

**Memorandum of Understanding  
Between  
Aitkin Independent School District No. 1  
And  
Education Minnesota – Aitkin**

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**Memorandum of Understanding – School Nurse**

This Memorandum of Understanding (“MOU”) is entered into by and between Independent School District No. 1, Aitkin, Minnesota (hereinafter referred to as the “District”), Education Minnesota - Aitkin (exclusive representation) and the School Nurse/RN, Shelby Trebby, (hereinafter referred to as the “School Nurse”).

The parties agree as follows:

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**1. Appointment and Term**

The School Nurse agrees to perform the duties of School Nurse for the District beginning October 20, 2025, and continuing through June 30, 2027, unless otherwise modified or terminated as provided herein.

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**2. Duties and Responsibilities**

The School Nurse shall perform the duties outlined in the official School Nurse Job Description, along with such additional duties as may be assigned by the District in accordance with applicable laws, rules, and District policies.

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**3. Duration and Governing Law**

This MOU is subject to all applicable laws, rules, and regulations of the State of Minnesota regarding qualifications, employment, termination, and discharge. It shall remain in full force and effect unless modified by mutual written consent of the District, the exclusive representation and the School Nurse, or terminated as provided by law or through written resignation.

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**4. Leave Provisions**

Consistent with the Education Minnesota/Independent School District Master Agreement (Article XI – Leave of Absence), with the following adjustments:

- **Sick Leave:** The School Nurse shall earn 92 hours of sick leave per year (prorated for less than full-time employment). Sick leave shall be credited on the first day of employment each year, prorated if employment begins after the start of the school year. If the School Nurse leaves the District prior to earning sick leave already used, the daily rate of pay for each unearned day shall be deducted from the final paycheck.

- **Personal Leave:** The School Nurse shall be granted 32 hours (4 days) of personal leave annually, based on an 8-hour workday. Personal leave shall be credited on the first day of employment each year, prorated if employment begins after the start of the school year.

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6. Unless noted previously, all other provisions of the collective bargaining agreement apply.

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## 5. Salary, Hours, and Benefits

- **Rate of Pay:** The School Nurse shall receive an hourly wage of \$42.50 per hour for the 2025–2026 school year. This rate will be adjusted in accordance with the new Master Agreement for the 2026–2027 school year.
- **Work Days:** The School Nurse shall be scheduled to work all student contact days, totaling 169 days per school year.
- **Duty Day:** The standard workday shall be 8 hours, from 7:30 a.m. to 4:00 p.m., including a one-half hour duty-free lunch.
- **Additional Days:** The School Nurse shall work an additional 11 days per year, to be scheduled in consultation with administration, either in June following the school year or in August prior to the start of the new school year.
- **Additional Work:** Any hours or days beyond 180 total workdays must receive prior approval from the Superintendent.

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## 7. Signatures

In witness whereof, the parties have executed this Memorandum of Understanding on the dates set forth below.

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<div>_____</div> <div>Co-President ED Mn - Aitkin</div> <div>Date: _____</div>	<div>_____</div> <div>Cindi Hills, Chairperson, Aitkin School Board</div> <div>Date: _____</div>
<div>_____</div> <div>School Nurse</div> <div>Date: _____</div>	<div>_____</div> <div>Jen Burgos, Clerk, Aitkin School Board</div> <div>Date: _____</div>