
ASSISTANT SUPERINTENDENT'S CONTRACT

This Agreement is between the Petaluma City (Elementary) School District and the Petaluma Joint Union High School District ("District") and **Esmeralda Sanchez Moseley**, ("Assistant Superintendent")

1. Term:

The Board hereby employs the Assistant Superintendent for a period beginning on **September 18, 2023** and terminating on **June 30, 2025**. The Parties agree that the employment relationship between the District and the Assistant Superintendent will terminate on June 30, 2025, unless the Parties enter into an additional written agreement or amendment.

2. Salary:

The base salary of the Assistant Superintendent for the 2023-24 school year shall be prorated, based on a full-year salary of **\$183,950 (this amount will be prorated to reflect 174 work days / 223 possible work days in a full year)**.

Starting with the 2024-25 school year, the Assistant Superintendent will receive 2% annual step increases during the term of the agreement. The Assistant Superintendent will also be paid the same advanced degree annual stipends as those received by other members of the Management Team.

3. Professional Associations:

The Assistant Superintendent 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 District shall pay for membership in one organization, including providing reasonable release time which is to be pre-approved by the Superintendent.

4. Participation and Support of Community Organizations:

The Assistant Superintendent shall participate in and support community organizations as directed by the Superintendent.

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



5. Work Year:

Due to the September 18, 2023 start date, The Assistant Superintendent's 2023-24 work year shall be prorated to **174** work days (out of a full work year of 223 days). By September 18, 2023, the Assistant Superintendent shall submit to the Superintendent a tentative work calendar showing duty and non-duty days, for the remainder of the school year. As needed, the work calendar shall be updated and modified by the Assistant Superintendent, with approval from the Superintendent.

6. Evaluation:

The Superintendent shall meet with the Assistant Superintendent to discuss and evaluate the performance of the Assistant Superintendent. The evaluation shall be based on the position description and the mutually-agreed upon and specified District goals and objectives.

7. Fringe Benefits:

A. Health and Welfare.

The Assistant Superintendent 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. For 2023-24, the Assistant Superintendent shall be credited with nine (9) sick leave days (prorated one per full month for October through June). Starting in 2024-25, the Assistant Superintendent shall be credited with twelve (12) sick leave days per year.

B. Automobile.

Effective September 18, 2023, the Assistant Superintendent 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.

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Effective September 18, 2023, actual and necessary expenses incurred by the Assistant Superintendent, when on school district business and attendance at meetings and conferences, shall be reimbursed.

8. General Provisions:

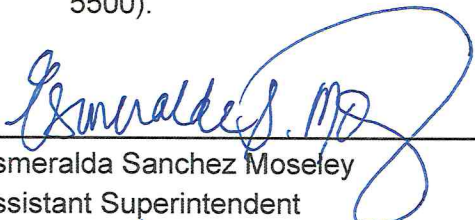
The contract is subject to all applicable laws of the State of California, to the rules and regulations of the State Board of Education, and to the lawful rules and regulations of the Governing Board of the Petaluma City Schools. Said laws, rules, regulations, and policies are hereby made a part of the terms and conditions of this contract as though fully set forth herein.

9. Modification:

Any modification of the Agreement shall be made only by written agreement between the parties.

10. No Other Employment:


The Assistant Superintendent 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).



Esmeralda Sanchez Moseley
Assistant Superintendent

September 8, 2023

Date



Matthew Harris
Superintendent

September 8, 2023

Date

Board Approval Date: September 12, 2023

Ayes: Genn Paun Quinn Webster

Nays: None

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