



**CONTRACT OF EMPLOYMENT  
LISA YAMASHITA  
ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES**

This Employment Agreement (“Agreement”) is made and entered into by and between the Governing Board of the San Luis Coastal Unified School District (“District” or “Board”) and Lisa Yamashita (“Assistant Superintendent”) and is dated for reference purposes as of (date).

1. **Term.**

District hereby employs Assistant Superintendent for a three (3) year term beginning on July 1, 2023, and terminating on June 30, 2026, subject to the terms and conditions of this Agreement.

2. **Assistant Superintendent's Duties.** Assistant Superintendent shall competently and satisfactorily perform the duties of Assistant Superintendent for Educational Services as prescribed by this Agreement, the laws of the State of California, Board Policy, and the job description for the position. Assistant Superintendent shall be under the direction of the Superintendent. In accordance with the policies adopted by the Board and subject to the Board and Superintendent’s approval, the Assistant Superintendent shall lead educational services for the District which includes Instructional Services and Student Services. The Assistant

Superintendent shall generally be expected to attend all meetings of the Board of Education. She shall perform these and such other duties as may be prescribed by the Superintendent and the Board of Education in a competent, honest, and good faith manner.

3. **Salary.**

a. **Base Salary.** Effective July 1, 2023, the Assistant Superintendent’s annual base salary shall be two hundred thousand (\$200,000) for the 2023-2024 school year.

b. **Merit Based Step Increase.** A step increase of two percent (2%) shall annually be applied to the Assistant Superintendent’s base salary if the Assistant Superintendent receives a positive performance evaluation from the Superintendent for the prior year. This two percent (2%) increase represents the approximate increase received by the District’s certificated staff

for step advancement each year. This step increase shall not be automatic but is expressly subject to receipt of a positive written evaluation. Step increases for management employees are limited to ten (10) years; therefore, irrespective of the number of Agreement extensions that may occur, the Assistant Superintendent shall not be entitled to any step increases after ten (10) years of service as Assistant Superintendent.

c. **Salary Changes by Mutual Consent.** The Assistant Superintendent's salary is considered to be indefinite and subject to ongoing negotiations with the Board. Accordingly, the Board reserves the right to change the Assistant Superintendent's salary for any year of this Agreement with the written consent of the Assistant Superintendent. Any change in salary shall not extend the term of this Agreement nor shall it constitute the creation of a new Agreement.

d. **Salary Payment Process.** The Assistant Superintendent's annual salary shall be payable in twelve (12) approximately equal monthly payments, less all applicable deductions and withholdings required by law or authorized by the Assistant Superintendent.

e. **Effective Date.** Salary increases shall be effective on any date ordered by the Board in accordance with Education Code section 35032. The Assistant Superintendent's salary is understood to be "indefinite or uncertain;" therefore, the Board reserves the right to grant the Assistant Superintendent retroactive salary increases notwithstanding anything in the California Constitution that might be interpreted to the contrary.

4. **Benefits.**

a. **General.** The Assistant Superintendent shall only be entitled to the fringe benefits provided for by this Agreement. Unless otherwise expressly stated in this Agreement, the Assistant Superintendent shall not be entitled to the fringe benefits provided to other employees.

b. **Health Benefits.** The District shall provide the Assistant Superintendent the same District contribution toward health and welfare benefits, on the same terms and conditions that is provided to other management employees. Should the Assistant Superintendent incur premiums for plans offered through the District in excess of the District's contribution, the Assistant Superintendent shall pay such excess premium costs on a monthly basis via payroll deduction. The Assistant Superintendent agrees to pay all co-pays, deductibles,

and other costs in the same manner as other management employees, as those costs may change from time-to-time. No District contribution may be received in cash or used for the purchase of non-District provided benefits.

