

**Independent School District No. 698  
Individual Employment Agreement**

The School Board of Independent School District No. 698, Floodwood School District (“School District”) enters into this agreement (“Contract”) with **Melanie Skripsky**, (“Employee”) who agrees to perform the duties of the **School Secretary/Accounts Payable** (“Secretary”).

**Article I  
Contract Term, Expiration, and Termination**

**Section 1. Duration**

This Contract shall be for the period commencing on July 1, 2026, and ending on June 30, 2027. It shall remain in full force and effect unless modified by mutual consent of the School Board and the employee, or unless terminated as provided in this Contract.

**Section 2. Expiration**

This Contract will automatically expire and terminate at the end of its term on June 30, 2027, and the employee’s employment shall cease, unless a subsequent contract is approved by the School Board and signed by both parties. At the conclusion of the term of this Contract, neither party shall have any further claim against the other.

**Section 3. Termination During the Term of the Contract**

The Secretary is an “at-will” position, and nothing in the School District’s policies, handbooks, actions or employment contracts governing other employees shall be construed to alter the at-will nature of the employee’s status. The employee understands that the ISD 698 School District may terminate their employment at any time for any reason or for no reason, provided the reason is not in violation of state or federal law. The Secretary position does not require a license from the Minnesota Department of Education or applicable state or federal law; therefore, Minnesota Statutes §122A.40 does not apply to this Contract.

**Article II  
Duty Year, Salary, and Work Assignment**

**Section 1. Duty Year**

The duty year will be **210** days, including holidays. The work year calendar will be developed by mutual agreement of the Secretary and the Principal. The employee must use the electronic timecard system to record hours worked and turned in bi weekly to the business office.

**Section 2. Salary**

The Secretary shall be paid an hourly rate of **\$22.90** per hour. This shall be paid in accordance with the district payroll calendar. Pay will cease upon termination of employment.

**Section 3. Work Assignment**

The Secretary shall report to the Principal. The employee will perform the duties described in the employee’s job description, (Appendix A) as well as other duties as assigned. The Secretary is expected to maintain working hours of a minimum 8 hours per work day. The annual calendar of 210 days will be developed by mutual agreement of the Secretary and the Principal. The Secretary is expected to attend before, after school, and weekend meetings as needed. Any variation to the agreed upon calendar to accommodate before, after school and weekend meetings would require principal approval. The expected hours for the Secretary are 7:30am - 4:00pm on scheduled calendar days. Any variation to office hours would require principal approval.

**Section 4. Breaks**

In accordance with the Fair Labor Standards Act (FLSA), the lunch break, not considered part of the work day, shall be one-half (1/2) hour for every six (6) hour or more shift worked. A rest break of fifteen (15) minutes may be taken on the District’s time when such breaks may be enjoyed without undue interruption of service for every four (4) hour shift worked. Employees shall be required to notify the office if they leave the premises on their break time.

**Article III  
Benefits**

**Section 1. Health Insurance**

The School District shall contribute \$500 toward the cost of the monthly premium for 11 months August through June. If the Secretary chooses to join either the single or family plan then the Secretary will be responsible for the cost of the monthly premium in excess of \$500. If the Secretary elects to waive insurance coverage offered by the district, they may enroll in Flexible Spending Account (FSA) through a district vendor. The district shall contribute \$100.00 per month into the FSA August through June. The contribution will be made in January of the contract year. The deadline to enroll in district contributions to an FSA will be November 15th of the contract year. The Secretary may make additional contributions through payroll deductions.

**Section 2. Long-Term Disability Insurance**

If the Secretary is eligible for the plan, the Secretary may elect to participate in coverage and shall pay the full premium for a group long-term disability insurance plan.

**Section 3. Life Insurance**

The School District shall provide a \$30,000.00 term life insurance policy for the Secretary. The School District shall contribute the entire premium for this policy.

**Section 4. Insurance Obligation and Limitation**

The Secretary 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 and the group insurance provider.

