

COMMUNITY EDUCATION COORDINATOR

EMPLOYER: District #308 Nevis, MN

EMPLOYEE: Melvin Buckholtz

Contract Year: July 1 – June 30

This contract is for the services as Community Education Coordinator for the Nevis School District.

This contract provides compensation by the Nevis School District for services as follows:

Community Education Salary:

2025 - 2026 Contract Year \$24,845.00

2026 -2027 Contract Year \$25,839.00

The Community Education Coordinator position is a 12 month, 20 hours per week position. The Community Education Coordinator has the right to flex their time, but the District will have priority needs met first.

**Benefits:**

PERA

Health Insurance – Fully paid Single (PEIP Advantage HSA Compatible Plan or its equivalent.) when combined with .94 FTE Cultural Liaison Assistant position.

VEBA (HRA) \$2,200.00 annually when combined with Cultural Liaison Assistant Position– Must be enrolled in Health Insurance

School provided cell phone.

This employee shall remain an "employee at will," however, may be terminated or contract may be modified at anytime at the discretion of the Board of Education.

If provisions of the Patient Protection and Affordable Care Act (PPACA) require contractual revisions, the parties mutually agree to reopen this contract to address those revisions.

In witness thereof, I have subscribed my signature this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Signature

In witness thereof, I have subscribed my signature this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Clerk

Cultural Liaison Assistant

EMPLOYER: District #308 Nevis, MN  
EMPLOYEE: Mel Buckholtz

School Year – Based on the approved school calendars.

This contract is for the services as Cultural Liaison Assistant for the Nevis School District and provides compensation as follows:

Cultural Liaison Asst Salary

2025 - 2026	Contract Year	\$24,024.00
2026 - 2027	Contract Year	\$24,985.00

Cultural Liaison Assistant hours will be from 8:00 AM to 3:15 PM Monday through Friday 1 / 2 hour duty free lunch included. .94FTE

**Benefits:** Benefits are prorated based on FTE, 1.0 FTE when combined with Community Ed Coord. Position.

PERA

Health Insurance- Fully paid Single PEIP HSA Plan or its equivalent.

VEBA (HRA) paid by district annually - \$2,200.00 Must be enrolled in Health Insurance

403 (b) TSA Match (\$100.00 per month)

3 Personal Days – May carry 2 days forward

15 days of a combination of sick days/ ESST per year. The District will only provide ESST designated leave to the minimum extent required by law. Employee may carryover 130 days of leave.. (6.75 hours per day)

Paid Holidays -	New Year's Day	Thanksgiving Day
	Good Friday	Friday After Thanksgiving
	Memorial Day	Christmas Day
	Labor Day	

May sell back personal at the end of the year for the para sub rate. Must submit payroll voucher by the last day of school.

This employee shall remain an "employee at will," however, may be terminated or contract may be modified at anytime at the discretion of the Board of Education.

If provisions of the Patient Protection and Affordable Care Act (PPACA) require contractual revisions, the parties mutually agree to reopen this contract to address those revisions.

In witness thereof, I have subscribed my signature this \_\_\_\_ day of \_\_\_\_ 2025.

\_\_\_\_\_  
Signature

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Superintendent

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

EMPLOYER: District #308 Nevis, MN  
 EMPLOYEE: Tom Haldeman

Contract Years: July 1 – June 30

This contract is for the services as Finance Bookkeeper for the Nevis School District and provides compensation as follows:

24 - 25 Contract Year - \$30.00 per hour  
 25 - 26 Contract Year - \$31.00 per hour

Hours documented using Time Tracker in SmarterR

40 Hour week – September through May - Monday thru Friday - 8:00 A.M. to 4:30 P.M.  
 with 1/2 hour duty free lunch included.

37.5 Hours week – during the balance of the year with overtime paid after 37.5 hours per week.  
 8:00 A.M. to 5:30 P.M. Monday – Wednesday  
 8:00 A.M. to 5:00 P.M. on Thursday

**Benefitis:**

PERA

Health Insurance- Fully paid Single PEIP HSA Plan or its equivalent.

VEBA (HRA) paid by district annually - \$2,200.00 Must be enrolled in Health Insurance

403 (b) TSA Match after one (1) year of Service (\$166.67 per month for 12 months)

3 Personal Days (8 Hours per Day) Accumulative to 4 days

3.5 Special Leave Days

15 days - a combination of sick leave / ESST leave per year. The District will only provide ESST designated leave to the minimum extent required by law. (Based on 8 hours per day) Sick leave may accumulate to a total of 130 days.

