

## LICENSED PRACTICAL NURSE CONTRACT

### MINNESOTA PUBLIC SCHOOL DISTRICT #2687

The School Board of Independent School District #2687, of the State of Minnesota, Howard Lake, Minnesota, enters into the agreement with Larisa Kosek who agrees to serve in the public schools of said district in the position of Licensed Practical Nurse (LPN) according to the following provisions which shall apply and are a part of this administrative contract.

1. Basic Services:

Said employee shall faithfully perform the services prescribed by the School Board or its designated representative, whether such services are specifically described in this contract, abide by the rules and regulations as established by the School Board and the State Board of Education, and any additions or amendments thereto, for the salary indicated below, and agrees to work in the schools of said district as assigned.

Job Duties:

- A. Reports to Licensed School Nurse (LSN) and the Special Education Coordinator for direction and coordination of work regarding the student for which he/she is assigned to service.
- B. Works within the scope of a Licensed Practical Nurse.
- C. Assists LSN to carry out health office projects on days when said student is absent.
- D. Administers any applicable medications, procedures, and documentation in electronic medical records for said student.
- E. Will cover ISD 2687 health offices when health assistants are absent.
- F. Follows protocols in regard to ensure compliance with OSHA, MOH, MOE and Universal Precautions for ISO 2687.
- G. Gathers, prepares and reviews materials, as needed, for training purposes for staff who work with said student (i.e. teachers, paraprofessionals, etc).
- H. Administers first aid to said student when needed according to district policies and health plan.

2. Terms of Contract:

Total days worked will be 172 student contract days (7 hours per day)

- 172 student days and 2 specific days as determined by the District (prior to the start of the school year)
- This contract shall be terminated if the student whom the LPN services, withdraws enrollment from the school district, but two weeks of pay shall be granted along with unused PTO.

Wages:

The District will pay an hourly wage of **\$28.50** per hour in consideration for faithfully performing the duties of the LPN. The District will pay earned wages less applicable withholdings and deductions, based on the District's regular payroll schedule.

PERA, Employer's FICA, Workers' Compensation and Liability: The school district shall pay the employer's costs for these programs according to rates established by state and federal agencies.

Overtime:

Hours worked more than 40 hours per week shall be defined as overtime and paid at the rate of one-and-one-half the employee's base hourly rate of pay. All overtime hours must be approved by the employee's supervisor(s) prior to the overtime hours being worked, except in emergencies.

Lunch and Rest Periods:

There are no predetermined breaks during the school day for lunch or bathroom. The nurse must coordinate and establish a good time of the day to eat lunch and find suitable times to use the restroom. The district will attempt to provide coverage for breaks. The nurse will use the bathroom closest to the classroom that the student is in at the time a bathroom break is needed. The nurse is to leave the client in the care of the teacher, only when the client is stable and not expected to need an intervention such as after suctioning or feeding. The nurse's bathroom breaks should be kept as brief as possible.

This contract shall be in effect from **August 26, 2024** through **June 2, 2025**.

3. Policies and/or Fringe Benefits:

Full-time employee, according to position performed by employee. Premiums over the district contribution will be paid by employee deductions.

A. Paid Holidays: 9 days

Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day  
New Year's Day  
**Good Friday**  
Memorial Day  
Labor Day

B. District Health Insurance

Contribution-

2024-25 Single	\$6,857
2024-25 Family	\$11,387

C. District Dental Insurance Contribution:

2024-25	\$350.00
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D. Life Insurance:

The school district will pay in full the premium for a \$50,000 one-year term life insurance policy.

E. LTD Insurance:

Employees shall be eligible to purchase LTD insurance coverage, subject to the limitations of the carrier. Such income protection insurance shall be the standard 90-day type with 66 2/3% of the employee's regularly scheduled hours and salary being paid each month. The maximum monthly benefit paid shall be as outlined in the policy. The employee choosing to enroll in LTD insurance shall pay all premiums.