c. **Health Benefits at Retirement.** The District provides a contribution toward health insurance benefits for certificated bargaining unit retirees who have served the District for at least ten (10) years and retire after age fifty-five (55). The District's contribution ceases when the retiree attains age sixty-five (65). The District's annual health benefit contribution for eligible retirees during this period of time is equal to the annual contribution made for active employees, as that contribution may change from time-to-time. Accordingly, the Assistant Superintendent shall be entitled to receive the same annual contribution that the District makes on behalf of its certificated bargaining unit employees, as that contribution may change from time-to-time, until the Assistant Superintendent attains age sixty-five (65), if the Assistant Superintendent is at least fifty-five (55) years old and has served the District for at least ten (10) years as of the date of her resignation from the District and retirement with the California State Teachers Retirement System (CalSTRS) or the California Public Employees Retirement System (CalPERS). All District contributions toward retiree health insurance benefits and all District costs shall cease when Assistant Superintendent attains age sixty-five (65). If the Assistant Superintendent uses this benefit, the Assistant Superintendent shall be responsible to pay all co-pays, deductibles, and other costs in the same manner as other retired management employees.

d. **Term Life Insurance.** The District shall provide the Assistant Superintendent, at District cost, with a term life insurance policy having a death benefit amount of \$1,000,000. The Assistant Superintendent shall name the beneficiaries under the terms of this policy and be solely responsible for all other discretionary decisions related to the policy. The District's obligations under this Agreement shall be ministerial in nature. The District's obligation to fund this policy shall cease when this Agreement terminates for any reason.

e. **Tax Deferred Compensation Plans.** The Assistant Superintendent shall be entitled to use the District's IRC Section 125 plan and its Section 403b plan in any manner allowed by law on the same terms and conditions that such plans are made available to other

management employees.

f. **Whole Life Insurance.** The Assistant Superintendent shall be entitled to participate in the District-paid whole life insurance conversion plan on the same terms and conditions as other management employees, as those terms and conditions may change from time-to-time.

g. **Personal Necessity Leave.** The Assistant Superintendent may use personal necessity and personal business days up to a combined total of fifteen (15) days annually from the Assistant Superintendent's accumulated, unused sick leave.

h. **Catastrophic Leave Program.** The Assistant Superintendent may participate in the catastrophic leave program upon the same terms and conditions as negotiated with other bargaining units in the District.

i. **Relocation/Moving Costs.** The District shall pay the Assistant Superintendent a one-time relocation stipend of fifteen thousand dollars (\$15,000) towards her actual and necessary expenses incurred in relocating to San Luis Obispo County. If this Agreement is terminated for any reason before the first day of school in the 2023-2024 school year, then this relocation stipend is due back to the District.

j. **Transportation Allowance.** The Assistant Superintendent is required to have a vehicle available at all times to perform the services and duties of the position. Therefore, the Assistant Superintendent shall be entitled to receive a monthly automobile allowance of five hundred dollars (\$500.00) for the acquisition, use, maintenance, and insurance of an automobile for business-related travel in San Luis Obispo County, irrespective of the number of miles traveled on District business. The Assistant Superintendent shall be solely responsible for all expenses to use, maintain, operate, and insure the automobile. The Assistant Superintendent's receipt of this automobile allowance shall be in lieu of any entitlement to mileage reimbursement for in-county travel. No documentation is required in order to receive this allowance, and the Assistant Superintendent shall have discretion regarding the expenditure of this allowance. Business-related travel outside of the county shall be reimbursed at the District's regular mileage reimbursement rate in effect at the time the expenses are incurred. Payment of this automobile allowance shall not be considered creditable

compensation for CalSTRS retirement purposes, unless otherwise permitted by law.

k. **Technology Allowance.** In recognition of Assistant Superintendent's need to acquire and maintain personal technology devices to perform the duties of the position, such as a laptop computer, cellular telephone, Internet access, and related technologies ("Technology Devices"), Assistant Superintendent shall receive an allowance of three hundred dollars (\$300) per month. The Assistant Superintendent shall use all Technology Devices in accordance with District policies and legal requirements. Assistant Superintendent agrees to sign all technology use agreements or other forms that are required of other District employees. Assistant Superintendent agrees to conduct all District business, by email or otherwise, on a District account so that all business-related communications are available to the District irrespective of the form of communication or device used. No documentation is required in order to receive this allowance and the Assistant Superintendent shall have discretion regarding the expenditure of this allowance. Payment of this allowance shall not be considered creditable compensation for CalSTRS retirement purposes, unless otherwise permitted by law.

