



**ROCK RIDGE PUBLIC SCHOOLS  
411 SOUTH 5TH AVENUE  
VIRGINIA MN 55792**

**E-G Regular Meeting  
Monday, June 8, 2020 at 6:00 PM  
Spectrum Health Building, 1405 Progress Parkway, Virginia, MN  
55792**

**AGENDA**

1. Call the Meeting to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Agenda Additions/Deletions.
5. Visitor Input.
6. Approve Agenda.
7. Approve the Treasurer's Report for the Month of May and the First Check Writing of June. 3
8. CONSENT AGENDA.
  1. Approve Minutes of the Regular Meeting of Monday, May 26, 2020. 22
  2. Approve Minutes of the Special Meeting of Monday, May 21, 2020. 25
  3. Approve Minutes of the Study Session of Monday, May 26, 2020. 26
  4. Approve Minutes of the Study Session of Monday, June 1, 2020. 27
  5. Approve the Resignation of Early Childhood Aide. 28
  6. Approve Lane Change of Todd Ufford from MA+10 to MA+20.
9. ITEMS REMOVED FROM CONSENT AGENDA.
10. PERSONNEL.
  1. Approve 2019-2021 Labor Agreement with Director of Buildings & Grounds. 29
  2. Approve 2019-2021 Labor Agreement with Payroll Clerk. 34
  3. Approve 2019-2021 Labor Agreement with Executive Assistant. 39
11. NEW BUSINESS.

12. OLD BUSINESS
13. ADMINISTRATIVE REPORT/INFORMATION.
14. BOARD MEMBER TOPICS.
15. ADJOURNMENT.

INDEPENDENT SCHOOL DISTRICT #2154  
Eveleth-Gilbert Public Schools

Treasurer's Report

6/3/2020

For the Month of May 2020

	Receipts	Disbursements	Payroll
General Fund	1,103,427.44	208,963.54	618,881.09
Food Service	23,065.21	23,204.18	
Transportation		51,612.83	34,371.91
Community Education	2,843.49		25,219.10
Capital Outlay		2,072.24	
Bldg Construction		39,106.10	
Debt Service			
Trust & Agency	743.32		
Channel 12		1,730.00	
Flex Benefit Plan			(1,607.88)
OPEB	3,650.50	2,728.80	
<b>TOTAL</b>	<b>1,133,729.96</b>	<b>329,417.69</b>	<b>676,864.22</b>

**CHECKING BALANCES**

Miners Bank  
First National Bank of Gilbert  
TOTAL

AMOUNT

1,922,170.32  
2,065,240.28  

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3,987,410.60

Payroll Check #0065568-0065588

## Automatic Electronic Transfers Through Bank Checking Account

			<u>Debit</u>	<u>Credit</u>
Date	<u>05/01/20</u>	Whom <u>MN Dept of Revenue</u>	10,907.20	
Date	<u>05/01/20</u>	Whom <u>Educator's Benefit Consultants</u>	12,242.47	
Date	<u>05/07/20</u>	Whom <u>Further</u>	87.38	
Date	<u>05/11/20</u>	Whom <u>Magic Wrighter</u>	20.00	
Date	<u>05/14/20</u>	Whom <u>State of MN</u>		24,778.65
Date	<u>05/14/20</u>	Whom <u>Further</u>	26.89	
Date	<u>05/15/20</u>	Whom <u>State of MN</u>		415,931.90
Date	<u>05/15/20</u>	Whom <u>Payroll</u>	197,121.41	
Date	<u>05/18/20</u>	Whom <u>MN Dept of Revenue</u>	11,261.43	
Date	<u>05/18/20</u>	Whom <u>Educator's Benefit Consultants</u>	12,342.47	
Date	<u>05/18/20</u>	Whom <u>PERA</u>	13,617.59	
Date	<u>05/18/20</u>	Whom <u>TRA</u>	29,861.75	
Date	<u>05/18/20</u>	Whom <u>Federal Taxes</u>	68,592.15	
Date	<u>05/21/20</u>	Whom <u>Further</u>	20.00	
Date	<u>05/21/20</u>	Whom <u>Further</u>	45.05	
Date	<u>05/27/20</u>	Whom <u>St. Louis County</u>		354,726.00



Eveleth-Gilbert ISD #2154  
Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
2154	1	51421	370565	Check	1	05050	BROWN TRANSPORTATION INC	Yes	No	No	USD	05/06/2020	28,783.08
		51468	370566	Check	1	4648	BUATALA STACY	Yes	No	No	USD	05/06/2020	125.00
		51461	370567	Check	1	4641	CELLEY LEILANI	Yes	No	No	USD	05/06/2020	125.00
		51447	370568	Check	1	3674	CENTURY LINK	Yes	No	No	USD	05/06/2020	159.83
		51422	370569	Check	1	06175	CHRISTENSEN PARTS	Yes	No	No	USD	05/06/2020	71.30
		51437	370570	Check	1	2706	CITY OF VIRGINIA	Yes	No	No	USD	05/06/2020	5,000.00
		51458	370571	Check	1	4638	CLINTON TOWNSHIP	Yes	No	No	USD	05/06/2020	250.00
		51423	370572	Check	1	07725	CULLIGAN WATER CONDITIONING	Yes	No	No	USD	05/06/2020	39.00
		51450	370573	Check	1	3781	CW TECHNOLOGY	Yes	No	No	USD	05/06/2020	399.00
		51456	370574	Check	1	4318	EDUCATION INNOVATION PARTNER	Yes	No	No	USD	05/06/2020	209.67
		51443	370575	Check	1	3296	EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	05/06/2020	230.80
		51448	370576	Check	1	3680	ELECTION SYSTEMS & SOFTWARE I	Yes	No	No	USD	05/06/2020	1,901.50
		51424	370577	Check	1	09990	ELECTRIC SCIENTIFIC CO INC	Yes	No	No	USD	05/06/2020	490.00
		51425	370578	Check	1	10600	EVELETH COUNTRY FOODS	Yes	No	No	USD	05/06/2020	19.09
		51426	370579	Check	1	11025	EVELETH PUBLIC UTILITIES	Yes	No	No	USD	05/06/2020	2,550.10
		51427	370580	Check	1	13150	GILBERT WATER & LIGHT DEPT	Yes	No	No	USD	05/06/2020	7,069.51
		51428	370581	Check	1	13750	GRANDE HARDWARE	Yes	No	No	USD	05/06/2020	127.29
		51449	370582	Check	1	3685	HOMETOWN FOCUS	Yes	No	No	USD	05/06/2020	90.78
		51429	370583	Check	1	16200	INTER CITY OIL	Yes	No	No	USD	05/06/2020	5,443.90
		51431	370584	Check	1	2413	ISD #6076 NLC	Yes	No	No	USD	05/06/2020	8,952.70
		51454	370585	Check	1	4238	KELSON ROXANNE	Yes	No	No	USD	05/06/2020	125.00
		51467	370586	Check	1	4647	KOSKELA CAROLYN	Yes	No	No	USD	05/06/2020	125.00
		51466	370587	Check	1	4646	KRAUSHAAR KATRINA	Yes	No	No	USD	05/06/2020	125.00
		51464	370588	Check	1	4644	KYANDER JEREMY	Yes	No	No	USD	05/06/2020	125.00
		51463	370589	Check	1	4643	LARSON DANIELLE	Yes	No	No	USD	05/06/2020	100.00
		51430	370590	Check	1	2263	LATOLA FOREST PRODUCTS INC	Yes	No	No	USD	05/06/2020	279.45
		51459	370591	Check	1	4639	LERE TARA	Yes	No	No	USD	05/06/2020	62.50
		51462	370592	Check	1	4642	MATSCHINER WILLIAM	Yes	No	No	USD	05/06/2020	125.00
		51445	370593	Check	1	3384	MAVEC JILL	Yes	No	No	USD	05/06/2020	125.00
		51465	370594	Check	1	4645	MCCARTHY LELA	Yes	No	No	USD	05/06/2020	31.25
		51451	370595	Check	1	3812	MENARDS	Yes	No	No	USD	05/06/2020	135.94
		51452	370596	Check	1	3832	METRO SALES INC	Yes	No	No	USD	05/06/2020	267.38
		51438	370597	Check	1	2782	MN ENERGY RESOURCES CORP	Yes	No	No	USD	05/06/2020	366.04
		51433	370598	Check	1	25800	MN POWER	Yes	No	No	USD	05/06/2020	3,619.49
		51432	370599	Check	1	25100	MN UI FUND	Yes	No	No	USD	05/06/2020	1,102.11
		51455	370600	Check	1	4307	MONOPRICE	Yes	No	No	USD	05/06/2020	632.86
		51434	370601	Check	1	25900	MSBA	Yes	No	No	USD	05/06/2020	115.00
		51436	370602	Check	1	27001	NORTHEAST SERVICE COOPERATIV	Yes	No	No	USD	05/06/2020	566.54
		51446	370603	Check	1	3621	NORTHERN BUSINESS PRODUCTS I	Yes	No	No	USD	05/06/2020	130.97
		51439	370604	Check	1	27850	NORTHERN MN DENTAL INC	Yes	No	No	USD	05/06/2020	5,747.00
		51460	370605	Check	1	4640	OBERSSTAR STACY	Yes	No	No	USD	05/06/2020	125.00

