

Karst Brandsama Contract & Addendum 2017-2018

SOUTH KITSAP SCHOOL DISTRICT NO. 402
PORT ORCHARD, WASHINGTON
INTERIM SUPERINTENDENT'S CONTRACT
2017-2018

THIS AGREEMENT is entered into by and between the Board of Directors (the "Board") of South Kitsap School District No. 402, Kitsap County, Washington (the "District") and **Karst Brandsma** (the "Interim Superintendent").

WHEREAS, the District and the Interim Superintendent desire to enter into a contract whereby the Interim Superintendent will perform services as such for the District for a period of one year on terms and conditions acceptable to both parties; and

WHEREAS, the contract shall include 213 workdays. Vacation, extra days and holidays are specifically excluded from this contract work year; and

WHEREAS, the Board in accordance with its action as has approved this revised contract found in the minutes of the Board meeting held on May 17, 2017.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, the parties agree as follows:

1. The Interim Superintendent agrees that, for a term commencing on the 1st day of July 2017 and ending on the 30th day of June 2018, he will perform the duties of the Superintendent of the District, and the District agrees to employ the Interim Superintendent for said period as its Superintendent.
2. The Interim Superintendent's base annual salary for the 2017-2018 contract year (July 1, 2017 to June 30, 2018) shall be \$176,260 payable in equal monthly installments beginning on July 31, 2017. The District and the Interim Superintendent agree that any per dicm calculations shall be calculated on a rate of 1/213 of the annual base salary.
3. Also payable in salary shall be a stipend for (a) the District Professional Development Plan, which shall be \$3595 and (b) an Individual Professional Development Plan, which shall be \$8,104. These professional development stipends shall be payable, in accordance with established payroll procedures, upon completion of the District's administrative professional development program. The Board shall, by June 30 of each school year, be provided with an annual report of the Interim Superintendent's professional development activities.
4. The Interim Superintendent shall be eligible to participate in a tax-sheltered annuity and/or deferred compensation program; such annuity/deferred compensation program to be selected by the Interim Superintendent. The annual salary set forth under number 2. (Above) shall be augmented by District funds in an amount equal to \$19,776 (nineteen thousand seven hundred and seventy-six dollars) per year to be applied to the purchase of his annuity and/or deferred compensation program. The annuity or deferred compensation program shall be available to the Interim Superintendent on the same basis as tax-sheltered annuities and deferred compensation programs are made available to all District employees generally. It is intended that, to the extent permitted by law, any amounts

invested in a tax-sheltered annuity or deferred compensation program on behalf of the Interim Superintendent will be excluded from the gross income of the Interim Superintendent under sections 402(g), 403(b), and/or 414(v) of the Internal Revenue Code.

5. The Interim Superintendent shall receive \$400 per month to defray costs incurred in using his own vehicle for business-related travel within District boundaries. The Board has determined that such payment is less costly to the school district than providing an automobile for official travel. Authorized automobile travel outside District boundaries shall be reimbursed in accordance with Board policy and procedure.
6. The Interim Superintendent shall be paid \$75 per month in lieu of reimbursement of the actual cost for use of his personal cell phone for business purposes.
7. Except as specifically provided for herein, the Interim Superintendent shall be provided with at least the same fringe benefits, including leaves, participation in the District's attendance incentive program, contributions to insurance plans, and reimbursements as are other certificated administrators of the District.
8. The Interim Superintendent shall attend appropriate professional meetings at the local, state, and national level when authorized by the Board to do so. The District in accordance with Board policy and procedure shall incur the necessary and reasonable expenses of attendance at authorized meetings. The attendance at various community events shall be integral to the Interim Superintendent's duties, and the District shall reimburse costs associated with participation in such activities.
9. The District shall pay dues and association fees for the Interim Superintendent's membership in the following organizations: American Association of School Administrators (AASA); the Washington Association of School Administrators (WASA); two (2) additional professional organizations for educators and/or public administrators, subject to prior approval by the Board of Directors; and two (2) local civic or service organizations, subject to prior approval by the Board of Directors, in accordance with District policy and procedure.
10. Consistent with law, the Interim Superintendent agrees to have a comprehensive medical examination not less than once every two (2) years and not more often than once each year. A statement certifying to the medical competency of the Interim Superintendent shall be filed with the Board and treated as confidential information by the Board. The cost of the medical report and the examination shall be borne by the District.
11. The Interim Superintendent shall perform all of the duties normally required of a Superintendent of a public school district in the State of Washington and such duties as are prescribed by the laws of the State of Washington and by policies, procedures, rules, and regulations of the Board, the State Superintendent of Public Instruction, and the State Board of Education.
12. The Interim Superintendent shall devote his full time, skill, and attention to the services of the District and to the promotion of the District's interests. With prior written approval from the Board, the Interim Superintendent may engage in consultative work, speaking engagements, writing, lecturing or other outside businesses or enterprises that do not conflict with his duties as Interim Superintendent.

