

Deer River High School  
101 First Avenue NE  
PO Box 307  
Deer River, MN 56636  
*"Home of the Warriors"*



King Elementary School  
504 5th St. SE  
PO Box 307  
Deer River, MN 56636  
*"King Pride"*

Dedicated to develop lifelong learners prepared to succeed in an ever-changing world

# Memorandum

To: Deer River School Board

CC: Amie Hanson

From: Jennifer Stefan

Date: November 8, 2024

Re: Recommendation for Paraprofessional Hire

On November 5, 2024, I interviewed a candidate for an open paraprofessional position available at King Elementary. After discussing the strengths and qualities of the candidate with the team, I would like to recommend Sonna Bergloff for the paraprofessional position.

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# Memorandum

**To:** Deer River School Board  
**CC:** Amie Hanson  
**From:** Ara Anderson  
**Date:** 10/29/24  
**Re:** Recommendation for Long Term Substitute: High School Secretary to the Assistant Principal / Activities Director

On 10/22/24 and 10/25/2024, an interview committee consisting of Amy Chung, Brent Schimek, Leigh Ayers, and I interviewed two candidates for the Long-Term Substitute: High School Secretary to the Assistant Principal / Activities Director position available at Deer River Schools for the from November 1 until February 12, 2025. After discussing the strengths and qualities of the candidates at length with the committee, I would like to recommend Disney Parkington for the position.

Ara Anderson  
DRHS Principal

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# Memorandum

**To:** Deer River School Board  
**CC:** Amie Hanson  
**From:** Ara Anderson  
**Date:** 10/23/24  
**Re:** Recommendation for Hire: Erika Snakenberg

On 10/16/2024 an interview committee consisting of Brittney Eastman and I interviewed one candidate for a paraprofessional position available at Deer River Schools for the 2024-25 school year. After discussing the strengths and qualities of the candidate at length with the committee, I would like to recommend Erika Snakenberg for the position.

# Two Week Notice

Dale Gullickson  
48217 Frontier Ln  
Deer River, MN 56636

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10-28-24  
Deer River High School  
101 1st AVE NE  
Deer River, MN 56636

Dear Amie Hanson,

I would like to inform you of my intention to resign from ATS supervisor at Deer River High School, Effective two Weeks for today, 11-11-24. Please accept this letter as my official two weeks' notice.

I am grateful for the opportunities and experiences I've gained during this short time.

I'm committed to ISD 317 and will continue to give my best effort over the next two weeks. If you have any specific concerns regarding my decision, please let me know.

Please let me know if there is any paperwork or formalities required to complete the resignation process.

Thanks again,

A handwritten signature in dark ink, appearing to read "Dale Gullickson". The signature is fluid and cursive, with a large initial "D" and a stylized "G".

Dale Gullickson



Amie Hanson &lt;ahanson@isd317.org&gt;

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**Fwd: Resignation**

2 messages

**Jennifer Stefan** <jstefan@isd317.org>

Thu, Oct 31, 2024 at 12:44 PM

To: Pat Rendle &lt;prendle@isd317.org&gt;, Amie Hanson &lt;ahanson@isd317.org&gt;

----- Forwarded message -----

From: **Taylor Nelson** <tnelson@isd317.org>

Date: Wed, Oct 30, 2024 at 9:12 PM

Subject: Resignation

To: Jennifer Stefan &lt;jstefan@isd317.org&gt;

Good evening, unfortunately due to unforeseen events Friday will be mine and my kids last day at King elementary. Thank you for the opportunity to work with these amazing children and staff! I have really enjoyed my short time there.

Taylor Nelson

--

Jennifer Stefan  
King Elementary Principal  
500 Southeast 5th Street  
Deer River, MN 56636

246-8860 ext. 60401

jstefan@isd317.org



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**Jennifer Stefan** <jstefan@isd317.org>

Mon, Nov 4, 2024 at 8:00 AM

To: Pat Rendle &lt;prendle@isd317.org&gt;, Amie Hanson &lt;ahanson@isd317.org&gt;

Taylor is going to continue working through this week. Friday, November 8 will be her last day.

[Quoted text hidden]



Amie Hanson &lt;ahanson@isd317.org&gt;

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## ALP Position

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**Tomi Palmer** <tomi.r.palmer@gmail.com>

Sun, Oct 27, 2024 at 5:14 PM

To: Amie Hanson &lt;ahanson@isd317.org&gt;

Dear Amie,

I regret to inform you that I am declining the offer for the ALP position. I apologize for the late notice, but after careful consideration, I have determined that the position does not align with my financial needs at this time, as holidays and breaks would not be compensated. As a single-income household, stability and consistency in pay are essential.

I believe it's in the best interest of both parties for me to step back, as I would not want to begin this role while continuing my job search for a more suitable position.