Eveleth-Gilbert ISD #2154  
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Batch Co	Bank	Pynt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void	Date	Amount
2154	1	51440	370606	Check	3010		PEARSON	Yes	No	No	USD		05/06/2020	82.69
		51441	370607	Check	31415		RANGE AUTO PARTS COMPANY	Yes	No	No	USD		05/06/2020	71.19
		51457	370608	Check	4444		RATWIK ROSZAK & MALONEY	Yes	No	No	USD		05/06/2020	4,980.50
		51444	370609	Check	33450		SCHMITT MUSIC CENTER	Yes	No	No	USD		05/06/2020	194.76
		51435	370610	Check	2630		SEACHANGE PRINT INNOVATIONS	Yes	No	No	USD		05/06/2020	2,488.11
		51469	370611	Check	4649		SLYGH JUSTINE	Yes	No	No	USD		05/06/2020	100.00
		51442	370612	Check	3266		THYEN SARAH	Yes	No	No	USD		05/06/2020	125.00
		51453	370613	Check	39750		UNITED TRUCK BODY	Yes	No	No	USD		05/06/2020	258.25
		51480	370614	Check	24250		APG MEDIA OF MN	Yes	No	No	USD		05/20/2020	694.65
		51484	370615	Check	2941		ARROWHEAD LIBRARY SYSTEM	Yes	No	No	USD		05/20/2020	450.55
		51493	370616	Check	3181		AT & T MOBILITY	Yes	No	No	USD		05/20/2020	6,314.93
		51536	370617	Check	4669		BACKMAN JODI	Yes	No	No	USD		05/20/2020	125.85
		51541	370618	Check	4674		BAINTER DIANE	Yes	No	No	USD		05/20/2020	155.40
		51470	370619	Check	04300		BISS LOCK INC	Yes	No	No	USD		05/20/2020	30.00
		51486	370620	Check	2961		BLUE CROSS BLUE SHIELD	Yes	No	No	USD		05/20/2020	4,071.50
		51523	370621	Check	4656		BRAZEROL AMY	Yes	No	No	USD		05/20/2020	99.00
		51475	370622	Check	1352		BSN SPORTS	Yes	No	No	USD		05/20/2020	13,210.00
		51513	370623	Check	4542		BURJA HEATHER	Yes	No	No	USD		05/20/2020	332.75
		51537	370624	Check	4670		CHAMBERLIN BERNICE	Yes	No	No	USD		05/20/2020	167.88
		51528	370625	Check	4661		CHAPMAN NANCY	Yes	No	No	USD		05/20/2020	198.50
		51519	370626	Check	4652		GRAVEN JOY	Yes	No	No	USD		05/20/2020	174.38
		51471	370627	Check	07730		CUMMINS NP INC	Yes	No	No	USD		05/20/2020	341.00
		51530	370628	Check	4663		DZMONKOWSKI JANICE	Yes	No	No	USD		05/20/2020	285.88
		51534	370629	Check	4667		ECK ELEANOR	Yes	No	No	USD		05/20/2020	160.50
		51472	370630	Check	09450		ECOLAB PEST ELIMINATION	Yes	No	No	USD		05/20/2020	213.19
		51473	370631	Check	09950		EDWARDS OIL COMPANY	Yes	No	No	USD		05/20/2020	763.77
		51508	370632	Check	4292		EMC INSURANCE COMPANIES	Yes	No	No	USD		05/20/2020	14,683.78
		51505	370633	Check	4062		ESSENTIA HEALTH	Yes	No	No	USD		05/20/2020	111.00
		51540	370634	Check	4673		FLASCHBERGER LEO	Yes	No	No	USD		05/20/2020	149.08
		51510	370635	Check	4428		FURTHER	Yes	No	No	USD		05/20/2020	271.30
		51476	370636	Check	13750		GRANDE HARDWARE	Yes	No	No	USD		05/20/2020	105.96
		51526	370637	Check	4659		GREBEN LAURETTA	Yes	No	No	USD		05/20/2020	176.00
		51527	370638	Check	4660		HALL KIRSTIE	Yes	No	No	USD		05/20/2020	208.00
		51517	370639	Check	4650		HAUGEN HOLLY	Yes	No	No	USD		05/20/2020	178.55
		51474	370640	Check	1224		HENDRICKSON LARRY	Yes	No	No	USD		05/20/2020	1,540.00
		51496	370641	Check	3685		HOMETOWN FOCUS	Yes	No	No	USD		05/20/2020	131.77
		51477	370642	Check	15951		INAC INC	Yes	No	No	USD		05/20/2020	23,204.18
		51511	370643	Check	4519		IRON RANGER ARTS	Yes	No	No	USD		05/20/2020	75.00
		51545	370644	Check	4678		JACOBSON DIANE	Yes	No	No	USD		05/20/2020	253.60
		51497	370645	Check	3727		JK MECHANICAL CONTRACTORS INC	Yes	No	No	USD		05/20/2020	796.50
		51543	370646	Check	4676		KEMP SHELLY	Yes	No	No	USD		05/20/2020	73.80

Eveleth-Gilbert ISD #2154  
Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
2154	1	51532	370647	Check	1	4665	KORPI JEAN	Yes	No	No	USD	05/20/2020	181.75
		51516	370648	Check	1	4634	KRAUS ANDERSON	Yes	No	No	USD	05/20/2020	39,106.10
		51538	370649	Check	1	4671	KRTINICH CONSTANCE	Yes	No	No	USD	05/20/2020	168.45
		51478	370650	Check	1	20650	L & M SUPPLY INC	Yes	No	No	USD	05/20/2020	153.86
		51529	370651	Check	1	4662	LEROL WANDA	Yes	No	No	USD	05/20/2020	190.45
		51544	370652	Check	1	4677	LUNDGREN HOLLY	Yes	No	No	USD	05/20/2020	173.30
		51539	370653	Check	1	4672	MAKI DOREEN	Yes	No	No	USD	05/20/2020	241.00
		51487	370654	Check	1	2965	MARIUCCI VIDEO PRODUCTION INC	Yes	No	No	USD	05/20/2020	2,130.00
		51533	370655	Check	1	4666	MAVEC ROBERT	Yes	No	No	USD	05/20/2020	178.90
		51488	370656	Check	1	2983	MEDICAREBLUE RX	Yes	No	No	USD	05/20/2020	2,447.30
		51507	370657	Check	1	4176	MEDICO	Yes	No	No	USD	05/20/2020	139.66
		51498	370658	Check	1	3812	MENARDS	Yes	No	No	USD	05/20/2020	19.05
		51479	370659	Check	1	24200	MESABI RANGE COLLEGE	Yes	No	No	USD	05/20/2020	7,500.00
		51500	370660	Check	1	3832	METRO SALES INC	Yes	No	No	USD	05/20/2020	102.55
		51515	370661	Check	1	4628	MID STATE TRUCK SERVICE INC	Yes	No	No	USD	05/20/2020	1,449.77
		51482	370662	Check	1	2782	MN ENERGY RESOURCES CORP	Yes	No	No	USD	05/20/2020	24,336.66
		51501	370663	Check	1	3932	MN PEIP	Yes	No	No	USD	05/20/2020	74,564.56
		51481	370664	Check	1	25775	MN POLLUTION CONTROL AGENCY	Yes	No	No	USD	05/20/2020	604.84
		51490	370665	Check	1	3060	MN TELECOMMUNICATIONS	Yes	No	No	USD	05/20/2020	742.50
		51506	370666	Check	1	4169	NATIONAL INSURANCE SERVICES O	Yes	No	No	USD	05/20/2020	2,979.19
		51509	370667	Check	1	4412	NEILSON TUCKER	Yes	No	No	USD	05/20/2020	233.25
		51499	370668	Check	1	3827	NEXTERA COMMUNICATIONS	Yes	No	No	USD	05/20/2020	654.38
		51512	370669	Check	1	4539	OLSON TIFFANY	Yes	No	No	USD	05/20/2020	176.00
		51489	370670	Check	1	30412	PRAXAIR DISTRIBUTION INC	Yes	No	No	USD	05/20/2020	159.80
		51491	370671	Check	1	31415	RANGE AUTO PARTS COMPANY	Yes	No	No	USD	05/20/2020	47.88
		51492	370672	Check	1	31500	RANGE PAPER CORPORATION	Yes	No	No	USD	05/20/2020	5,400.25
		51521	370673	Check	1	4654	REINICK KATHRYN	Yes	No	No	USD	05/20/2020	192.50
		51522	370674	Check	1	4655	RICKER JUDITH	Yes	No	No	USD	05/20/2020	74.95
		51535	370675	Check	1	4668	RIGSTAD AMANDA	Yes	No	No	USD	05/20/2020	183.80
		51495	370676	Check	1	3482	SALIN TRACY	Yes	No	No	USD	05/20/2020	99.00
		51485	370677	Check	1	2951	SCHANLAUB LEON	Yes	No	No	USD	05/20/2020	60.50
		51494	370678	Check	1	34205	SEBUNIA RICK	Yes	No	No	USD	05/20/2020	176.00
		51524	370679	Check	1	4657	SHYKES LINDA	Yes	No	No	USD	05/20/2020	214.50
		51483	370680	Check	1	2939	SNICKERS PIZZA	Yes	No	No	USD	05/20/2020	431.00
		51525	370681	Check	1	4658	SOYRING CAROLINE	Yes	No	No	USD	05/20/2020	208.00
		51542	370682	Check	1	4675	STORM LAWRENCE	Yes	No	No	USD	05/20/2020	202.07
		51502	370683	Check	1	39350	TRIMARK INDUSTRIAL	Yes	No	No	USD	05/20/2020	12.88
		51531	370684	Check	1	4664	TROUTWINE PHILIP	Yes	No	No	USD	05/20/2020	165.25
		51520	370685	Check	1	4653	TROUTWINE MARY	Yes	No	No	USD	05/20/2020	176.00
		51503	370686	Check	1	39750	UNITED TRUCK BODY	Yes	No	No	USD	05/20/2020	5,712.78
		51504	370687	Check	1	40016	US WATER SERVICES	Yes	No	No	USD	05/20/2020	2,793.68