l. **Professional Development/Dues.** The Assistant Superintendent shall maintain and improve the Assistant Superintendent's professional competence. In this regard, the District shall bear the reasonable expense of subscriptions to appropriate professional journals and publications, memberships in professional organizations, including the Association of California School Administrators (ACSA), and attendance at state and local conferences, with prior notice to the Superintendent. Out-of-state conferences may be attended, at District cost, with Board approval or Board ratification.

m. **Expense Reimbursement.** The District shall reimburse the Assistant Superintendent for actual and necessary expenses incurred by the Assistant Superintendent within the scope of her employment (except for mileage reimbursement within San Luis Obispo County) so long as such expenses are permitted by the District policy or incurred with approval of the Board and are not otherwise paid under other terms of this Agreement. For reimbursement, the Assistant Superintendent shall submit and complete expense claims in writing in accordance with the District's policies, rules, and regulations. The Assistant Superintendent's expense claims shall be supported by appropriate written documentation

verifying the contents of the report prior to authorization for reimbursement.

n. **Sick Leave.** The Assistant Superintendent shall earn the same number of sick leave days as the District's other management employees, currently fifteen (15) days of sick leave per year. In no event shall the District make a cash payment to the Assistant Superintendent for accumulated and unused sick leave; however, excess sick leave may be credited for retirement purposes to the extent permitted by law and CalSTRS.

o. **Holidays.** The Assistant Superintendent shall be entitled to all legal and local holidays as set forth in the District-adopted calendar for all 12-month employees of the District, as the number of holidays may change from time-to-time.

p. **Work Year/Vacation.** The Assistant Superintendent shall work twelve (12) full months each year; however, the Assistant Superintendent shall be entitled to twenty-four (24) days annual vacation with pay, exclusive of holidays. The Assistant Superintendent's entitlement to vacation days shall be accrued on a month-to-month basis. If this Agreement expires or is terminated for any reason, Assistant Superintendent shall be compensated for unused, accrued vacation at the salary rate effective at the time of termination. Assistant Superintendent is encouraged to take all vacation days during the fiscal year in which the vacation is earned. At no time shall Assistant Superintendent accrue more than forty (40) days of vacation; therefore, vacation time may be accumulated from year-to-year but in no event will more than forty (40) days of unused vacation be accrued or paid at the expiration or termination of this Agreement. Annually, the Assistant Superintendent may elect to receive compensation in lieu of taking up to ten (10) days of accrued, unused vacation. Therefore, the Assistant Superintendent shall be required to render service on 223 days each work year and, for purposes of determining her per diem rate of compensation, the Assistant Superintendent's annual base salary shall be divided by 223. Should the Assistant Superintendent cease employment with the District with a negative vacation balance due to having used vacation in advance of its accrual (which may be done with written approval of the Board), it shall be deducted from any salary owed at the then current per diem rate during the Assistant Superintendent's last months of employment or, at the District's election, be repaid by the Assistant Superintendent following termination of employment.

q. **Outside Professional Activities.** Assistant Superintendent shall give her exclusive professional services to the District during the period of time such services are to be rendered to the District except that Assistant Superintendent may undertake consultative professional work, engage in speaking for hire, write, lecture, or engage in other professional undertakings provided such activities do not, in the judgment of the Board or Superintendent, impair the effectiveness of Assistant Superintendent. Assistant Superintendent shall perform such professional activities on her personal time and may retain any income which may be derived from such activities.

