

**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 **Carrie Johnson**, (“Employee”) who agrees to perform the duties of the **Food Service Manager** (“Manager”)

**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, 2028. 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, 2028, 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 Manager 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 Manager 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 **183** days including holidays. The work year calendar will be developed by mutual agreement of the Manager 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 Manager shall be paid an hourly rate of **\$21.01** per hour for 2026-2027 year and **\$21.54** per hour for 2027-2028. This shall be paid in accordance with the district payroll calendar. Pay will cease upon termination of employment.

**Section 3. Work Assignment**

The Manager 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 Manager is expected to maintain working hours of a minimum 8 hours per work day. The annual calendar of 183 days will be developed by mutual agreement of the Manager and the Principal. The Manager 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 Manager is 6:00am - 2:30pm 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 Manager chooses to join either the single or family plan then the Manager will be responsible for the cost of the monthly premium in excess of \$500. If the Manager 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 Manager may make additional contributions through payroll deductions.

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

If the Manager is eligible for and enrolled in the plan, the School District shall provide and pay the full premium for a group long-term disability insurance plan for the Manager.

**Section 3. Life Insurance**

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

**Section 4. Insurance Obligation and Limitation**

The Manager 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 Manager and the group insurance provider.

**Section 5. Paid Time Off**

The Manager shall be granted a pool of ten (10) days of paid time off for sick leave, personal leave, vacation leave, and bereavement leave per year. 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 Manager shall be granted holidays in accordance with the school calendar approved by the Board. To be eligible for a paid holiday, an employee must perform their scheduled duties on their working day next prior to and on their working day next succeeding the holiday, or the employee has been on an excused absence the day before or after the holiday as determined by the District. The following holidays will be observed: Labor Day, Thanksgiving Day, Day After Thanksgiving, Christmas Day, New Year’s Day, President’s Day, Good Friday, and Memorial Day.

**Section 8. Jury Duty Leave**

If the Manager 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 Manager 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 \$250 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 Manager. 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

\_\_\_\_\_  
Carrie Johnson, Food Service Manager

\_\_\_\_\_  
Date

**FLOODWOOD SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** FOOD SERVICE MANAGER

**REPORTS TO:** Principal

**JOB GOALS:** To manage the day to day operation of the food service department, meeting all the St. Louis County Health Department and MN Department of Education requirements.

**EMPLOYEE CLASSIFICATION:**

The Food Service Manager 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:**

1. Prepare all meals for students.
2. Display leadership abilities that enhance job performances in others.
3. Recommend, to the superintendent and the board of education, personnel needs and the hiring of individuals to fill food service positions.
4. Assign duties to food service staff in order to complete daily meal preparations for students and staff while maintaining a clean kitchen and cafeteria area.
5. Routinely inspect the food preparation and kitchen/cafeteria area to determine that work is being completed as scheduled and as needed. Address food service employee deficiencies with oral and written reprimands. If the employee deficiency continues, after due process, recommend suspension and/or discharge of any employee doing unsatisfactory work.
6. Address other food service employees grievances on behalf of the district.
7. Responsible for menu planning in accordance with all mandated requirements.
8. Maintain a food service inventory.
9. Order all the necessary food supplies, materials and equipment to maintain the food service department.
10. Manage the food service budget.
11. Address food service employee deficiencies with oral and written reprimands. If the employee deficiency continues, after due process, recommend suspension and/or discharge of any employee doing unsatisfactory work.
12. Assist in the performance of food service duties as needed.
13. Perform other duties as assigned