

**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 **Haley Walsh**, ("Employee") who agrees to perform the duties of the **Business Manager/Payroll Clerk** ("Business Manager").

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

Section 1. Duration

This Contract shall be for the period commencing on July 1, 2025, and ending on June 30, 2026. 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, 2026, 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 Business Manager 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 Business Manager 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 **260** days.

Section 2. Salary

The Business Manager shall be paid a salary of **\$58,281.60** for the Contract year. This shall be paid in accordance with the district payroll calendar in 26 equal installments. Pay will cease upon termination of employment.

Section 3. Work Assignment

The Business Manager shall report to the Superintendent. The employee will perform the duties described in the employee's job description, (Appendix A) as well as other duties as assigned. The Business Manager is expected to maintain office hours of a minimum 8 hours per work day to total a minimum 40 working hours per week. The Business Manager is expected to attend before, after school, and weekend meetings as needed. Any variation to the agreed upon work day to accommodate before, after school and weekend meetings would require Superintendent approval.

Section 4. Breaks

Due to the exempt status of the employee, there are no guidelines for breaks under the Fair Labor Standards Act (FLSA).

**Article III
Benefits**

Section 1. Health Insurance

The School District shall contribute \$7,500 annually toward the cost of the premium. If the Business Manager chooses to join either the single or family plan then the Business Manager will be responsible for the cost of the monthly premium in excess of \$500. If the Business Manager 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. The Business Manager may make additional contributions through payroll deductions.

Section 2. Long-Term Disability Insurance

If the Business Manager is eligible for and enrolled in the plan, the School District shall provide and pay the full premium for a group long-term disability insurance plan for the Business Manager.

Section 3. Life Insurance

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

Section 4. Insurance Obligation and Limitation

The Business Manager 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 Business Manager and the group insurance provider.

Section 5. Paid Time Off

The Business Manager shall be granted a pool of twenty (20) days of paid time off for sick leave, personal leave, vacation leave, and bereavement leave. Ten (10) 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 and Earned Safe and Sick Time

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

Section 7. Holiday Leave

The Business Manager shall be entitled to the following paid holidays each contract year: Fourth of July, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve Day, Christmas Day, New Year's Day, Presidents' Day, Good Friday, Easter Monday, Memorial Day and Juneteenth.

Section 8. Jury Duty Leave

If the Business Manager 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 Business Manager 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 contribute a matching amount of \$1200 per year. This contribution shall be paid in equal installments during the fiscal year.

Article IV
Complete Agreement and Modification

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

Haley Walsh, Business Manager/Payroll Clerk

Date

FLOODWOOD SCHOOL DISTRICT JOB DESCRIPTION**POSITION TITLE: DISTRICT BUSINESS MANAGER & PAYROLL CLERK****REPORTS TO: Superintendent****QUALIFICATIONS:**

1. Bachelor's degree with major in Business Administration, Accounting, or Finance preferred
2. Training and experience as a school district business manager preferred
3. Knowledge of U.F.A.R.S. and computerized data management systems preferred
4. Familiarity and experience in managing the school district operations of the business office, E.D.R.S., M.A.R.S.S., S.T.A.R., food service, buildings and grounds, transportation, and community education preferred
5. Background/knowledge regarding investment, bond sales, building programs preferred
6. Demonstrated experience and knowledge of finance spreadsheet and word processing computer applications
7. Ability to effectively communicate, both verbally and written

JOB GOALS: To assure that district financial matters are performed in accordance to the Minnesota Statute, district policy, and prudent accounting procedure. To report to the superintendent and school board the financial business endeavors of the district on a regular basis. To assist in the development of purchasing, inventory and inventory control of district owned equipment, facilities, and materials.

EMPLOYEE CLASSIFICATION:

The Business Manager position is exempt pursuant to the Fair Labor Standards Act, meaning that the position is not eligible for overtime pay. To fulfill the duties and responsibilities of the Business Manager position, at least 40 hours of work each week is required. There may be times when additional hours are necessary to meet deadlines or respond to business needs.

POSITION RESPONSIBILITIES:**Duties include, but are not limited to:**

1. Maintain the books and accounts of the District in accordance with generally accepted accounting principles applicable to governmental accounting and in conformance with the rules and regulations of the State of Minnesota.
2. Manage each District's cash resources and investment accounts.
3. Provide for and oversee the preparation of the Annual Financial Statements of each District funds.
4. Maintain the General Ledger, including all supporting journals and work papers.
5. Maintain the Chart of Accounts and assure proper UFARS coding of all transactions.
6. Provide for the timely transfer of required computer data to the State of Minnesota.
7. Coordinate the annual financial audit and the implementation of audit recommendations.
8. Provide monthly financial information for each District.
9. Assure timely reporting as required by each School Board, the State of Minnesota, and other agencies and organizations to which each District is fiscally responsible. (i.e.: special education and federal grants)
10. Prepare and assist the Superintendents and other District Administrators in the development and management of each District Budget.
11. Prepare and present the annual tax levy for the school district.
12. Provide cost information for all aspects of the operation of each District, as well as leadership in employee negotiations (teacher and non-certified staff).
13. Serve as district administrator of each District's financial data processing system.
14. Oversee the Finance, Employee, and Student data processing systems.
15. Oversee Accounts Payable
16. Maintain and continue the development of skills which enhance the performance of the duties accounts payable, Human resource and Support Service Departments.
17. Serve on the district's Facilities Committee.
18. Serve as purchasing agent of each District, assuring compliance with applicable statutes governing such purchases as required by each District.
19. Provide general supervision of the Food Service and Pupil Transportation functions of each District, to include arrangement and oversight of contracted services.
20. Administer each District's health, life, disability, property, and liability insurance programs, to include recommending appropriate risk management measures to the Superintendent and Human resources department.
21. Supervise those employees reporting directly to the Business Manager as assigned by the Superintendents.
22. Maintain and continue the preparation of each District's payrolls and payroll liabilities. Approve all payrolls and payroll reports- monitor accuracy and streamline process for security.
23. Oversee all invoices to be paid, monitor security and checks and balances.

24. Manage daily cash deposits and management of cash boxes.
25. Perform other related duties as assigned.