**Eveleth-Gilbert ISD #2154**  
**Check Register by Bank and Check**

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Currency	Date	Amount
2154	1	51546	370688	Check	1	4679	WAGNER KATHLEEN	Yes	No	No	USD	05/20/2020	132.00
		51514	370689	Check	1	4543	WAINIO PATRICIA	Yes	No	No	USD	05/20/2020	204.95
		51518	370690	Check	1	4651	WEDDEL BONNIE	Yes	No	No	USD	05/20/2020	178.55
												Bank Total: 1	\$329,417.69
Report Total:												\$329,417.69	

INDEPENDENT SCHOOL DISTRICT #2154  
Eveleth-Gilbert Public Schools

Treasurer's Report

For the Month of June 2020  
Check Writing

6/3/2020

	Receipts	Disbursements	Payroll
General Fund		42,518.77	
Food Service		116.28	
Transportation		31,829.80	
Community Education		188.47	
Capital Outlay		29.99	
Bldg Construction		143,754.49	
Debt Service			
Trust & Agency			
Channel 12			
Flex Benefit Plan			
OPEB			
TOTAL		218,437.80	

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Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
2154	1	51567	370691	Check	1	3181	AT & T MOBILITY	Yes	No	No	USD	06/03/2020	75.47
		51558	370692	Check	1	2300	BERRY DANIEL	Yes	No	No	USD	06/03/2020	113.00
		51547	370693	Check	1	05050	BROWN TRANSPORTATION INC	Yes	No	No	USD	06/03/2020	28,409.28
		51579	370694	Check	1	4047	CAREY JEFF	Yes	No	No	USD	06/03/2020	609.34
		51548	370695	Check	1	06175	CHRISTENSEN PARTS	Yes	No	No	USD	06/03/2020	29.99
		51549	370696	Check	1	06350	CITY OF EVELETH	Yes	No	No	USD	06/03/2020	1,100.00
		51556	370697	Check	1	1422	CLASSROOM DIRECT	Yes	No	No	USD	06/03/2020	25.99
		51550	370698	Check	1	06681	COLOSIMO PATCHIN KEARNEY	Yes	No	No	USD	06/03/2020	451.00
		51551	370699	Check	1	07725	CULLIGAN WATER CONDITIONING	Yes	No	No	USD	06/03/2020	39.00
		51584	370700	Check	1	4602	CUNNINGHAM GROUP	Yes	No	No	USD	06/03/2020	143,754.49
		51585	370701	Check	1	4680	DORSEY & WHITNEY LLP	Yes	No	No	USD	06/03/2020	3,500.00
		51583	370702	Check	1	4563	DS SOLUTIONS	Yes	No	No	USD	06/03/2020	33.04
		51577	370703	Check	1	4006	EAI EDUCATION	Yes	No	No	USD	06/03/2020	122.43
		51568	370704	Check	1	3296	EDUCATORS BENEFIT CONSULTANT	Yes	No	No	USD	06/03/2020	230.80
		51552	370705	Check	1	11025	EVELETH PUBLIC UTILITIES	Yes	No	No	USD	06/03/2020	2,329.70
		51586	370706	Check	1	4682	GIBSON JOSHUA	Yes	No	No	USD	06/03/2020	22.80
		51554	370707	Check	1	13150	GILBERT WATER & LIGHT DEPT	Yes	No	No	USD	06/03/2020	7,032.60
		51555	370708	Check	1	13750	GRANDE HARDWARE	Yes	No	No	USD	06/03/2020	128.36
		51572	370709	Check	1	3685	HOMETOWN FOCUS	Yes	No	No	USD	06/03/2020	309.39
		51557	370710	Check	1	21925	LUNDGREN MOTORS INC	Yes	No	No	USD	06/03/2020	342.23
		51559	370711	Check	1	24350	MESABI SIGN CO INC	Yes	No	No	USD	06/03/2020	940.00
		51574	370712	Check	1	3832	METRO SALES INC	Yes	No	No	USD	06/03/2020	126.12
		51562	370713	Check	1	2782	MN ENERGY RESOURCES CORP	Yes	No	No	USD	06/03/2020	220.75
		51560	370714	Check	1	25800	MN POWER	Yes	No	No	USD	06/03/2020	9,373.54
		51581	370715	Check	1	4517	NATIONAL RECOGNITION PRODUCT	Yes	No	No	USD	06/03/2020	1,775.00
		51565	370716	Check	1	3080	NORTHEAST SERVICE UNIT	Yes	No	No	USD	06/03/2020	3,389.15
		51571	370717	Check	1	3621	NORTHERN BUSINESS PRODUCTS I	Yes	No	No	USD	06/03/2020	282.36
		51563	370718	Check	1	27850	NORTHERN MN DENTAL INC	Yes	No	No	USD	06/03/2020	5,857.70
		51564	370719	Check	1	30350	POSTMASTER	Yes	No	No	USD	06/03/2020	107.80
		51566	370720	Check	1	31415	RANGE AUTO PARTS COMPANY	Yes	No	No	USD	06/03/2020	53.33
		51575	370721	Check	1	3934	RANGE PRINT SHOP	Yes	No	No	USD	06/03/2020	125.00
		51580	370722	Check	1	4444	RATWIK ROSZAK & MALONEY	Yes	No	No	USD	06/03/2020	1,710.74
		51553	370723	Check	1	1288	REALLY GOOD STUFF LLC	Yes	No	No	USD	06/03/2020	121.38
		51582	370724	Check	1	4556	RPM ATHLETICS LLC	Yes	No	No	USD	06/03/2020	2,530.20
		51569	370725	Check	1	33651	SCHOOL SPECIALTY INC	Yes	No	No	USD	06/03/2020	104.79
		51561	370726	Check	1	2630	SEACHANGE PRINT INNOVATIONS	Yes	No	No	USD	06/03/2020	383.08
		51573	370727	Check	1	37900	TACONITE TIRE SERVICE	Yes	No	No	USD	06/03/2020	651.89
		51578	370728	Check	1	4018	TEAM EXPRESS DISTRIBUTING LLC	Yes	No	No	USD	06/03/2020	699.90
		51570	370729	Check	1	3424	TELIN TRANSPORTATION GROUP LL	Yes	No	No	USD	06/03/2020	283.78
		51587	370730	Check	1	4683	TURNER SUSAN	Yes	No	No	USD	06/03/2020	168.95
		51576	370731	Check	1	39750	UNITED TRUCK BODY	Yes	No	No	USD	06/03/2020	592.68

### Eveleth-Gilbert ISD #2154 Check Register by Bank and Check

Batch Co	Bank	Pymt No	Check No	Pay Type	Grp Code	Red	Vendor	Print Recon	Void	Currency	Pmt/Void Date	Amount
2154	1	51588	370732	Check	1	4684	WESTONE LABORATORIES INC	Yes	No	USD	06/03/2020	280.75
Bank Total: 1												\$218,437.80
Report Total:												\$218,437.80