Life Insurance and Accidental Death & Dismemberment \$45,000.00 each (District Benefit)

MASBO Membership and Certification paid by the School District

School lunch paid by the School District

Paid Vacation: 1 week after one (1) year of service

Paid Holidays -	New Year's Day	Thanksgiving Day	Labor Day	Juneteenth
	Good Friday	Friday After Thanksgiving	Independence Day	
	Memorial Day	Christmas Day	Two Floating Holidays	

Severance: Upon completion of 20 years of continuous service with the Nevis Public School, employee shall be eligible for severance pay pursuant to termination of employment. Upon severance of employment, employee will be paid \$100.00 per year of service to the District. Severance payment will be administered with the employee's final paycheck in the form of a Health Care Savings Plan pursuant to M.S. Chapter 352.98. If the employee is deceased on the date of their last paycheck, the payout shall be made in cash to their designated beneficiary.

The unused portion on any year's sick leave may accumulate to a total of 130 days. Upon retirement from the district, employees who have achieved 10 years of continuous service with the district and are at least 55 years of age may sell back no more than 130 days of sick leave at 50% of their current rate of pay, not to exceed \$10,000.00. This District shall pay severance pay to a Retirement Health Care Savings Plan pursuant to M.S. Chapter 352.98. If the employee is deceased on the date of their last paycheck, the payout shall be made in cash to their designated beneficiary.

May sell back personal and special leave days at the end of the year for \$150.00 per day. Request for payment must be made by June 15<sup>th</sup> and will be paid no later than June 30<sup>th</sup>.



EARLY CHILDHOOD FAMILY EDUCATION COORDINATOR

EMPLOYER: District #308 Nevis, MN

EMPLOYEE: Abigail Henry

Contract Years: July 1 - June 30

This contract is for the services as ECFE Coordinator for the Nevis School District and provides compensation as follows:

Salary to be paid in 18 equal payments over the school year.

2025 – 2026	\$3,239.00
2026 – 2027	\$3,368.00

**Benefits:**  
TRA

This employee shall remain an "employee at will," however, may be terminated or contract may be modified at any time at the discretion of the Board of Education.

If provisions of the Patient Protection and Affordable Care Act (PPACA) require contractual revisions, the parties mutually agree to reopen this contract to address those revisions.

In witness thereof, I have subscribed my signature this \_\_\_\_ day of \_\_\_\_ 2025.

\_\_\_\_\_  
Signature

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\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

ELEMENTARY DEAN OF STUDENTS

EMPLOYER: District #308 Nevis, MN

EMPLOYEE: Shawn Klimek

Contract Year: July 1 - June 30

This contract is for the services as Elementary Dean of Students for the Nevis School District and provides Extra compensation as follows:

Elementary Dean of Students Salary:

Salary to be paid in 18 equal payments over the school year.

25 – 26	\$7,000.00
26 – 27	\$7,000.00

**Benefits :**  
TRA

This employee shall remain an "employee at will," however, may be terminated or contract may be modified at any time at the discretion of the Board of Education.

If provisions of the Patient Protection and Affordable Care Act (PPACA) require contractual revisions, the parties mutually agree to reopen this contract to address those revisions.

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\_\_\_\_\_  
Signature

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\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Chairperson

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Date

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Clerk

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Date

EMPLOYER: District #308 Nevis, MN  
EMPLOYEE: Theresa McBrady

Contract Years: July 1, 2025 - June 30, 2027

This contract is for the services as Payroll and Employee Benefits Coordinator for the Nevis School District and provides compensation as follows:

25 – 26 Contract Year \$34.95 per hour  
26 – 27 Contract Year \$36.35 per hour  
Longevity - \$800.00

Hours documented using Time Tracker in SmarteR

40 Hour week - September thru May - Monday thru Friday - 7:00 A.M. to 3:30 P.M.  
with 1/2-hour duty free lunch included.

37.5 Hours week - during balance of the year with overtime paid after 37.5 hours. 7:00 A.M. to 4:30 P.M. Mon - Wed  
7:00 A.M. to 4:00 P.M. on Thursday

**Benefits:**

PERA

Health Insurance- Fully paid Single PEIP HSA Plan or its equivalent.

