



**RESOLUTION NO. 1290
AUTHORIZATION TO EMPLOY DEPUTY SUPERINTENDENT FOR
2019-2020 SCHOOL YEAR**

WHEREAS, the Board of Directors of South Kitsap School District No. 402 has a statutory obligation to employ the Deputy Superintendent by written contract annually;

WHEREAS, it is essential to the success of the District's educational program that the staffing processes, including issuance of the Deputy Superintendent contract, be completed in a timely manner;

NOW, THEREFORE, BE IT RESOLVED:

1. That individual employment contracts (in the forms attached hereto) shall be issued forthwith to the following Deputy Superintendent for 2019-2020:

Villars, Jay- District Deputy Superintendent

2. It is agreed upon to revisit salaries mid-year consistent with the Certificated and Classified Administrators.

ADOPTED by the Board of Directors of South Kitsap School District No. 402, Kitsap County, Washington, at a regular meeting thereof, held on the 5th day of June 2019.

Rebecca Diehl, President

Keith Garton, Vice President

Gregory Wall, Director

Elizabeth Sebren, Director

Eric Gattenby, Director

ATTEST:

Karst Brandsma
Superintendent/Secretary to the Board

SOUTH KITSAP SCHOOL DISTRICT NO. 402
Port Orchard, Washington
DEPUTY SUPERINTENDENT CONTRACT
2019-2020

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 Jay M. Villars (the "Deputy Superintendent").

WITNESSETH:

WHEREAS, the District and the Deputy Superintendent desire to enter into a contract whereby the Deputy Superintendent will perform services as such for the District for a period from July 1, 2019, through June 30, 2020 on terms and conditions acceptable to both parties; and

WHEREAS, this contract has been approved by the Board of Directors in accordance with its action as found in the minutes of the Board meeting held on 06/05/2019;

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

The Deputy Superintendent agrees that for a term commencing on the 1st day of July 2019 and ending on the 30th day of June 2020, he will perform the duties of the Deputy Superintendent of the District, and the District agrees to employ the Deputy Superintendent as such for said period.

1. Compensation: In consideration of the employee's performance under this contract, the compensation provided in this contract may be revised pursuant to a Board Resolution.
2. Commencing July 1, 2019, the Deputy Superintendent's annual salary shall be one hundred fifty-nine thousand, five hundred sixty-nine dollars (\$159,569). The compensation provided herein may not be reduced unless the District would otherwise be in violation of law. The Deputy Superintendent's annual salary shall be payable in equal monthly installments, the first installment being due on the 31st day of July 2019. 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.
3. The District shall also compensate the Deputy Superintendent for up to eight (8) days of additional work, at the per diem rate of 1/213th of the base salary for conferences, workshops, meetings and duties executed on weekends. Which days shall be documented and approved by the Superintendent, reported in half or full day increments and claimed at the Deputy Superintendent's discretion.

The Deputy Superintendent shall be paid \$400 per month to defray costs incurred in using his own vehicle for business-related travel within District boundaries. Official travel outside of district boundaries will be reimbursed at the current IRS mileage rate. Pursuant to RCW 42.24.090, the Board has determined that such payment is less costly to the District than providing automobiles for official travel. The Deputy 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.

The District, at the request of the Deputy Superintendent, and in accordance with applicable state statutes and regulations, shall periodically withhold and transfer an amount of salary, said amount to be determined by the Deputy Superintendent, to permit him to participate in tax-deferred annuity programs in accordance with law and District policy.

The Deputy Superintendent shall accrue thirty (30) days of vacation annually, exclusive of holidays. Up to thirty (30) days of unused vacation may be carried forward from one contract year to another. In light of the Deputy Superintendent's wide range of responsibilities, which may materially limit his ability to utilize vacation, he may elect to receive compensation for up to ten (10) days of unused vacation at his daily per-diem rate, 1/213th. Upon the termination of the Deputy Superintendent's contract, regardless of cause, the Deputy Superintendent shall receive compensation at his daily per-diem rate (1/213th) of the then-applicable salary rate (inclusive of any tax-deferred annuity contribution) for unused vacation days, to a maximum number that will ensure that the unused vacation days converted to per diem compensation pursuant to this paragraph will not exceed thirty (30) earned in any consecutive two (2) years, July 1 to June 30; provided, that no payment of accumulated vacation days at termination shall be made to the extent such payment, when considered together with any election to receive compensation for unused vacation days on an annual basis as provided in this section would cause the District to incur liability to the Department of Retirement Systems under chapter 41.50 RCW for "excess compensation." Vacation accounting will be on a first-in, first-out basis.

