

AGREEMENT

THE SCHOOL BOARD

OF

INDEPENDENT SCHOOL DISTRICT NO. 316
COLERAINE, MINNESOTA

AND

RANDI JURGANSEN
BUSINESS MANAGER

FY 25 & FY 26

Greenway Business Manager Contract
July 1, 2024 through June 30, 2026

1. The employee shall faithfully perform the duties prescribed in the Board-approved position at an annual salary of:
 - \$125,529 FY 25
 - \$129,295 FY 26
2. The Superintendent may request that additional days be worked at pro-rated daily rates for each contract year.
3. This agreement is subject to all provisions of the laws of the State of Minnesota relevant to qualifications, licensure (if any), employment, termination and discharge for cause. This agreement is in force from July 1, 2024 through June 30, 2026.
4. The duty year shall be 260 days in 12 months with holidays as follows:

New Year's Eve	Independence Day	Thanksgiving Day
New Year's Day	Labor Day	Christmas Eve Day
President's Day	Friday following	Christmas Day
Memorial Day	Thanksgiving	Good Friday
Juneteenth	Easter Monday	

5. Automobile:
 - The School District shall compensate the Business Manager for use of their private automobile for school business according to the current IRS rate.
 - Employee is responsible for submission of a mileage log.
6. Leaves:
 - a. Sick Leave: 12 days of sick leave (per year), accumulated to 90 days.
 - Sick leave shall be allowed in case of illness or hospitalization in the immediate family, including children, parents or spouse.
 - Bereavement leave, not to exceed three (3) days per year, will be granted in the case of death in the immediate family. Immediate family shall be defined as spouse, children, parents, siblings, grandparents, grandchildren, spouse's siblings, parents and grandparents.
 - Bereavement leave shall not be deducted from the employee's sick leave.
 - *Business Manager will be allowed to carryover 50 days of sick leave earned from previous employment at both ISD #316 and ISD #319.
 - b. Personal Leave: 3 days of personal leave per year, non-accumulative.
 - Unless there are unforeseen circumstances, the employee shall give notification of the leave request to the Superintendent two (2) days prior to the commencement of the leave.
 - c. Vacation Leave: 20 vacation days per year.

- Annually, the Business Manager will be allowed to carryover an amount up to their annual allocation for vacation days. Carryover must be used by December 31 of the following fiscal year.
- Upon termination of employment according to the terms and conditions of this contract, the Business Manager shall be entitled to payment for any unused vacation days accrued and earned.

d. Leave without pay: A maximum of up to five days per contract year subject to prior approval.

7. Life Insurance: A life insurance plan of an amount two times the salary to be provided at district expense. Additional supplemental life insurance is available at the employee's expense.
8. Long Term Disability: District shall provide, at 100% School District expense, long term disability coverage for the Business Manager in the School District's group plan with a 60 day waiting period.
9. Health Insurance: Health insurance premiums (single or family health plan) shall be paid by the school district at 80%. VEBA deductible will be paid at 80% by the district.
10. 403 (b): District provides for participation in a 403 (b) plan with a district match up to \$4,000.
11. Flexible Spending Account: Ability to participate in a Flexible Benefit Plan.
12. Memberships: District paid membership in the Minnesota Association of School Business Officials (MASBO) and International Association of School Business Officials (IASBO).
13. Dental: Dental insurance premiums (single or family plan) shall be paid by the school district at 80%.
14. Health Care Savings Plan Business Manager will be provided a District contribution to a Health Care Savings Plan in the following manner: The district will contribute the specified amount per individual as noted, annually (pro-rated to 1.0 FTE) to the Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP) account. This contribution will continue as specified, annually, for the duration of active employment as the Business Manager. Business Manager shall have \$4,000.00/year placed in the Health Care Savings Plan for the 2019-2021 contract period. The \$4000.00 will be paid in 24 pay periods each fiscal year. In the event of the employees death, all contributions cease and the balance of the benefit will become that of that defined beneficiaries or the estate of the deceased.

15. Career Increments

Career Increments will be added to the Business Manager's annual salary each year who has served in the District as a Business Manager for at least the number of years designated according to the following schedule pay effective starting April 1, 2022. Career Increment Pay is effective after completion of 3,5,7,9 and 11 years respectively.

3 years \$4,000, 5 years \$5,500, 7 years \$7,000, 9 years \$8,500, 11 years \$10,000

Randi Jurgansen's years of service dates.

3 years completed 6/30/2017

5 years completed 6/30/2019

7 years completed 6/30/2021

9 years completed 6/30/2023

11 years completed 6/30/2025

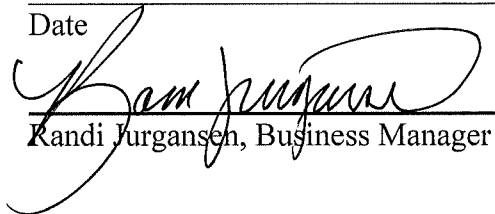
This agreement is for serving ISD #316, Greenway Public Schools. Should ISD #316 decide to service additional school districts/entities under this capacity, this contract will be reopened for negotiations.

IN WITNESS WHEREOF, I have
Subscribed my signature this

IN WITNESS WHEREOF, I have
subscribed my signature this

7-25-24

Date



Randi Jurgansen, Business Manager

Date

Board Chair

Board Clerk