

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

Contract of Employment for Chief Business Official

THIS AGREEMENT is made this 17th day of May, 2017, by and between the Governing Board of the West Sonoma County Union High School District ("District") and Mary Schafer, Chief Business Official ("CBO").

TERM OF CONTRACT

Employment contract will be effective July 1, 2017, subject to the terms and conditions hereinafter set forth. The contract shall extend to June 30, 2018. Contract renewal would result in advancement to the next step of the Management Salary Schedule.

SALARY

The CBO shall be placed on the Management Salary Schedule. The salary placement for the 2017-2018 school year is at Step 3 of the current Management Salary Schedule and an annual stipend for Masters Degree in the amount of \$1,000. Such salary shall be payable in monthly installments.

DUTIES

The CBO agrees to perform at the highest professional level of competence the services, duties and obligations required by the District's CBO Job Description, the laws of this state, and the rules, regulations, and policies of the Board.

FRINGE BENEFITS

The CBO shall receive a fully paid medical (capped at the Kaiser composite rate), dental and vision program and other benefits accorded to other management employees of the District.

The District shall reimburse the CBO for actual and necessary expenses incurred by her within the scope of her employment per Board Policy. Additionally, the district will provide an annual membership to CASBO (California Association of School Business Officials), a vehicle allowance of \$100.00 per month and phone allowance of \$100 per month.

WORK YEAR

The CBO shall render twelve (12) months of full and regular service to the District during each annual period covered by this Agreement, except that she shall be entitled to twenty-four (24) working days annual vacation with pay, and in addition, will receive holidays defined in E.C. 37220 and 37222. It is further stipulated that vacation days must be taken during the year in which earned, except by special agreement between the Superintendent and the CBO. It is understood that any such special agreement shall be in writing, dated and signed by the parties. Accrued vacation shall be payable at the contract rate in effect at the time of separation from the District, retirement or demise. Unused vacation in an amount not to exceed ten (10) days may be carried over to the next work year.

OUTSIDE PROFESSIONAL ACTIVITIES

Nothing herein shall prohibit the CBO from using non-workdays to undertake consultative work, speaking engagements, writing, lecturing, or other professional duties and obligations, provided such undertakings do not interfere with the CBO's performance of her duties under this contract.

SICK LEAVE

The CBO shall be entitled to twelve (12) working days of sick leave each current year cumulative indefinitely.

EVALUATION

The Superintendent shall annually evaluate the performance of the CBO and the working relationships between the CBO, Superintendent and the Board. This evaluation shall be based on the position description and the mutually agreed upon and specified goals and objectives in accordance with the procedures authorized in District Policies.

GENERAL PROVISIONS

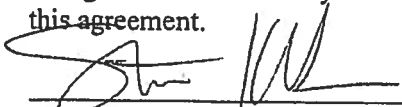
This Agreement is subject to all applicable laws of the State of California, to the rules and regulations of the State Board of Education, and to the lawful rules and regulations of the Board of Trustees of the West Sonoma County Union High School District. Said laws, rules, regulations, and policies are hereby made a part of the terms and conditions of this agreement as though fully set forth herein.

EARLY TERMINATION

The Board unilaterally and without cause may terminate this Agreement and the CBO's status as CBO and reassign the CBO to any available position for which the CBO is qualified to perform by providing the CBO a minimum of forty-five (45) days notice of termination and reassignment. In consideration of the Board's right to terminate this Agreement without cause, the District shall pay to the CBO her then current salary for the remainder of the term of this Agreement or for a period of twelve (12) calendar months following the effective date of termination or reassignment, whichever is less. If the CBO elects not to accept the position to which the CBO has been reassigned, the CBO may resign and elect to receive the difference between the CBO's then current monthly salary and the monthly salary rate for the position to which the CBO has been reassigned for the remainder of the term of this Agreement or for a period of twelve (12) calendar months following the effective date of termination and reassignment, whichever is less.

IN WITNESS HEREIN we affix our signature to this agreement as the full and complete understanding of the relationships between the parties hereto.

This contract is the full and complete agreement between the parties hereto, and it can be changed or modified only in writing signed by all parties or their successors in interest of this agreement.

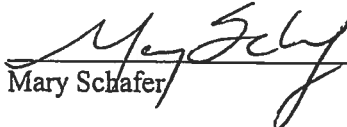


Steven Kellner, District Superintendent

5/17/17

Date

I hereby accept this offer of employment and agree to comply with the conditions thereof and to fulfill all of the duties of employment of CBO of the West Sonoma County Union High School District.



Mary Schaefer

5/18/2017

Date of Acceptance