VEBA (HRA) paid by district annually - \$2,200.00 Must be enrolled in Health Insurance

403 (b) TSA Match (\$167.67 per month - \$2,000.00 annually)

3 Personal Days (8 Hours per Day) Accumulative to 4 days

3.5 Special Leave Days

15 days - a combination of sick leave / ESST leave per year. The District will only provide ESST designated leave to the minimum extent required by law. (Based on 8 hours per day) Employee may carryover 130 days of sick leave.

Life Insurance and Accidental Death & Dismemberment \$45,000.00 each (District Pays)

Paid Vacation: 5 weeks - 4 weeks after 12 (twelve) years of service (Anniversary Date - 09-19-2005) and 1 with contract.

Paid Holidays -	New Year's Day	Thanksgiving Day	Labor Day	Juneteenth
	Good Friday	Friday after Thanksgiving	Independence Day	
	Memorial Day	Christmas Day	Two Floating Holidays	

Severance: Upon completion of 20 years of continuous service with the Nevis Public School, employee shall be eligible for severance pay pursuant to termination of employment. Upon severance of employment, employee will be paid \$100.00 per year of service to the District. Severance payment will be administered with the employee’s final paycheck in the form of a Health Care Savings Plan pursuant to M.S. Chapter 352.98. If the employee is deceased on the date of their last paycheck, the payout shall be made in cash to their designated beneficiary.

The unused portion on any year’s sick leave may accumulate to a total of 130 days. Upon retirement from the district, employees who have achieved 10 years of continuous service with the district and are at least 55 years of age may sell back no more than 130 days of sick leave at 50% of their current rate of pay, not to exceed \$10,000.00. Severance payment will be administered with the employee’s final paycheck in the form of a Health Care Savings Plan pursuant to M.S. Chapter 352.98. If the employee is deceased on the date of their last paycheck, the payout shall be made in cash to their designated beneficiary.





TECHNOLOGY COORDINATOR

EMPLOYER: District #308 Nevis, MN

EMPLOYEE: Marcus Oatis

Contract Year: July 1 – June 30

Technology Coordinator Salary:

25 – 26 Contract Year \$72,000.00

26 – 27 Contract Year \$74,880.00

**Benefits:**

PERA

Health Insurance- Fully paid Single PEIP HSA Plan or its equivalent.

VEBA (HRA) - \$2,200.00 prorated over pay periods - Must be enrolled in Health Insurance  
Single/2-Party/Family

403 (b) TSA Match (\$100.00 per month - \$1,200.00 annually)

15 days - a combination of sick leave / ESST leave per year. The District will only provide ESST designated leave to the minimum extent required by law. (Based on 8 hours per day) Employee may carryover 130 days of sick leave. Accumulated sick leave is not paid out upon termination of employment.

Paid Vacation: 20 days of vacation per year. (8 hours per day) Individual will be able to accumulate 15 days annually with permission of the Superintendent.

Paid Holidays -	New Year's Day	Thanksgiving Day
	Good Friday	Friday after Thanksgiving
	Memorial Day	Christmas Day
	Labor Day	Independence Day
	Two Floating Holiday Days	Juneteenth

This employee shall remain an "employee at will," however, may be terminated or contract may be modified at anytime at the discretion of the Board of Education.

If provisions of the Patient Protection and Affordable Care Act (PPACA) require contractual revisions, the parties mutually agree to reopen this contract to address those revisions.

In witness thereof, I have subscribed my signature this \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Employee

In witness thereof, I have subscribed my signature this \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Clerk

TRANSPORTATION SUPERVISOR

EMPLOYER: District #308 Nevis, MN

EMPLOYEE: Dacle Schmid

Contract Years: July 1 - June 30

This contract is for the services as Transportation Supervisor for the Nevis School District and provides compensation as follows:

Transportation Supervisor Salary:

25 – 26 Contract Year: \$21,582.00

26 – 27 Contract Year: \$22,445.00

Hours to be documented on a time card and turned into the District Office with each pay period.

**Benefits:**

Four (4) Personal Days (Based Daily Bus Route Hours per day)

Health Insurance – As per Bus Drivers Master Work Agreement. (If a part time Bus Driver, Supervisor Position must be combined with Bus Driver position to be eligible.)

