

INDEPENDENT SCHOOL DISTRICT #831
Forest Lake, Minnesota 55025-1396

~~POSITIVE COMMUNITY NORMS~~ COMMUNITIES THAT
CARE COORDINATOR

TERMS AND CONDITIONS OF EMPLOYMENT

~~February 5, 2024 through June 30, 2026~~

July 1, 2026 through June 30, 2030

POSITIVE COMMUNITY NORMS COMMUNITIES THAT CARE COORDINATOR 2026 - 2030

INTRODUCTION

This Policy has been adopted by the School Board of Independent School District #831 (herein referred to as the School Board or School District) covering the terms and conditions of employment for the ~~Positive Community Norms~~ Communities That Care Coordinator (herein after referred to as Coordinator) employed by the Forest Lake School District during the duration of the Policy. The Coordinator is an at-will employee, and nothing in this Policy creates an employment contract between the Coordinator and the School District.

DUTY YEAR

Duty Days: The School District shall establish the calendar and Coordinator's duty days for each school year, and the Coordinator shall perform services on such days as determined by the School District, including those legal holidays on which the School District is authorized to conduct school or business. The salary for this position is based upon a duty year of 12 months, less applicable paid leave time for each fiscal year. The schedule for the hours and days associated with this position shall be determined by the Teaching and Learning Director or designee.

BASIC COMPENSATION

Policy Year: The Coordinator shall be compensated for each fiscal year pursuant to Appendix A attached hereto. The Coordinator shall use direct deposit.

Daily Compensation: Except as otherwise defined in this Policy, in the event it is necessary to calculate a daily compensation, such daily compensation rate shall be obtained by dividing the annual salary by 260 days.

Application: The salaries stipulated in Appendix A hereof are based on the assumption that the Coordinator is employed for the full duty year and regular duty day or as stipulated in Appendix A and continues to occupy a position similar and comparable to the position occupied as of the date of adoption of this Policy.

GROUP INSURANCE

Medical-Hospitalization and Dental Insurance: It is expressly noted that this document does not contain a provision for District contribution to the Coordinator's health insurance or dental insurance. In lieu of insurance contributions, the Coordinator will receive an increase to annual salary rate, paid through standard payroll, in the amount of \$11,119 for 2026-2027; \$11,470 for 2027-2028; \$11,817 for 2028-2029; and \$12,174 for 2029-2030. ~~of \$10,296 for 2023-2024, \$11,286 for 2024-2025, and \$11,831 for 2025-2026.~~

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Flexible Spending Plan: The Coordinator shall be eligible to participate in the District's Flexible Spending for reimbursement of health or dependent care expenses.

Income Protection Insurance: The School District shall deduct from the Coordinator's paycheck the premium for the current long-term disability plan in effect in the school district for which the Coordinator is qualified. This deduction shall be made in after-tax dollars. The Coordinator shall participate in the district long-term disability policy coverage. The current plan shall equal 2/3 of the Coordinator's regular salary.

Term Life Insurance: The School District will provide the permanently employed Coordinator with a \$50,000 (double indemnity and dismemberment) term life insurance policy, the premium to be paid in full by the School District.

Claims Against the School District: The parties agree that insurance benefits described in this Policy and the eligibility of any employee for such benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this Policy. It is further understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Duration of Insurance Contribution: An employee is eligible for School District contribution as provided in this Policy as long as the employee is employed by Independent School District No. 831. Upon termination of employment, all School District participation and contribution shall cease, effective on the last working day except as otherwise provided in this Policy.

LEAVES OF ABSENCE

Paid Time Off: The full-time Coordinator shall earn paid time off (PTO) at the rate of twenty (20) days for each year of service in the employ of the School District.

Up to five (5) unused PTO days may be carried forward from one fiscal year (July 1 to June 30) into the following fiscal year. At the end of employment, there will be no payout of any unused PTO days. PTO days may be taken at the Coordinator's discretion with at least two (2) days' notice to and approval from the Director of Teaching and Learning (or designee). The advance notice requirement does not apply in situations of acute illness or injury.

Jury Duty: The Coordinator who serves on jury duty shall be granted the day(s) necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of PTO allowance. In the event the Coordinator serves on jury duty pursuant to this Section, the School District will compensate the Coordinator for the difference between his/her regular salary and the amount received as jury duty pay.

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403(b) PLAN

Eligibility: The Coordinator is eligible to participate in the School District's 403(b) plan. There will be no District contribution.

MISCELLANEOUS

Conferences/Workshops: The School District shall provide time and funds for the Coordinator to attend conferences, workshops, or other professional development opportunities as approved by the High School Principal.

Appendix A

COORDINATOR'S ANNUAL SALARY [Excluding amounts listed in Insurance section]

2023-2024	2024-2025	2025-2026	
\$66,189	\$67,844	\$69,540	
<u>2026-2027</u>	<u>2027-2028</u>	<u>2028-2029</u>	<u>2029-2030</u>
<u>\$81,370</u>	<u>\$83,811.10</u>	<u>\$86,325.43</u>	<u>\$88,915.20</u>