

SOUTH KOOCHICHING/RAINY RIVER  
INDEPENDENT SCHOOL DISTRICT #363

School Nurse/Wellness Coordinator

Employee: Ashley Francisco

Duration: January 27, 2026 through June 30, 2027

HOURS: Monday through Friday 8:00 AM-4:00 PM with a thirty-minute lunch break on those days school is in session for Northome students and other times as requested by or with prior approval from administration. The contract will follow the 180 teacher duty days throughout each school year with an additional 25 days of work throughout the summer. Note: The employee will agree to work 11 additional days outside of the teacher duty days prior to the end of June 30, 2026.

SALARY: January 27, 2026 through June 30, 2026 - \$35.00 per hour  
July 1, 2026 through June 30, 2027 - \$36.00 per hour

DUTIES: The School Nurse/Wellness Coordinator will lead the District's Healthy Schools Initiative to improve health and wellness of all students and staff. The School Nurse/Wellness Coordinator provides first aid for sick or injured students, hearing and vision screening, and lead a program that will ensure the proper standards of care are administered throughout the District.

The main job responsibilities of the School Nurse/Wellness Coordinator include:

1. Administers first aid to sick or injured students according to the guidelines set forth by the School District.
2. Follows guidelines in deciding if students should be sent home, parents contacted, ambulance called, student referred, or if other professional help is required.
3. Counsels students and families with health challenges.
4. Conducts hearing and vision screening for students referred or for new students.
5. Updates and maintains the District's Wellness Policy according to current Legislation.
6. Assists with Teaching students with good hygiene and healthful living practices.
7. Prepares accident reports for any injuries requiring attention.
8. Serves as a resource for staff teaching units in health education.
9. Orders and stocks supplies needed for the health room.
10. Administers medication with approval of parent or doctor.
11. Conducts annual preschool screening clinic.

12. Completes necessary Federal and State reports.
13. Administers the District's Wellness Program.
14. Reports any cases of suspected child abuse or misuse to the principal.
15. Reports problems of neglect or abuse to the County Social Services Department when observed, examines children as necessary and confers with Child Protection Services regarding abuse cases.
16. Has regular and consistent attendance.
17. Observes health education programs in the district and makes recommendations to staff, administration and the Board of Education.
18. Maintains accurate and secure confidential student/staff health information.
19. Acts as a liaison to develop and expand partnerships for coordination between school, community, county and state agencies.
20. Provides health advice to school educational teams, such as the Committee on Special Education and the Individualized Educational Plan (IEP) team.
21. Completes other duties as assigned by school principal or superintendent.

**Other Responsibilities:**

Serve as a backup counselor when necessary.

Coordinate tutor mentor and provide help when needed. Plan,

Organize and Supervise Summer School Programming Coordinate

SST, RTI, PBIS, Angel Tree and Buddy Backpacks. Be the first line of support when the principal is not available.

Assist with various assessments and online interventions as needed. Serve as back-up in the office or kitchen when they are understaffed. Other similar tasks as needed as requested by administration.

**LENGTH:** January 27, 2026 through June 30, 2027

**BENEFITS:** The only benefits associated with this position will be group health insurance as provided below:

**Section 1. Selection:** The selection of the insurance carrier and policy shall be made by the School District in accordance with law

**Section 2. Health and Hospitalization Insurance:** The District shall pay the cost for family coverage up to a maximum cost to the School District eight hundred and seventy-five dollars per month (\$875) for school year 2025-26 and nine hundred (\$900) for school year 2026-27. The District shall pay the cost for single coverage up to a maximum cost to the School District of six hundred dollars (\$600) for school year 2025-26 and six hundred twenty-five dollars (\$625) for school year 2026-27 for the School Nurse/Wellness Coordinator providing he/she qualifies for and is enrolled in the School District group health and hospitalization plan and qualifies for family coverage. Any additional cost of the premium shall be borne by the School Nurse/Wellness Coordinator and paid by payroll deduction.

Section 3. Claims Against the School District: It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 4. Duration of Insurance Contribution: The School Nurse/Wellness Coordinator is eligible for School District contributions as provided in this article as long as the School Nurse/Wellness Coordinator is employed by the School District.