F. PTO: Paid time off shall be earned at the rate of 10 days per contract year. PTO leave may be used for bereavement, personal illness, or other applicable care for family members under applicable law. One (1) day bereavement for non-family members annually. Unused PTO days will be paid out at the end of the school year at the hourly rate.

G. Annuity Match Benefit:

The district will provide an annuity match benefit as described in this article to all qualified employees each year.

Eligible employees must elect to participate in the annuity match program during the enrollment period, each fiscal year (within the first 30 days of the school year or 30 days of hire date). Participation will continue at the same rate until the payroll office is notified of any change.

The following describes the details of payment. Annuity

- 2024-25 - - Employer Max - \$600

The following are the conditions of the Annuity Match Benefit. The Annuity Match dollar amount will be prorated based on:

Matching Agreement - The District will match employee contribution( s) up to the maximum amount listed in the Annuity Match Benefit chart. If an employee does not have the maximum amount in an annuity for a given year, the District will match up to the amount contributed by the employee. The match will be equivalent to employee contribution per payroll up to the employer max.

Participants must have an annuity in place from the District's approved listing.

4. Continuing Education:

The District will provide additional training, as needed, and where applicable to the service needs of said student.

5. Travel Time and Mileage:

The LPN shall be reimbursed at the federal mileage rate per mile when traveling on District business in their own vehicle. The LPN will be reimbursed for all travel necessary to fulfill the responsibilities of their position once the regular workday has begun.

IN WITNESS THEREOF, the parties have voluntarily entered into this agreement on the dates indicated by their signatures. This agreement will not become effective unless and until it is approved by the District's School Board and signed by both parties.

Licensed Practical Nurse

Date: \_\_\_\_\_

Employee \_\_\_\_\_

Independent School District #2687

Date: \_\_\_\_\_

Chairman \_\_\_\_\_

Date: \_\_\_\_\_

Clerk \_\_\_\_\_

## **Addendum J**

**2024-2025 School Year**

**SUBJECT:** LPN Attending School with Client Roles and Expectations

*The LPN who is providing care to one dedicated client in a school setting will:*

- Work cooperatively with the school to provide the highest quality nursing care to the client while supporting the educational needs of the child.
- Document assessments and interventions in the client's health record, as appropriate.
- Wear ISD #2687 badge identification at all times while working.
- Dress appropriately according to ISD 2687 staff dress code. The nurse attending school does not have to wear scrubs and at times scrubs may not be appropriate in the school environment.
- Not use a personal cell phone. Cell phones must be turned off or silenced. Personal calls, texting, or emailing is not accepted during school or working hours.
- Tend to all medical and behavioral needs of the client, assist the client with educational support, foster peer relationships, and encourage developmentally appropriate independence.
- Keep the district licensed school nurse informed of any medical changes that may require modification to the school schedule, while respecting and maintaining the client's dignity, confidentiality, and privacy.
- Be attentive to the client at all times, provide ongoing assessment, and nursing intervention as the client's condition warrants throughout the school day.
- The nurse must always be within close proximity to the child and have visual access at all times. The nurse always needs to be within range to provide any urgent medical intervention while meeting the expectations of the physician's orders.
- Make every attempt to ensure that interventions, such as suctioning, are as non-disruptive as possible, and that the child's dignity and privacy is maintained during non-urgent care delivery. The child should always have access to privacy while receiving skilled nursing care.
- Be responsible to communicate and assist with planning, along with the assigned school representative, what a typical day for the client looks like. Example: Where the client will be seated in the classroom, where the nurse is expected to be seated while in the classroom, what type of assistance is expected of the nurse, if client requires assistance to participate in the classroom, when and where to provide personal care to the client, and must have a fire, tornado, evacuation plan in place at all times. Assist with making the school experience a positive one.
- Encourage and support the school by airing concerns in an appropriate and professional manner with respect to all parties involved, with the best interest of the client maintained at all times.
- Encourage and facilitate school and parent communication regarding the child's school experience and needs. The LPN should be the bridge for daily or weekly school work assignments, from school to home, by informing parents or encouraging the client to inform parents, family, or the responsible party of school work requirements. If the child is unable to communicate, then the school and family should communicate via written or verbal communication.
- Ensure the licensed school nurse on sight is aware of client's medical needs and collaborate with the LSN in preparing a plan for emergencies, such as: a back-up emergency plan, and emergency planning for emergency care, tornado, fire, evacuation, power outage, and any other emergencies that may occur while in attendance and or being transported to and from school.
- Responsible for assisting only the client they are assigned to. However, the nurse in accordance