# Eveleth-Gilbert ISD #2154 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2154	1	370691	3181	E 01	005 105 000 000 320	6/3/2020	Check
					AT & T MOBILITY		
					CELL PHONE		
						\$75.47	
					PO#: 85021 Invoice		
					Invoice No: 20MAY		
							Paid Amt: \$75.47
							Check Amount: \$75.47
2154	1	370692	2300	E 04	500 505 000 321 401	6/3/2020	Check
					BERRY DANIEL		
					PIZZA PARTY FOR CHESS CLUB		
						\$113.00	
					PO#: 85042 Invoice		
					Invoice No: 52620		
							Paid Amt: \$113.00
							Check Amount: \$113.00
2154	1	370693	05050	E 03	005 760 000 720 361	6/3/2020	Check
					BROWN TRANSPORTATION INC		
					20MAY BUS		
						\$8,509.49	
					PO#: 85045 Invoice		
					Invoice No: 20MAY		
					OPEN ENROLLMENT		
						\$10,578.98	
					PO#: 85046 Invoice		
					Invoice No: 3428		
						\$9,320.81	
							Paid Amt: \$19,899.79
							Check Amount: \$28,409.28
2154	1	370694	4047	E 01	005 105 000 000 366	6/3/2020	Check
					CAREY JEFF		
					STAFF APP LUNCH		
						\$609.34	
					PO#: 85047 Invoice		
					Invoice No: 52720		
							Paid Amt: \$609.34
							Check Amount: \$609.34
2154	1	370695	06175	E 05	302 865 000 381 350	6/3/2020	Check
					CHRISTENSEN PARTS		
					chisel set		
						\$29.99	
					PO#: 84999 Invoice		
					Invoice No: 421987		
							Paid Amt: \$29.99
							Check Amount: \$29.99
2154	1	370696	06350	E 01	005 105 000 000 370	6/3/2020	Check
					CITY OF EVELETH		
					Rental of P1 Automark, M100 and Ballot Box.		
						\$1,000.00	
					PO#: 84995 Invoice		
					Invoice No: 51220		
					Rental of Voting Booths		
						\$100.00	
					PO#: 84996 Invoice		
					Invoice No: 51220		
							Paid Amt: \$100.00
							Check Amount: \$1,100.00
2154	1	370697	1422	E 01	101 203 000 000 401	6/3/2020	Check
					CLASSROOM DIRECT		
					067673 LABEL LASER 5160 WHITE 1 X 2-5/8		
						\$25.99	
					PO#: 85015 Invoice		
					Invoice No: 208125049081		
							Paid Amt: \$25.99
							Check Amount: \$25.99
2154	1	370698	06681	E 01	005 150 000 000 305	6/3/2020	Check
					COLOSIMO PATCHIN KEARNEY		
					LEGAL SERVICES		
						\$451.00	
					PO#: 85032 Invoice		
					Invoice No: 29745		
							Paid Amt: \$451.00
							Check Amount: \$451.00

# Eveleth-Gilbert ISD #2154 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2154	1	370699	07725	E 01	CULLIGAN WATER CONDITIONING		Check
					19-20 Unit Rental	6/3/2020	
							Paid Amt: \$39.00
							Check Amount: \$39.00
2154	1	370700	4602	E 06	CUNNINGHAM GROUP		Check
					NEW ELEMENTARY	6/3/2020	
							Paid Amt: \$143,754.49
							Check Amount: \$143,754.49
2154	1	370701	4680	E 01	DORSEY & WHITNEY LLP		Check
					Legal Services Rendered through April 30, 202	6/3/2020	
							Paid Amt: \$3,500.00
							Check Amount: \$3,500.00
2154	1	370702	4663	E 01	DS SOLUTIONS		Check
					ToolLess Roto Seal SE-BS10	6/3/2020	
					Blue Padlock Seal SE-601		
					Freight		
							Paid Amt: \$33.04
							Check Amount: \$33.04
2154	1	370703	4006	E 01	EAI EDUCATION		Check
					JEF-506457	6/3/2020	
					JEF-504671		
					JEF-532146 Student thermometer		
							Paid Amt: \$122.43
							Check Amount: \$122.43
2154	1	370704	3296	E 01	EDUCATORS BENEFIT CONSULTANTS		Check
					19-20 403B Admin & Compliance	6/3/2020	
							Paid Amt: \$230.80
							Check Amount: \$230.80
2154	1	370705	11025	E 01	EVELETH PUBLIC UTILITIES		Check
					UTILITIES	6/3/2020	
					UTILITIES		
					UTILITIES		
							Paid Amt: \$1,983.75
							Check Amount: \$1,983.75
2154	1	370705	11025	E 01	EVELETH PUBLIC UTILITIES		Check
					UTILITIES	6/3/2020	
					UTILITIES		
					UTILITIES		
							Paid Amt: \$108.20
							Check Amount: \$108.20
2154	1	370705	11025	E 01	EVELETH PUBLIC UTILITIES		Check
					UTILITIES	6/3/2020	
					UTILITIES		
					UTILITIES		
							Paid Amt: \$49.95
							Check Amount: \$49.95











# Eveleth-Gilbert ISD #2154 Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2154	1	370728	4018	E 01	TEAM EXPRESS DISTRIBUTING LLC 302 296 124 000 401 DeMarini 2020 CF -10 Fastpitch Bat	6/3/2020	Check
		PO#: 9606	Voucher #: 84988	Invoice	Invoice No: INV59275		Paid Amt: \$349.95 Check Amount: \$699.90
2154	1	370729	3424	E 03	TELIN TRANSPORTATION GROUP LLC 005 760 012 720 401 005 760 012 720 401 005 760 012 720 401	6/3/2020	Check
		PO#: 9785	Voucher #: 85012	Invoice	Invoice No: X101002621:01		Paid Amt: \$283.78 Check Amount: \$283.78
2154	1	370730	4683	R 04	TURNER SUSAN 500 570 000 321 040 02 005 000 000 701 601	6/3/2020	Check
		PO#: 9793	Voucher #: 85048	Invoice	Invoice No: 60120		Paid Amt: \$168.95 Check Amount: \$168.95
2154	1	370731	39750	E 03	UNITED TRUCK BODY 005 760 012 720 401 03 005 760 015 720 401 03 005 760 015 720 401	6/3/2020	Check
		PO#: 9793	Voucher #: 85004	Invoice	Invoice No: 542845		Paid Amt: \$51.61
		PO#: 9792	Voucher #: 85005	Invoice	Invoice No: 542858		Paid Amt: \$65.04
		PO#: 9791	Voucher #: 85006	Invoice	Invoice No: 542742B		Paid Amt: \$94.42
		PO#: 9788	Voucher #: 85009	Invoice	Invoice No: 542870		Paid Amt: \$381.61 Check Amount: \$592.68
2154	1	370732	4684	E 01	WESTONE LABORATORIES INC 998 279 000 317 390 01 998 279 000 317 390	6/3/2020	Check
		PO#: 9606	Voucher #: 85051	Invoice	Invoice No: 60623242		Paid Amt: \$45.50
		PO#: 9606	Voucher #: 85052	Invoice	Invoice No: 60664856		Paid Amt: \$123.50



## Regular Meeting Minutes May 26, 2020

The Regular Meeting of the Board of Education of I.S.D. #2154, Eveleth-Gilbert Public Schools, was held on Tuesday, May 26, 2020, in the Board Room and via teleconference. The meeting was called to order by Chair Bill Addy at 6:06 p.m.

Present via teleconference: Directors Addy, Lautigar, Sjoberg, Sorcan, Sather, Uhan, Gentilini. Absent: None. Also present: Superintendent Jeff Carey, Angie Williams (via teleconference), Todd Griepentrog (via teleconference). All votes will be taken by roll call.

Agenda Additions/Deletions: None.

Visitor Input: Jamie Lindseth addressed the Board regarding the Florida Band Trip. He has concerns about spring athletes missing games if the Band goes on their trip in April of 2021. He would like to see the Band trip changed to sometime in March. Athletes would be missing practices, but not games if the trip was changed to March.

Motion: Lautigar, Support: Sather, to approve the Agenda as presented. Upon roll call, the vote was as follows: Ayes: Directors Sjoberg, Lautigar, Sather, Addy, Sorcan, Gentilini, Uhan. Nays: None. Motion carried. 7 yes/0 no.

Motion: Uhan, Support: Gentilini, to approve the Treasurer's Report for the Second Check Writing of May with disbursements of \$245,048.11. Upon roll call, the vote was as follows: Ayes: Directors Addy, Sorcan, Sather, Lautigar, Sjoberg, Uhan, Gentilini. Nays: None. Motion carried. 7 yes/0 no.

Motion: Lautigar, Support: Addy, to approve the Consent Agenda as presented. Upon roll call, the vote was as follows: Ayes: Directors Sather, Addy, Sorcan, Gentilini, Uhan, Sjoberg, Lautigar. Nays: None. Motion carried. 7 yes/0 no.

A. Approve Minutes of the Regular Meeting of Monday, May 11, 2020.

B. Approve Minutes of the Study Session of Monday, May 18, 2020.

### PERSONNEL

Motion: Sjoberg, Support: Sather, to approve Resolution #715 Relating to the Termination and Non-Renewal of the Teaching Contract of Amanda Murfin, Probationary Teacher. The Board held discussion. Upon roll call, the vote was as follows: Ayes: Directors Addy, Sorcan, Gentilini, Uhan, Sjoberg, Lautigar, Sather. Nays: None. Motion carried. 7 yes/0 no.

Motion: Sather, Support: Uhan, to approve Resolution #716 Relating to the Termination and Non-Renewal of the .5 Special Education Teaching Contract of Kristen Moore. The Board held discussion. Upon roll call, the vote was as follows: Ayes: Directors Sorcan, Gentilini, Uhan, Sjoberg, Lautigar, Sather, Addy. Nays: None. Motion carried. 7 yes/0 no.

Amended Motion: Lautigar, Support: Gentilini, to approve Resolution #717 Relating to the Termination and Non-Renewal of the Teaching Contract of Susan Ellefson, Probationary Teacher, with the change of .9 FTE reduction to .3 FTE reduction. The Board held discussion. Upon roll call, the vote was as follows: Ayes: Gentilini, Uhan, Sjoberg, Lautigar, Sather, Addy, Sorcan. Nays: None. Motion carried. 7 yes/0 no.