4. The Deputy Superintendent shall receive the following holidays: New Year's Day, the day before or after New Year's Day as determined by the District, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, and the day prior to or after Christmas, as recognized by the District.
5. The Deputy 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, reimbursements, etc. as are generally provided to certificated administrators of the District.
6. The Deputy Superintendent shall attend appropriate professional meetings at the local, state, and national level when authorized by the Superintendent to do so. The necessary and reasonable expenses of attendance at authorized meetings shall be reimbursed to the Deputy Superintendent by the District. In addition, and at his option, the Deputy Superintendent may participate in the Board-approved professional development program for administrative staff pursuant to Board policies and procedures. The stipend for the District Professional Development Plan for 2019-2020 shall be calculated at 7.5% of base.

As appropriate for this position, the Board may hereafter determine that the District shall pay dues and professional association fees for the Deputy Superintendent's membership in up to three (3) organizations, subject to approval of the Superintendent. In addition, the Deputy Superintendent is expected to join and be active in various civic organizations that benefit the community. The Deputy Superintendent may be eligible for payment of civic dues pursuant to Board policy and procedure, which includes prior approval of the Superintendent.

7. The Deputy Superintendent shall fulfill all of the terms of this contract and all other requirements of law and Board policy. The Deputy Superintendent shall also be subject to discharge for sufficient cause as provided by law.
8. The Superintendent shall provide for the periodic and annual evaluation of the Deputy Superintendent in accordance with Board policies and procedures.

IN WITNESS WHEREOF, we have hereunto subscribed our names.

DEPUTY SUPERINTENDENT

BOARD OF DIRECTORS
SOUTH KITSAP SCHOOL DISTRICT NO. 402

Jay Villars

Date

Karst Brandsma, Superintendent/
Secretary to the Board

Date



**RESOLUTION NO. 1289
AUTHORIZATION TO EMPLOY ASSISTANT SUPERINTENDENT
FOR 2019-2020 SCHOOL YEAR**

WHEREAS, the Board of Directors of South Kitsap School District No. 402 has a statutory obligation to employ the Assistant Superintendent by written contract annually;

WHEREAS, it is essential to the success of the District's educational program that the staffing processes, including issuance of the Assistant Superintendent contract, be completed in a timely manner;

NOW, THEREFORE, BE IT RESOLVED:

1. That individual employment contracts (in the forms attached hereto) shall be issued forthwith to the following Assistant Superintendent for 2019-2020:

Farmer, Jennifer- Assistant Superintendent of Business and Operations

2. It is agreed upon to revisit salaries mid-year consistent with the Certificated and Classified Administrators.

ADOPTED by the Board of Directors of South Kitsap School District No. 402, Kitsap County, Washington, at a regular meeting thereof, held on the 5th day of June 2019.

Rebecca Diehl, President

Keith Garton, Vice President

Gregory Wall, Director

Elizabeth Sebren, Director

Eric Gattenby, Director

ATTEST:

Karst Brandsma
Superintendent/Secretary to the Board

SOUTH KITSAP SCHOOL DISTRICT NO. 402
Port Orchard, Washington
ASSISTANT SUPERINTENDENT CONTRACT
2019-2020

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 Jennifer A. Farmer (the "Assistant Superintendent").

WITNESSETH:

WHEREAS, the District and the Assistant Superintendent desire to enter into a contract whereby the Assistant Superintendent will perform services as such for the District for a period from July 1, 2019, through June 30, 2020 on terms and conditions acceptable to both parties; and

WHEREAS, this contract has been approved by the Board of Directors in accordance with its action as found in the minutes of the Board meeting held on 06/05/2019;