If I may offer a suggestion, it may be helpful to inform future candidates early in the hiring process that compensation does not cover holidays, breaks, or summer periods. This transparency could help candidates make an informed decision upfront.

Thank you very much for the opportunity and for your understanding. I appreciate your time and consideration and wish you and the team continued success.

Warm regards,

Tomi

[Quoted text hidden]



Amie Hanson &lt;ahanson@isd317.org&gt;

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## Request for Time off

1 message

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**Amber Kongsjord** <akongsjord@isd317.org>

Mon, Oct 21, 2024 at 3:44 PM

To: Ara Anderson <aanderson@isd317.org>, Amie Hanson <ahanson@isd317.org>

Writing this email as a request for time off in March of 2025. I will be going on a trip to Africa on March 10th through March 21st. I will need to have special permission for and deductions for this time as I will not have enough PTO. I believe I have found a substitute to fill the time already.

--

**Mrs. Amber Kongsjord**

Deer River Agriculture Education

Deer River High School

101 1st Ave NE

Deer River, MN 56636

Office: 218-246-8241 ext. 60242

Cell: 218-244-5681

[akongsjord@isd317.org](mailto:akongsjord@isd317.org)

**The meaning of life is to find your gift.**

**The purpose of life is to give it away.**

~~Pablo Picasso~~

# AGREEMENT

between

**INDEPENDENT SCHOOL DISTRICT #317**

and

**FULL-SERVICE COMMUNITY SCHOOLS GRANTS MANAGER**

November 4, 2024 – September 30, 2025

## **Article I: Parties**

The School Board of Independent School District No. 317, Deer River Minnesota (“District”) enters into this agreement with **Jaeger Jergenson** (“Employee”) who agrees to perform the duties of Full Service Community Schools Grants Manager commencing on November 4, 2024 through September 30, 2025.

## **Article II: Basic Provisions**

### Section 1: Basic Service

The FSCS Grants Manager shall faithfully perform the services prescribed by the District whether such services are specifically described in this contract or in a general job description and abide by the rules, regulations, and policies as established by the School Board and the Federal Rules and Regulations of the Full Service Community Schools Grant and any addition or amendments thereto, for the annual salary indicated below. The FSCS Grants Manager reports to the FSCS Manager.

### Section 2: Duty Year

The duty year shall be a twelve-month contract year as provided herein and the employee shall perform services on those legal holidays on which the District is authorized to conduct school if the Superintendent so determines. Employee shall be on duty during any emergency, natural or unnatural, unless excused by the Superintendent. Employee shall work 210 work days: 181 business days (to follow the district calendar) during the school year, and 29 business days during the summer including immediately after the school year concludes and prior to the start of the school year. Summer work days will be established by the FSCS manager in consultation with the Superintendent and may include days missed during the school year.

### Section 3: Mutual Consent

This Agreement may be terminated at any time by mutual agreement of the parties expressed in written form. The District shall have the absolute right to impose discipline on Employee for cause. Said discipline may include suspension without pay, demotion, or termination.



#### Section 6: Wage

Employee shall be a salaried employee and shall earn the following salary:

November 4, 2024 - September 30, 2024	\$65,344.00
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#### Section 7: Renewal

The District or its designee shall notify the Full Service Community Schools Project Director/Resource Coordinator no later than 60 days prior to the expiration of this agreement regarding the District's intent and desire to renew the agreement.

In the event that the grant funding used to pay for covered items and services under this Contract is reduced or terminated, this Contract shall automatically terminate, unless both parties agree to a modification of obligations under this contract and/or contract is renegotiated.

### **Article III: Benefits**

#### Section 1: Health, Hospitalization and Dental

Insurance benefits shall be those provided under the District's existing group insurance policies for the amounts listed below.

##### **Health insurance**

- Single insurance: District shall contribute up to \$770.00 per month - \$150 to VEBA/HSA, \$620 towards premium.
- Family insurance: District shall contribute up to \$1,200 per month \$200 to VEBA/HSA, \$1,000 towards premium.

##### **Dental insurance**

- District shall contribute up to \$64.29 per month for dental insurance coverage.

#### Section 2: Life Insurance

The District shall pay up to \$100 per year for the district group life insurance for a \$50,000 term life insurance policy.

#### Section 3: Long Term Disability Insurance

The District shall provide full payment for the group Long-Term Disability Income Plan.

#### Section 4: Retirement

Retirement benefits shall be those provided under the District's retirement policies. Current contribution rates in effect for the Defined Benefit and Defined Contribution plans that PERA/TRA administers. Retirement plan contribution rates are subject to change by the Minnesota Legislature.