Motion: Uhan, Support: Sjoberg, to approve Resolution #718 Relating to the Termination and Non-Renewal of the .2 FTE Music Teaching Contract of LaDonna Muster, Probationary Teacher. The Board held discussion. Upon roll call, the vote was as follows: Ayes: Directors Uhan, Sjoberg, Lautigar, Sather, Addy, Sorcan, Gentilini. Nays: None. Motion carried. 7 yes/0 no.

Motion: Sather, Support: Lautigar, to approve Resolution #719 Relating to the Termination and Non-Renewal of the Teaching Contract of Josh Gibson, Probationary Teacher. The Board held discussion. Upon roll call, the vote was as follows: Ayes: Sjoberg, Uhan, Gentilini, Sorcan, Addy, Sather, Lautigar. Nays: None. Motion carried. 7 yes/0 no.

Motion: Sather, Support: Lautigar, to approve Resolution #720 Relating to the Termination and Non-Renewal of the Teaching Contract of Kelly Wilkinson, Probationary Teacher. The Board held discussion. Upon roll call, the vote was as follows: Ayes: Uhan, Gentilini, Sorcan, Addy, Sather, Lautigar, Sjoberg. Nays: None.

## Regular Meeting Minutes May 26, 2020

Motion carried. 7 yes/0 no.

Motion: Sather, Support: Lautigar, to approve Resolution #721 Relating to the Termination and Non-Renewal of the Teaching Contract of Josh Bestul, Probationary Teacher. Upon roll call, the vote was as follows: Ayes: Gentilini, Sorcan, Addy, Sather, Lautigar, Sjoberg, Uhan. Nays: None. Motion carried. 7 yes/0 no.

Motion: Lautigar, Support: Addy, to approve Resolution #722 Relating to the Termination and Non-Renewal of the Teaching Contract of Stephanie Youngman, Probationary Teacher. Upon roll call, the vote was as follows: Ayes: Sorcan, Addy, Sather, Lautigar, Sjoberg, Uhan, Gentilini. Nays: None. Motion carried. 7 yes/0 no.

Motion: Uhan, Support: Addy, to approve Resolution #723 Relating to the Termination and Non-Renewal of the Teaching Contract of Jacob Rice, Probationary Teacher. Upon roll call, the vote was as follows: Ayes: Addy, Sather, Lautigar, Sjoberg, Uhan, Gentilini, Sorcan. Nays: None. Motion carried. 7 yes/0 no.

### NEW BUSINESS

No action was taken on 11.1 Renewal of MSHSL Membership.

Superintendent Carey updated the Board with a review of Distance Learning and Summer Programs. Distance Learning wrapped up last Friday. We are currently working on getting books, library materials, etc. turned in. Mr. Carey has been participating in the conference calls with MDE. MDE has passed down guidelines for summer programs, but they are recommending Distance Learning for the summer. School will not look like it did this past fall. Mr. Carey will keep the Board informed as information becomes available. Credit recovery will be done through the NLC this summer.

Motion: Sjoberg, Support: Uhan, to approve the 2021 Out of State Band Trip from March 22 – March 28, 2021. The Board held a discussion. Upon roll call, the vote was as follows: Ayes: Uhan, Sjoberg, Sather, Addy, Gentilini. Nays: Lautigar. Abstain: Sorcan. Motion carried. 5 yes/1 no/1 abstain.

Motion: Lautigar, Support: Sather, to approve iPad Refresh Plan for Rock Ridge Schools. Bill Brison presented information to the Board via teleconference. We will be using federal money for distance learning for year one payment, buyback money for year 2. The Board held discussion. Upon roll call, the vote was as follows: Ayes: Sjoberg, Lautigar, Sather, Addy, Sorcan, Gentilini, Uhan. Motion carried. 7 yes/0 no.

OLD BUSINESS – None.

### ADMINISTRATIVE REPORT/INFORMATION

Ms. Williams would like to thank the Seniors and their families that came to the tapings of the Virtual Graduation Ceremony. Students are currently able to return school items at door #4 at the High School.

Mr. Griepentrog informed the Board that the Gilbert Campus is also collecting school items at the canopy entrance in Gilbert.

Mr. Carey will set up a Study Session for Monday, June 1, 2020, to discuss the 2020-2021 Administrative Structure and the Activities Director Position.

### BOARD MEMBER TOPICS

Director Lautigar thanked Angie Williams and Laura Tassoni for all their hard work in coordinating Graduation events. She also reported that the class banners are up and the street banners will be up soon and thanked the parents that participated. On Thursday, May 28, 2020 prizes will be drawn for Seniors in lieu of the All Night Grad Party. The motorcade parade will be on Friday, May 29, 2020. Lineup starts at 4:30 p.m. at the Curling Club parking lot, with the parade starting at 5:00 p.m.

Director Sather is looking forward to the motorcade parade on Friday and hopes that sports can get going again soon.

Director Sorcan brought up the erroneous amended motion statement from the May 4, 2020 Special

**Regular Meeting Minutes**  
**May 26, 2020**

Meeting.

Director Gentilini stated that he assumed all members of the Board received the same summons as he did regarding the ERATS Bus Garage Lawsuit.

Director Sjoberg stated that everyone has done a great job during a difficult situation with COVID.

Motion: Sather, Support: Sorcan, to adjourn the meeting at 7:43 p.m.

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Bill Addy, Chair

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Kelly Sather, Clerk

**Special Meeting Minutes**  
**May 21, 2020**

A Special Meeting of the Board of Education of I.S.D. #2154, Eveleth-Gilbert Public Schools, was held on Thursday, May 21, 2020 at 5:00 p.m. via teleconference. The meeting was called to order by Chair Bill Addy at 5:18 p.m.

Present via Teleconference: Directors Addy, Lautigar, Sather, Sjoberg, and Uhan (joined the meeting at 5:23 p.m.) Also present: Supt. Jeff Carey via teleconference. Absent: Directors Sorcan and Gentilini.

Motion: Lautigar, Support: Sjoberg, to approve the Agenda as presented. Upon roll call, the vote was as follows: Ayes: Lautigar, Addy, Sjoberg, Sather. Nays: None. Absent: Uhan, Sorcan, Gentilini. Motion carried. 4 yes/0 no/3 absent.

Motion: Sather, Support: Uhan, to approve Resolution #714 Relating to Canvassing Returns of Special School Election with the correction of Independent School District 706 being changed to Independent School District 2154 under the resolution. Upon roll call, the vote was as follows: Ayes: Lautigar, Sjoberg, Addy, Uhan, Sather. Nays: None. Absent: Sorcan, Gentilini. Motion carried. 5 yes/2 absent.

Motion: Lautigar, Support: Addy to adjourn the meeting at 5:25 p.m.

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Bill Addy, Chair

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Kelly Sather, Clerk

**Study Session Minutes**  
**May 26, 2020**

A Study Session of the Board of Education of I.S.D. #2154, Eveleth-Gilbert Public Schools, was held on Tuesday, May 26, 2020, at 5:00 p.m., in the Board Room and via teleconference. The meeting was called to order at 5:00 p.m. by Chair Addy.

Present Via Teleconference: Directors Addy, Sjoberg, Lautigar, Sorcan, Uhan, and Sather. Absent: Director Gentilini. Also present: Superintendent Carey.

The Board held a discussion regarding Non-Unit Contracts for Buildings/Grounds, Payroll, Executive Assistant, and Activities Director. These will all be two year contracts for 2019-2020 and 2020-2021. A meeting needs to be set up with JoJo Scott, Activities Director, to discuss her contract. The 2020-2021 Administrative Structure was not discussed at this meeting due to time constraints.

The meeting adjourned at 6:00 p.m.

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Bill Addy, Chair

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Kelly Sather, Clerk

**Study Session Minutes**  
**June 1, 2020**

A Study Session of the Board of Education of I.S.D. #2154, Eveleth-Gilbert Public Schools, was held on Monday, June 1, 2020, at 4:30 p.m., via teleconference. The meeting was called to order at 4:30 p.m. by Chair Addy.

Present via teleconference: Directors Addy, Sjoberg, Lautigar, Sorcan, Uhan, and Sather. Absent: Director Gentilini. Also present via teleconference: Superintendent Carey, Angie Williams, Todd Griepentrog.

The Board held a discussion regarding 2020-2021 Administrative Structure. The three options presented were as follows:

- Option 1: Close Gilbert Campus
  - \* Continue to operate Gilbert Shop
  - \* Operate tech classes that do not require FACS or Industrial Tech
  - \* Cost savings of \$545,642
- Option 2: Dean of Students in Franklin with Angie Williams supervising
  - \* No additional cost to district
- Option 3: Hire an Interim Principal
  - \* Additional cost \$61,000

The Board held a discussion regarding all three options. They also held discussion on having an Assistant Principal, part-time Assistant Principal, and part-time Dean. Ms. Williams would like to see an Assistant Principal hired. She wants someone who can be a leader and not just a manager. Ms. Williams feels this is a bigger bang for the buck. It was brought up that if Option 1 is chosen, we need to find out if Virginia can teach Industrial Tech and FACS in the Virginia High School. Another idea was Tech Classes at the College.

