

# Volunteer Secondment Agreement

A secondment agreement allows an employee of one organization (the seconded) to provide professional services to another organization (the host). The purpose of this secondment agreement is for **KELSEY RAMOS** (“Employee”), an employee of **Calallen Independent School District** (“District”), to perform volunteer services for the Texas Association of School Business Officials (“TASBO”) in the role of Board Member. This volunteer secondment agreement is made as of \_\_\_\_\_, 2026, between the District, TASBO, and the Employee.

WHEREAS, the Texas Association of School Business Officials is an association of Texas school business and operations professionals created to better enable its members to conduct the management of schools at all levels in the planning, reorganizing, coordinating, and improvement thereof for the benefit of the public; as well as to protect the public by promoting the highest standards of ethical conduct by persons carrying on activities in the field of school administration and/or operations;

WHEREAS, TASBO supports the service and mission of Texas public schools, including Calallen Independent School District;

WHEREAS, TASBO engages in a program of professional education for persons carrying on activities in the field of school administration and/or operations taught by current administrators and business operations professionals;

WHEREAS, Calallen Independent School District directly benefits by its employees’ involvement with TASBO due to the professional development, networking, and leadership opportunities they receive and employ for the betterment of the District;

WHEREAS, the benefits the District receives through its Employee’s professional service as a TASBO Board Member serve a legitimate public purpose;

WHEREAS, Texas public education, as a whole, benefits when skilled public school professionals mentor and teach others, thereby leading to efficiency in business methods and practices, as well as increased retention and engagement;

WHEREAS, the District and TASBO believe it is mutually beneficial for the Employee to provide volunteer services to TASBO and the Employee is willing to contribute their skills and time as a volunteer;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

#### 1. Purpose of Secondment

The purpose of this secondment is for the Employee to provide volunteer professional services to TASBO on a limited basis to perform Board Member Duties as defined below.

#### 2. Duration

The secondment will commence on \_\_\_\_\_, 2026, and continue until Employee's term of office as a TASBO Board Member ceases, unless terminated earlier in accordance with this agreement.

#### 3. Employee's Status

During the secondment period, the Employee will hold the volunteer position of Board Member at TASBO. The Employee remains an employee of the District and shall continue to serve in his or her capacity as an employee with the District for the duration of this Agreement. This agreement does not create an employment relationship between the Employee and TASBO. The District remains responsible for the Employee's salary and benefits during the secondment. The Employee understands that the professional services provided will be a donation and neither the employee or the District will receive wages, salary, or other financial benefits from TASBO, other than reimbursement for expenses incurred while serving as a volunteer.

#### 4. TASBO's Role and Responsibilities

TASBO agrees to provide a safe and supportive environment for the Employee, to provide any necessary training and induction, and to respect the Employee's skills and individual needs. TASBO will also ensure the Employee's terms of services, including service hours and locations, are reasonable and consistent with the nature of volunteer service. TASBO agrees to be responsible for only certain reimbursable expenses associated with the secondment, with no responsibility to pay wages, salary, or other financial benefits.

## 5. TASBO Board Member Role, Responsibilities and Schedule

Employee's duties and responsibilities in their role as a TASBO Board Member include but are not limited to participating in the governance of TASBO, developing strategic plans and goals that inure to the benefit of all Texas school business professionals, fostering professional development opportunities for TASBO members, attending TASBO events and meetings listed herein, engaging and supporting TASBO membership, and promoting TASBO engagement opportunities. Board Member duties shall not include legislative or political activities.

Employee's volunteer professional service as a TASBO Board Member includes participation in the following events: in-Person or online board meetings, ad-hoc board committee meetings as necessary, TASBO Annual and Summer Conference, Committee Leader and Affiliate Officer Training, and affiliate meetings. As approved by the Employee's superintendent or designee, Employee may engage in the Association of School Business Official (ASBO) Annual Conference and/or ASBO Leadership Forum. From time-to-time and with prior approval of the Superintendent or designee, the District may also second Employee to TASBO on an as-needed basis for Board Member duties or other business that directly supports the mission of the District and/or TASBO. The District reserves the right to limit Employee's participation in a given event should the Employee's participation unduly conflict with his or her School District duties.

## 6. Compensation and Benefits

The Employee's salary and benefits will continue to be administered by the District. TASBO will reimburse the Employee for certain reasonable expenses incurred in connection with the secondment, such as travel, accommodation, meals or related expenses arising from Employee's performance of Board Member Duties.

## 7. Confidentiality and Intellectual Property

The Employee agrees to maintain the confidentiality of any proprietary or confidential information accessed during the secondment. The District and TASBO also agree to respect the confidentiality of any information shared during the secondment. Ownership of intellectual property created during the secondment will be handled as agreed upon between the District and TASBO.

## 8. Indemnification

TASBO agrees to indemnify the District and the Employee against any damages, losses, or legal fees, but only to the extent arising from the actions or omissions of TASBO during the secondment period.

## 9. Termination

Early termination: This Agreement may be terminated early by either party with fourteen (14) days written notice. Upon termination or completion of the secondment, the Employee will continue in their original role or an equivalent role at the District.

## 8. Governing law

This agreement will be governed by and construed in accordance with the laws of the State of Texas.

## 9. Signatures

- District:
  - Signature: \_\_\_\_\_
  - Name: Emily Lorenz\_\_\_\_\_
  - Date: \_\_\_\_\_
- Texas Association of School Business Officials:
  - Signature: \_\_\_\_\_
  - Name: \_\_\_\_\_
  - Date: \_\_\_\_\_
- Employee:
  - Signature: \_\_\_\_\_
  - Name: Kelsey Ramos\_\_\_\_\_
  - Date: \_\_\_\_\_