5. **Evaluation.**

a. **Yearly Evaluation.** The Superintendent shall annually evaluate the performance of the Assistant Superintendent. This evaluation shall be based on the position's job description and any mutually agreed upon District goals and objectives, which shall be jointly developed by the Superintendent and the Assistant Superintendent.

b. **Self-Evaluation.** To assist the Superintendent in the evaluation process, the Assistant Superintendent shall complete, no later than April each year, a written self-evaluation. This self-evaluation shall also include a review of any action plans presented to the Assistant Superintendent at previous evaluations.

c. **Superintendent Review.** Upon receipt of the self-evaluation, the Superintendent shall complete a written evaluation report. Upon completion, the Superintendent shall meet with and provide a copy of the evaluation report to the Assistant Superintendent. Based upon findings specified in the evaluation report, the Assistant Superintendent, in collaboration with the Superintendent, will prepare an action plan, if necessary, which will address areas identified as needing clarification, emphasis or improvement. The action plan will be included as an addendum to the evaluation report. If a jointly prepared action plan cannot be agreed upon, the action plan shall be issued by the Superintendent in his or her sole discretion. The Assistant Superintendent and the Superintendent shall sign the evaluation report and action plan. However, failure of the Assistant Superintendent to sign the evaluation or action plan shall have no legal effect upon the Assistant Superintendent's duty to implement the action plan.

d. **Timing.** Following the self-evaluation, a completed evaluation shall be prepared

at least once each school year in accordance with a timeline set by the Superintendent. The Superintendent shall endeavor to complete the evaluation by May 15 of each year. If performance deficiencies become a concern, nothing shall prevent the Superintendent from conducting more than one (1) formal evaluation each school year. The final evaluation, the Assistant Superintendent's self-evaluation, action plans and all related documents shall be placed in the Assistant Superintendent's personnel file.

e. **Agreement Extension/Salary Adjustment.** During each annual evaluation, the Superintendent shall affirmatively determine if the Assistant Superintendent's evaluation is positive. If the evaluation is positive, the Assistant Superintendent's Agreement shall be extended by one (1) school year and the Assistant Superintendent shall be entitled to the two percent (2%) step increase up to the maximum number of steps allowed. If the evaluation is not positive, or if the evaluation is not completed prior to June 30, the Assistant Superintendent's salary and the term of the Agreement shall remain unchanged.

f. **Evaluation Rating.** At the conclusion of each evaluation, the Superintendent shall determine, in writing, on the Assistant Superintendent's written evaluation form, whether or not the evaluation is deemed to be "positive" so that an affirmative decision is made regarding the Assistant Superintendent's entitlement to a step increase and a one-year contract extension. The parties agree that the Assistant Superintendent's written evaluation form shall contain the following statement:

*"The Superintendent determines that the Assistant Superintendent's evaluation for the 20\_\_-20\_\_ school year is [positive/not positive] and she [is/is not] entitled to a two percent (2%) step increase and to a one (1) year Agreement extension. If the evaluation is positive, the parties agree that her Employment Agreement is extended from \_\_\_ to \_\_\_."*

If the evaluation is positive, the Superintendent shall report the results of the evaluation to the Board during a closed session Board meeting. The Board will then report out in open session of the evaluation on the Employment Agreement so that the public remains informed about the length of the Assistant Superintendent's Agreement and the Assistant Superintendent's salary. All contract extensions and salary increases shall be approved at a regular meeting of the Board and final actions by the Board shall be recorded in the Board



meeting minutes.

g. **Compliance with Law.** The parties intend to comply with all applicable laws; however, if the term of this Agreement is interpreted by a court to have been automatically extended commensurate with an automatic increase in compensation in excess of the applicable consumer price index, the increase in compensation provided for that year shall not exceed the limit established by Government Code sections 3511.1 and 3511.2.