**Section 5. Paid Time Off**

The Secretary shall be granted a pool of sixteen (16) days of paid time off for sick leave, personal leave, vacation leave, and bereavement leave. Four (4) PTO days may be carried over to the following year without accumulation from year to year. PTO will not be paid out upon separation from employment.

**Section 6. FMLA, MN Paid Leave and Earned Safe and Sick Time**

Floodwood School District will follow all state and federal guidelines, laws and statutes for Paid Family Medical Leave, MN Paid Leave and Earned Safe and Sick Time.

**Section 7. Holiday Leave**

The Secretary shall be entitled to the following paid holidays each contract year: Fourth of July, Labor Day, Thanksgiving Day and the Friday after, Christmas Eve Day, Christmas Day, New Year’s Day, Presidents’ Day, Good Friday, Easter Monday, Memorial Day and Juneteenth.

**Section 8. Jury Duty Leave**

If the Secretary is absent from duty because they have been scheduled for jury duty or subpoena shall be paid by the District the differential between their 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.

**Section 9. Tax-Deferred Compensation**

The School District shall make available to the Secretary 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 contribute a matching amount of \$500 per year. This contribution shall be paid in equal installments during the fiscal year.

**Article IV  
Complete Agreement and Modification**

This Contract contains all the terms of employment agreed upon by the School District and the Secretary. There are no other written or oral agreements, except as set forth herein. This Contract may not be modified except by written agreement of the parties. If any provision of this Contract is held invalid, it shall not affect any other provisions of this Contract.

_____	_____
Independent School District No. 698 Board Chair	Date
_____	_____
Independent School District No. 698 Board Clerk	Date
_____	_____
Melanie Skripsky, School Secretary/Accounts Payable	Date

**FLOODWOOD SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** School Secretary/Accounts Payable  
**REPORTS TO:** Principal

**EMPLOYEE CLASSIFICATION:**

The Secretary position is non-exempt pursuant to the Fair Labor Standards Act. All non exempt employees are required to track hours worked by clocking in and out. Non exempt staff will submit a biweekly timecard utilizing the punch clock system to the business office to calculate payroll. If a punch is missed, employees need to contact administration to confirm time of arrival or departure and allow a manual entry of hours on a timecard. Overtime is any hours being requested to work by administration beyond 40 hours per week. Employees MUST receive prior approval by administration to work any overtime. Any overtime would be according to the Fair Labor Standards Act (FLSA) and would require prior approval by administration.

**POSITION RESPONSIBILITIES:**

To assist district administration in the orderly day to day operation of the school's instructional program. Dependable, able to work under pressure and multi-task, be confidential, organized with attention to detail, proficient in computer/technical skills, acquire accounts payable experience, with the ability to work independently and as a part of a team.

1. Greet visitors / monitor main entrance / answer phones.
2. Data entry for student software program.
3. Maintain student attendance records.
4. Create mailings / handouts.
5. Maintain various student lists and forms.
6. Assist with Back to School Open House.
7. Set up Religious Release.
8. Manage and coordinate student and staff picture days and upload photos for the district enrollment system, staff and student ID's and any other photo needs.
9. Assist school Counselor with honor roll document.
10. Manage substitute calling system and assign in-house subs as needed.
11. Manage Lunch Account System. Process Food Service applications, prepare cash boxes, maintain lunch accounts and daily transaction reports.
12. Assist bus drivers and Transportation Director with communication needs.
13. Assist School Nurse with monitoring ill students and administering medication.
14. Understand and Utilize the Employee Handbook and Student Handbook.
15. Manage accounts payable
16. Generate purchase orders / place orders / receive orders.
17. Prepare Cash Boxes for Sports Events, second to office support.
18. Maintain photo copiers, fax machine, postage machine.
19. Manage fresh fruits and vegetables program, reporting and claims.
20. Manage Direct Certification with monthly reporting for qualifying free and reduced students.
21. Manage CLiCS including state reporting, reconciling daily meals and student attendance.
22. Manage verification process for all applicants of free and reduced applications annually.
23. Generate and create monthly lunch menus document.
24. Generate and create locker assignments
25. Manage and distribute annual school supply lists to local businesses.
26. Perform other duties as assigned