

**Northland Community Schools  
Independent School District #118  
Remer, Minnesota**

**Notice of Assignment  
2023-2025**

An Agreement is made this 22nd day of June between **Independent School District No. 118**, Remer, Minnesota, hereafter called the party of the first part and **Jennifer Welk**, hereafter called the party of the second part.

The party of the second part agrees to perform the prescribed duties of **Community Education Program Coordinator for ISD #118** as directed by the Superintendent of Schools, or his/her designated representative and the Board of Education from July 1, 2023 through June 30, 2025.

**2023-2024**

28 hours per week (1456 hours) @ \$17.98	\$26,178.88
Insurance Benefit \$303.33 per month (for Health or Dental Insurance- must be one of the District plans – or Life insurance up to \$50,000 policy)	\$3,639.96

**2024-2025**

28 hours per week (1456 hours) @ \$18.33	\$26,688.488
Insurance Benefit \$303.33 per month (for Health or Dental Insurance- must be one of the District plans – or Life insurance up to \$50,000 policy)	\$3,639.96

In addition, the School District will make a matching contribution each year to a 403(b) according to the following schedule:

Credited Years of Service in the District	Maximum Matching Contribution per year	Employee Contribution
0-4	\$200.00	\$200.00
5-9	\$400.00	\$400.00
10-14	\$600.00	\$600.00
15-19	\$800.00	\$800.00
20+ (25-year District max)	\$1000.00	\$1000.00

Benefits:

Sick Leave:

- 2 days per year
- Illness of immediate family members: Employee may use sick days for the illness or injury of an immediate family member for reasonable periods of time as the employee's attendance may be necessary. Definition of immediate family is

spouse, children, grandchildren, mother, father, mother-in-law, father-in-law, and siblings. Such days are to be deducted from sick leave

Bereavement Leave:

- 1 day per year for each death in the immediate family. The definition of immediate family is spouse, children, grandchildren, mother, father, mother-in-law, father-in-law, and siblings. This day must be used within 4 weeks of the death. This day is not deducted from sick leave.

Vacation:

- 2 days per year (16 hours) of paid vacation.

Staff Development:

- The district shall pay for expenses associated with staff development programs such as in-services, conferences, conventions and workshops in Minnesota with prior approval by the Superintendent. Expenses covered include registration fees, parking, meals, materials, mileage and lodging.

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Jennifer Welk

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Board Chairperson

\_\_\_\_\_  
Date

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