### **Tax Deferred Annuity**

Employees who are regularly employed and who have completed at least three (3) years of service with Independent School District #317 shall be eligible to participate in a 403b matching contribution plan. Independent School District #317 will contribute annually an amount equal to the amount contributed by the eligible employee to the 403b plan not to exceed the amounts shown in the following formula:

- 3-5 years of service in ISD #317 =\$600.00

Employees may also elect on a pre-tax basis to contribute to a 403b retirement savings plan through payroll deductions.

### **Section 5: Liability Insurance**

The District shall provide an errors and omissions liability insurance policy covering employees in the amount of the current policy.

### **Section 6: Conferences and Meetings**

The District shall pay all legally valid expenses and fees for attendance at professional conferences and meetings with other educational agencies in accordance with the grant when attendance thereof is required, directed, or permitted by the Superintendent.

### **Section 7: Expenses**

Employee will be reimbursed for legitimate expenses incurred while conducting school business or business conducted with the approval of the Superintendent. Said reimbursement shall be consistent with District policy.

### **Section 8: Phone Stipend**

Employee shall receive a cellular phone stipend in accordance with current District policy.

## **Article IV: Leaves**

### **Section 1: Vacation**

Employee shall earn 5 vacation days per year. Unused vacation is not available for payout. There shall be no accumulation or carry over of vacation days.

### **Section 2: Holidays**

Employee shall be entitled to thirteen (13) paid holidays each contract year as follows:  
Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve, Christmas Day, the day after Christmas, New Year's Day, President's Day, Good

Friday, Easter Monday, Memorial Day and Juneteenth. Employee shall be given a floating holiday when Easter Monday falls on a day when school is in session.

Section 3: Sick Leave

Employee shall earn one (1) day per month, accumulated to 140 days maximum. Unused sick leave is not available for payout. The employee shall have immediate access to all twelve (12) days as needed during the year.

Section 4: Bereavement Leave

In the event of a death in the immediate family, up to four (4) days of sick leave may be used for bereavement. For the purposes of this section, immediate family is defined as spouse, the employee's or spouse's child, parent, step-child, brother or sister, grandparents or grandchildren, or the daughter-in-law or son-in-law of the employee. Two (2) days bereavement leave will be granted in the event of a death of an extended family member. One (1) day bereavement leave will be granted in the event of a non-family member death. Bereavement leave will be deducted from sick leave. Vacation days may be used in addition to bereavement leave specified herein.

This Contract shall be effective only upon the signature of the officers of the School Board after authorization for such signature was given by appropriate action of the School Board and recorded in its minutes.

In witness thereof, I have subscribed by signature on \_\_\_\_\_ (date).

\_\_\_\_\_  
Jaeger Jergenson, Employee

In witness thereof, I have subscribed my signature on \_\_\_\_\_ (date).

\_\_\_\_\_  
School Board

\_\_\_\_\_  
School Board

# **AGREEMENT**

Between

**INDEPENDENT SCHOOL DISTRICT #317**

and

**DRUG FREE COMMUNITIES PROJECT YOUTH COORDINATOR**

October 1, 2024 - September 30, 2026

The School Board of Independent School District #317, Deer River Minnesota enters into this agreement with **KATE JUSTISON**, who agrees to perform the duties of **DRUG FREE COMMUNITIES PROJECT YOUTH COORDINATOR** in the public schools of the district commencing October 1, 2024 through September 30, 2026.

The following provision shall apply and are a part of this contract:

## **I. Basic Services**

1. Said DRUG FREE COMMUNITIES YOUTH COORDINATOR shall faithfully perform the services prescribed the School Board whether or not such services are specifically described in this contract or in the general job description, abide by the rules, regulation and policies as established by the School Board, the State Board of Education and the Federal rules and Regulation of the Drug Free Communities Project and any addition or amendments thereto, for the annual salary indicated below.

## **II. Duty year, Expiration and Mutual Consent**

1. The duty year shall be October 1st through September 30th. The DRUG FREE COMMUNITIES YOUTH COORDINATOR will work part-time as directed by the Project Coordinator and will be paid at the hourly rate stated below.
2. Expiration: This contract shall expire at the end of the term specified in Section 1 hereof, or at the termination of the Drug Free Communities Grant, whichever occurs first. At the conclusion of its term, neither party shall have any further claim against the other, and the District's employment of the DRUG FREE COMMUNITIES YOUTH COORDINATOR shall cease.
3. Mutual Consent: This contract may be terminated at any time by the parties expressed in written form with two weeks advance notice. The school District shall have the absolute right to impose discipline on employee for cause. Said discipline may include suspension without pay, demotion, or termination.

III. **Wage**

October 1, 2024 - September 30, 2025	\$22.00 per hour
October 1, 2025 - September 30, 2026	\$24.00 per hour

IV. **Expenses**

1. Expenses shall be paid according to School District policy when the DRUG FREE COMMUNITIES YOUTH COORDINATOR is required to attend meetings outside of the District.

