

## ASSISTANT SUPERINTENDENT'S CONTRACT

The Agreement is between the Petaluma City (Elementary) School District and the Petaluma Joint Union High School District ("District") and Jason Sutter, (Assistant Superintendent")

1. Term. The Board hereby employs the Assistant Superintendent for a period beginning on July 1, 2021 and terminating on the 30th day of June 2024. Every year, following evaluation, the Superintendent shall consider extending the Assistant Superintendent's contract to the full three -year term.

2. Salary. The base salary of the Assistant Superintendent shall be \$153,388 (2021-22 work year) with 2% annual step increases during the term of the agreement. The Assistant Superintendent will also be paid the same advanced degree annual stipends as those received by other members of the Management Team.

3. Professional Associations. The Assistant Superintendent shall endeavor to maintain and improve his professional competence, including subscription to and reading of appropriate periodicals, and joining and participating in appropriate professional associations and their activities, the cost of such subscriptions, memberships and activities, including reasonable release time, to be borne by the District;

4. Participation and Support of Community Organizations. The Assistant Superintendent shall participate in and support community organizations, with the cost of such participation and support to be incorporated in the Assistant Superintendent's discretionary funds;

5. Work Year. The Asst. Superintendent's work year shall be 223 days. By July 1 of each school year during the term of his contract the Assistant Superintendent will submit to the Superintendent a tentative schedule showing duty and non-duty days during the school year. As needed, the schedule shall be updated and modified by the Assistant Superintendent. If the assistant superintendent works more than 223 days in a given work year (July 1<sup>st</sup> – June 30<sup>th</sup>), the additional days may be used to reduce the subsequent work year's required days of service. If any "carryover" days remain at the time of separation from employment either through resignation, retirement, or termination, the assistant superintendent shall be compensated for the additional days at the current rate of pay. Any additional days are subject to approval of the superintendent.

6. Evaluation. The Superintendent shall meet annually with the Assistant Superintendent to discuss and evaluate the performance of the Assistant Superintendent. His evaluation shall be based on the position description and the mutually agreed upon and specified District goals and objectives in accordance with the procedures outlined in District policies.

7. Fringe Benefits.

A. Health and Welfare. The Assistant Superintendent shall be entitled to receive all health, welfare, and fringe benefits of employment enjoyed by other management employees in the District. All statutes applicable to sick leave and disability leave shall apply. The Assistant Superintendent shall be credited with twelve (12) sick leave days per year.

B. Automobile. The Assistant Superintendent is authorized to charge up to \$100 per month, on a credit card issued by the District, for expenses related to mileage (including gasoline) and maintenance.

C. Expense Reimbursement. Actual and necessary expenses incurred by the Assistant Superintendent when on school district business and attendance at meetings and conferences shall be reimbursed.


8. General Provisions. The contract 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 Governing Board of the Petaluma City Schools. Said laws, rules, regulations, and policies are hereby made a part of the terms and conditions of this contract as though fully set forth herein.

9. Modification. Any modification of the Agreement shall be made only by written agreement between the parties.

10. No Other Employment. The Assistant Superintendent certifies that he has not entered into a valid contract of employment with the Governing Board of another school district which will in any way conflict with his employment (Code of Administrative Regulations, Title 5, Section 5500).

  
\_\_\_\_\_  
Assistant Superintendent

4/29/21  
Date

  
\_\_\_\_\_  
Superintendent

4/29/21  
Date

Board Approval Date: April 27, 2021

Ayes: Cloud, Gen, Paun, Quinn,

No's None

Webster