

INDEPENDENT SCHOOL DISTRICT #595
EAST GRAND FORKS, MINNESOTA
July 1, 2026, through June 30, 2027

Name: Brandi Vigness
Title: Nutrition Services Manager

The School Board of Independent School District No. 595, East Grand Forks, Minnesota enters into this contract with **Brandi Vigness**, who agrees to perform the duties of Nutrition Services Manager.

The School District and the Nutrition Services Manager agree as follows:

I. Duration: This contract is for a term of one year 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 Nutrition Services Manager.

II. Duties: The Nutrition Services Manager shall direct the district-wide school food service program in compliance with Federal and State laws and regulations, local and state health ordinances, and school district policies and procedures.

III. Duty Year and Leaves

A. Work Year

The basic work year shall be two-hundred fifteen (215) duty days.

If Summer Food is offered, there will be the opportunity for an additional twenty-five (25) days which will be dedicated to Summer Food.

B. Holidays

The Nutrition Services Manager shall be entitled to the following paid holidays: Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, New Year's Day, President's Day, Good Friday, Memorial Day and Juneteenth.

C. Sick Leave

The Nutrition Services Manager shall earn twelve (12) days of sick leave per year, accrued monthly to a maximum of 150 days.

A cash bonus will be awarded on a yearly basis, after five (5) years of continuous employment at 10% of accumulated sick days. The employee shall have the option of requesting that cash bonus or continuing to accumulate sick days. Example: After 5 years, an employee has accumulated 50 sick days. At that time the employee has the option to either collect a cash bonus for the 12 days (at 10%) or add the 12 days to previously accumulated sick days. This will occur yearly based on the previous year's accumulated sick days; therefore, employees may not go back any further than the current year to collect the cash bonus.

Earned Sick and Safe Time (ESST)

The parties acknowledge that the paid sick leave benefits provided under this Agreement meet or exceed the requirements of the Minnesota Earned Sick and Safe Time Act (Minn. Stat. §§ 181.9445–181.9448), as amended.

An employee's accrued paid sick leave under this Agreement shall be available for all purposes authorized by the Minnesota Earned Sick and Safe Time Act. Accordingly, no additional Earned Sick and Safe Time benefits shall accrue or be provided beyond the paid leave benefits established by this Agreement.

The District reserves the right to administer paid sick leave in a manner consistent with applicable law. If the Minnesota Earned Sick and Safe Time Act is amended or interpreted in a manner requiring changes to this provision, the District may implement those changes necessary to maintain compliance with applicable law. To the extent permitted by law, the paid sick leave benefits provided under this Agreement shall be applied toward satisfying the District's obligations under the Act.

D. Emergency Leave

The Nutrition Services Manager may be granted paid emergency leave during the contract year at the discretion of the Superintendent.

E. Personal Leave

The Nutrition Services Manager shall be entitled to five (5) personal days each contract year.

IV. Insurances

A. Health Insurance

The School District shall contribute \$1,042.42 per month for the 2026-27 school year towards the cost of group health and hospital insurance.

B. Dental Insurance

The School District shall contribute \$122.87 per month for 2026-27 school year towards the cost of group dental insurance.

C. Life Insurance

Term life insurance shall be provided as stipulated in the Teachers' Master Contract.

D. Long Term Disability Insurance

LTD Insurance is available at the Nutrition Services Manager's expense.

E. Paid Family Medical Leave

Effective with the implementation of Minnesota Paid Family and Medical Leave (PFML), the District shall pay 0.44% of the employee's PFML premium contribution, and the employee shall contribute the remaining 0.44% through payroll deduction, for a total premium contribution of 0.88%, or as otherwise established by law.

If the State of Minnesota changes the required PFML premium rate or the allocation of required contributions, the District shall pay the minimum employer contribution required by Minnesota

law, and the employee shall contribute the remaining premium amount through payroll deduction, unless otherwise required by law or modified through a subsequent collective bargaining agreement.

Claims Against the School District

It is understood that the School Board's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claims shall be made against the School Board as a result of denial of insurance benefits by an insurance carrier.

V. Other Benefits

A. Tax Sheltered Annuities

The Nutrition Services Manager will be eligible to participate in a tax sheltered annuity plan through payroll deduction established pursuant to Section 403(b). After the third year of employment in the East Grand Forks Public Schools, the School District will match up to three (3) percent of the Nutrition Services Manager's salary up to the maximum allowed by law.

B. Travel

In-district travel in the amount of \$650 per year shall be paid by the School District.

C. Cell Phone

The Food Service Director will receive \$50 per month (\$600 per year) stipend for cell phone use.

D. Conferences and Meetings

The School District shall pay all legally valid expenses and fees for the Nutrition Services Manager's attendance at professional conferences and meetings with other Food Service agencies when attendance thereof is required, directed, or permitted by the School District. The Nutrition Services Manager shall file itemized expense statements to be processed and approved as provided by law.

All out-of-town conferences must be pre-approved by the Superintendent.

VI. Salary

The Nutrition Services Manager's compensation shall be:
2026-27 Nutrition Services Manager (215) days = \$61,705
2026-27 Summer Food if offered (25) days = \$7,175

VII. Severability

If any provision of this contract is held to be invalid by operation of law, the remainder of the contract shall not be affected thereby and shall remain in full force and effect.

This contract shall be effective only upon signatures of the Nutrition Services Manager and officials of the School Board after authorization for such signatures by the School Board in appropriate action in its minutes.

Brandi Vigness

Date

INDEPENDENT SCHOOL DISTRICT #595

Lynn Brott, Board Chair

Date

Josh Perkerewicz, Board Clerk

Date