

**Northland Community Schools
Independent School District #118
Remer, Minnesota**

**Notice of Assignment
2025-2027**

An Agreement is made this 17th day of December, 2025 between **Independent School District No. 118**, Remer, Minnesota, hereafter called the party of the first part and **Jennifer Welk**, hereafter called the party of the second part.

The party of the second part agrees to perform the prescribed duties of **Community Education Program Coordinator for ISD #118** as directed by the Superintendent of Schools, or his/her designated representative and the Board of Education from July 1, 2025 through June 30, 2027.

2025-2026

28 hours per week (1456 hours) @ \$18.70 (2%)	\$27,222.25
Insurance Benefit \$303.33 per month (for Health or Dental Insurance- must be one of the District plans – or Life insurance up to \$50,000 policy)	\$3,639.96

2026-2027

28 hours per week (1456 hours) @ \$18.88 (1%)	\$27,494.47
Insurance Benefit \$303.33 per month (for Health or Dental Insurance- must be one of the District plans – or Life insurance up to \$50,000 policy)	\$3,639.96

In addition, the School District will make a matching contribution each year to a 403(b) according to the following schedule:

Credited Years of Service in the District	Maximum Matching Contribution per year	Employee Contribution
0-4	\$200.00	\$200.00
5-9	\$400.00	\$400.00
10-14	\$600.00	\$600.00
15-19	\$800.00	\$800.00
20+ (25-year District max)	\$1000.00	\$1000.00

Benefits:

Sick Leave/Earned Sick and Safety Leave:

- As applicable to MN Statutes 181.9445, 181-9446, 181.9447, 181.9448

Vacation:

- 3 days per year (24 hours) of paid vacation.

Staff Development:

- 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, parking, meals, materials, mileage and lodging.

Jennifer Welk

Board Chairperson

Date

Board Clerk

Pending Approval