herein. This Contract may not be modified except by written agreement of the parties. If any provision of this Contract is held invalid, it shall not affect any other provisions of this Contract.

\_\_\_\_\_  
Independent School District No. 698 Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Independent School District No. 698 Board Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ashley Engh, District Administrative Assistant

\_\_\_\_\_  
Date

## **FLOODWOOD SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** District Administrative Assistant/MARSS Coordinator/  
Enrollment/Payroll and Benefits Administration

**REPORTS TO:** Superintendent

**JOB GOALS:** To assist district administration in the day to day operation of the school district,  
  
manage student reporting and enrollment, processing payroll and benefits administration, assist in school board needs and management of all meetings and any other tasks needed for district operations and management. Dependable, able to work under pressure and multi-task, be confidential, organized with attention to detail, proficient in computer/technical skills, with the ability to work independently and as a part of a team.

### **Employee Classification:**

The District Administrative Assistant position is non-exempt pursuant to the Fair Labor Standards Act. All non exempt employees are required to track hours worked by clocking in and out. Non exempt staff will submit a biweekly timecard utilizing the punch clock system to the business office to calculate payroll. If a punch is missed, employees need to contact administration to confirm time of arrival or departure and allow a manual entry of hours on a timecard. Overtime is any hours being requested to work by administration beyond 40 hours per week. Employees MUST receive prior approval by administration to work any overtime. Any overtime would be according to the Fair Labor Standards Act (FLSA) and would require prior approval by administration.

### **POSITION RESPONSIBILITIES:**

**Duties include, but are not limited to:**

1. Assist Superintendent and School Board Chair with development of all board meeting agendas, minutes and preparation of attachments. This includes historical tracking of items needing attention throughout the year to assure all time frames are met for annual board action items.
2. Assist with the development of agendas, minutes and preparation of attachments for committee meetings as needed.
3. Maintain Boardbook and Boardbook administration as well as permanent records for all board meetings for the district.
4. Develop and manage School Board meeting calendars as well as notifications of any changes to board meetings throughout the year through appropriate means.
5. Act as the school district's election clerk to administer and facilitate elections including, but limited to, assuring all documents are created and filed and processes are followed with guidance of state and county election officials, facilitating all election duties if a special election is needed and maintaining records as needed for all school district elections.
6. Perform all reporting for the district including, but not limited to, the following: MARSS, Ed-Fi, S-EBT, CRDC, Pathways/ELSA, Homeschool, Census, STAR, VPK and ECFE.

7. Perform or assist in any annual reporting, surveys or documentation requested for the Minnesota Department of Education.
8. Act as the EDIAM IOWA proxy on behalf of the Superintendent when needed and maintain all district information through MDE.
9. Facilitate all human resource functions of the district including, but not limited to benefits administration, Minnesota Paid Leave Administrator, personnel files, new hire paperwork and onboarding, posting of open positions, assist in interview management, track license renewals for certified staff, assist with Out of Field permissions and variance needs and contract and assignment sheet preparation and tracking.
10. Maintain and continue the preparation of the district's payrolls and payroll liabilities. Approve all payrolls and payroll reports - monitor accuracy and streamline process for security.
11. Maintain administration for district email systems, phone extension list and the district website areas pertinent to job description duties.
12. Manage all student enrollment systems including, but not limited to new enrollments, collection of student records, creating and maintaining student, staff and parent accounts through Infinite Campus, permanent cumulative files for all students and all annual documentation needs for enrolled students prior to the school year beginning.
13. Manage transcript and records requests.
14. Be point of contact for Infinite Campus needs and districts set up within the system.
15. Create school calendar.
16. Assist with annual changes to all school handbooks.
17. Manage and maintain all district policies are up to date with all legislative changes through board action and make available to the public.
18. Manage and coordinate administration of Early Childhood Screenings documentation and records.
19. Manage and maintain a variety of systems including, but not limited to, district security camera, door systems, bell schedule and key and badge administration.
20. Assist with development of new district forms, annual documents or letters to families and procedures for a variety of departments.
21. Maintain proper retention of all areas within the job description.
22. Assist with Back to School Open House.
23. Assist Superintendent and Principal with any additional needs.
24. Perform other related duties as assigned.