Independent School District No. 318
Individual Employment Agreement

The School Board of Independent School District No. 318, Grand Rapids, Minnesota ("School District") enters into this agreement ("Contract") with **JESSICA BOBROWSKI, (**"Employee") who agrees to perform the duties of **Indian Education Coordinator.**

Article I
Contract Term, Expiration, and Termination

Section 1. Duration

This Contract shall be for the period commencing on **July 1, 2025,** and ending on **June 30, 2027.** It shall remain in full force and effect unless modified by mutual consent of the School Board and **Indian Education Coordinator,** or unless terminated as provided in this Contract.

Section 2. Expiration

This Contract will automatically expire and terminate at the end of its term on **June 30, 2027**, and the **Indian Education Coordinator's** employment shall cease, unless a subsequent contract is approved by the School Board and signed by both parties. At the conclusion of the term of this Contract, neither party shall have any further claim against the other.

Section 3. Termination During the Term of the Contract

A. The **Indian Education Coordinator** is an "at-will" position, and nothing in the School District's policies, handbooks, actions or employment contracts governing other employees shall be construed to alter the at-will nature of the **Indian Education Coordinator** status. The **Indian Education Coordinator** understands that the School District may terminate her employment at any time for any reason or for no reason, provided the reason is not in violation of state or federal law. The **Indian Education Coordinator** position does not require a license from the Minnesota Department of Education or applicable state or federal law; therefore, Minnesota Statutes §122A.40 does not apply to this Contract.

Article II
Duty Year, Salary, Work Assignment and Evaluation

Section 1. Duty Year

The Duty Year for the **Indian Education Coordinator** shall be **180 days per year**. The Employer shall direct how, when, and in what manner the Employee's duty day, duty month, and duty year shall be structured. Employee's pay shall be based on working 7.5 hours per day, 180 days per year, from July 1, 2025, through June 30, 2027.

The Indian Education Coordinator is allowed to work an additional 150 hours each year outside of their scheduled days. Additional hours beyond the 150 are allowed only if pre-approved by the Director.

The Indian Education Coordinator is allowed to accrue and use flex time per the process outlined by the district. The flex time cap is 37.5 hours.

Section 2. Wage

Indian Education Coordinator shall be paid $31.22/hour during 2025-2026 contract year. **Indian Education Coordinator** shall be paid $31.92/hour during 2026-2027 contract year.

The **Indian Education Coordinator** is eligible for additional pay added to her hourly wage for longevity in the District. Longevity pay will be added after the employee has completed four (4) or more consecutive years of service with the district according to the table below. A year of service is any year in which the employee was certified to begin work prior to February 1 and completed the fiscal year.

Starting in Year	Amount
5	$0.40
7	$0.60
9	$0.80
11	$1.00
13	$1.20
15	$1.40
17	$1.60
19	$1.80
21	$2.00

Wages will be paid to the **Indian Education Coordinator** for hours worked following the pay period in which they are worked. Annual payroll schedules will be determined by the District and will be available prior to the start of each fiscal year.

Section 3. Work Assignment

The **Indian Education Coordinator** shall report **to the Indian Education Director.** The **Indian Education Coordinator** will perform the duties as described in the **Indian Education Coordinator** job description, as well as other duties as assigned.

Section 4. Work Evaluation:

The **Indian Education Director** will evaluate the performance of the **Indian Education Coordinator** on an annual basis. The evaluation may include a review of the **Indian Education Coordinator**'s performance of job description tasks, as well as yearly improvement goals and results achieved.

Article III
Insurance

Section 1. Health Insurance

The School District shall offer the **Indian Education Coordinator** health insurance, as provided under the School District's group plan. If the **Indian Education Coordinator** qualifies for and is enrolled in the School District's group health insurance plan, the School District shall contribute **100% of the monthly single plan premium rate.** If the employee elects family coverage they will be responsible for the difference between the single and family premium rates.

The health insurance plan is a high deductible health plan with a Health Savings Account (HSA). The single plan will have the minimum required deductible to offer an embedded deductible plan. The family deductible will be double the single deductible. A HSA will be included in the plan. The district will contribute 50% of the deductible per year for each single and family plan. The Internal Revenue Service (IRS) requires that the minimum statutory deductibles for plans with HSAs be indexed for inflation. To remain compliant with IRS rules and offering an embedded deductible plan, the yearly deductibles will increase in future years. Increases will be the minimum required on a single plan to offer an embedded deductible, and family deductibles will be double the single.

HSA contributions will be prorated for partial years of service, partial years on the plan, or movement mid-year between single or family plans. Proration will be calculated by taking the annual contribution and dividing by 12 months in the year. The employee will receive that calculated monthly amount for each month they are enrolled in the plan, at the level they are enrolled in (single or family). In the event the District decides to change the medical plan year and a shortened medical plan year is needed to implement the new plan year, the District will contribute the full years HSA contribution for the partial year.

Section 2. Life Insurance

The District will pay a $50,000.00 Term Life insurance policy for the **Indian Education Coordinator.** Life insurance terminates upon cessation of employment with the District.

Article IV
Leave

Section 1. Paid Absence Leave

1. The **Indian Education Coordinator** shall accrue the hour equivalent of 10 days of paid earned sick and safe leave (sick) per full year worked. The **Indian Education Coordinator** shall accrue the hourly equivalent of five (5) personal days per year.

a. Sick leave may be used for the family members and usage reasons indicated in Minnesota's earned sick and safe time law.

b. Up to 3 days of personal leave may be carried over for a maximum of 8 days per year. Excess personal leave carryover hours will be placed into **Indian Education Coordinator's** sick leave balance.

c. The **Indian Education Coordinator** shall comply with all School District policies and procedures regarding the use of sick leave, and she may be required to submit a certification from a physician and/or health care provider if a sick leave absence of twenty-four (24) or more consecutive hours occurs.

d. The **Indian Education Coordinator** shall not be paid for unused paid absence leave (personal or sick) upon separation from employment with the School District.

Article V
Complete Agreement and Modification

This Contract contains all the terms of employment agreed upon by the School District and the **Indian Education Coordinator**. There are no other written or oral agreements, except as set forth herein. This Contract may not be modified except by written agreement of the parties. If any provision of this Contract is held invalid, it shall not affect any other provisions of this Contract.

Independent School District No. 318

Date: 3/2/26 By _____
Board Chair

Date: 3/2/26 By _____
Board Clerk

Date: 3/2/26 _____ (Employee)