

**Independent School District No. 698
Individual Employment Agreement**

The School Board of Independent School District No. 698, Floodwood School District (“School District”) enters into this agreement (“Contract”) with **Alexa Ruzynski**, (“Employee”) who agrees to perform the duties of the **Library/Tech Specialist** (“Specialist”).

**Article I
Contract Term, Expiration, and Termination**

Section 1. Duration

This Contract shall be for the period commencing on July 1, 2026, and ending on June 30, 2027. It shall remain in full force and effect unless modified by mutual consent of the School Board and the employee, or unless terminated as provided in this Contract.

Section 2. Expiration

This Contract will automatically expire and terminate at the end of its term on June 30, 2027, and the employee’s employment shall cease, unless a subsequent contract is approved by the School Board and signed by both parties. At the conclusion of the term of this Contract, neither party shall have any further claim against the other.

Section 3. Termination During the Term of the Contract

The Specialist is an “at-will” position, and nothing in the School District’s policies, handbooks, actions or employment contracts governing other employees shall be construed to alter the at-will nature of the employee’s status. The employee understands that the ISD 698 School District may terminate their employment at any time for any reason or for no reason, provided the reason is not in violation of state or federal law. The Specialist position does not require a license from the Minnesota Department of Education or applicable state or federal law; therefore, Minnesota Statutes §122A.40 does not apply to this Contract.

**Article II
Duty Year, Salary, and Work Assignment**

Section 1. Duty Year

The duty year will be **184** days including holidays. The work year calendar will be developed by mutual agreement of the Specialist and the Principal. The employee must use the electronic timecard system to record hours worked and turned in bi weekly to the business office.

Section 2. Salary

The Specialist shall be paid an hourly rate of **\$22.41** per hour. This shall be paid in accordance with the district payroll calendar. Pay will cease upon termination of employment.

Section 3. Work Assignment

The Specialist shall report to the Principal. The employee will perform the duties described in the employee’s job description, (Appendix A) as well as other duties as assigned. The Specialist is expected to maintain working hours of a minimum 8 hours per work day. The annual calendar of 184 days will be developed by mutual agreement of the Specialist and the Principal. The Specialist is expected to attend before, after school, and weekend meetings as needed. Any variation to the agreed upon calendar to accommodate before, after school and weekend meetings would require Principal approval. The expected hours for the Specialist is 7:15am - 3:45pm on scheduled calendar days. Any variation to office hours would require principal approval.

Section 4. Breaks

In accordance with the Fair Labor Standards Act (FLSA), the lunch break, not considered part of the work day, shall be one-half (1/2) hour for every six (6) hour or more shift worked. A rest break of fifteen (15) minutes may be taken on the District’s time when such breaks may be enjoyed without undue interruption of service for every four (4) hour shift worked. Employees shall be required to notify the office if they leave the premises on their break time.

**Article III
Benefits**

Section 1. Health Insurance

The School District shall contribute \$500 toward the cost of the monthly premium for 11 months August through June. If the Specialist chooses to join either the single or family plan then the Specialist will be responsible for the cost of the monthly premium in excess of \$500. If the Specialist elects to waive insurance coverage offered by the district, they may enroll in Flexible Spending Account (FSA) through a district vendor. The district shall contribute \$100.00 per month into the FSA August through June. The contribution will be made in January of the contract year. The deadline to enroll in district contributions to an FSA will be November 15th of the contract year. The Specialist may make additional contributions through payroll deductions.

Section 2. Long-Term Disability Insurance

If the Specialist is eligible for the plan, the Specialist may elect to participate in coverage and shall pay the full premium for a group long-term disability insurance plan.

Section 3. Life Insurance

The School District shall provide a \$30,000.00 term life insurance policy for the Specialist. The School District shall contribute the entire premium for this policy.

Section 4. Insurance Obligation and Limitation

The Specialist acknowledges and agrees that the School District’s only obligation is to provide the group plan and pay the premium amounts for the insurances stated above. Any dispute as to the benefits provided under the plans is between the Specialist and the group insurance provider.

Section 5. Paid Time Off

The Specialist shall be granted a pool of ten (10) days of paid time off for sick leave, personal leave, vacation leave, and bereavement leave. Four (4) PTO days may be carried over to the following year without accumulation from year to year. PTO will not be paid out upon separation from employment.

Section 6. FMLA, MN Paid Leave and Earned Safe and Sick Time

Floodwood School District will follow all state and federal guidelines, laws and statutes for Paid Family Medical Leave, MN Paid Leave and Earned Safe and Sick Time.

Section 7. Holiday Leave

The Specialist shall be granted holidays in accordance with the school calendar approved by the Board. To be eligible for a paid holiday, an employee must perform their scheduled duties on their working day next prior to and on their working day next succeeding the holiday, or the employee has been on an excused absence the day before or after the holiday as determined by the District. The following holidays will be observed: Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day, New Year’s Day, President’s Day, Good Friday, and Memorial Day.

