

SO. KOOCHICHING-RAINY RIVER DISTRICT #363

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September 20, 2022

To: Cayla Buentemeier

CC: Terri Knutson

From: Superintendent Jeremy Tammi

Subject: Leave of Absence (MOA)

This letter is written as a Memorandum of Agreement concerning the employment of Cayla Buentemeier who serves as a Paraeducator for ISD #363 at the Northome School.

Ms. Buentemeier will be taking an unpaid Leave of Absence from her paraeducator position effective when the Kootasca Head Start teacher starts maternity leave. During this time, Ms. Buentemeier will become the lead teacher in the Northome Head Start classroom and she will be compensated through Kootasca Head Start.

Upon the return of the Kootasca Head Start teacher (estimated time of 12 weeks or more), Ms. Buentemeier will return to her paraeducator position with ISD #363 with no loss to her rank of seniority or position on the salary schedule.

The contract language regarding an unpaid leave of absence states:

Section 7. Unpaid Leave: The employee may be granted an unpaid leave of absence up to one (1) year, at the discretion of the School District.

Seniority shall be reinstated provided the employee returns to work under the above conditions and at the end of such leave. Seniority shall not accrue during such leave. Employees shall be allowed to maintain insurance benefits by paying the entire cost of premiums.


Ms. Buentemeier will submit a formal request to the School Board requesting an unpaid leave of absence for a duration of 12 weeks while she takes on the role as the Lead Teacher in the Head Start Classroom. This letter will need to be submitted to the School Board by Friday, October 7th, 2022.

Ms. Buentemeier is not utilizing the School District's health insurance plan, so this portion of the contract language will be a non-factor. Sick leave will also be accrued during the agreed upon leave. During this leave, Kootasca Head Start will be responsible for compensating the employee while serving as the Head Start lead teacher.

ISD #363 Superintendent

Jeremy Tammi

Date



9/23/22

Employee

Cayla Buentemeier

Date

9-23-22



MSEA Field Rep

Terri Knutson

Date
