

**INDIVIDUAL  
AGREEMENT  
BETWEEN**

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

AND

Food Service Department Coordinator

SEPTEMBER 22 – 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 Jamie Rajala, who agrees to perform the duties of Food Service Department Coordinator commencing on September 22, 2025 through June 30, 2026.

## **ARTICLE II – BASIC PROVISIONS**

### **SECTION 1: BASIC SERVICE**

The Food Service Department 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.

### **SECTION 2: DUTY YEAR**

The Food Service Department Coordinator is a full time (1.0 FTE) with duty year defined as a twelve month contract year (July to June) with 200 work days as provided herein. Any reduction of this position to less than 1.0 will result in all benefits prorated accordingly.

The Superintendent may request that additional days be worked at pro-rated daily pay rate during the contract year if determined necessary due to increased programming.

### **SECTION 3: VACATION**

The Food Service Department Coordinator shall earn vacation as follows:

July 1, 2025 – June 30, 2026

5 days per year

Employee will be allowed to carryover a maximum of 10 days' vacation which must be consumed within six months or December 31, following the end of the then fiscal year (June 30).

### **SECTION 4: HOLIDAYS**

The Food Service Department 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 Food Service Department Coordinator shall be paid on an annual basis at:

\$47,200 FY 26\*

\*Prorated as needed based on start date.

Employee's salary is based on the duty requirements and basic work year requirements set forth in this agreement. Employee shall be paid in equal installments, approximately the 15<sup>th</sup> and the end of the month, during the period of 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.

### **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 Food Service Department 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 Food Service Department Coordinator shall be eligible to enroll in the Greenway 403B at up to \$1500 matching annually.

## **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 Food Service Department Coordinator for business use of their private automobile at the rate approved under district policy.

# **ARTICLE IV – LEAVES OF ABSENCE**

## **SECTION 1: ESST LEAVE**

The Food Service Department Coordinator shall earn ESST leave at the rate of ten (10) days for each working year (July to June). ESST leave may accumulate to a maximum of sixty (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 Food Service Department Coordinator may be granted emergency leave during the contract year at the discretion of the Superintendent.

## **SECTION 3: PERSONAL LEAVE**

Upon prior approval of the Superintendent or Business Manager, at the beginning of each year (July-June) two (2) personal leave days will be granted. Leave for personal days do not accumulate or carry-over.

## **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  
499 Powell Ave  
Coleraine, MN 55722

\_\_\_\_\_  
Food Service Department Coordinator

\_\_\_\_\_  
Authorized Signature

Dated this \_\_\_\_ day of \_\_\_\_\_, 2025.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2025.