

**Northland Community Schools
Independent School District #118
Remer, Minnesota**

**MEMORANDUM OF EMPLOYMENT
2025-2027**

An Agreement is made this 6th day of January, 2026, between Independent School District No. 118, Remer, Minnesota, hereafter called the party of the first part and **Tina Anderson**, hereafter called the party of the second part.

The party of the second part agrees to perform the prescribed duties of **Executive Secretary to the Superintendent (Executive Secretary)** as directed by the Superintendent of Schools, or his/her designated representative and the Board of Education for the period beginning July 1, 2025 through June 30, 2027, unless the party of the second part is terminated before June 30, 2027. The position of Executive Secretary is subject to the provisions of the Northland Community Schools Employee Handbook and School Board policy.

2025-2026 - 1% pay increase

260 days, 5 days per week, 8 hours per day (\$19.96 per hour)	\$41,511.80
Health Insurance	\$8000
Dental Insurance	\$540
LTD (up to \$15.11 per month)	\$105.77
457 District Match	NA
HSA Contribution*	\$1000

2026-2027 - 1% pay increase

260 days, 5 days per week, 8 hours per day (\$20.16 per hour)	\$41,926.92
Health Insurance	\$8000
Dental Insurance	\$540
LTD (up to \$15.11 per month)	\$105.77
457 District Match	NA
HSA Contribution*	\$1000

Hours of Service: Regular schedule of 8 hours per day, 5 days per week unless otherwise approved by the Superintendent. The Executive Secretary position requires duties that take place outside the work regular schedule, including attendance at School Board meetings and financial reporting sessions.

Vacation: 8 days of paid vacation per year. Up to 4 days per year can be carried over but must be used by June 30th of each year or the Executive Secretary may request, prior to June 30th, payment for unused vacation time. Failure to use or request payment for carried over vacation time will result in forfeiture of unused time.

Personal Days: 4 days per year to be used by June 30th of each year

Sick Leave/Earned Sick and Safe Leave (per MN Statutes 181.9445 to 181-9448): 15 days per year, accumulated to a maximum of 110 days

Other Benefits

- Staff Development – the district shall pay for expenses associated with staff development programs such as in-services, conferences, conventions and workshops in Minnesota with prior approval by the Superintendent. Expenses covered include registration fees, parking, meals, materials, mileage and lodging.
- 10 paid holidays (8 hours per day): July 4, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Year’s Day, Good Friday, Memorial Day, Juneteenth

Tina Anderson

Board Chairperson

Date

Board Clerk