

AMENDMENT TO TERMS AND CONDITIONS OF AT-WILL EMPLOYMENT: EXEMPT

Acting Superintendent Designation and Compensation

Employee: Daniel Fischer

Position: In-Person Principal

Temporary Designation: Acting Superintendent

Board Action: Regular Meeting, October 26, 2026

For Board approval – Regular Meeting, October 26, 2026

1. Snapshot of This Amendment

- **Designation:** Acting Superintendent of Crosslake Community Schools
- **Coverage Period:** November 23, 2026 – January 15, 2027, or the District Superintendent's return to duty, whichever is earlier
- **Acting Superintendent Stipend:** \$165 per scheduled duty day worked, in addition to regular compensation
- **Estimated Total:** Approximately \$5,775 (about 35 duty days; final amount based on actual duty days)
- **Reports To (during Coverage Period):** Board Chair, CCS Board of Education
- **Underlying Agreement:** 2026–27 Terms and Conditions of At-Will Employment (232 agreement days, \$92,046, 1.0 FTE) remains in full effect

2. Purpose and Authority

This amendment carries out the Acting Superintendent designation under the Emergency Succession Plan and Delegation of Authority approved by the Board on October 1, 2026 (Tier 2A – Planned Extended Leave), and sets the compensation for that assignment. It is a material amendment under Section 11 of the Employee's 2026–27 agreement, made by mutual written consent with the required 10 calendar days' notice.

3. Designation and Term

The Employee is designated Acting Superintendent for the Coverage Period stated above. The designation ends automatically when the District Superintendent returns to duty. If the leave extends beyond January 15, 2027, the Board Chair may extend this amendment in writing on the same terms, with notice to the Board at its next regular meeting.

4. Concurrent Role

The Employee remains In-Person Principal and carries the Acting Superintendent duties in addition to that role. Nothing in this amendment changes the Employee's underlying position, salary band, agreement days, PTO, or benefits.

5. Authority and Reporting

The Employee exercises the authority of the District Superintendent as set out in the Emergency Succession Plan and Delegation of Authority, including its decision-authority crosswalk and purchasing limits. During the Coverage Period the Employee reports to the Board Chair. Matters the plan reserves to the Board remain with the Board.

6. Scope of Service

Acting Superintendent service is expected on every scheduled duty day in the Coverage Period under the Employee's 232-day agreement calendar. No separate daily log is required. The HR/Business Manager determines duty days from that calendar, excluding any day the Employee is on PTO or other leave.

7. Compensation

- **Stipend:** In addition to regular compensation, the Employee receives an Acting Superintendent stipend of **\$165 per scheduled duty day worked** in the Coverage Period.
- **Basis of Rate:** The stipend equals the difference between the Employee's daily rate under his full annualized base position salary ($\$95,220 \div 240$ agreement days = \$396.75) and the Superintendent band daily rate ($\$140,000 \div 250$ service days = \$560.00), rounded to the nearest \$5. On acting days, total daily pay equals the Superintendent band daily rate.
- **Estimated Total:** Approximately \$5,775 at 35 duty days. The HR/Business Manager calculates the final amount from actual duty days.
- **Extension:** If the Coverage Period is extended under Section 3, the same daily stipend applies to the added days.
- **Nature of Stipend:** The stipend recognizes Acting Superintendent duties only. It is not a change to the Employee's regular position, classification, or band placement, and it ends with the Coverage Period.

8. No Additional Fringe Benefits

The stipend in Section 7 does not entitle the Employee to fringe benefits or other compensation attached to the District Superintendent position, beyond benefits already attached to the Employee's underlying

employment. TRA reporting on the stipend follows the HR/Business Manager's determination.

9. Effective Date

This amendment is effective November 23, 2026, and governs all Acting Superintendent service from that date through the end of the Coverage Period. Transition work before November 23, including the November 19 handoff, is part of the Employee's regular In-Person Principal duties and is not stipend-eligible.

10. Payroll Processing

Stipend payments are processed through CCS payroll on the regular pay cycle as a separate, clearly designated line item, distinct from regular compensation and coded to Acting Superintendent service. The HR/Business Manager confirms the duty-day count with the Board Chair before the final payment.

11. Execution

All other terms of the Employee's 2026–27 Terms and Conditions of At-Will Employment remain unchanged. This amendment is not effective until approved by the Board of Education and signed by the parties below.

12. Signatures

Daniel Fischer, Employee · Board Chair, CCS Board of Education · Jenna Leadbetter, Ed.D., District Superintendent · Kelly Bittner, District HR/Business Manager (payroll acknowledgment)

Employee Signature:	_____	Date:	_____
Board Chair:	_____	Date:	_____
Direct Supervisor:	_____	Date:	_____
HR/Business Manager:	<u>Kelly Bittner</u>	Date:	<u>10/26/2026</u>