

RISE CHARTER SCHOOL

2026–2027 Assistant Director Contract Addendum

This Addendum supplements the Assistant Director's 2026–2027 employment contract.

- **Contracted Work Days:** 178 days according to the RISE instructional calendar **plus 13 additional workdays in June**, for a total of **191 contracted workdays**.
- **Compensation:** Salary shall include the **3% increase provided to RISE employees for the 2026–2027 school year**.
- **Sick Leave:** One paid sick day shall be earned for **each month of contracted service**, consistent with RISE Policy 5400 and applicable Idaho law. Unused sick leave may accrue in accordance with RISE policy.
- **Personal Leave:** **6 paid personal days**, based on 30 years of certified experience and the leave schedule established in RISE Policy 5400. Unused personal leave shall be handled according to the policy.
- **Insurance:** RISE will pay **100% of medical, dental, and vision insurance premiums** as provided to eligible full-time employees. The Assistant Director may also participate in **Ignite supplemental insurance**.
- **Retirement:** Participation in **PERSI** in accordance with applicable requirements.
- **Paid Holidays:** Holidays occurring within the contracted employment period are included as paid days consistent with the approved RISE calendar and employment practices.
- **Professional Development Authorization:** The Executive Director authorizes the Assistant Director to attend conferences, workshops, trainings, and other professional development opportunities reasonably related to the duties and goals of RISE Charter School, provided expenses are within the Board-approved annual budget and comply with School travel and reimbursement policies.
- **Mileage:** Approved school-related travel will be reimbursed at **\$0.70 per mile**.
- **Lodging & Per Diem:** Approved lodging, meals, and related travel expenses will be reimbursed according to RISE travel and reimbursement limits and the Board-approved budget.
- **Remaining Contract Terms:** All other provisions of the Assistant Director's employment contract remain unchanged unless specifically modified by this Addendum.

Approval

Assistant Director: _____ **Date:** _____

Executive Director: _____ **Date:** _____

Board Chair: _____ **Date:** _____

RISE Charter School

2026–2027 Administrator Contract Addendum

This Addendum supplements the Executive Director’s existing employment contract for the 2026–2027 school year.

- **Contract Days:** 260 contracted working days annually.
- **Salary:** 3% increase over the 2025–2026 salary, consistent with the 3% increase provided to all RISE employees for 2026–2027.
- **Retirement:** Participation in PERSI with employer and employee contributions at the rates required by PERSI.
- **Insurance Benefits:** Health, dental, vision, and Ignite supplemental insurance benefits provided to eligible full-time employees.
- **Sick Leave:** 12 paid sick days annually, in accordance with **Idaho Code § 33-1216 — Sick and Other Leave**, with accumulation according to RISE policy and applicable law.
- **Personal Leave:** 14 paid personal days annually.
- **Vacation:** 20 paid vacation days annually. Unused vacation days may be cashed out at 50% of their face value or rolled over from year to year, up to a maximum accrual of 60 days.
- **Paid Holidays:** Paid holidays as designated on the approved RISE annual calendar. Holidays are not counted as contracted working days.
- **Administrator Professional Development Authorization:** The Board authorizes the Executive Director to attend conferences, workshops, trainings, and other professional development opportunities the Executive Director determines are reasonably related to the duties and goals of RISE Charter School, provided such expenses are within the Board-approved annual budget and comply with the School’s travel and reimbursement policies.
- **Lodging:** Reimbursed up to the applicable GSA lodging rate or approved conference hotel rate.
- **Meals/Per Diem:** Reimbursed at the applicable GSA per diem rate.
- **Mileage:** Reimbursed at \$0.70 per mile for approved School-related travel.
- **Other Travel Expenses:** Reasonable parking, tolls, airfare, baggage, and related approved travel expenses may be reimbursed.
- **Existing Contract:** All other provisions of the existing Executive Director Employment Contract remain unchanged.

Board Chair: _____ **Date:** _____

Board Clerk: _____ **Date:** _____

Executive Director: _____ **Date:** _____