6. **Termination of Agreement.** This Agreement shall be terminated by any one of the following:

a. **Mutual Agreement of Both Parties.** This Agreement may be terminated at any time by mutual consent of the Board and the Assistant Superintendent.

b. **Death.** The death of the Assistant Superintendent terminates this Agreement.

c. **Resignation of the Assistant Superintendent.** The Assistant Superintendent may resign, retire, or seek other employment and terminate this Agreement by providing the District with ninety (90) calendar days' advance written notice.

d. **Non-Renewal of Agreement by District.** The Board may elect not to renew this Agreement upon its expiration for any reason by providing written notice to the Assistant Superintendent in accordance with Education Code section 35031 or other applicable provisions of law. If the Board fails to timely give such notice, this Agreement shall be extended only for a period of one (1) year on the same terms and conditions set forth in this Agreement. The Assistant Superintendent shall inform each member of the Board of this notice requirement in writing no less than ninety (90) calendar days in advance of the expiration of this Agreement. Assistant Superintendent's failure to give the 90-day notice constitutes a material breach of this Agreement and cause for termination.

e. **Termination for Disability/Fitness for Duty Examination.** Upon request from the Board or the Superintendent, the Assistant Superintendent shall obtain an examination to determine the Assistant Superintendent's fitness for duty or potential need for accommodation. Following the examination, the Assistant Superintendent shall file the physician's report regarding the Assistant Superintendent's ability to perform the essential functions of the position with the Board. Upon request by the Board or the Superintendent, the

Assistant Superintendent shall undergo an examination by a District appointed physician. Prior to the examination, the Assistant Superintendent agrees to execute District provided medical releases from all treating physicians authorizing the District appointed physician to review all medical records. The District appointed physician shall review this Agreement, the District's job description for the position, and be provided background information related to the duties of the position. The Assistant Superintendent shall submit all costs to the District's insurance carrier. All non-insured costs shall be borne by the District. The physician shall submit a confidential written report to the Board and the Assistant Superintendent addressing the Assistant Superintendent's fitness to perform the job. The physician's report shall specifically indicate whether or not the Assistant Superintendent has any physical or mental impairment that limits the Assistant Superintendent's ability to perform the essential functions of the Assistant Superintendent's position. Only confidential medical information necessary to assess whether the Assistant Superintendent is able to perform the essential functions of the position shall be provided to the Board. If the Assistant Superintendent is determined to be a disabled employee under state or federal law, the physician's report shall indicate what reasonable accommodations, if any, may be available to allow the Assistant Superintendent to perform the essential functions of the position so that the District can make an informed decision about reasonable accommodations. If the District determines that the Assistant Superintendent is disabled and, following an interactive dialogue with the Assistant Superintendent, that the Assistant Superintendent is unable to perform the essential functions of the position, the parties agree that this Agreement may be terminated on six (6) months' written notice or the Assistant Superintendent obtaining CalSTRS disability benefits, whichever occurs first. Termination of this Agreement due to the Assistant Superintendent's inability to perform the essential functions of the position shall terminate the obligations of both parties under this Agreement.

During the pendency of the termination notice, the Assistant Superintendent shall exhaust all accumulated sick leave, vacation entitlements and all other paid leaves. Health and welfare benefits shall remain available to the Assistant Superintendent until the Assistant Superintendent's employment relationship with the District is ended.

f. **Termination for Cause.** The Board may terminate the Assistant Superintendent for: (1) acts done in bad faith to the detriment of the District; (2) refusals or failures to act in accordance with specific provisions of this Agreement or lawful Board directives; (3) breach of this Agreement; (4) unsatisfactory performance as established by at least two written evaluations conducted at least ninety (90) calendar days apart; (5) any grounds enumerated in Education Code sections 44932, 44933, or 44939; (6) conviction of or a “nolo contendere” plea to a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; (7) any act causing the suspension or revocation of any credential held by the Assistant Superintendent; or (8) inability to perform the essential functions of the position, with or without reasonable accommodation.