Section 5. The Impact of Unpaid Leave Upon the District's Insurance Contributions: The District will not deduct from its portion of the School Nurse/Wellness Coordinator's health insurance premium for any unpaid leave taken by the School Nurse/Wellness Coordinator providing the unpaid leave is for 15 days or less per year. Any deduction for more than 15 days of unpaid leave in any one year shall be on a pro rata basis based on a 205 day contract year.

Section 6. Sick Leave: The School Nurse/Wellness Coordinator shall earn two (2) days of sick leave credit for the first thirty (30) calendar days of regular, annual, employment and one (1) day of sick leave credit for each thirty (30) day of regular employment thereafter. Sick leave shall accumulate to a maximum of ninety (90) days. Sick leave may be used according to M.S.181.9413. An employee who received the maximum accumulation of sick leave and does not use all or her allotted days for that year, shall receive \$15.00 (fifteen dollars) a day for those unused days. The employee will complete a voucher for this payment at the end of the employee's work year.

Section 7. Personal Leave: The School Nurse/Wellness Coordinator will be granted four (4) days with pay each year to handle such situations that may arise requiring personal attention which cannot be attended to when school is not in session and which are not covered by other provisions of this agreement. Personal leave may be accumulated up to five (5) days. Under no circumstance may the School Nurse/Wellness Coordinator have more than a total of five (5) days of personal leave. If the School Nurse/Wellness Coordinator does not use all of her personal leave, the School Nurse/Wellness Coordinator will receive \$50 (fifty dollars) per unused day. The School Nurse/Wellness Coordinator shall complete a voucher for those days at the end of her work year.

Section 8. Pay Deduction: Whenever pay deduction is made for the School Nurse/Wellness Coordinator's absence, the annual salary divided by the number of contract days for the School Nurse/Wellness Coordinator shall be deducted for each day's absence if applicable.

Section 9. Life Insurance: The District shall provide a group life insurance program and shall pay the premium for thirty thousand dollars (\$30,000) of coverage, not to exceed sixty-two dollars (\$62.00) per year, for each eligible employee. To be eligible for this coverage an employee must be a full-time employee and enrolled in the School District's group life insurance plan. Additional insurance coverage may be purchased if allowed by the plan and in accordance with the policy at the employee's

expense through payroll deduction.

Section 10. Long-Term Disability: The District shall provide a long-term disability insurance program and shall pay the premium for each employee, not to exceed one hundred fifty dollars (\$150.00) each year. Benefits provided by the long-term disability plan are governed by the terms of the policy. To be eligible for this coverage an employee must be a full-time employee and enrolled in the plan.

Section 11. Tax Shelter Annuity/403(b)/457: The School Nurse/Wellness Coordinator shall be eligible to participate in a 403b plan and/or the State 457 plan pursuant to Minnesota Statutes §356.24, upon completion of a salary reduction agreement (SRA). The SRA must be submitted to the payroll office by the 15th of the month prior to the effective payroll deduction.

The District will make contributions of employee and/or district funds only to Vendors listed in the ISD 363 Adoption Agreement of the 403(b)/457 Plan Document. No other vendors or products will be available as investment options under the School District 403(b)/457 plan unless mutually agreed upon by the District and the MSEA Bargaining Unit.

The School District matching amount will be on a dollar-for-dollar basis, pursuant to the schedule set forth below and shall not exceed the Annual Maximum Match Amount. Employees may contribute up to the maximum amount as defined by IRS code 403(b)/457.

**Annual Maximum Match Distribution Contribution: \$1,750**

Employees on unpaid leave may not participate in the matching program while on leave.

DURATION: This contract is for a term commencing January 27, 2026 and ending June 30, 2027 and replaces any prior agreement(s). It shall remain in full force unless modified by mutual consent of the school board and School Nurse/Wellness Coordinator or terminated by the school board. The School Nurse/Wellness Coordinator may terminate the terms of this agreement at any time with a one month written notice.

\_\_\_\_\_  
School Nurse/Wellness Coordinator (date)

\_\_\_\_\_  
Board Chair (date)

\_\_\_\_\_  
Board Clerk (date)