

Northland Community Schools Independent School District #118 Remer, Minnesota

EMPLOYEE CONTRACT

2026-2027

An Employee Contract is made this ___ day of _____, 2025, between Independent School District No. 118, Remer, Minnesota, hereafter called the party of the first part, and Julie Erpelding, hereafter called the party of the second part.

The party of the second part agrees to perform the prescribed duties of Business Manager, including oversight of payroll, accounts payable, and all financial operations of the district, as directed by the Superintendent of Schools, or his/her designated representative, and the Board of Education, for the period beginning January 1, 2026, through June 30, 2027, unless the party of the second part is terminated before June 30, 2027.

The position of Business Manager is subject to the provisions of the Northland Community Schools Employee Handbook and School Board policy.

Compensation and Benefits

Salary: Annual Salary: \$75,000. The period January 1 – June 30, 2026, will be pro-rated based on actual days of service.

403(b) Match: The District shall contribute \$4,000 annually toward a 403(b) retirement account, matching the Employee's contribution in accordance with IRS guidelines.

Insurance Benefit: The District shall contribute up to \$8,000 toward a single plan or \$13,500 toward a family plan for Health and Dental Insurance through the District's insurance plan. The employee must participate in the District's group insurance program to receive this benefit.

Dental Contribution: An additional \$1,000 annual contribution shall be made by the District toward the Employee's dental coverage if not already included within the selected District plan.

Vacation: 25 days of paid vacation per year. Carryover: Up to 12 vacation days may be carried over each year; any remaining unused vacation days beyond 12 shall be paid out at the current rate of pay.

Sick Leave: 20 days per year, accumulated to a maximum of 196 days. Sick leave may be used for illness or injury of immediate family members in accordance with district policy.

Holidays (12 paid days, 8 hours each): New Year's Day, Good Friday, Easter Monday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve.

Hours of Service

Eight (8) hours per day, five (5) days per week. This position includes additional duties outside the normal workday that are required by the position, including attendance at School Board meetings and financial reporting sessions. A regular schedule will be approved by the Superintendent.

Other Benefits

The District shall pay for expenses associated with staff development programs, such as in-services, conferences, conventions, and workshops in Minnesota with prior approval by the Superintendent. Expenses covered include registration fees, mileage, parking, meals, materials, and lodging.

The Employee is eligible to participate in any other fringe benefit programs offered by the District to full-time employees.

Termination

This employee contract may be terminated by either party with 60 days' written notice, or immediately for cause as defined by School Board policy or Minnesota Statutes.

Signatures

Julie Erpelding, Employee

Board Chair

Date

Board Clerk