Notwithstanding Labor Code section 2924, the parties agree that the determination of cause shall be based upon the Board’s reasonable belief in the existence of good cause for termination. The existence of such good cause belief shall authorize the termination of this Agreement and shall extinguish all rights and duties of the parties under this Agreement. If such good cause belief exists, the Board shall meet with the Assistant Superintendent and shall submit a written statement of the grounds for termination and copies of written documents the Board believes support the termination. If the Assistant Superintendent disputes the charges, the Assistant Superintendent shall then be entitled to a conference before the Board in a closed session meeting. The Assistant Superintendent and the Board shall each have the right to be represented by counsel at their own expense. The Assistant Superintendent shall have a reasonable opportunity to respond to all matters raised in the charges. The conference with the Board shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. If the Board, after considering all evidence presented, decides to terminate this Agreement, the Board shall provide the Assistant Superintendent with a written decision. The decision of the Board shall be final. The Assistant Superintendent’s conference before the Board shall be deemed to satisfy the Assistant Superintendent’s entitlement to due process of law and shall be the Assistant Superintendent’s exclusive right to any conference or hearing otherwise required by law. The Assistant Superintendent waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of

this hearing exhausts the Assistant Superintendent's administrative remedies and then authorizes the Assistant Superintendent to contest the Board's determination in a court of competent jurisdiction.

g. **Termination without Cause.** The Board may, for any reason, without cause or a hearing, terminate this Agreement at any time upon prior written notice to the Assistant Superintendent. Prior to terminating this Agreement without cause, the District shall communicate with the Assistant Superintendent about the Assistant Superintendent's employment and the parties shall discuss whether the Assistant Superintendent's employment relationship can be terminated by mutual agreement.

In consideration for exercise of this right, the District shall pay to Assistant Superintendent for the remainder of the unexpired term of this Agreement, or twelve (12) months, whichever is less, a sum equal to the difference between Assistant Superintendent's monthly base salary at the salary rate in effect during the Assistant Superintendent's last month of service and the amount which Assistant Superintendent earns from any other employment-related source (whether as employee, independent contractor, consultant or self-employed).

For purposes of this Agreement, the term "salary" shall include only the Assistant Superintendent's regular monthly base salary and shall not include the value of any other stipends, reimbursements or benefits received under this Agreement. Payments made pursuant to this early termination provision shall be made on a monthly basis. All payments made pursuant to this early termination provision shall be subject to all of District's regular payroll deductions and shall be treated as salary payments.

As a condition of payment, the Assistant Superintendent shall be obligated to seek other employment. Assistant Superintendent shall provide a monthly written statement to the Board President of efforts to secure such employment. If the Assistant Superintendent obtains other employment during this period, the Assistant Superintendent shall immediately notify the Board President in writing and submit evidence of all employment earnings each month. From the date that Assistant Superintendent obtains other employment forward, the District's monthly payments to the Assistant Superintendent shall be offset by an amount equal to the Assistant Superintendent's income from other employment sources during this period, whether such

employment be as consultant, independent contractor or employee.

If the Assistant Superintendent is terminated without cause and elects to retire instead of fulfilling her obligation to seek other employment, the parties agree that, effective upon the date of the Assistant Superintendent's retirement with CalSTRS or CalPERS, the District's obligations to make the payments described in this paragraph shall end. If Assistant Superintendent elects to retire, then Assistant Superintendent shall inform the Board, in writing, of Assistant Superintendent's intent to retire, the Assistant Superintendent shall file the required retirement documents with CalSTRS or CalPERS and, in a timely manner, provide copies of such documents to the Board President.

Subject to the District's insurance carriers' rules, requirements and restrictions, the Assistant Superintendent shall also be entitled to the same District contribution toward health benefits as the Assistant Superintendent was receiving at the time of her termination, for the remainder of the unexpired term of this Agreement, a period of twelve (12) months, or until the Assistant Superintendent obtains other employment, whichever occurs first.

Any such termination shall be in writing, shall specify the effective date of the termination, and shall terminate all of the Assistant Superintendent's employment rights and entitlements with the District. The Assistant Superintendent shall execute a full release of claims against the District and its officers, agents and employees, along with a statement acknowledging that Administrator waives the applicability of California Civil Code section 1542, as a condition for receipt of any severance payments; otherwise, no severance payments shall be required and termination shall be effective nonetheless.