VEBA – As per Bus Drivers Master work agreement. Must be enrolled in District Group Health to qualify for a VEBA benefit.

This employee shall remain an "employee at will," however, may be terminated or contract may be modified at any time at the discretion of the Board of Education.

If provisions of the Patient Protection and Affordable Care Act (PPACA) require contractual revisions, the parties mutually agree to reopen this contract to address those revisions.

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\_\_\_\_\_  
Signature

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\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

LUNCH AND PLAYGROUND MONITOR

EMPLOYER: District #308 Nevis, MN

EMPLOYEE: Cody Wicks

Contract Year: Per Board Approved School Calendar

This contract is for the services as a Lunch and Playground Monitor for the Nevis School District and provides compensation as follows:

Compensation:

25 - 26 \$17.23 per hours for approximately 12 hours per week.

26 - 27 \$17.92 per hours for approximately 12 hours per week.

Monday thru Friday Playground Monitor 11:15 AM to 1:30 PM

Earned Sick and Safe Time Leave (ESST) will be accrued to the extent required by law.

Hours to be documented on Time Tracker in Smarter

This employee shall remain an "employee at will," however, may be terminated or contract may be modified at anytime at the discretion of the Board of Education.

If provisions of the Patient Protection and Affordable Care Act (PPACA) require contractual revisions, the parties mutually agree to reopen this contract to address those revisions.

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\_\_\_\_\_  
Signature

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\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

ATHLETIC & ACTIVITY DIRECTOR

EMPLOYER: District #308 Nevis, MN

EMPLOYEE: Bryan Wormley

Contract Years: July 1 - June 30

This contract is for the services as Athletic & Activity Director for the Nevis School District and provides compensation as follows:

Athletic & Activity Director's Salary:

Salary to be paid in 18 equal payments over the school year.

25 - 26	\$29,486.00
26 - 27	\$30,665.00

**Benefits:**  
TRA

This employee shall remain an "employee at will," however, may be terminated or contract may be modified at any time at the discretion of the Board of Education.

If provisions of the Patient Protection and Affordable Care Act (PPACA) require contractual revisions, the parties mutually agree to reopen this contract to address those revisions.

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\_\_\_\_\_  
Signature

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\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

Facilities Manager

EMPLOYER: District #308 Nevis, MN

EMPLOYEE: Dustin Wroolie

Contract Year: July 1 – June 30

This contract is for the services as Facility Manager for the Nevis School District and provides compensation as follows:

25 – 26 Contract Year \$82,482.00

26 – 27 Contract Year \$85,782.00

**Benefits:**

PERA

Health Insurance- Fully paid Single (Nevis Public School’s PEIP Advantage HSA Compatible Plan or its equivalent).

VEBA (HRA) \$2,200.0 prorated over pay periods - Must be enrolled in Health Insurance

or employee may elect to take the value of his health insurance benefits (Premium & VEBA) as wages in lieu of electing to participate in the School District’s Health Insurance Benefits.

403 (b) TSA Match (\$167.67 per month - \$2,000.00 Annually)

15 days - a combination of sick leave / ESST leave per year. The District will only provide ESST designated leave to the minimum extent required by law. (Based on 8 hours per day) Employee may carryover 130 days of sick leave.

Life Insurance and Accidental Death & Dismemberment \$45,000.00 each

Paid Vacation: 15 days of vacation per year. (8 hours per day) Vacations shall be taken when school is not in session, unless mutually agreed upon between the employee and the Superintendent. Subject to approval of the Superintendent, twelve (12)-month employee may accumulate and carry over ten (10) days of vacation.

Paid Holidays -	New Year's Day	Thanksgiving Day
	Good Friday	Friday after Thanksgiving
	Memorial Day	Christmas Day
	Labor Day	4 <sup>th</sup> of July
	Two Floating Holiday Days	Juneteenth

This employee shall remain an "employee at will," however, may be terminated or contract may be modified at anytime at the discretion of the Board of Education.

If provisions of the Patient Protection and Affordable Care Act (PPACA) require contractual revisions, the parties mutually agree to reopen this contract to address those revisions.

In witness thereof, I have subscribed my signature this \_\_\_\_ day of \_\_\_\_ 2025.

\_\_\_\_\_  
Employee

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\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Chairperson

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Clerk