

MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT
EMPLOYMENT AGREEMENT FOR
CHIEF HUMAN RELATIONS OFFICER (ASSISTANT SUPERINTENDENT)

This employment agreement (“Agreement”) is between the Board of Trustees of the Mountain View Whisman School District (“the Board” or “District”) and Tara Vikjord, Chief Human Relations Officer (“Assistant Superintendent”). The parties hereby mutually agree as follows:

1. TERM

At a meeting of the Board held on the 10th day of February, 2022, it was moved, seconded, and carried to the employ the Assistant Superintendent subject to the terms and conditions hereinafter set forth. The District hereby employs the Assistant Superintendent for a period beginning July 1, 2021 and terminating June 30, 2024. ON an annual basis, and following the annual evaluation under paragraph four (4) hereof, provided the “Overall Assessment” contained in the Assistant Superintendent annual evaluation states that she is performing at least at a “satisfactory” level (numerical ranking of at least 3.0), the Board shall consider whether to extend the term of employment hereunder for an additional year, with the effect that the remaining term after the extension shall be three (3) years. If the Board elects not to renew or extend the term of the Contract, the contract shall remain in full force and effect until the expiration of the Contract pursuant to its terms.

2. SALARY

- A. The Assistant Superintendent’s base annual salary for the 2021-2022 school year will be \$232,522.50 payable in twelve equal monthly payments. For the year 2022-2023 the annual salary shall increase to \$249,078.10. For the year 2023-2024 the annual salary shall increase to \$266,812.46. The salary for each of the subsequent years of the Contract will be based upon the yearly evaluation by the Superintendent of the Assistant Superintendents execution of her responsibilities. A change in salary shall not constitute the creation of a new Agreement nor extend the term of this Agreement. It is agreed that the salary paid to the Assistant Superintendent for each subsequent years of the Contract shall not be less than the first year, nor less than the amount dictated by Section 2.B.
- B. Salary Increment Steps. The Assistant Superintendent shall advance one step increment each year of the Contract (on July 1). One step increment shall be equal to 3% of the Assistant Superintendent’s salary during the prior Contract year. The dollar amount of this step increment is already included within the annual salary set forth in section 2(A) above for the 2021-2022, 2022-2023, 2023-2024 contract years.

3. DUTIES & RESPONSIBILITIES

The Assistant Superintendent shall be a senior classified management employee pursuant to Education Code section 45108.5 and shall be responsible for the business and fiscal operations of the District. The Assistant Superintendent shall execute all powers and duties in accordance with the policies adopted by the Board and the rules and regulations of the State Board of Education. She shall have such additional powers and duties which are delegated to her by the Superintendent. She shall report directly to the Superintendent and may function as such in the Superintendent's absence.

4. EVALUATION

The Superintendent shall evaluate the performance of the Assistant Superintendent at least once per year. Assistant Superintendent will submit to the Superintendent an annual self-evaluation and reflection prior to the end of the school year. This evaluation normally will take place prior to July 1. A copy of the written evaluation will be given to the Assistant Superintendent and a copy will be placed in the Assistant Superintendent's personnel file.

The Assistant Superintendent's evaluation process may include:

1. Alignment with District goals.
2. Input from certificated/classified staff and parents, and students.
3. Self-evaluation and self-reflection (may include portfolio data).
4. Superintendent input (includes information from visits, observation, etc.)

The Superintendent may provide written recommendations for strengthened performance. In the event the Superintendent determines that the performance of the Assistant Superintendent is unsatisfactory in any respect, the Superintendent shall describe in writing the unsatisfactory performance, and indicate what the Assistant Superintendent must improve and accomplish. The Superintendent shall conduct a subsequent evaluation of the Assistant Superintendent within six (6) months of the written statement of unsatisfactory performance.

5. FRINGE BENEFITS

The Assistant Superintendent shall be granted such fringe benefits of employment as are granted to other management employees or the District's certificated employees as defined in the District-MVEA contract, except as otherwise set forth in this Agreement.

Sick leave will accrue at the rate of 1 day per month worked with a total of 12 days per school year. Unused sick leave shall accumulate from year to year. At the time of termination of this Agreement,

the Assistant Superintendent shall be entitled to compensation for all accrued sick days at the per diem rate of her then final salary.

6. VACATION AND HOLIDAYS

Vacation shall not be granted to the Assistant Superintendent, however, he is entitled to all holidays observed by the District. Assistant Superintendent shall not accrue vacation time, and work performed on holidays (as defined in Education Code sections 37220 and 37221) or weekends shall not be credited toward days of service, except as provided herein or with the approval of the Board. Each year the Assistant Superintendent may elect to work up to five (5) additional days of service, in excess of the 224, for which she shall be compensated at her per diem rate with all necessary contributions deducted. Work performed in excess of 229 days of service will not be compensated, except with the approval of the Superintendent.

7. EXPENSE ALLOWANCE

The Assistant Superintendent's dues as a member of ACSA and an association of her choice (related to her role) will be paid by the District.

8. SERVICE

The Assistant Superintendent shall be required to render Two Hundred Twenty-Four (224) days of full and regular service to the District during the school year. The 224-day work year includes sick leave and personal necessity leave. Specific work days for the Assistant Superintendent 224-day work year will be approved by the Superintendent. The Assistant Superintendent will complete a work year calendar for approval by the Superintendent prior to July 1 of the contract year.

9. EARLY TERMINATION

This Agreement may be terminated in advance of the termination date set forth herein by the following:

1. The Assistant Superintendent shall have the option to terminate this Agreement by providing the Board with written notice of intent to terminate. This notice shall be provided no less than ninety (90) days prior to the termination date. The Assistant Superintendent and the Board may mutually agree to a terminate notice of less than ninety (90) days.
2. For cause, including but not limited to breach of contract, any ground enumerated in Education Code section 44932 et seq., or for the Assistant Superintendent's failure to perform responsibilities as set forth in this Agreement or as defined by law.
3. Notwithstanding any other provision of this Agreement, the Board, without cause, in its

sole discretion, shall have the option to unilaterally terminate this Agreement upon the provision of written notice of such termination to the Assistant Superintendent. In consideration for the exercise of this right, the District shall pay to the Assistant Superintendent, from the date of termination until the expiration of this Agreement, or for a period of six (6) months, whichever is less, a sum equal to the difference between the Assistant Superintendent's salary at the rate in effect during the Assistant Superintendent's last month of service.

10. APPLICABLE LAW

This Agreement is subject to all applicable laws of the State of California, rules and regulations of the State Board of Education, and rules and regulations and policies of the Board, all of which are made a part of the terms and conditions of this contract as though set forth herein. The parties also agree that, in the event of litigation, venue shall be the proper state or federal court located in Santa Clara County.

11. BOARD AUTHORIZATION

Execution of this agreement by the President of the Board of Trustees of the Mountain View Whisman School District was authorized by action of the Board at a regular meeting held on August 22, 2019.

12. GENERAL PROVISIONS

This Agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Agreement.

The Assistant Superintendent may not assign or transfer any rights granted or obligations assumed under this Agreement.

This Agreement cannot be changed or supplemented orally. It may only be modified or superseded only by a written instrument executed by both of the parties.

The Assistant Superintendent hereby represents that he is, on the date of this Agreement, a holder of a valid California School Administrator's Credential, a valid California Teacher's Credential, and a valid California Driver's License.

All agreements and covenants contained herein are severable in that in the event any of them shall be held invalid by any competent Court, this Agreement shall be interpreted as if such invalid agreements or covenants were not contained herein.

Date: _____

Tara Vikjord
Chief Human Relations Officer

Date: _____

Ayinde Rudolph, Ed.D.
Superintendent

Date: _____

Laura Blakely
President, Board of Trustees
Mountain View Whisman School District