The parties agree that damages to the Assistant Superintendent which may result from the Board's early termination of this Agreement cannot be readily ascertained. Accordingly, the parties agree that the damage payments made pursuant to this early termination clause, along with the District's agreement to provide paid health benefits, constitutes reasonable liquidated damages for the Assistant Superintendent, fully compensates the Assistant Superintendent for all tort, Agreement, and other damages of any nature whatsoever, whether in law or equity, and does not result in a penalty. The parties agree that the District's completion of its obligations under this provision constitutes the Assistant Superintendent's sole remedy to the

fullest extent provided by law. Finally, the parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code sections 53260, et seq.

h. **Termination for Inappropriate Fiscal Practices.** Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that the Assistant Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may terminate the Assistant Superintendent and the Assistant Superintendent shall not be entitled to any cash, salary payments, health benefits or other non-cash settlement as set forth above. This provision is intended to fulfill the requirement of Government Code section 53260.

7. **Notification by Assistant Superintendent Prior to Seeking Other Employment.** If Assistant Superintendent desires to seek employment elsewhere during the term of this Agreement, prior to doing so, Assistant Superintendent shall notify the Superintendent in writing and, upon request, explain the reasons for having an interest in other employment. Assistant Superintendent shall immediately notify the Governing Board if Assistant Superintendent becomes a finalist for any other employment.

8. **Abuse of Office Provisions.** In accordance with Government Code sections 53243 et seq., and as a separate contractual obligation, if the Assistant Superintendent receives a paid leave of absence or cash settlement and this Agreement is terminated for any reason, such paid leave or cash settlement shall be fully reimbursed to the District by the Assistant Superintendent if the Assistant Superintendent is convicted of a crime involving an abuse of office or abuse of the position of Assistant Superintendent. In addition, if the District funds the criminal defense of the Assistant Superintendent against charges involving abuse of office or position and the Assistant Superintendent is then convicted of such charges, the Assistant Superintendent shall fully reimburse the District all funds expended for the Assistant Superintendent's criminal defense.

9. **Annual Reporting Requirements.** Assistant Superintendent shall report the Assistant Superintendent's use of sick leave and vacation days in the same manner as all other District employees.

10. **Tax/Retirement Liability.** The District makes no representations or warranties with respect to any tax or retirement issues stemming from this Agreement. The District shall not be liable for any retirement or state/federal tax consequences to the Assistant Superintendent, any designated beneficiary, heirs, administrators, executors, successors or assigns of the Assistant Superintendent. The Assistant Superintendent shall assume sole responsibility and liability for all state and federal tax consequences and all retirement consequences of this Agreement, including, but not limited to, whether any form of compensation is creditable for purposes of retirement.

11. **Reassignment.** During the term of this Agreement, Assistant Superintendent may be assigned or reassigned to any other duties or positions for which Assistant Superintendent is credentialed. However, reassignment during the term of this Agreement shall not result in a reduction of compensation or benefits during the term of this Agreement.

12. **Mediation.** The Assistant Superintendent and Board agree to make a good faith effort to settle any dispute that arises under this Agreement through discussion and negotiations. If the dispute is not resolved within thirty (30) days, the dispute shall be mediated unless the parties agree otherwise in writing. Both parties shall make a good faith effort to select a mediator and complete the mediation process within sixty (60) calendar days. If the parties cannot agree on a mediator, the mediator shall be appointed by the State Conciliation and Mediation Service or other agreeable mediation service. The mediator's fee, if any, shall be paid by the District. Each party shall bear its own attorney fees and costs. Any mediator selected by the parties shall have expertise in the area of the dispute and be knowledgeable in the mediation process. No person shall serve as mediator in any dispute in which that person has any financial or personal interest in the outcome of the mediation. The mediator's recommendation for settlement, if any, shall not be binding on the parties. Mediation pursuant to this provision shall be private and confidential. Only the parties and their representatives may attend any mediation session. Other persons may attend only with the written permission of both parties. All persons who attend any mediation session shall be bound by the confidentiality requirements of California Evidence Code section 1115 et seq. and shall sign an agreement to that effect.

