

**INDIVIDUAL
AGREEMENT
BETWEEN**

**THE SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT #316
COLERAINE, MINNESOTA**

AND

Maria Olson

Student Information Services Manager

June 1st, 2026 - June 30, 2027

ARTICLE 1 – PURPOSE

SECTION 1: PARTIES

The School Board of Independent School District No. 316, Coleraine, Minnesota enters into this agreement with Maria Olson, who agrees to perform the duties of Student Information Services Manager commencing on June 1st, 2026 - June 30, 2027.

ARTICLE II – BASIC PROVISIONS

SECTION 1: BASIC SERVICE

The Student Information Services Manager shall faithfully perform the services prescribed by the School Board whether such services are specifically described in this contract or in a general job description, and abide by the rules, regulations and policies as established by the School Board. This position reports directly to the Superintendent.

SECTION 2: DUTY YEAR

The Student Information Services Manager is full time (1.0 FTE), 8 hours per day, with duty year defined as a twelve-month contract fiscal year (July to June – 260 days) as provided herein. Any reduction of this position to less than 1.0 will result in all benefits prorated accordingly.

The Student Information Services Manager shall perform services on those legal holidays on which the School District is authorized to conduct school if the Superintendent so determines.

SECTION 3: VACATION

The Student Information Services Manager shall accrue vacation at a rate of 80 hours each fiscal year (Prorated based off start date).

Employee will be allowed to carry over a maximum of 5 days' vacation which must be consumed by within six months or December 31, following the end of the then fiscal year (June 30).

SECTION 4: HOLIDAYS

The Student Information Services Manager shall be entitled to thirteen (13) paid holidays each contract year as follows:

Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, President's Day, Good Friday, Easter Monday, Memorial Day and Juneteenth.

SECTION 5: SALARY

The Student Information Services Manager shall be paid on an annual exempt basis effective June 1st, 2026. Employee shall be paid semi-monthly.

June 1st - June 30th (days worked will be at a daily rate of pay) \$238.47/day
FY27 \$62,000

Employees' salary is based on the duty requirements and basic work year requirements set forth in this agreement.

ARTICLE III BENEFITS

SECTION 1: HEALTH, HOSPITALIZATION AND DENTAL

The School District shall pay eighty percent (80%) of the premium for health and medical insurance, and the employee shall pay twenty percent (20%) of the premium.

Dental Insurance: The School District shall pay eighty percent (80%) of the premium for dental insurance, and the employee shall pay twenty percent (20) of the premium.

All insurance premiums will be prorated based on 1.0 FTE.

SECTION 2: LIFE INSURANCE

Group Life Insurance: The Board shall pay the entire premium for the present group life insurance for \$50,000 and an equal accidental death and dismemberment benefit.

SECTION 3: LONG TERM DISABILITY INSURANCE

The Board shall provide and pay the entire premium for long term disability insurance which provides 66% of salary, 60 waiting days, and \$50,000 maximum annual covered salary.

SECTION 4: CLAIMS AGAINST THE SCHOOL DISTRICT

The parties agree that any description of insurance benefits contained in this section are intended to be informational only and eligibility of any employee for benefits shall be governed by the terms of the insurance policy purchased by the School District pursuant to this section. It is understood that the School District's only obligation is to purchase the insurance policy and pay such amounts as agreed herein and no claims shall be made against the school district as a result of a denial of insurance benefits by insurance carrier.

SECTION 5: TAX SHELTERED ANNUITIES

The Student Information Services Manager shall be eligible to participate in a tax sheltered annuity plan established pursuant to United States Public Law No. 87-370, M.S. 123.35 Subd. 12.

The Student Information Services Manager shall be eligible to enroll in the Greenway 403B with the following matching maximum:

FY 27 \$1000

SECTION 6: CONFERENCES AND MEETINGS

The School District shall pay all legally valid expenses and fees for attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the Superintendent or Business Manager.

SECTION 7: CAR EXPENSE

The School District shall compensate the Student Information Services Manager for business use of their private automobile at the rate approved under district policy.

ARTICLE IV – LEAVES OF ABSENCE

SECTION 1: ESST LEAVE

The Student Information Services Manager shall earn ESST leave at 12 days per year, accrued monthly over 12 months. ESST leave may accumulate to a maximum of 60 days (60) days. Days not used as ESST time during employment have no cash value (payout) at the time of termination.

SECTION 2: EMERGENCY LEAVE

The Student Information Services Manager may be granted emergency leave during the contract year at the discretion of the Superintendent.

SECTION 3: PERSONAL LEAVE

Three (3) personal leave days will be granted. Leave for personal days do not accumulate or carry-over.

SECTION 4: BEREAVEMENT LEAVE

Absence of three days or more if needed, without loss of pay shall be allowed in the case of death in the immediate family. Immediate family shall be defined as a brother, sister, son, daughter, father, mother, guardian, wife, husband, father-in-law, mother-in-law, grandchildren, and grandparents of either the employee or his/her spouse, or others with prior approval of the Superintendent.

EXTENSIONS OR MODIFICATIONS TO AGREEMENT

Any extensions of, or modifications to, this agreement, or to any provision contained herein, must be in writing, and approved by a vote of the School District's board, and signed and executed by the parties.

AT WILL AGREEMENT

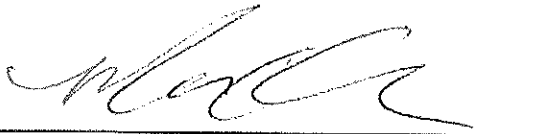
This is an at-will agreement and Employee shall be subject to termination at any time without reason or cause. The parties agree that this employment relationship will automatically end on June 30, 2027, unless the contract or agreement is renewed or extended in writing and upon approval of School District's Board.

ARTICLE V – DOCUMENT AUTHORIZATION

This contract shall be effective only upon signature of the officers of the School Board after authorization for such signature was taken by the School Board in appropriate action recorded in its minutes.

IN WITNESS THEREOF I have subscribed my signature this 14 day of May, 2026

Independent School District #316
PO Box 227
Coleraine, MN 55722



Student Information Services Manager

Authorized Signature

Dated this 14 day of May, 2026.

Dated this ____ day of _____, 2026