Superintendent Carey was directed to find out what the cost of a part-time Principal and a part-time Dean would be and report back to the Board with that information.

The Board held a discussion regarding JoJo Scott, Activities Director. Ms. Scott is interested in staying with the district, however, the job modifications she would like to see are:

- ✓ 195 Work Days
- ✓ 5 Vacation Days
- ✓ Attendance at State Conference
- ✓ Secretarial Support
- ✓ Game Management/Site Supervisor

Superintendent Carey said that the Elementary Secretary would be able to provide the Activities Director with secretarial support.

Director Sorcan brought up Comparable Worth Study. She would like to have this done. She also brought up updating job descriptions for Confidential Employees for Rock Ridge School District.

The meeting adjourned at 5:20 p.m.

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Bill Addy, Chair

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Kelly Sather, Clerk

Yvonne Larsen

PO Box 734

Gilbert, MN

55741

To whom it may concern;

Thank you for the opportunity, the last five years, to be a teaching assistant in the SR 3's classroom as well as ECFE. I need to inform you that our family is moving out of the district, and I will not be available to call back Fall 2020. We are relocating near Roseau, MN, to Hayes Lake State Park. I'm hoping to obtain a similar position within the Roseau Community School. I have really enjoyed being a part of the early learning process. Thank you, have a great Summer!

Sincerely,

A handwritten signature in cursive script that reads "Yvonne Larsen". The signature is written in black ink and is positioned below the typed name.

Yvonne Larsen

(Employee #2994)

# Director of Maintenance & Transportation

## Official Contract

### ARTICLE I PURPOSE

This Contract is entered into between Independent School District No. 2154, Eveleth-Gilbert, hereinafter referred to as the School District, and the Director of Maintenance & Transportations.

### ARTICLE II DURATION, EXPIRATION, TERMINATION DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY

Section 1. Duration: This Contract is for a term of 2 years commencing on July 1, 2019, and ending on June 30, 2021. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Director of Maintenance & Transportation's or unless terminated as provided in this Contract.

Section 2. Expiration: This Contract shall expire at the end of the term specified in Section 1. above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Director of Maintenance & Transportation shall cease, unless a subsequent Contract is entered into by the parties. In the event the parties fail to enter into a subsequent contract, the Director of Maintenance & Transportation employment shall continue on a month-to-month basis until the School Board either enters into a subsequent Contract with the Director of Maintenance & Transportation or until the School Board provides sixty (60) calendar days of written notice of the termination of the Director of Maintenance & Transportation's employment.

Section 3. Termination During the Term: The Director of Maintenance & Transportation's employment may be terminated during the term of this Contract only for cause as defined in M.S. 122A.40, Subd. 9. and Subd. 13., but, except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Director of Maintenance & Transportation during the term of this Contract for cause as described in M.S. 122A.40, Subd. 9. or Subd. 13., it shall notify the Director of Maintenance & Transportation, in writing, of the proposed grounds for termination. The Director of Maintenance & Transportation shall be entitled to a hearing before an arbitrator provided the Director of Maintenance & Transportation makes such a request, in writing, to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Director of Maintenance & Transportation may be suspended with pay pending final determination by the arbitrator. If the Director of Maintenance & Transportation fails to request a hearing as provided in this section within the fifteen (15)-day calendar period, he/she shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Director of Maintenance & Transportation shall have no further claim or recourse.

Section 4. Mutual Consent: This Contract may be terminated at any time by mutual consent of the School Board and the Director of Maintenance & Transportation.

Section 5. Contingency: If this Contract is a subsequent Contract entered into prior to the completion of an existing Contract, this subsequent Contract is contingent upon the Director of Maintenance & Transportation completing the terms of the existing Contract.

### ARTICLE III DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Director of Maintenance & Transportation's duty year shall be for the entire twelve (12)-month Contract year, and the Director of Maintenance & Transportation shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Director of Maintenance & Transportation shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2. Vacation: The Director of Maintenance & Transportation shall earn yearly accrual of vacation of 15 days per year. Unused vacation must be taken within six (6) months after the end of the Contract year in which it is earned. Upon voluntary termination of employment, the Director of Maintenance & Transportation shall be entitled to payment for any unused vacation days earned and accrued pursuant to the provisions of this section; however, if the Director of Maintenance & Transportation is involuntarily terminated, he/she shall not be entitled to unused earned and accrued vacation days.

Section 3. Holidays: The Director of Maintenance & Transportation shall be entitled to twelve (12) paid holidays as designated by the School Board each Contract year.

New Year's Day	Memorial Day	Thanksgiving Day
Good Friday	Easter Monday	Fourth of July
Friday after Thanksgiving	President's Day	Labor Day
Christmas Eve	Christmas Day	MEA Friday

Section 4. Sick Leave: The Director of Maintenance & Transportation shall earn paid sick leave at the rate of fifteen (15) days each year, and earned sick leave may accumulate to a maximum of one hundred thirty-five (135) days.

Section 5. Workers' Compensation: Pursuant to M.S. Chapter 176, the Director of Maintenance & Transportation injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 6. Bereavement Leave: The Director of Maintenance & Transportation shall be granted bereavement leave for a death within the Director of Maintenance & Transportation's immediate family, this time shall be deducted from sick leave. The time utilized shall be in an amount to be determined after conferring with the Superintendent. "Immediate family" is defined as the Director of Maintenance &

Transportation or spouse's mother, stepmother, father, stepfather, grandmother, grandfather, sister, sister in law, brother, brother in law, husband, wife, child, stepchild, son in law, daughter in law, grandchild, guardian, significant other, aunt, uncle, niece, nephew or member of the household.

Section 7. Emergency Leave: The Director of Maintenance & Transportation may be granted paid emergency leave at the discretion of the Superintendent.

Section 8. Medical Leave of Absence: A Director of Maintenance & Transportation who is unable to work because of personal illness or who is on long-term disability and who has exhausted all accumulated paid sick leave available shall be granted an additional leave of absence without pay for the duration of such illness or disability, up to one year. The leave may be renewed each year upon written request of the Director of Maintenance & Transportation. A Director of Maintenance & Transportation on such leave shall be permitted at his/her own expense to continue the fringe benefits available to them.

Section 9. Jury Service: The Director of Maintenance & Transportation who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 10. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 11. Insurance Application: A Director of Maintenance & Transportation on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Director of Maintenance & Transportation pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance. In the event the Director of Maintenance & Transportation is on paid leave from the School District under Section 4. above or supplemented by sick leave pursuant to Section 5. above, the School District will continue insurance contributions as provided in this Contract until sick leave is exhausted. Thereafter, the Director of Maintenance & Transportation must pay the entire premium for any insurance retained.

#### ARTICLE IV INSURANCE

Section 1. Group Insurance: Group insurance benefits, including health insurance, dental insurance, income protection/long term disability insurance, and life insurance, shall be provided to the Employee under the School District's cafeteria insurance plan. The School District shall contribute \$9,725 single and \$18,000 for family insurance benefits during the first and second year of this Agreement.

Section 2. Flexible Benefit Plan: The District shall provide a flexible benefit plan as per I.R.C. Section 125, to shelter the contributions toward the insurance program.

Section 3. Eligibility: The eligibility of the Director of Maintenance & Transportation and the Director of Maintenance & Transportation's dependent(s) and beneficiary(ies) for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this article.

Section 4. Claims Against the School District: The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

ARTICLE V  
OTHER BENEFITS

Section 1. Tax-Sheltered Annuities: The Director of Maintenance & Transportation is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and as otherwise provided by law.

Section 2. Vehicle: The School District shall compensate the Director of Maintenance & Transportation for business use of his/her private vehicle at the rate the School Board establishes pursuant to M.S. 471.665, Subd. 1.

Section 3. Flexible Benefit Plan: The District shall provide a flexible benefit plan as per I.R.C. Section 125, to shelter the contributions toward the insurance program.

Section 3. Personal Cell Phone: The Director of Buildings, Grounds, and Transportation shall receive a \$50 per month stipend for use of a personal cell phone.

Section 5. Health Care Savings Plan: During each year of this Agreement, the School District shall contribute \$1,500 to the Employee's Health Care Savings Plan. If the Employee retires (Serving a minimum of 15 years in the district or age 53) during the term of this Agreement, then the Employee's accumulated, unused sick leave days up to a maximum of 130 days; then that number will be multiplied by the Employee's daily rate of pay and the resulting amount shall be deposited in the Employee's Health Care Savings Plan. In addition, if the Employee retires during the term of this Agreement, the Employee's accumulated, unused vacation days will be multiplied by the Employee's daily rate of pay and the resulting amount shall be deposited in the Employee's Health Care Savings Plan.

Section 6. Conferences and Meetings: The School District shall pay all legally valid expenses and fees for the Director of Maintenance & Transportation's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the School Board. The Director of Maintenance & Transportation shall periodically report to the Superintendent relative to all meetings and conferences attended. The Director of Maintenance & Transportation shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

ARTICLE VI  
SALARY

	<u>2019-2020</u>	<u>2020-2021</u>
Director of Maintenance/Transportation	\$68,250	\$71,663

The annual salary may be modified, but shall not be reduced, during the term of this Contract. The salary shall be paid in twenty-four (24) equal installments during the Contract year.