13. **General Provisions.**
  - a. **Governing Laws and Venue.** This Agreement, and the rights and obligations of the parties, shall be construed and enforced in accordance with the laws of the State of California. The parties also agree that, in the event of litigation, venue shall be the appropriate state court located in San Luis Obispo County, California.
  - b. **Severability.** If any term or provision of the Agreement shall, to any extent, be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining terms and provisions of the Agreement shall continue in effect.
  - c. **Construction.** This Agreement shall not be construed more strongly against either party regardless of who is responsible for its preparation.
  - d. **Entire Agreement.** This Agreement contains all the understandings and agreements between the parties. It supersedes and replaces any prior agreement between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representations, express or implied, not contained in this Agreement.
  - e. **Amendments.** This Agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both parties.
  - f. **Non-Assignment.** This is an Agreement for personal services. The Assistant Superintendent shall have neither the right nor the power to transfer any rights under this Agreement.
  - g. **Board Approval.** The parties agree that the effectiveness of this Agreement is contingent upon approval by the District's Governing Board.
  - h. **Binding Effect.** This Agreement shall be for the benefit of and shall be binding upon all parties and their respective successors, heirs and assigns.
  - i. **Execution of Other Documents.** All parties to this Agreement shall cooperate fully in the execution of any other documents and in the completion of any additional actions that may be necessary or appropriate to give full force and effect to the terms of this Agreement.
  - j. **Exclusivity.** To the maximum extent permitted by law, the parties agree that the employment relationship between the District and the Assistant Superintendent shall be



governed exclusively by the provisions of this Agreement and not by Board policies, administrative regulations, management handbooks or similar documents.

k. **Management Hours.** The parties recognize that the demands of the position will require the Assistant Superintendent to average more than eight (8) hours a day, five (5) days per week, and/or more than 40 hours per week. The parties agree that Assistant Superintendent shall not be entitled to overtime compensation.

l. **Independent Review.** The Parties have had the opportunity to obtain, and have obtained, independent legal or other professional advice with regard to this Agreement, including tax and retirement consequences. The Parties acknowledge that the terms of this Agreement have been read and fully explained and that those terms are fully understood and voluntarily accepted.

m. **Execution.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.

n. **Public Record.** The parties recognize that, once final, this Agreement is a public record and must be made available to the public upon request.

o. **Waiver.** Any waiver of any breach of any term or provision of this Agreement shall be in writing and shall not be construed to be a waiver of any other breach of this Agreement.

p. **Integration.** This Agreement constitutes a complete and exclusive statement of the understanding between the parties with respect to its subject matter. This Agreement supersedes any and all other prior communications between the parties, whether written or oral. All prior agreements between the Board and the Assistant Superintendent and all prior promises, negotiations or representations related to the subject matter of this Agreement not expressly set forth in this Agreement are of no force and effect.

**Indemnity.** As required by Government Code section 995, the District shall defend and indemnify the Assistant Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Assistant Superintendent in the Assistant

Superintendent's individual or official capacity as an agent and employee of the District to the extent required by law. Upon retirement from the District, the Assistant Superintendent will continue to be entitled to defense and indemnity for any actions taken against Assistant Superintendent to the extent required by law.

q. **Form 700.** Assistant Superintendent shall timely complete the required Fair Political Practices Commission Form 700 each year.

r. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument.

Dated: month \_\_, 2023 SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT

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Ellen Sheffer, Board President

**ACCEPTANCE OF OFFER**

I accept the above offer of employment and the terms and conditions thereof and will report for duty as directed above.

I have not entered into an Agreement of employment with the Governing Board of another school district or any other employer that will in any way conflict with the terms of this Employment Agreement.

I certify under penalty of perjury under the laws of the State of California that all statements contained in my application for employment and other documents I submitted in connection with my application are true and complete. I understand that if the District discovers false, incomplete, or misleading statements on my application or any other documents I have submitted in connection with my application, such statements shall justify immediate dismissal for cause.

Dated: month \_\_, 2023

\_\_\_\_\_  
Lisa Yamashita  
Assistant Superintendent, Educational Services

This Agreement was approved by the Governing Board in open session at a regularly called meeting held on month \_\_, 2023.