

**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 **Alea Kozumplik**, (“Employee”) who agrees to perform the duties of **School Nurse/Community Education Coordinator/Office Support** (“Nurse”).

**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 Nurse 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 Nurse 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 **158 days, including holidays**. The work year calendar will be developed by mutual agreement of the Nurse 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 Nurse shall be paid an hourly rate of **\$25.63** 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 Nurse will have three (3) seven (7) hour days for nursing and one (1) seven (7) hour day for Community Education Coordinator and Office Support. The schedule may vary day to day to accommodate all needs of the total position. The Nurse shall report to the Principal. The employee will perform the duties described in the employee’s job description, (Appendix A & B) as well as other duties as assigned. The Nurse is expected to maintain working hours of a minimum 7 hours per work day. The Nurse 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 Nurse is 7:45am - 3:15pm 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 Nurse chooses to join either the single or family plan then the Nurse will be responsible for the cost of the monthly premium in excess of \$500. If the Nurse 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 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 Nurse may make additional contributions through payroll deductions.

Section 2. Long-Term Disability Insurance

If the Nurse is eligible for the plan, the Nurse 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 Nurse. The School District shall contribute the entire premium for this policy.

Section 4. Insurance Obligation and Limitation

The Nurse 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 Nurse and the group insurance provider.

Section 5. Paid Time Off

The Nurse shall be granted a pool of nine (9) 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 Nurse 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 Nurse 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 Nurse 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 Nurse.

**Article IV
Complete Agreement and Modification**

This Contract contains all the terms of employment agreed upon by the School District and the Nurse. 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

Alea Kozumplik, School Nurse

Date

FLOODWOOD SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: School Nurse (LPN)
REPORTS TO: Superintendent(s) with structured supervision in place for an LPN by the district registered nurse.
QUALIFICATIONS: LPN or RN Licensure

EMPLOYEE CLASSIFICATION:

The School Nurse/District Substitute Teacher 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

POSITION RESPONSIBILITIES: The essential functions include but are not limited to:

Mandated services:

1. Evaluate and maintain immunization status, records, non-compliance, and annual state report. MN Statute 121A.15
2. Establish and Maintain Pupil Health Records Statute 144.29
3. Report suspected communicable diseases to appropriate agencies, Minnesota Rules Chapter 4605
4. Report suspected cases of child abuse as required by Minnesota Statute 626.556 to the police and the area superintendent.
5. Implement the school district policies relating to health such as medication administration, public use of school records, accidents, first aid, etc.
6. Maintain the data privacy of all individual physical, emotional and social issues of students and staff and act as the primary data privacy keeper of the Pupil Health Record as required by Minnesota Government Data Privacy Act MS13.01-43.

General Health Services:

1. Administer first aid to sick and/or injured students and decide if a student should be sent home, parents contacted, ambulance called or if other professional help is needed. Monitor unstable health conditions if necessary (i.e. asthma, seizure disorders, diabetes, etc.)
2. Coordinate and oversee vision/hearing, scoliosis, height and weight, lice, early childhood screening as needed. Refer and follow-up with parent/medical personnel on any health screenings.
3. Coordinate any immunization programs offered in the school setting with guidance of district registered nurse.
4. Supervise/and or deliver nursing care procedures to students with health needs in the school setting. Obtain and coordinate doctor's orders as they apply to students while at school.
5. Document daily charting in the student software system. This includes any student seen in the Health Office, medications administered, accident forms for students requiring attention, and updating student health records.
6. Assist students, parents, and teachers with adaptations needed to manage chronic disease while in the school setting in accordance with a doctor's order. Distribution of pertinent health bulletins to students, parents, and/or staff in accordance with a doctor's order.

7. Provide for training of personnel as needed with district registered nurse.
8. Provide for health information to students as needed. (ie. Puberty education, hand washing, etc.)
9. Coordinate medication administration in the school setting following the Minnesota Department of Health Medication in the Schools Guidelines.
10. Review and update First Aid and Health Services policies and procedures as needed.
11. Assess the need for screening students with potential head lice problems.

Special Education Services:

***To be completed by school nurse if registered nurse, if LPN, below items will be completed by the district registered nurse.**

1. Individualized Education Plans:
 - a. Collaborate with the Child Study Team in assessing, developing, implementing and evaluating the IEP.
 - b. Assess Health and Physical Status/Vision and Hearing for new Evaluations and Reevaluations as needed.
 - c. Interpret medical and health information as it pertains to the education of the student.
2. MA Billing:
 - a. Develop care plans, emergency plans, train and supervise staff providing PCA and Behavior Intervention Redirection Services, based on IEP documentation.
 - b. Assist in providing/ collecting data needed for MA Billing.
 - c. Seek MA reimbursement for health related services of the student IEP.

This job description is not intended to be all-inclusive, and employees will also perform other reasonable related business duties as assigned by the immediate supervisor. This organization reserves the right to revise or change job duties and responsibilities as the need arises.

FLOODWOOD SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Community Education Coordinator/Office Support
REPORTS TO: Principal and/or Superintendent
JOB GOAL: To develop and deliver a system of community education that serves the youth and adults of the community and manage a system of facilities schedules and support the office on day to day tasks.

EMPLOYEE CLASSIFICATION:

The Community Education Coordinator/Office Support 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:**Community Education:**

1. Ensures that the community education runs smoothly and takes responsibility to ensure that work is completed.
2. Ensures the safety of students in the community education program.
3. Ensures that all community education reports are completed well in a timely manner.
4. Manages the community education advisory board. This includes development of Community Education Advisory Committee Agendas and notes from committee meetings.
5. Maintain accurate class records and prepare reports as required by Community Education Advisory Committee and the Minnesota Department of Education, including Community Education Annual Report to MDE.
6. Submit a quarterly report to the school board for review at regular board meetings.
7. Ensures that the community education budget is developed and closely followed.
8. Ensures that the Fitness Center is operational (payments, disconnections, card returns, collections, monitor for issues, fulfill needs if damaged/inoperable items need attention.)
9. Ensures that student programs are offered, run smoothly and the needs of the district students are met.
10. Ensures that adult programs are offered, run smoothly and that adult programs do not run a negative balance.
11. Recommends to the Superintendent and the Board of Education the personnel needs on an annual basis.
12. Create monthly communication to the public of offerings and community information.
13. Actively seek out offerings and opportunities for students and adults.
14. Create all marketing materials for offerings. This includes but is not limited to permission slips, registration forms, registration trackers, flyers and social media posts.
15. Act as the point of contact for Drivers Education classes and marketing.
16. Manage elementary sports offerings. This includes but is not limited to ensuring all proper documentation is completed for programs, interest surveys before the season begins, coordinating calendars with high school activities, seeking out coaches if needed, assisting coaches with equipment throughout the season and end of season wrap ups.

17. Ensures that the school facilities are scheduled properly within the facility scheduler and fees are paid.
18. Coordinate and facilitate the Scholastic Book Fair twice a year.
19. Manage the Community Education area of the district website and keep updated with all events, offerings and information.
20. Assist ECFE teacher with marketing, communication, programming and completion of ECFE annual reporting.
21. Act as the point of contact for all Community Education events and needs.
22. Manage kids events including all appropriate documentation is completed.
23. Perform other related duties as assigned.

Office Support:

1. Manage daily cash deposits and cash boxes.
2. Assist in coverage for the school secretary as needed.
3. Assist in a variety of clerical tasks.
4. Perform other related duties as assigned.