

**FLOODWOOD SCHOOL
115 WEST 4TH AVENUE
FLOODWOOD, MN 55736**

School Secretary/ District Accounts Payable Assignment Sheet

The School Board of Independent School District No. 698, Floodwood, Minnesota (hereinafter “District”) enters into this assignment pursuant to Minnesota Statute 122A.40, with **Melanie Skripsky** (hereinafter “Secretary/AP”). The Secretary/AP will perform the duties assigned by the District.

The School District and Secretary/AP further agree as follows:

I. Duty year:

The duty year will begin effective July 1st and end June 30th. The regular duty year will be **200 days**. The work year calendar will be developed by mutual agreement of the Secretary/AP and the Superintendent and/or Business Manager. The Secretary/AP is expected to work on all student days, with the remaining days to be directed by the Business Manager and/or Superintendent.

II. Work Day:

The Secretary/AP is expected to maintain office hours of a minimum of **8 hours per work day**. In addition, the Secretary/AP is expected to attend before, after school and weekend duties as needed.

III. Benefits:

- A. Health Insurance:** The School District shall contribute \$500 toward the cost of the monthly premium for 11 months August through June. If the Secretary/AP chooses to join either the single or family plan then the Secretary/AP will be responsible for the cost of the monthly premium in excess of \$500 plus the full cost in July.
- B. Long-Term Disability Insurance:** If the Secretary/AP 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 Secretary/AP.
- C. Life Insurance:** The School District shall provide a \$30,000.00 term life insurance policy for the Secretary/AP. The School District shall contribute the entire premium for this policy.
- D. Insurance Obligation and Limitation:** The Secretary/AP 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 Secretary/AP and the group insurance provider.
- E. Paid Time Off:** The Secretary/AP shall be granted a pool of ten (10) days of paid time off for sick leave, personal leave, vacation leave, and bereavement leave. Three (3) PTO days may be carried over to the following year without accumulation from year to year.
- F. Jury Duty Leave:** If the Secretary/AP is absent from duty because he/she has been scheduled for jury duty or subpoena shall be paid by the District the differential between his/her 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.
- G. Tax-Deferred Compensation:** The School District shall make available to the Secretary/AP 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 Secretary/AP.

IV. **Employment Duration, Expiration, Termination and Mutual Consent:**

This assignment covers a term from July 1, 2021 through June 30, 2023. The Secretary/AP's employment may be non-renewed, modified, discharged, or terminated either during or at the end of this assignment as provided in Minnesota statute, including the placing of the Secretary/AP on an unrequested leave of absence. This assignment also may be terminated or modified at any time by the parties by mutual consent.

V. **Salary: (is based on .42FTE A/P and .58FTE at School Secretary/AP)**

The salary for the 2021-2022 school year is \$28,240.00 (\$22.00 AP rate / \$14.50 Secretary/AP rate)

The salary for the 2022-2023 school year is \$28,926.99 (\$22.33 AP rate / \$15.00 Secretary/AP rate)

These salaries shall be paid in equal installments during the fiscal year. The salary shall be prorated if the year is not completed by the Secretary/AP.

This assignment sheet shall be effective only upon the signature of Secretary/AP and of the officers of the School Board after authorization for such signatures was taken by the School Board in appropriate action recorded in its minutes. This is not intended to act as a contract or agreement. It is intended act as a clarification of the Secretary/AP's remuneration for service rendered and the district's financial obligation for those services provided.

(Secretary/AP's Signature)

(Date of Secretary/AP's Signature)

(School Board Chairperson's Signature)

(Date of Chairperson's Signature)

(School Board Clerk's Signature)

(Date of Clerk's Signature)