

**ADDENDUM TO SENIOR HIGH PRINCIPAL:  
ACTIVITY DIRECTOR  
CONTRACT**

The School Board of Independent School District No. 316 , Greenway , Coleraine , Minnesota enters into this agreement with **Jeff Britten** ("Senior High Principal"), who agrees to perform the duties as assigned of Activity Director (AD) in the School District.

The School District and the AD agree as follows:

I. Applicable Statute:

This agreement is entered into between the School District and the AD in conformance with Minnesota Statutes.

II. Licensure:

The District shall be able to make use of any licenses that the AD may possess, however, specific licensure is not required at this time

III. Duration, Extension, Expiration Termination and Mutual Consent:

1. Duration:

This contract addendum is for a term commencing August 1, 2024, and ending June 30, 2025. It shall remain in full force and effect unless modified by mutual consent of the School Board and the AD, or unless terminated or extended as provided herein.

2. Termination During the Term:

This contract addendum may be terminated at any time by either party with or without advance notice.

IV. Duties:

The AD shall perform all duties, of the position, including but not limited to those as assigned by the Superintendent of Schools. The AD shall abide by the policies, regulations, rules and procedures established by the School District and the State Board of Education, as well as the laws of Minnesota.

V. Other Benefits:

1. Conferences and Meetings:

The school district shall pay all legally valid expenses and fees for the AD's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the Superintendent of Schools. These meetings shall include but not be limited to state, regional, and national conferences. The AD shall attempt to advise the Superintendent of Schools of all meetings and conferences that the AD will be attending and shall periodically report to the School Board relative to all meetings and conferences attended. The AD shall file itemized expense statements to be processed and approved as provided by law. Reimbursable expenses may include: registration, transportation, conference lodging, conference meals. Any miscellaneous expenses as approved specifically by the Superintendent may also be paid.

2. Dues:

The District will underwrite the cost of professional membership in professional organizations, associated with the AD's line of duty for the District, as approved by the Superintendent.

VI. Salary:

For the 2024 – 25 school year, the AD shall be paid an annual salary of :

Fall Season \$10,000  
Winter Season \$10,000  
Spring Season \$ 10,000

VII. Other Provisions:

1. Outside activities:

While the AD shall all assigned time and due diligence to the affairs and the activities of the School District, the AD may work in extracurricular coaching capacities as coordinated with the Superintendent and may receive appropriate compensation therefor. The AD shall not engage in other employment, consultant service or other activity for which a salary, fee, or honorarium is paid without the prior approval of the Superintendent of Schools.

3. Severability:

Should any portions of this contract be found to be in violation of State law, both parties agree to immediately negotiate appropriate modifications. Unless mutually agreed, all other provisions of the contract shall remain in full force and effect.

This addendum contract shall be effective only upon signatures of the AD and of the officers of the School Board after authorization for such signatures by the officers is given by the School Board in appropriate action recorded in its minutes.

IN WITNESS WHEREOF, I have subscribed my signature this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

IN WITNESS WHEREOF, I have subscribed my signature this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

Independent School District No. \_\_\_\_

\_\_\_\_\_  
Activities Director

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk