



PETALUMA CITY (ELEMENTARY) SCHOOL DISTRICT * PETALUMA JOINT UNION HIGH SCHOOL DISTRICT
200 Douglas Street, Petaluma, California 94952 (707) 778-4813 www.petalumacityschools.org

EMPLOYMENT AGREEMENT WITH THE CHIEF BUSINESS OFFICIAL

This Agreement is between the Petaluma City (Elementary) School District and the Petaluma Joint Union High School District ("District") and Amanda Bonivert, ("Chief Business Official")

1. Term. The Board hereby employs the Chief Business Official for a period beginning on July 17, 2023 and terminating on June 30, 2026. Every year, following evaluation, the Superintendent shall consider extending the Chief Business Official's contract to the full three-year term.
2. Salary. The base salary of the Chief Business Official shall be **\$198,306** with 2% annual step increases, during the term of the agreement (this amount will be prorated for the 2023-24 school year only, based on working 219 days / 223 days). The Chief Business Official will also be paid the same advanced-degree annual stipends as those received by other members of the Management Team.
3. Professional Associations. The Chief Business Official shall endeavor to maintain and improve their professional competence, including subscription to and reading of appropriate periodicals, and joining and participating in appropriate professional associations and their activities, the cost of such subscriptions, memberships and activities, including reasonable release time, to be borne by the District.
4. Participation and Support of Community Organizations. The Chief Business Official shall participate in and support community organizations, with the cost of such participation and support to be incorporated into the Chief Business Official's discretionary funds.
5. Work Year. The Chief Business Official's work year shall be based on 223 days (prorated for the 2023-24 school year only, based on working 219 days / 223 days). By

MATTHEW HARRIS, SUPERINTENDENT
BOARD OF TRUSTEES: MADY CLOUD, SHELDON GEN, JOANNA PAUN, CAITLIN QUINN, ELLEN WEBSTER

Superintendent's Office (707) 778-4604 FAX (707) 778-4736	Educational Services (707) 778-4619 FAX (707) 778-4785	Business Services (707) 778-4621 FAX (707) 778-4822	Human Resources (707) 778-4610 FAX (707) 778-4790
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July 1st of each school year, during the term of this contract, the Chief Business Official will submit to the Superintendent a tentative schedule showing duty and non-duty days during the school year for approval. As needed and approved, the schedule shall be updated and modified by the Chief Business Official. If the Chief Business Official works more than 223 days in a given work year (July 1st – June 30th), the additional “carryover” days may be used to reduce the subsequent work year’s required days of service. If any carryover days remain at the time of separation from employment, either through resignation, retirement, or termination, the Chief Business Official shall be compensated for the additional days at the current rate of pay. Any additional days are subject to approval of the Superintendent.

6. Evaluation. The Superintendent shall meet annually with the Chief Business Official to discuss and evaluate the performance of the Chief Business Official. This evaluation shall be based on the position description and the District’s goals and objectives, in accordance with the procedures outlined in District policies.
7. Fringe Benefits.
 - A. Health and Welfare. The Chief Business Official shall be entitled to receive all health, welfare, and fringe benefits of employment enjoyed by other management employees in the District. All statutes applicable to sick leave and disability leave shall apply. The Chief Business Official shall be credited with twelve (12) sick leave days per year.
 - B. Automobile. The Chief Business Official is authorized to charge up to \$200 per month, on a credit card issued by the District, for expenses related to mileage (including gasoline) and maintenance.
 - C. Expense Reimbursement. Actual and necessary expenses incurred by the Chief Business Official when on school district business and attendance at meetings and conferences shall be reimbursed.
8. General Provisions. This contract is subject to all applicable laws of the State of California, to the rules and regulations of the State Board of Education, and to the lawful rules and regulations of the Governing Board of the Petaluma City Schools. Said laws, rules, regulations, and policies are hereby made a part of the terms and conditions of this contract as though fully set forth herein.

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9. Modification. Any modification of this Agreement shall be made only by written agreement between the parties.
10. No Other Employment. The Chief Business Official certifies that they have not entered into a valid contract of employment with the Governing Board of another school district which will in any way conflict with their employment (Code of Administrative Regulations, Title 5, Section 5500).

A. Bonivert
Amanda Bonivert, Chief Business Official

6/16/23
Date

Matthew Harris
Matthew Harris, Superintendent

June 16, 2023
Date

Board Approval Date: June 29, 2023

Ayes: Cloud, Gen, Paun, Webster No's 0

Absent: Quinn

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