

## STATE OF IDAHO: ADDENDUM

THIS SUPPLEMENTAL AGREEMENT, made this 22<sup>nd</sup> day of January year of 2025, by and between Preston Joint School District No. 201, Preston, Idaho in Franklin and Bannock Counties, State of Idaho (the District), and Lance Harrison (the Administrator),

### WITNESSETH:

That the within Addendum acts as an Expectations and Benefits Agreement and is intended to conform to the attached Standard Administrator Contract approved by the State Superintendent of Public Instruction, and that the said agreement is hereby ratified and confirmed by all parties. The negotiated addendum shall be in effect on the date identified above and shall continue each year and run through the contract date agreed upon and listed in the Standard Administrator Contract.

Knowing that the District wishes to retain a new Superintendent to commence service during the 2025-2026 school year, and knowing that the Administrator currently has a Superintendent Contract in which the District has hereby contracted to and has hereby employed said Administrator as Superintendent of Schools of Preston Joint School District No. 201, Preston, Idaho, in Franklin and Bannock Counties, State of Idaho, for a period of two (2) years (twelve months per year), beginning July 1, in the year of 2024, and extending to June 30 in the year of 2026, at a salary of One Hundred Twenty-Five Thousand Dollars (\$125,000) the first year, with a to-be-determined increment for each of the succeeding years until that Contract has been fulfilled, the Board of Trustees (hereafter called the Board) of the District and the said Administrator who is serving as Superintendent have mutually agreed upon a change of leadership assignment for the 2025-2026 school year with an agreement that preserves the same salary and fringe benefits as previously agreed upon in the Administrator's Superintendent Contract and associated Addendum, but which now identifies the duties and expectations of the Administrator's new position of District Grants Administrator and Program Manager.

The Administrator will step aside as superintendent, with the last day as superintendent being the 30<sup>th</sup> day of June 2025. During the 2025-2026 school year, the Administrator will still be employed by the District and serve in the position of the District Grants Administrator and Program Manager, where the Administrator will use his talents and skills in this new capacity to find additional sources of revenue and secure donations and grant funding to support key initiatives and bring exemplary programs to the school District.

The District herewith employs the Administrator for a period of 208 days, according to the dates listed in the Standard Administrator Contract. The Administrator hereby agrees to devote his time, skill, labor, and attention to the position of District Grants Administrator and Program Manager, during the terms of the Administrator contract.

The assigned position of the Administrator includes the following job description, duties, and expectations:

#### Description:

The District Grants Administrator and Program Manager assists the District educational teams and nonprofit partner foundations in securing grant funding and donations that can be used to support key initiatives and bring exemplary programs to the school district. The Grants Administrator and Program manager is responsible for identifying grant and donation opportunities, preparing grant applications, securing grants and donations of all types, and assisting in the management of approved grants in specified program areas. The Grant Administrator's work is performed under the supervision and direction of the assistant superintendent. After collaborating with the district leadership team to determine necessary academic strategic initiatives, work requires independent judgment to decide courses of action and to develop and articulate presentations of facts that support recommendations and conclusions. The role of District Grants Administrator and Program Manager is instrumental in analyzing, designing, and implementing educational solutions by securing funding that improves student outcomes and contributes to the learning process.

#### Duties:

- Collaborate with district administrators and stakeholders to gather ideas and obtain requests for grants
- Conduct a district program needs assessment
- Stay informed of emerging funding opportunities
- Research funding for available federal, state, educational, and foundation grants
- Craft compelling and competitive grant applications
- Establish grant proposals aligned with the grant objectives and guidelines
- Obtain supporting documentation from the school, district, or state educational entity
- Assist administrators and schools in managing grant budgets
- Maintain required compliance reporting for grants awarded
- Build and maintain positive relationships with current and potential fund providers and sources
- Follow up with grantors and communicate appreciation to donors

The Administrator, in the role of District Grants Administrator and Program Manager, will report to and be supervised by the Assistant Superintendent of the District. An annual, written formal evaluation of the work of the Administrator shall be conducted by the Assistant Superintendent or designee. The written evaluation performance results and conclusions will be delivered to and discussed with the Administrator.

The Administrator will seek to support pre-kindergarten to post-high school students and staff in securing funding for key programs, with the main office for the District Grants Administrator and Program Manager located at Oakwood Elementary School with a place to work provided in each school, as needed for the Administrator to accomplish the required tasks. Although a location to work will be made available at each school facility, nothing herewith within this agreement prevents the Administrator from working remotely researching funding opportunities, writing grants, completing funding reports, meeting with past, current or potential donors, or fulfilling other duties of the District Grants Administrator and Program Manager.

A personal computer is required for the Administrator to effectively fulfill the duties of District Grants Administrator and Program Manager. While working as an employee of the District, the Administrator will be allowed to use the 2023 District-purchased laptop previously issued to the Administrator while working in the role of Superintendent. At the conclusion of this Administrator contract, the Administrator will have the option to retain the laptop for further professional or personal use, with no rental fee or purchase cost charged to the Administrator, with the District following any gifting policies, which may include the entire value of the benefit being taxable to the Administrator, with such taxes being paid by the Administrator.