Section 8. Jury Duty Leave

If the Specialist is absent from duty because they have been scheduled for jury duty or subpoena shall be paid by the District the differential between their regular salary and that paid for jury duty. Such items such as subsistence, travel or other expense allowance shall not be included in determining pay received from the School District. Such time shall not be deducted from sick leave or personal leave accumulation.

Section 9. Tax-Deferred Compensation

The School District shall make available to the Specialist the ability to contribute to a 403(b)/457(b) tax-deferred compensation program. This must be a school district approved program and the school district will not contribute a matching amount. All cost will be borne by the Specialist.

**Article IV
Complete Agreement and Modification**

This Contract contains all the terms of employment agreed upon by the School District and the Specialist. There are no other written or oral agreements, except as set forth herein. This Contract may not be modified except by written agreement of the parties. If any provision of this Contract is held invalid, it shall not affect any other provisions of this Contract.

Independent School District No. 698 Board Chair

Date

Independent School District No. 698 Board Clerk

Date

Alexa Ruzynski, Library/Tech Specialist

Date

FLOODWOOD SCHOOL DISTRICT JOB DESCRIPTION**POSITION TITLE:** Library/Tech Specialist and Check and Connect Mentor**REPORTS TO:** Principal and IASC Technology Director**QUALIFICATIONS:**

1. Interest in children and education
2. Desire to assist students with various needs in a learning environment
3. Technology knowledge to assist students with IT needs.
4. Knowledge of media platforms
5. Excellent communication skills
6. Ability to manage student behavior

EMPLOYEE CLASSIFICATION:

The Specialist position is non-exempt pursuant to the Fair Labor Standards Act. All non exempt employees are required to track hours worked by clocking in and out. Non exempt staff will submit a biweekly timecard utilizing the punch clock system to the business office to calculate payroll. If a punch is missed, employees need to contact administration to confirm time of arrival or departure and allow a manual entry of hours on a timecard. Overtime is any hours being requested to work by administration beyond 40 hours per week. Employees MUST receive prior approval by administration to work any overtime. Any overtime would be according to the Fair Labor Standards Act (FLSA) and would require prior approval by administration.

POSITION RESPONSIBILITIES:

To assist, support, and work closely with teachers, administrators, and other team members in providing supervision of students within the district media center and assist in technology needs throughout the day.

1. Manage in day to day media center operations. This includes but is not limited to maintaining the library management system. Check in and check out processing of media materials, adding new students to the system, running reports for overdue books and maintaining an orderly media center. ALS and IASC will be resources to oversee recommendations for new books to add to the library system.
2. Provide technical support for staff and students with school devices. Assist district staff with technology needs and support with Google systems, including but not limited to Doc, Sheets, Forms, etc.
3. Manage Tech department with preparing devices for students and managing student assignment, tech roll out and tech return.
4. Participate in in-service training programs as scheduled.
5. Work with administration and staff on district communications, such as, website, Facebook, Instagram, local newspaper, school sign, hallway television and instant alerts.
6. Assist in a variety of clerical tasks; including, but not limited to, tasks on the Marketing Plan.
7. Supervise online and PSEO students, along with supervising study hall periods. The master schedule will have one class period dedicated to tech support without the responsibility of supervision of students.
8. Coordinating with accounts payable to ensure quotes, POs, invoices, and receiving are accurate.
9. Work with IASC to troubleshoot any and all networking and phone issues.
10. Work with SCI, Minnesota Telecommunications, IASC, Frontier, Heartland Business Systems and Paul Bunyan to troubleshoot and resolve any issues concerning internet and phone.
11. Work with Metro Sales Inc. to troubleshoot printer issues.
12. Develop and maintain a tech replacement plan.
13. Work with technology vendors to obtain quotes and place orders for new technology and accessories.

14. Facilitate and manage staff training on cyber security to ensure we are compliant with our cyber insurance policy.
15. Facilitate Check and Connect with students.
16. Manage all paperwork and documentation for technology assignment, return, and repairs.
17. Assist the admin team and IASC with the eRate process through USAC, including, but not limited to, completing and submitting forms, managing bids, specifying equipment and network needs, making adjustments to accepted bids, etc.
18. Maintain record of warranty coverages for all technology to ensure we are taking advantage of warranties we have paid for. Including working with the warranty vendors to request parts and service.
19. Assisting admin with updates to the technology use policies.
20. Attend ARCC TUG and IASC Technology meetings as they are scheduled.
21. Manage all aspects of the Google Admin Console.
22. Available to the principal for any and all immediate needs regarding emergency network or phone help.
23. Ensure all devices, students and staff, are being updated as operating system updates are available. If a device is found to not be able to take the newest update, ordering or issuing a replacement device in a timely manner.
24. Being available to answer any questions parents may have regarding the schools technology and internet use policies.
25. Posting the morning announcements as a Daily Bulletin to Thrillshare.
26. Ability to work independently and as a part of a team.
27. Maintain a safe working environment and encourage colleagues to be safety minded in the performance of all school-related duties.
28. Promote the district's vision and goals in a positive light to the community through various media outlets.
29. Demonstrate ethical behavior and confidentiality of information about students in the school environment and community.
30. Perform other duties as assigned.