ARTICLE VII  
OTHER PROVISIONS

Section 1. Outside Activities: While the Director of Maintenance & Transportation shall devote full time and due diligence to the affairs and the activities of the School District, he/she may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the Superintendent, such activities do not impede the Director of Maintenance & Transportation's ability to perform the duties of the Director of Maintenance & Transportation's position. However, the Director of Maintenance & Transportation may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the Superintendent.

Section 2. Dues: The Director of Maintenance & Transportation is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, or permitted by the Superintendent and/or the School Board. The Director of Maintenance & Transportation shall present appropriate statements for approval as provided by law.

ARTICLE VIII  
SEVERABILITY

The provisions of this Contract shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Contract or the application of any provision thereof.

IN WITNESS WHEREOF, I have subscribed  
my signature this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Director of Maintenance & Transportation

IN WITNESS WHEREOF, we have subscribed  
our signatures this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

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

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

# Payroll Clerk/Benefit Coordinator

## Official Contract

### ARTICLE I

#### PURPOSE

This Contract is entered into between Independent School District No. 2154, Eveleth-Gilbert, hereinafter referred to as the School District, and the Payroll Clerk/Benefit Coordinator.

### ARTICLE II

#### DURATION, EXPIRATION, TERMINATION

#### DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY

Section 1. Duration: This Contract is for a term of 2 years commencing on July 1, 2019, and ending on June 30, 2021. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Payroll Clerk/Benefit Coordinator's or unless terminated as provided in this Contract.

Section 2. Expiration: This Contract shall expire at the end of the term specified in Section 1. above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Payroll Clerk/Benefit Coordinator shall cease, unless a subsequent Contract is entered into by the parties. In the event the parties fail to enter into a subsequent contract, the Payroll Clerk/Benefit Coordinator's employment shall continue on a month-to-month basis until the School Board either enters into a subsequent Contract with the Payroll Clerk/Benefit Coordinator or until the School Board provides sixty (60) calendar days of written notice of the termination of the Payroll Clerk/Benefit Coordinator's employment.

Section 3. Termination During the Term: The Payroll Clerk/Benefit Coordinator's employment may be terminated during the term of this Contract only for cause as defined in M.S. 122A.40, Subd. 9. and Subd. 13., but, except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Payroll Clerk/Benefit Coordinator during the term of this Contract for cause as described in M.S. 122A.40, Subd. 9. or Subd. 13., it shall notify the Payroll Clerk/Benefit Coordinator, in writing, of the proposed grounds for termination. The Payroll Clerk/Benefit Coordinator shall be entitled to a hearing before an arbitrator provided the Payroll Clerk/Benefit Coordinator makes such a request, in writing, to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Payroll Clerk/Benefit Coordinator may be suspended with pay pending final determination by the arbitrator. If the Payroll Clerk/Benefit Coordinator fails to request a hearing as provided in this section within the fifteen (15)-day calendar period, he/she shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Payroll Clerk/Benefit Coordinator shall have no further claim or recourse.

Section 4. Mutual Consent: This Contract may be terminated at any time by mutual consent of the School Board and the Payroll Clerk/Benefit Coordinator.

Section 5. Contingency: If this Contract is a subsequent Contract entered into prior to the completion of an existing Contract, this subsequent Contract is contingent upon the Payroll Clerk/Benefit Coordinator completing the terms of the existing Contract.

### ARTICLE III

#### DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Payroll Clerk/Benefit Coordinators duty year shall be for the entire twelve (12)-month Contract year, and the Payroll Clerk/Benefit Coordinator shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Payroll Clerk/Benefit Coordinator shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2. Vacation: The Payroll Clerk/Benefit Coordinator shall earn yearly accrual of vacation of 20 days per year. Unused vacation must be taken within six (6) months after the end of the Contract year in which it is earned. Upon voluntary termination of employment, the Payroll Clerk/Benefit Coordinator shall be entitled to payment for any unused vacation days earned and accrued pursuant to the provisions of this section; however, if the Payroll Clerk/Benefit Coordinator is involuntarily terminated, he/she shall not be entitled to unused earned and accrued vacation days.

Section 3. Holidays: The Payroll Clerk/Benefit Coordinator shall be entitled to twelve (12) paid holidays as designated by the School Board each Contract year.

New Year's Day	Memorial Day	Thanksgiving Day
Good Friday	Easter Monday	Fourth of July
Friday after Thanksgiving	President's Day	Labor Day
Christmas Eve	Christmas Day	MEA Friday

Section 4. Sick Leave: The Payroll Clerk/Benefit Coordinator shall earn paid sick leave at the rate of fifteen (15) days each year, and earned sick leave may accumulate to a maximum of one hundred thirty-five (135) days.

Section 5. Workers' Compensation: Pursuant to M.S. Chapter 176, the Payroll Clerk/Benefit Coordinator injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 6. Bereavement Leave: The Payroll Clerk/Benefit Coordinator shall be granted bereavement leave for a death within the Payroll Clerk/Benefit Coordinator's immediate family, this time shall be deducted from sick leave. The time utilized shall be in an amount to be determined after conferring with the Superintendent. "Immediate family" is defined as the Payroll Clerk/Benefit Coordinator or spouse's mother, stepmother, father, stepfather, grandmother, grandfather, sister, sister in law, brother, brother in law, husband, wife, child, stepchild, son in law, daughter in law, grandchild, guardian, significant other, aunt, uncle, niece, nephew or member of the household.

Section 7. Emergency Leave: The Payroll Clerk/Benefit Coordinator may be granted paid emergency leave at the discretion of the Superintendent.

Section 8. Medical Leave of Absence: A Payroll Clerk/Benefit Coordinator who is unable to work because of personal illness or who is on long-term disability and who has exhausted all accumulated paid sick leave available shall be granted an additional leave of absence without pay for the duration of such illness or disability, up to one year. The leave may be renewed each year upon written request of the Payroll Clerk/Benefit Coordinator. A Payroll Clerk/Benefit Coordinator on such leave shall be permitted at his/her own expense to continue the fringe benefits available to them.

Section 9. Jury Service: The Payroll Clerk/Benefit Coordinator who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 10. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 11. Insurance Application: A Payroll Clerk/Benefit Coordinator on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Payroll Clerk/Benefit Coordinator pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance. In the event the Payroll Clerk/Benefit Coordinator is on paid leave from the School District under Section 4. above or supplemented by sick leave pursuant to Section 5. above, the School District will continue insurance contributions as provided in this Contract until sick leave is exhausted. Thereafter, the Payroll Clerk/Benefit Coordinator must pay the entire premium for any insurance retained.

#### ARTICLE IV INSURANCE

Section 1. Group Insurance: Group insurance benefits, including health insurance, dental insurance, income protection/long term disability insurance, and life insurance, shall be provided to the Employee under the School District's cafeteria insurance plan. The School District shall contribute \$8,266 for single and \$15,300 for family insurance benefits during the second year of this Agreement.

Section 2. Flexible Benefit Plan: The District shall provide a flexible benefit plan as per I.R.C. Section 125, to shelter the contributions toward the insurance program.

Section 3. Eligibility: The eligibility of the Payroll Clerk/Benefit Coordinator and the Confidential Employee's dependent(s) and beneficiary(ies) for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this article.

Section 4. Claims Against the School District: The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

#### ARTICLE V OTHER BENEFITS

Section 1. Tax-Sheltered Annuities: The Payroll Clerk/Benefit Coordinator is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and as otherwise provided by law.

Section 2. Vehicle: The School District shall compensate the Payroll Clerk/Benefit Coordinator for business use of his/her private vehicle at the rate the School Board establishes pursuant to M.S. 471.665, Subd. 1.

Section 3. Flexible Benefit Plan: The District shall provide a flexible benefit plan as per I.R.C. Section 125, to shelter the contributions toward the insurance program.

Section 4. Health Care Savings Plan: During each year of this Agreement, the School District shall contribute \$1,500 to the Employee's Health Care Savings Plan. If the Payroll Clerk/Benefits Coordinator retires during the term of this Agreement and has at least 10 years of service with the District, then the Employee's accumulated, unused sick leave days shall be increased by 125% (i.e., by a multiplier of 1.25) up to a maximum of 150 days; then that number will be multiplied by the Employee's daily rate of pay and the resulting amount shall be deposited in the Payroll Clerk/Benefits Coordinator's Health Care Savings Plan. In addition, if the Payroll Clerk/Benefits Coordinator retires during the term of this Agreement, the Employee's accumulated, unused vacation days will be multiplied by the Payroll Clerk/Benefits Coordinator's daily rate of pay and the resulting amount shall be deposited in the Payroll Clerk/Benefits Coordinator's Health Care Savings Plan.

Section 5. Conferences and Meetings: The School District shall pay all legally valid expenses and fees for the Payroll Clerk/Benefit Coordinator's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the School Board. The Payroll Clerk/Benefit Coordinator shall periodically report to the Superintendent relative to all meetings and conferences attended. The Payroll Clerk/Benefit Coordinator shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

ARTICLE VI  
SALARY

	<u>2019-2020</u>	<u>2020-2021</u>
Payroll Clerk/Benefit Coordinator	\$56,417	\$58,110

The annual salary may be modified, but shall not be reduced, during the term of this Contract. The salary shall be paid in twenty-four (24) equal installments during the Contract year.