The Administrator shall advocate for Preston students and public education by discussing critical educational issues with students, parents, and elected officials. It is recommended that the Administrator shall be an active, contributing member of administrator and educator associations, with such involvement and participation including but not limited to the Idaho Association of School Administrators (IASA) and the Association for Supervision and Curriculum Development (ASCD), with professional membership dues paid by the District. The Administrator is expected to engage in professional development, take educational courses, and participate in various learning experiences for professional growth. The Administrator shall be encouraged to attend appropriate job-related meetings at all levels, including the IASA Summer Leadership Conference. The District shall incur the respective reasonable expenses of attendance at such meetings. The Administrator shall also be involved and support important community causes by volunteering with local organizations.

Like all other District employees on a 208-day contract, the Administrator shall be entitled to ten (10) days of annual vacation, exclusive of school holidays. Additionally, for the Administrator, unused vacation may accumulate from year to year up to a maximum of thirty (30) days. The Administrator may elect to receive paid compensation for up to ten (10) days during each year for unused vacation days at the applicable daily salary rate. If this contract should expire or terminate before the vacation time has been taken or upon the resignation or termination of employment, the Administrator shall be entitled to receive reimbursement for a maximum of thirty (30) days of unused vacation at the rate of his present salary for the accrued vacation time.

Regarding the Public Employee Retirement System of Idaho (PERSI), as a defined benefit plan, employer and employee contributions are required for all employees who are PERSI eligible. The rate that each pays is determined annually by the fiduciaries of the PERSI fund. As an employer, the District will pay the required employer's PERSI contribution rate for all Preston School District employees, and will pay one-half of the Administrator's required contribution rate as a school employee member. Employer contributions are immediately invested by the PERSI Board and are not available to members, including the Administrator. Should the Administrator choose to contribute to the PERSI Choice Plan, the District will match the monthly contribution made by the Administrator, up to \$625. The Administrator shall be personally responsible for any 401K Plan operating expenses or fees, including but not limited to record-keeping fees, administrative fees, and investment management fees. The PERSI Choice contributions made by the Administrator or the District on the Administrator's behalf will remain the property of the PERSI member at the conclusion of this contract. Any agreed upon District contributions to PERSI, as outlined in the Administrator's Superintendent Addendum not yet received by PERSI during the period such Addendum was in effect, will be made by the District. The District will not be required to pay any actual or projected interest which may have been earned by the match contributions had such funds been invested in the Choice Plan during the aforementioned time period.

All District employees on the District cell phone plan are responsible for the purchase and payment of a cell phone. The Administrator has a line on the District plan that will continue through the Administrator contact. The Administrator, along with other administrators on the District plan, have the option to purchase, at the employee expense, phone upgrades through the District account, and such phones purchased and paid for by the employee will remain the property of the employee.

The Idaho High School Activities Association (IHSAA) allocates a state event pass to various District employees, including one district superintendent. The new District Superintendent will receive the pass for the superintendent. For the 2025-26 school year, the Administrator will be provided by the District an IHSAA state pass issued under a different position, e.g. Game Management, instead of the Superintendent position.

The Administrator is one of 18 members on the Idaho Department of Education Professional Standards Commission (PSC) representing the Idaho School Superintendents Association (ISSA), which organization nominated the Administrator for the position. The State Board of Education selected the Administrator to serve as a member of the PSC for one year in July 2022 to replace a former superintendent. In July 2023, the Administrator was appointed to fulfill a 3-year term on the Commission. Upon misalignment of organizational representation various actions must be taken. During 2025-26, the Administrator will no longer be employed as Superintendent, the organization area he was once representing on the PSC. With this member misalignment regarding District employment position and the position held on the PSC, the nominating organization may choose one of the following remedies: 1) Retain the Commission member in their position for the remainder of their 3-year term of appointment, or 2) Open the position to nominations to fill the remainder of the three 3-year term of appointment. Should the ISSA elect to retain the Administrator as the organization representative on the PSC and fill the position for the remainder of the term, the District agrees to support such action, knowing that the PSC, and not the District, pays for all costs associated with travel to and from state PSC meetings.

This agreement binds and benefits the parties. This addendum supersedes all prior agreements and understandings between the parties. The parties may, during the term of this agreement, mutually agree to modify any of its terms. Any modification will be in writing, signed by both parties, and attached to this document. In the event that any part or provision of this agreement is declared fully or partially invalid, unlawful, or unenforceable by a court of competent jurisdiction, the remainder of the part or provision and the agreement will remain in full force and effect, if the essential terms and conditions of this agreement for each party remain valid, binding and enforceable.

This within Addendum is hereby executed in duplicate for an attachment to the Administrator's Contract form on the day and year as written on both the Contract and this agreement by all respective parties.

IN WITNESS WHEREOF the District has caused this instrument to be executed in its name by its proper officials and the Administrator has executed the same all on the date first above written. By signing the foregoing contract, the Administrator and the District, named herein, agree to its terms.

PRESTON JOINT SCHOOL DISTRICT NO. 201 in FRANKLIN & BANNOCK COUNTIES, STATE OF IDAHO

\_\_\_\_\_ ADMINISTRATOR

\_\_\_\_\_ CHAIRMAN, BOARD OF TRUSTEES

Attest: \_\_\_\_\_ CLERK, BOARD OF TRUSTEES