13. The Interim Superintendent may, during non-contractual time, engage in other work or business activities provided that such activities are not detrimental to or in conflict with the Interim Superintendent's performance of duties under this contract, and provided that the Interim Superintendent shall not use District staff, equipment or supplies in furtherance of such other activities. The Interim Superintendent shall provide advance notice to the Board of such activities at the time he decides to engage in them.
14. The Interim Superintendent shall fulfill all of the terms of this contract and all other requirements imposed by law. The Interim Superintendent shall be subject to discharge for sufficient cause, as provided by law.
15. The Interim Superintendent shall have freedom to recommend to the Board the organization, reorganization, and arrangement of the administrative and supervisory staff in such manner as in his judgment best serves the interest of education and the District. The Interim Superintendent shall handle the administration of instruction and the business affairs of the District with the assistance of the staff. It is the responsibility of the Interim Superintendent to recommend to the Board the selection, placement, and transfer of all personnel within the District in accordance with the state statutes and the policies and regulations adopted by the Board. Nothing contained in this paragraph shall authorize the Interim Superintendent to perform any act which under the statutes of the State of Washington cannot be delegated by the Board to the Interim Superintendent.
16. The Interim Superintendent agrees to reside in the District during the time covered by this agreement. The District shall compensate the Interim Superintendent an amount of \$1,100 per month to partially offset the expense of creating and maintaining a second household within the District boundaries. This amount shall be due upon the Interim Superintendent's establishment of a residence within the district, and each month thereafter after for the duration of this contract.
17. The board shall evaluate the Interim Superintendent's performance by devoting all or a portion of two meetings annually, no later than May 31 of each contract year, to discuss the working relationship of the Interim Superintendent and the Board, along with the Board's evaluation of the Interim Superintendent's performance. The Board, by February 1, will inform the Interim Superintendent of its perception of the Interim Superintendent's performance. The Board, individually and collectively, will refer promptly to the Interim Superintendent, for study and recommendations, all significant criticisms, complaints, and suggestions relating to the operation of the District called to their attention.
18. By February 1st of each contract year, the Interim Superintendent shall inform the Board, in writing, as to whether he/she intends to return to his position for the following school or if he/she intends to seek employment elsewhere.
19. The Board may terminate this contract at any time after the Interim Superintendent has been absent from his employment for whatever cause for a continuous period of six (6) months beyond his total accumulated sick leave and vacation by written notice to him/her. The Board reserves the right to require the Interim Superintendent to submit to a medical examination, physical and/or mental, when the Board deems the Interim Superintendent disabled. The physician(s) shall be selected by the Interim Superintendent from among three Board nominees and the examination shall be paid for by the District. If the Interim Superintendent is certified to be disabled such that he cannot perform the essential functions of his duties, with or without accommodation, the Board may terminate this contract. In the event of termination of this contract due to extended absence or

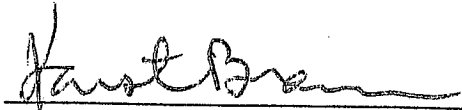
disability, any further obligations of the Board under this contract shall thereupon cease, provided that, in the event of termination due to disability, the Board will reassign the Interim Superintendent to inactive administrator status for the period of his accumulated sick leave and/or vacation entitlements.

20. The District shall defend and hold harmless the Interim Superintendent from any claim, action, or legal proceeding arising out of the Interim Superintendent's performance or failure of performance of duties for, or employment with, the District, provided that the Interim Superintendent was acting in good faith and within the scope of his employment and in compliance with the policies and procedures of the District. Where the District so defends the Interim Superintendent, it will indemnify the Interim Superintendent against any resulting judgment or settlement payment. The District's obligations under this paragraph are limited to civil claims and litigation. They shall not apply to action by the District relating to the Interim Superintendent's employment status, and are only effective to the extent that they are within the authority of the District under the laws of the State of Washington.

