

**INDIVIDUAL
AGREEMENT
BETWEEN**

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

AND

Elizabeth Lyytinen

District Administrative Assistant

July 1, 2025- June 30, 2026

ARTICLE 1 – PURPOSE

SECTION 1: PARTIES

The School Board of Independent School District No. 316, Coleraine, Minnesota enters into this agreement with Elizabeth Lyytinen, who agrees to perform the duties of District Administrative Assistant commencing on July 1st, 2025- June 30, 2026

ARTICLE II – BASIC PROVISIONS

SECTION 1: BASIC SERVICE

The District Administrative Assistant 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 Superintendent.

SECTION 2: DUTY YEAR

The District Administrative Assistant is full time (.90 FTE) with duty year defined as 12 months (September – May) M-F 8 hours per day and June-August, 2 days per week 8 hours per day. Due to the reduction in FTE all benefits will be prorated accordingly.

The District Administrative Assistant 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 District Administrative Assistant shall accrue vacation at a rate of 80 hours each fiscal year (Prorated based on FTE).

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 District Administrative Assistant 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 District Administrative Assistant shall be paid on an hourly basis at \$25.50/hour. Employee shall be paid approximately on the 15th & 31st of each month.

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 District Administrative Assistant 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 District Administrative Assistant shall be eligible to enroll in the Greenway 403B with the following matching maximum:

FY 26 \$750

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 District Administrative Assistant for business use of their private automobile at the rate approved under district policy.

ARTICLE IV – LEAVES OF ABSENCE

SECTION 1: SICK LEAVE

The District Administrative Assistant shall earn sick leave at 9 days per year, accrued monthly over 12 month. 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 District Administrative Assistant 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, 2026, 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 ____ day of _____, 2025

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

District Administrative Assistant

Authorized Signature

Dated this ____ day of _____, 2025.

Dated this ____ day of _____, 2025.

Appendix A.

General Definition of Work

District Administrative Assistant

General Definition of Work

The District Administrative Assistant will provide support for the Superintendent's Office, Business Office, Human Resources and School Board. The District Administrative Assistant will be required to perform secretarial work with quality and attention to detail that is of high level with minimum direction and supervision in an effective, efficient, and trustworthy manner. This individual works directly with administrators, school board members, staff, and parent(s)/guardian(s) in a confidential and reliable manner.

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.

Performs administrative support responsibilities in a highly confidential manner under limited supervision and serves as the confidential secretary to the Superintendent and School Board.

Edits, formats, creates, and/or composes correspondence, memorandums, minutes, reports, or special projects as directed by the Superintendent.

Prepares agendas, attends all school board meetings, and records minutes for meetings.

Maintains Boardbook and Boardbook administration as well as permanent records for all board meetings for the district.

Responds to written and telephone requests for information from administrators, staff, and the public.

Notifies media of meetings to meet all legal requirements and mandates of State and Federal law.

Organizes calendars for superintendent and school board. Arranges for meetings, special events, rooms, transportation, etc.

Creates school calendar.

Assist with annual changes to all school handbooks.

Manage and maintain all district policies are up to date with all legislative changes through board action and make available to the public.

Orders and maintains supplies as needed for the Superintendent.

Receive telephone and in-person callers, maintaining a helpful, positive demeanor. Use discretion to determine those which are to be handled by the Superintendent personally, as well as those delegated to a subordinate or other department.

Compiles confidential data to be used as labor relations information of an economic nature, in relation to employees.

Receives, reviews, distributes and files open enrollment agreements for all nonresident students attending the district.

Prepares and mails tuition agreements for all nonresident special needs students attending the district, as well as regular education students attending the district under a tuition arrangement, such as court placement. Ensures that completed agreements are returned and filed appropriately.

Maintains files for district students attending other districts including such information as IEP's, tuition agreements and open enrollment agreements.

Performs or assists with all reporting for the district including, but not limited to, the following: MARSS, Ed-Fi, S-EBT, CRDC, Pathways/ELSA, Homeschool, Census, ECFE and MCCC.

Perform or assist in any annual reporting, surveys or documentation requested for the Minnesota Department of Education.

Act as the EDIAM IOWA proxy on behalf of the Superintendent when needed and maintain all district information through MDE.

Assist in the management 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.

Maintains files and tracking of district homeschool students

Serves as school district election official and coordinates all elections.

Composes letters, memorandums, and guidelines from general instructions.

Prepares documents (e.g. enrollment packets, employment status forms, flyers, identification cards, etc.) for the purpose of providing information.

Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Maintains a variety of manual and electronic documents, files and records

Processes a variety of documents and materials for the purpose of disseminating information/items as appropriate

Maintain and assist staff with all communication needs for the district including, but not limited to social media, official newspaper, alerts, signage and community boards, administration for district email systems, phone extension list and the district website.

Performs other duties as apparent or assigned.

Knowledge, Skills and Abilities

General knowledge of standard professional office practices, procedures, equipment and secretarial techniques; thorough knowledge of business English, spelling and math; thorough knowledge of school programs and policies; ability to type accurately at a reasonable rate of speed; ability to establish and maintain positive, professional and effective working relationships with all associates, students and the general public; ability to maintain confidential information; ability to follow oral and written instructions. Proficient in the use of database, spreadsheet, word-processing applications, desktop publishing, and student data management software programs. Ability to

follow directives and precise instruction, to organize and prioritize duties/responsibilities. Must possess excellent communication and organizational skills.

Education and Experience

Associates Degree and two years' experience working in an office setting, or equivalent combination of education and experience preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; worker is frequently standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities.

Special Requirements

None.

Terms of Employment

Work year of twelve months.

40 Hours per week

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