



INDEPENDENT SCHOOL DISTRICT #113
301 4th Street, P.O. Box 4000
Walker, MN 56484

Kevin Wellen, Superintendent
kevinwellen@whaschools.org (218) 547-1311

Purchase of Service
Administrative Assistant

Up North Learning Center Independent School District #6099

This agreement is made and entered into by and between the Walker-Hackensack-Akeley Independent School District #113 (ISD #113) and Up North Learning Center Independent School District #6099 (ISD #6099). The term of this agreement is for the period of time from July 1, 2024 through June 30, 2025 for the purchase and provision of Administrative Assistant Services (1.0 FTE).

ISD #113 Agrees To:

- 1. Provide Administrative Assistant services within the limits of the capabilities to do so, to ISD #6099.
- 2. Services to include maintaining records, assisting Principal in office management and other services as may be mutually agreed upon and pre-approved by both parties.
- 3. To communicate periodically with ISD #6099 to review this agreement and services provided therein to ensure satisfaction by both parties herein.
- 4. To maintain an accounting of the services provided to include salaries/benefits and mileage and bill ISD #6099. Mileage will be submitted directly to ISD #113 for direct reimbursement to the administrative assistant at the current IRS rate for mileage incurred.

ISD #6099 Agrees To:

- 1. Upon receipt of quarterly billing, submit payment.
- 2. Communicate periodically with ISD #113 to review this agreement and services provided to ensure satisfaction by both parties herein.
- 3. Ensure the provision of services is consistent with State and Federal special rules and regulations as they may apply to identify students served by this agreement.

General:

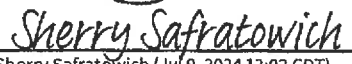
- 1. This agreement may be amended from time to time by written, mutual agreement by both parties and is to be reviewed annually.
- 2. This agreement may be canceled by either party upon 30 days written notice prior to the anniversary date of the agreement



ISD #113 School Board Chair

6/10/24

Date



Sherry Safratowich (Jul 9, 2024 12:02 CDT)
ISD #6099 School Board Chair

07/09/2024

Date



ISD #113 and ISD #6099 Superintendent

6/10/2024

Date

