IDAHO STATE BOARD OF EDUCATION

Athletic Director-Coach Contract Checklist

To be Submitted by Institutions with Employment Agreements Requiring Board Approval\*

[\* Board approval is required for contracts longer than three years or for any contracts with total annual compensation of $200,000 or higher. See Board Policy II.H.]

**Institution:**

**Name of employee and position:**

**Date of submission to State Board Office:**

**Proposed effective date of employment agreement:**

**[ ]** The proposed contract has been reviewed to ensure compliance with Board Policy II.H.

**[ ]** The proposed contract has been reviewed by institution general counsel

**Supporting Documents (Check and attach all that apply):** [All required items need to be provided either within the agenda item cover sheet, or as attachments to the agenda item.]

**[ ]** A summary of all supplemental compensation incentives

**[ ]** Quantification of the maximum potential annual compensation (i.e. base salary plus maximum incentive pay)

[ ]  Employment agreement—clean version

[ ]  Employment agreement—redline version comparing contract to Board-approved model contract (model contract is available on Board website <http://boardofed.idaho.gov>

[ ]  Employment agreement—redline version (for current coaches receiving new contracts) comparing proposed employment agreement to current agreement

[ ]  In the case of NCAA institutions, a 4-year history of the institution’s Academic Progress Rate (APR) raw scores and national average APR scores for the applicable sport.

[ ]  A schedule of base salaries and incentive payments of all other same sport coaches in the institution’s conference

[ ]  Documentation/description of how the institution determined the proposed liquidated damages amount(s), and a summary of publically-available liquidated damages and buyout provisions for coaches of the same sport at the other public institutions in the conference.

Notes/Comments (provide explanation of any items/boxes which were not checked or other key points for Board consideration):

**Point of contact at Institution (phone number, email address):**