

AGREEMENT
Between
INDEPENDENT SCHOOL DISTRICT #363
And
ACCOUNTS PAYABLE-RECEIVABLE/ADMINISTRATIVE ASSISTANT
SHAWN DREHER (Waldo)

This agreement is between Independent School District 363 and the Accounts Payable-
Receivable/Administrative Assistant. The term of this contract is two years beginning July 1,
2023 and terminating on June 30, 2025.

The purpose of this agreement is to set forth the basic agreement, covering rate of pay, hours of
work and conditions of employment.

ARTICLE I. Definition of Employee

The Accounts Payable-Receivable/Administrative Assistant shall be considered a full-time
employee and work 40 hours per week when school is in session and 36 hours per week during
the summer months.

ARTICLE II. Position Description

The Accounts Payable-Receivable/Administrative Assistant shall be directly responsible to the
Superintendent of Schools. Job duties shall include, but not be limited to, the following:

1. Financial operations of the School District including complete record keeping and
reporting, accounts receivable and accounts payable.
2. Coordination and operation of computer reporting for the district's financial records.
3. Assist with Emergency Classroom Teacher Substitute Vacancies
4. Hold a Minnesota Short Call Substitute Teacher License effective 9/1/23 through the
duration of this contract
5. Other duties as assigned by the Superintendent.

ARTICLE III. Hours of Work

The regular hours of work shall be 7:30 to 4:00 PM with an adjustment made during the summer
months. If the Accounts Payable-Receivable/Administrative Assistant is required to work
beyond the normal work week of five consecutive 8 hour days, the Accounts Payable-
Receivable/Administrative Assistant may take time off from work equal to the hours worked
beyond 40 with the approval of the Superintendent. A holiday worked shall be considered as
hours worked for the purpose of computing the 40 hours.

ARTICLE IV. Holiday Provisions

The Accounts Payable-Receivable/Administrative Assistant shall receive the following paid
holidays:

New Year's Day	Independence Day	Labor Day	Juneteenth
President's Day	Thanksgiving Day	Christmas Day	
Good Friday	Friday After Thanksgiving	Memorial Day	
Easter Monday-When school is not in session		MLK Day	

Option of:

- A) ~~1/2 day (Full Day)~~ off before Christmas Day AND ~~1/2 day (Full Day)~~ off before New Year's Day **OR**
- B) ~~1 full day off before Christmas Day OR~~
~~1 full day off before New Year's Day~~

When New Year's Day, Independence Day or Christmas Day fall on a Sunday, the following Monday shall be observed as a paid holiday. When New Year's Day, Independence Day or Christmas Day fall on a Saturday, the preceding Friday shall be observed as a paid holiday.

When a holiday falls during the employee's vacation, one additional day will be granted at the end of the vacation with pay for said holiday.

ARTICLE V. Vacations

The Accounts Payable-Receivable/Administrative Assistant shall receive 15 days of vacation time per year. Up to 8 unused vacation days may be carried over into the next contract year. Accrued vacation time shall be paid to the Accounts Payable-Receivable/Administrative Assistant or her legal heir upon termination as defined in Article XX, or death.

ARTICLE VI. Sick Leave

The Accounts Payable-Receivable/Administrative Assistant shall earn 15 days of sick leave credit per year with credit per year on a prorated basis. Sick leave may be used when the Accounts Payable-Receivable/Administrative Assistant is absent from work due to an illness, injury, medical or dental appointments. The employee may, with the written approval of the Superintendent, use sick leave days for an illness of spouse, parent (including in-laws) or child in the family. Unused sick leave shall accumulate to a maximum of 90 (ninety) days. Written proof of illness or medical certification will be requested for an absence of three (3) consecutive days or more.