with the scope of licensure may assist any person, student, or staff in a medical crisis. The nurse's assigned client must remain the priority and must be stable and not requiring care from the nurse at the time of the crisis. The nurse must not leave the close vicinity of the assigned client under any circumstances.

- Maintain confidentiality at all times per HIPAA and FERPA guidelines.
- Not share or speak, in front of the
- client, information that is not beneficial.
- Attend school meetings (IEP) as invited and participate appropriately. May answer questions related to scope of service provided to the client and the overall school day experience. Do not speak for the parent/responsible party. Report all concerns to the district licensed school nurse.

*In the event the student is absent, the LPN who is carrying out health office projects will:*

- Wear ISD #2687 badge identification at all times while working.
- Documents health services provided to students/staff in the electronic medical record.
- Dress appropriately according to ISD 2687 staff dress code. Scrubs are not required.
- Not use a personal cell phone. Cell phones must be turned off or silenced. Personal calls, texting, or emailing is not accepted during school or working hours.
- Update health records and physician's orders as delegated by the district licensed school nurse.
- Substitute in HLWW health offices, as needed.
  - Administer medications to students, as prescribed by a healthcare provider.
  - Provide first aid to students and communicate concerns to the parent/guardian and/or LSN.
  - Documents health services provided to students and staff.
  - Maintain confidentiality.
  - Receive phone calls and emails in the health office and direct to the LSN as needed.
- Conduct hearing and vision screenings for students. Report findings to the licensed school nurse.
- Implement interventions within the licensed school nurse's individualized health plans, as assigned.
- Assist the licensed school nurse in the evaluation of responses to health related interventions.
- Communicate with the licensed school nurse regarding any student health concerns and communicate with parents and staff regarding health concerns, as directed by the licensed school nurse.
- Maintain confidentiality at all times per HIPAA and FERPA guidelines.
- Other duties as assigned by the licensed school nurse.

The School/Teacher will:

- Be responsible for the direction of all classroom activities.
- Be responsible for the student's educational activities.
- Develop and implement the child's daily schedule, with collaboration from the nurse with respect to treatments, medication administration times, therapies, feedings, and clients care needs.
- Communicates regarding the education program directly with the parent/responsible party. The teacher/school will not use the nurse as a conduit between the school and the parents.
- Provide and/or coordinate instruction and educational support.
- Foster appropriate communication between nursing personnel and educational staff.
- Maintain confidentiality
- Facilitate carryover of educational objectives from school to home.

**The School Nurse is responsible for**

- Providing health services to all students enrolled in the educational program.
- Be responsible for defining and implementing, in collaboration with the classroom teacher and other faculty, interventions to manage medical and behavioral needs of the client.
- With parent's permission, share information with students related to the client's condition prior to the client attending school in collaboration with the classroom teacher.
- Responsible for coordinating a backup emergency plan, and emergency planning for emergency care, tornado, fire, evacuation, and power outage. The school nurse is not responsible for the primary or direct nursing care of the client unless there is an emergency with the nurse and the nurse is unable to perform duties.

Licensed Practical Nurse

Date: \_\_\_\_\_

Independent School District #2687 Representative

Date: \_\_\_\_\_