IN WITNESS THEREOF, I have subscribed by signature on \_\_\_\_\_ (date).

\_\_\_\_\_  
Employee

IN WITNESS THEREOF, we have subscribed our signatures on \_\_\_\_\_ (date).

\_\_\_\_\_  
School Board Chairperson

\_\_\_\_\_  
School Board Clerk

# AGREEMENT

between

## INDEPENDENT SCHOOL DISTRICT #317

and

## DRUG FREE COMMUNITIES PROJECT COORDINATOR

October 1, 2024 - September 30, 2026

The School Board of Independent School District #317, Deer River, Minnesota enters into this Agreement with **Breanne Kaanta**, who agrees to perform the duties of **DRUG FREE COMMUNITIES PROJECT COORDINATOR** in the public schools of the district commencing October 1, 2024 through September 30, 2026.

The Following provisions shall apply and are a part of this contract:

### I. Basic Services

Said DRUG FREE COMMUNITIES PROJECT COORDINATOR shall faithfully perform the services prescribed by the School Board whether or not such services are specifically described in this contract or in the general job description, abide by the rules, regulations and policies as established by the School Board, the State Board of Education and the Federal rules and Regulations of the Drug Free Communities Project and any addition or amendments thereto, for the annual salary indicated below.

### II. Duty year, Expiration and Mutual Consent

1. *Duty year:* The duty year shall be October 1st through September 30th. The normal work day shall be 8 hours, Monday through Friday, with occasional non-traditional hours as needed to achieve project objectives/strategies/activities.
2. *Expiration:* This contract shall expire at the end of the term specified in Section 1 hereof, or at the termination of the Drug Free Communities Grant, whichever occurs first. At the conclusion of its term, neither party shall have any further claim against the other, and the District's employment of the DRUG FREE COMMUNITIES PROJECT COORDINATOR shall cease.
3. *Mutual Consent:* This contract may be terminated at any time by the parties expressed in written form with two weeks advance notice.

The School District shall have the absolute right to impose discipline on employee for cause. Said discipline may include suspension without pay, demotion, or termination.

### **III. Leaves**

1. *Sick leave:* Sick leave for the DRUG FREE COMMUNITIES PROJECT COORDINATOR shall accrue at the rate of one (1) day per month worked. Unused sick leave may accumulate to a maximum of 130 days. Use of sick leave must be reported on the Aesop absence reporting system.
2. *Vacation leave:* The DRUG FREE COMMUNITIES PROJECT COORDINATOR shall be granted ten (10) days of vacation leave at the start of the contract year. Use of vacation leave must be reported on the absence reporting system.

### **IV. Holidays**

Employee shall be entitled to Thirteen(13) paid holidays each contract year as follows: Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve, Christmas Day, the day after Christmas, New Year's Day, President's Day, Good Friday, Easter Monday, Memorial Day and Juneteenth.

Employee shall be given a floating holiday when Easter Monday falls on a day when school is in session.

### **V. Insurance**

1. *Health Insurance:*  
Single insurance: up to \$770.00 per month (\$150.00 to HRA/\$620.00 towards premium)  
Family insurance: up to \$1,200.00 per month (\$200.00 to HRA/\$1,000.00 towards premium)
2. *Dental Insurance:*  
The School District will pay up to \$40.00 per month for single or family coverage under the existing group dental plan.
3. *Life Insurance:*  
The School District will pay up to \$110.00 annually toward the premium for \$50,000 term life insurance under the existing group life insurance plan.
4. *Long-term Disability Insurance:*  
The School District will pay the premium for long-term disability under the existing group insurance plan.

### **VI. Other Benefits**

1. *Expenses:*  
Expenses shall be paid according to School District policy when the DRUG FREE COMMUNITIES PROJECT COORDINATOR is required to attend meetings outside of the District.

2. *Cell phone:*

Employee shall be eligible to participate in the school district's cell phone plan pursuant to school board policy.

**VII. Salary**

October 1, 2024 - September 30, 2025                      \$54,600

October 1, 2025 - September 30, 2026                      \$57,330

**VIII. Termination due to loss of Funding**

In the event that the grant funding used to pay for covered items and services under this Contract is reduced or terminated, this Contract shall automatically terminate, unless both parties agree to a modification of obligations under this contract and/or contract is renegotiated.

IN WITNESS THEREOF, I have subscribed my signature on \_\_\_\_\_ (date).

\_\_\_\_\_  
Breanna Kaanta  
DRUG FREE COMMUNITIES PROJECT COORDINATOR

IN WITNESS THEREOF, we have subscribed our signatures on \_\_\_\_\_ (date).

\_\_\_\_\_  
School Board Chairperson

\_\_\_\_\_  
School Board Clerk