21. This contract shall be construed and interpreted in accordance with the laws of the State of Washington.

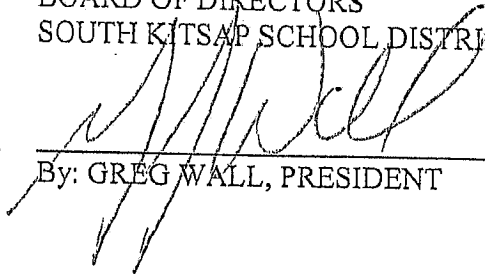
IN WITNESS WHEREOF, we have hereunto subscribed our names this 17th day of May 2017.

INTERIM SUPERINTENDENT



KARST BRANDSMA

BOARD OF DIRECTORS
SOUTH KITSAP SCHOOL DISTRICT



By: GREG WALL, PRESIDENT

COPY

South Kitsap School District No. 402
Port Orchard, Washington

June 20, 2018

ADDENDUM 1 TO INTERIM SUPERINTENDENT'S CONTRACT

IT IS AGREED by and between the Board of Directors of South Kitsap School District No. 402 and Karst Brandsma that the Board, in accordance with the Board's action at its regular meeting on June 20, 2018, does hereby amend the Contract between the parties, dated May 17, 2017 in the manner set forth below.

The Superintendent's contract shall be extended for one year, commencing July 1, 2018, and ending June 30, 2019.

Addition to Section 2

Should the State provide a cost-of-living increase during the period of this Agreement, the District will apply that increase consistent with other certificated administrators.

Replacement of Section 3

The stipend for the Interim Superintendent's Professional Development Plan for 2018-2019 shall be calculated the same as other certificated administrators minus 1%. The Board shall by June 30 of each school year, be provided with an annual report of the Interim Superintendent's professional development activities.

Addition to Section 7

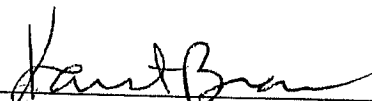
Plus five (5) non-contract days.

Replacement to Section 18

By December 15, 2018, the Interim Superintendent shall inform the Board, in writing, as to whether he intends to return to his position for the following school year or if he intends to seek employment elsewhere.

All other terms of the May 17, 2017 Contract as amended shall remain in effect

By signing this first Addendum, Karst Brandsma and the Board agree to its terms.
Accepted this 20th day of June 2018.



Karst Brandsma, Superintendent

ACCEPTANCE APPROVED:

Kitsap County, Washington

BOARD OF DIRECTORS

South Kitsap School District No. 402



Ms. Rebecca Diehl, Board President

SKSD_000005



South Kitsap School District

We invite you to apply for the position of
Executive Director
For School and Staff Support

*If you share our commitment to collaborative, enthusiastic, and child-centered leadership,
we would like to hear from you!*

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like to hear from you!*

Interim Superintendent
Karst
Brandsma

Board of Directors
Rebecca Diehl, President
Keith Garton, Vice President
Greg Wall, Liz Sebren, and Seward Stevens

Professional Qualifications

- Master's degree with a major in educational administration or appropriate related field.
- Valid Washington State Administrator Certificate.
- Successful experience in public school administration and staff/program supervision
- Demonstrated ability to work with administrators.
- Experience in planning, budgeting, and supervising federal and special programs preferred.

Conditions of Employment

Total base salary is \$113,549.00-122,937.00. A doctorate is compensated at an additional stipend of \$2,500.00

- 260 scheduled workdays annually, excluding vacation, holidays, and non-work days. Retirement, medical, dental, disability, and life insurance benefits are offered through the District's designated providers.
- Washington State law requires all new employees to have a state and national fingerprint background check. The successful candidate will be employed on a conditional basis, subject to a satisfactory background check and approval by the Board of Directors.

Selection Timelines

Formal search initiated..... April 12, 2018

Closing date..... April 27, 2018

All materials must be submitted by April 27, 2018 by 4:00 p.m., for a candidate to receive consideration. Interviews for selected applicants are tentatively set for May 3rd & 4th, 2018.

Application Process

To complete an online application, go to <https://www.skschools.org/cms/one.aspx?pageId=158639> and select Employment.

Direct questions to:

Jerry Holsten

Director of Human Resources

South Kitsap School District
2689 Hoover Ave SE
Port Orchard, WA 98366
PHONE: (360) 874-7006 FAX: (360) 874-7076

A completed applicant file must include:

- Completed District Administrative Certificated Online Application
- Cover Letter
- A Résumé
- Completed Applicant Disclosure Form
- Copy of WA State Administrator Certificate
- Copies of Transcripts (Unofficial)
- 3 Letters of Reference

We Want an Executive Director of School and Staff Support Who Will:

- Work with administrators and staff to create and implement school improvement plans, including instructional change and support strategies.
- Assist the District and building level administrators in the formulation of philosophy, goals and objectives of the District, and interpret District policy for the schools.
- Respond to the public, patrons, and staff on a wide variety of teaching and learning matters, investigate and resolve complaints and serve as a liaison between school buildings and the Superintendent.
- Assist with hiring of staff.
- Provide leadership and support for school and family community engagement programs, such as Family Friendly Schools, Boys and Girls Clubs, YMCA, etc.
- Plan, coordinate, and implement District programs such as Home/Hospital education and nursing services for District students.
- Oversee the District Athletic Directors.
- Participate as an active member of the Leadership Team.
- Administer provisions of collective bargaining agreements.
- Provide leadership in the areas of attendance, inclusive of Truancy Board and discipline
- Represent SKSD on the Kitsap Community Resources (KCR) Board of Directors.

The Individual Selected as the Executive Director of School and Staff Support Will Have Successfully Demonstrated the Ability to...

- Provide leadership for the development and implementation of District-wide instructional improvement goals and effective strategies for continuous school improvement.
- Facilitate a positive image among staff, agencies, parents, and the community.
- Deal constructively with interpersonal issues.
- Communicate and serve as liaison with schools, the community, parents, outside agencies, departments, and others; administer district policies and procedures.
- Provide reports regarding federal and state projects to the superintendent, principals, and parents as they become available.
- Communicate and implement policies, procedures, decisions, and rationale to constituent groups.
- Work effectively and collaboratively with people of diverse backgrounds and needs including staff, students, parents, and community.
- Assist in the planning, implementation, and evaluation of activities related to school improvement plans throughout the district.
- Work with group processes, problem solving, and conflict resolution.
- Use effective written and oral communication skills in interactions with staff, the School Board, parents, and community groups.
- Provide expertise to district managers in dealing with staff evaluation, including development and monitoring of improvement plans, and recommendations for termination of employment or nonrenewal of contracts.

- Provide training to district administrators to ensure that personnel policies and procedures are understood and implemented fairly and consistently.
- Supervise and evaluate identified staff and provide leadership and direction to programs under the supervision of those employees.

South Kitsap School District

South Kitsap School District is the second largest school district in Kitsap County and has the largest three year high school in Washington State. South Kitsap School District serves nearly 10,500 students within its 360 square miles. As the largest employer in Port Orchard, South Kitsap School District is proud to have knowledgeable and dedicated staff found among the 1,200 employees, 693 of whom are teachers. Average tenure of our teachers is approximately 15 years, including 94 teachers who have each provided more than 25 years of service!

Located between the blue waters of Puget Sound and the spectacular peaks of the Olympic Range and the Cascade Mountains, the area offers some of the finest recreational opportunities found anywhere in the country. Close to the urban amenities of Seattle, it offers the lifestyle and values of a small community.

Application Procedure: Complete the online application at www.skschools.org and apply to the position(s) to which you are qualified within your online application.

Submitting and completing your online application and applying to open positions ensures immediate availability of your data to our hiring administrators.

PRINCIPALS AND HIRING ADMINISTRATORS CONSIDER ONLY THOSE APPLICANTS WITH COMPLETE AND CURRENT APPLICATIONS.

Positions close at 4:00 p.m. on the final day of posting. Your online application, all supporting documents, and required District Testing (if applicable-see job posting when applying) must be submitted by the closing date for an applicant to be considered for a position.

If you need assistance with this process, please contact Human Resources at (360) 874-7074 or email skjobs@skschools.org.

The South Kitsap School District #402 complies with all state and federal rules and regulations and does not discriminate in any employment, programs, or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, marital status, sexual orientation, gender expression or identity, disability, or the use of trained dog guides or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator
Shelby MacMeekin
2689 Hoover Ave SE
Port Orchard, WA 98366
(360) 443-3626

macmeekin@skschools.org

Section 504 Coordinator
Robin Christman
2689 Hoover Ave SE
Port Orchard, WA 98366
(360) 443-3627
christmanr@skschools.org

Compliance Coordinator/ADA
Jerry Holsten
2689 Hoover Ave SE
Port Orchard, WA 98366
(360) 874-7006
holsten@skschools.org

South Kitsap School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services, and activities. For information regarding translational bilingual education programs, contact the Executive Director of Teaching and Learning at (360) 874-7050.

All Employees are required to furnish proof of identity and employment authorization status.

The South Kitsap School District is committed to providing a drug-free, tobacco-free environment for all persons-students, community and staff.

Any offer of employment with the South Kitsap School District is on a conditional basis pending the successful completion of an FBI and Washington State Patrol fingerprint background check.