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

1. The Assistant Superintendent agrees that for a term commencing on the 1st day of July 2019 and ending on the 30th day of June 2020, she will perform the duties of the Assistant Superintendent for Business Services and Operations of the District, and the District agrees to employ the Assistant Superintendent as such for said period.
2. Compensation: In consideration of the employee's performance under this contract, the compensation provided in this contract may be revised pursuant to a board resolution.
3. Commencing July 1, 2019, the Assistant Superintendent's annual salary shall be one hundred forty-five thousand, nine hundred seventy-seven dollars (\$147,977). The compensation provided herein may not be reduced unless the District would otherwise be in violation of law. The Assistant Superintendent's annual salary shall be payable in equal monthly installments, the first installment being due on the 31st day of July 2019. 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.
4. The District shall also compensate the Assistant Superintendent for up to eight (8) days of additional work, at the per diem rate of 1/213 of the base salary for conferences, workshops, meetings and duties executed on weekends. Which days shall be documented and approved by the Superintendent, reported in half or full day increments and claimed at the Assistant Superintendent's discretion.
5. The Assistant Superintendent shall be paid \$400 per month to defray costs incurred in using her own vehicle for business-related travel within District boundaries. Official travel outside of district boundaries will be reimbursed at the current IRS mileage rate. Pursuant to RCW 42.24.090, the Board has determined that such payment is less costly to the District than providing automobiles for official travel. The Assistant Superintendent shall be paid \$75 per month in lieu of reimbursement of the actual cost for use of her personal cell phone for business purposes.
6. The District, at the request of the Assistant Superintendent, and in accordance with applicable state statutes and regulations, shall periodically withhold and transfer an amount of salary, said amount to be determined by the Assistant Superintendent, to permit her to participate in tax-deferred annuity programs in accordance with law and District policy.

The Assistant Superintendent shall accrue thirty (30) days of vacation annually, exclusive of holidays. Up to thirty (30) days of unused vacation may be carried forward from one contract year to another. In light of the Assistant Superintendent's wide range of responsibilities, which

may materially limit her ability to utilize vacation, she may elect to receive compensation for up to ten (10) days of unused vacation at her daily per-diem rate, 1/213th. Upon the termination of the Assistant Superintendent's contract, regardless of cause, the Assistant Superintendent shall receive compensation at her daily per-diem rate (1/213th) of the then-applicable salary rate (inclusive of any tax-deferred annuity contribution) for unused vacation days, to a maximum number that will ensure that the unused vacation days converted to per diem compensation pursuant to this paragraph will not exceed thirty (30) earned in any consecutive two (2) years, July 1 to June 30; provided, that no payment of accumulated vacation days at termination shall be made to the extent such payment, when considered together with any election to receive compensation for unused vacation days on an annual basis as provided in this section would cause the District to incur liability to the Department of Retirement Systems under chapter 41.50 RCW for "excess compensation." Vacation accounting will be on a first-in, first-out basis.

7. The Assistant Superintendent shall receive the following paid holidays: New Year's Day, the day before or after New Year's Day as determined by the District, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving Day, Christmas Day, and the day prior to or after Christmas, as recognized by the District.
8. The Assistant 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, reimbursements, etc. as are generally provided to certificated administrators of the District.
9. The Assistant Superintendent shall attend appropriate professional meetings at the local, state, and national level when authorized by the Superintendent to do so. The necessary and reasonable expenses of attendance at authorized meetings shall be reimbursed to the Assistant Superintendent by the District. In addition, and at her option, the Assistant Superintendent may participate in the Board-approved professional development program for administrative staff pursuant to Board policies and procedures. The stipend for the District Professional Development Plan for 2019-2020 shall be calculated at 8% of base.
10. As appropriate for this position, the Board may hereafter determine that the District shall pay dues and professional association fees for the Assistant Superintendent's membership in up to three (3) organizations, subject to approval of the Superintendent. In addition, the Assistant Superintendent is expected to join and be active in various civic organizations that benefit the community. The Assistant Superintendent may be eligible for payment of civic dues pursuant to Board policy and procedure, which includes prior approval of the Superintendent.
11. The Assistant Superintendent shall fulfill all the terms of this contract and all other requirements of law and Board policy. The Assistant Superintendent shall also be subject to discharge for sufficient cause as provided by law.
12. The Superintendent shall provide for the periodic and annual evaluation of the Assistant Superintendent in accordance with Board policies and procedures.

IN WITNESS WHEREOF, we have hereunto subscribed our names.

ASSISTANT SUPERINTENDENT

BOARD OF DIRECTORS
SOUTH KITSAP SCHOOL DISTRICT NO. 402

Jennifer A Farmer

Date

Karst Brandsma, Superintendent/
Secretary to the Board

Date