ARTICLE VII  
OTHER PROVISIONS

Section 1. Outside Activities: While the Payroll Clerk/Benefit Coordinator shall devote full time and due diligence to the affairs and the activities of the School District, he/she may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the Superintendent, such activities do not impede the Payroll Clerk/Benefit Coordinator's ability to perform the duties of the Payroll

Clerk/Benefit Coordinator's position. However, the Payroll Clerk/Benefit Coordinator may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the Superintendent.

Section 2. Dues: The Payroll Clerk/Benefit Coordinator is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, or permitted by the Superintendent and/or the School Board. The Payroll Clerk/Benefit Coordinator shall present appropriate statements for approval as provided by law.

ARTICLE VIII  
SEVERABILITY

The provisions of this Contract shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Contract or the application of any provision thereof.

IN WITNESS WHEREOF, I have subscribed  
my signature this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Confidential Employee

IN WITNESS WHEREOF, we have subscribed  
our signatures this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

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

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

# Executive Assistant

## Official Contract

### ARTICLE I

#### PURPOSE

This Contract is entered into between Independent School District No. 2154, Eveleth-Gilbert, hereinafter referred to as the School District, and the Executive Assistant.

### ARTICLE II

#### DURATION, EXPIRATION, TERMINATION DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY

Section 1. Duration: This Contract is for a term of 2 years commencing on July 1, 2019, and ending on June 30, 2021. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Executive Assistant or unless terminated as provided in this Contract.

Section 2. Expiration: This Contract shall expire at the end of the term specified in Section 1. above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Executive Assistant shall cease, unless a subsequent Contract is entered into by the parties. In the event the parties fail to enter into a subsequent contract, the Executive Assistant's employment shall continue on a month-to-month basis until the School Board either enters into a subsequent Contract with the Executive Assistant or until the School Board provides sixty (60) calendar days of written notice of the termination of the Executive Assistant's employment.

Section 3. Termination During the Term: The Executive Assistant's employment may be terminated during the term of this Contract only for cause as defined in M.S. 122A.40, Subd. 9. and Subd. 13., but, except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Executive Assistant during the term of this Contract for cause as described in M.S. 122A.40, Subd. 9. or Subd. 13., it shall notify the Executive Assistant, in writing, of the proposed grounds for termination. The Executive Assistant shall be entitled to a hearing before an arbitrator provided the Executive Assistant makes such a request, in writing, to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Executive Assistant may be suspended with pay pending final determination by the arbitrator. If the Executive Assistant fails to request a hearing as provided in this section within the fifteen (15)-day calendar period, he/she shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Executive Assistant shall have no further claim or recourse.

Section 4. Mutual Consent: This Contract may be terminated at any time by mutual consent of the School Board and the Executive Assistant.

Section 5. Contingency: If this Contract is a subsequent Contract entered into prior to the completion of an existing Contract, this subsequent Contract is contingent upon the Executive Assistant completing the terms of the existing Contract.

ARTICLE III  
DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Executive Assistant’s duty year shall be for the entire twelve (12)-month Contract year, and the Executive Assistant shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Executive Assistant shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2. Vacation: The Executive Assistant shall earn yearly accrual of vacation of 25 days per year. Unused vacation must be taken within six (6) months after the end of the Contract year in which it is earned. Upon voluntary termination of employment, the Executive Assistant shall be entitled to payment for any unused vacation days earned and accrued pursuant to the provisions of this section; however, if the Executive Assistant is involuntarily terminated, he/she shall not be entitled to unused earned and accrued vacation days.

Section 3. Holidays: The Executive Assistant shall be entitled to twelve (12) paid holidays as designated by the School Board each Contract year.

New Year's Day	Memorial Day	Thanksgiving Day
Good Friday	Easter Monday	Fourth of July
Friday after Thanksgiving	President’s Day	Labor Day
Christmas Eve	Christmas Day	MEA Friday

Section 4. Sick Leave: The Executive Assistant shall earn paid sick leave at the rate of fifteen (15) days each year, and earned sick leave may accumulate to a maximum of one hundred thirty-five (135) days.

Section 5. Workers’ Compensation: Pursuant to M.S. Chapter 176, the Executive Assistant injured on the job in the service of the School District and collecting workers’ compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 6. Bereavement Leave: The Executive Assistant shall be granted bereavement leave for a death within the Executive Assistant’s immediate family, this time shall be deducted from sick leave. The time utilized shall be in an amount to be determined after conferring with the Superintendent. “Immediate family” is defined as the Executive Assistant or spouse’s mother, stepmother, father, stepfather, grandmother, grandfather, sister, sister in law, brother, brother in law, husband, wife, child, stepchild, son in law, daughter in law, grandchild, guardian, significant other, aunt, uncle, niece, nephew or member of the household.

Section 7. Emergency Leave: The Executive Assistant may be granted paid emergency leave at the discretion of the Superintendent.

Section 8. Medical Leave of Absence: An Executive Assistant who is unable to work because of personal illness or who is on long-term disability and who has exhausted all accumulated paid sick leave available shall be granted an additional leave of absence without pay for the duration of such illness or disability, up to one year. The leave may be renewed each year upon written request of the Executive Assistant. An Executive Assistant on such leave shall be permitted at his/her own expense to continue the fringe benefits available to them.

Section 9. Jury Service: The Executive Assistant who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 10. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 11. Insurance Application: An Executive Assistant on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Executive Assistant pays the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance. In the event the Executive Assistant is on paid leave from the School District under Section 4. above or supplemented by sick leave pursuant to Section 5. above, the School District will continue insurance contributions as provided in this Contract until sick leave is exhausted. Thereafter, the Executive Assistant must pay the entire premium for any insurance retained.

#### ARTICLE IV INSURANCE

Section 1. Group Insurance: Group insurance benefits, including health insurance, dental insurance, income protection/long term disability insurance, and life insurance, shall be provided to the Employee under the School District's cafeteria insurance plan. The School District shall contribute \$8,266 for single and \$15,300 for family insurance benefits during the first and second year of this Agreement.

Section 2. Flexible Benefit Plan: The District shall provide a flexible benefit plan as per I.R.C. Section 125, to shelter the contributions toward the insurance program.

Section 3. Eligibility: The eligibility of the Executive Assistant and the Executive Assistant's dependent(s) and beneficiary(ies) for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this article.

Section 4. Claims Against the School District: The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

#### ARTICLE V OTHER BENEFITS

Section 1. Tax-Sheltered Annuities: The Executive Assistant is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and as otherwise provided by law.

Section 2. Vehicle: The School District shall compensate the Executive Assistant for business use of his/her private vehicle at the rate the School Board establishes pursuant to M.S. 471.665, Subd. 1.

Section 3. Flexible Benefit Plan: The District shall provide a flexible benefit plan as per I.R.C. Section 125, to shelter the contributions toward the insurance program.

Section 4. Health Care Savings Plan: During each year of this Agreement, the School District shall contribute \$1,000 to the Employee's Health Care Savings Plan. If the Employee retires (Serving a minimum of 15 years in the district or age 53) during the term of this Agreement, then the Employee's accumulated,

unused sick leave days up to a maximum of 130 days; then that number will be multiplied by the Employee's daily rate of pay and the resulting amount shall be deposited in the Employee's Health Care Savings Plan. In addition, if the Employee retires during the term of this Agreement, the Employee's accumulated, unused vacation days will be multiplied by the Employee's daily rate of pay and the resulting amount shall be deposited in the Employee's Health Care Savings Plan.

Section 5. Conferences and Meetings: The School District shall pay all legally valid expenses and fees for the Executive Assistant's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the School Board. The Executive Assistant shall periodically report to the Superintendent relative to all meetings and conferences attended. The Executive Assistant shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

Section 6. Personal Cell Phone: The Executive Assistant shall receive a \$50 per month stipend for use of a personal cell phone.

#### ARTICLE VI SALARY

	<u>2019-2020</u>	<u>2020-2021</u>
Executive Assistant	\$55,875	\$56,993

The annual salary may be modified, but shall not be reduced, during the term of this Contract. The salary shall be paid in twenty-four (24) equal installments during the Contract year.

#### ARTICLE VII OTHER PROVISIONS

Section 1. Outside Activities: While the Executive Assistant shall devote full time and due diligence to the affairs and the activities of the School District, he/she may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the Superintendent, such activities do not impede the Executive Assistant's ability to perform the duties of the Executive Assistant's position. However, the Executive Assistant may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the Superintendent.

Section 2. Dues: The Executive Assistant is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, or permitted by the Superintendent and/or the School Board. The Executive Assistant shall present appropriate statements for approval as provided by law.

ARTICLE VIII  
SEVERABILITY

The provisions of this Contract shall be severable, and if any such provision or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Contract or the application of any provision thereof.

IN WITNESS WHEREOF, I have subscribed  
my signature this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Confidential Employee

IN WITNESS WHEREOF, we have subscribed  
our signatures this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_.

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

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