ARTICLE VII. Funeral Leave

The Accounts Payable-Receivable/Administrative Assistant may take one day leave to attend the funeral of his or her grandparent, aunt, uncle, niece, nephew or cousin with an allowance on either side of the funeral for travel if necessary. Also included are the Accounts Payable-Receivable/Administrative Assistant spouse's relatives. For a death in the immediate family of the Accounts Payable-Receivable/Administrative Assistant or her spouse (husband, wife, children, father, mother, brother, sister or other persons living in the same household) the superintendent may grant up to five days leave. All funeral leave will be with pay. All extra funeral leaves will be left up to the discretion of the superintendent. Funeral leave days beyond five days for the immediate family will be deducted from sick leave.

ARTICLE VIII. Jury Duty

Same as Classified Contract, Article X, Section 2.

ARTICLE IX. Child Care Leave

Same as Classified Contract, Article X, Section 4.

ARTICLE X. Unpaid Leave

Same as Classified Contract, Article X, Section 7.

ARTICLE XI. Personal Leave

The Accounts Payable-Receiveable/Administrative Assistant shall receive two personal leave days per year. Personal leave is not cumulative. The Accounts Payable-Receiveable/Administrative Assistant shall receive compensation for any unused personal leave (as of June 30th) at the rate found in the Classified Agreement.

Article XII. Rate of Pay for Cancellation of School Day

Same as found in the Classified Contract.

ARTICLE XIII. Health Insurance

The School District shall pay 100% of the cost of single coverage for the lowest deductible coverage provided by the District and available to other employees of the District.

ARTICLE XIV. Life Insurance

The School District shall contribute a sum not to exceed the amount provided in the classified contract for a life insurance plan for the Accounts Payable-Receiveable/Administrative Assistant. AT THE PRESENT TIME THIS PURCHASES \$30,000 WORTH OF LIFE INSURANCE.

ARTICLE XV. Long-Term Disability Insurance

The School District shall contribute 100% of the cost for a long-term disability insurance policy.

ARTICLE XVI. Liability Insurance

The School District shall provide an errors and omissions liability insurance policy covering the Accounts Payable-Receiveable/Administrative Assistant in the amount of the present policy.

ARTICLE XVII. Compensation for Expenses

Upon prior approval of the Superintendent and when required to conduct assigned job responsibilities at locations outside of the school district boundaries, the Accounts Payable-Receiveable/Administrative Assistant will be compensated for such incurred expenses as mileage, meals and lodging at the rates set by the School Board each year.

ARTICLE XVIII. Salary

The Accounts Payable-Receiveable/Administrative Assistant shall be compensated at the following yearly salary amounts:

July 1, 2021-June 30, 2022 \$39,368.28	July 1, 2023-June 30, 2024 \$46,644 (\$23.00/hr)
July 1, 2022-June 30, 2023 \$40,368.28	July 1, 2024-June 30, 2025 \$50,700 (\$25.00/hr)

The Accounts Payable-Receiveable/Administrative Assistant shall be paid biweekly.

~~ARTICLE XIX.~~

~~Health Care Savings Plan: The Accounts Payable-Receiveable/Administrative Assistant shall be allowed to participate in a Health Care Savings Plan if one becomes available to other bargaining units.~~

ARTICLE XX. Severance

Upon retirement, with a minimum of ten (10) years of service, the Accounts Payable-
Receivable/Administrative Assistant shall be offered an escrow amount in her name to pay for
health insurance, the amount to be calculated by multiplying unused sick leave days by her daily
rate of pay.

ARTICLE XXI. Termination of Coverage

This contract may be terminated by mutual consent or with a written resignation submitted by
the Accounts Payable-Receivable/Administrative Assistant with a minimum of one (1) month
notice.

This contract shall be effective only upon signatures by the officers of the School Board of
Independent School District #363, Northome, Minnesota after authorization for such signatures
has been taken by the School Board and appropriate action recorded in its minutes.

Accounts Payable-Rec./Admin. Assistant

School Board Chair, ISD #363

(Date)

(Date)

School Board Clerk, ISD #363

(Date)