

**EMPLOYMENT AGREEMENT BETWEEN  
DAVIS JOINT UNIFIED SCHOOL DISTRICT AND MATT BEST**

This Agreement is made and entered into by and between Davis Joint Unified School District of Yolo County, State of California, a public school district (hereinafter called “District”) and Matt Best.

The District hereby employs Matt Best as ~~Assistant~~ Associate Superintendent for Human Resources of the Davis Joint Unified School District. Matt Best (hereinafter “~~Assistant~~ Associate Superintendent”) hereby accepts such employment and agrees to perform the duties and responsibilities of said office during the term of this Agreement. This employment is subject to the terms and conditions described below.

1. Employment Term. The term of this Agreement and of said employment is effective July 1, ~~2013-2015~~, and ends June 30, ~~2016~~2017. The term of this Agreement shall not be automatically extended. The Board of Trustees and ~~Assistant~~ Associate Superintendent may agree to mutually extend the term of this Agreement at any time on the same or revised terms. No extension shall be effective unless action has been taken by the Board in public session at a regular meeting (Government Code section 54945(b)).

~~2. Salary. For and in consideration of the services rendered by the Assistant Superintendent hereunder, the annual salary of the Assistant Superintendent shall not be less than One Hundred Thirty Three Thousand Eight Hundred Seventy Five dollars (\$133,875), payable in twelve equal monthly installments. Where only a portion of any year is served, salary shall be prorated.~~

2. Salary. The Associate Superintendent’s base annual salary shall be One Hundred Thirty-Six Thousand Five Hundred Thirty-Three Dollars (\$136,533.00), prorated for less than

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one year of service and paid in equal monthly installments. For the 2014-2015 fiscal year, the Associate Superintendent shall receive a one-time lump-sum payment equal to four percent (4%) of his 2014-2015 annual salary, payable on or before August 30, 2015. Effective July 1, 2015, the Associate Superintendent's salary shall be increased by two and twenty-seven hundredths percent (2.27%) for the 2015-2016 fiscal year. In addition, the Associate Superintendent shall receive a one-time lump-sum payment equal to one percent (1%) of his 2015-2016 annual salary, payable on or before August 30, 2016. Effective July 1, 2016, the Associate Superintendent's salary shall be increased by two percent (2%) for the 2016-2017 fiscal year.

During the term of this Agreement, the Board of Trustees may make an upward adjustment of compensation after considering such factors as the compensation of other school administrators in comparable positions in California, the Consumer Price Index, and/or the performance of the ~~Assistant~~-Associate Superintendent. Any such discretionary, Board approved salary increase provided pursuant to this provision shall apply prospectively to services to be rendered in the future, however the Board may deem the increase retroactive to July 1 of the current school year in which the salary increase was granted by the Board of Trustees. Any upward adjustment of compensation shall not be effective unless such action has been taken by the Board of Trustees in public session at a regular board meeting.

In the event the Board of Trustees approves a reduction in total compensation for employees in the certificated bargaining unit during any year of this Agreement, the annual salary of the ~~Assistant~~-Associate Superintendent shall be reduced by a corresponding equivalent percentage for the same period as the reduction in total compensation for certificated employees.

3. Duties. The ~~Assistant~~-Associate Superintendent shall perform the duties of his office as prescribed by law, as prescribed in any position description of ~~Assistant~~-Associate Superintendent adopted by the Board of Trustees, and as assigned to him from time to time by the Superintendent. Acts which may require ratification by the Board shall be referred to the Board through the Superintendent at the earliest possible opportunity.

Subject to the approval of the Superintendent, the ~~Assistant~~-Associate Superintendent shall also have the responsibility of organizing, reorganizing, and arranging the administrative, management, and supervisory staff of Educational Services and any of the offices thereunder which in his judgment best serves the District.

The ~~Assistant~~-Associate Superintendent shall also personally or by direction: (a) review all policies adopted by the Board of Trustees and make appropriate recommendations through the Superintendent to the Board; (b) periodically evaluate employees as provided for by California law and board policy; (c) through the Superintendent, advise the Board of sources of funds which are available to implement present or contemplated human resource services and related programs; and (d) through the Superintendent, advise the Board about human resources and related matters, as appropriate.

4. Work Year and Vacation. The ~~Assistant~~-Associate Superintendent shall render twelve months of full and regular service to the District during each annual period covered by this Agreement. In addition, the ~~Assistant~~-Associate Superintendent shall be entitled to twenty-two (22) days annual vacation with pay, exclusive of holidays defined in sections 37220 and 37222 of the Education Code. Said vacation shall be taken during the school year in which granted, and may only be accumulated to a total of forty (40) days. In the event of termination of

this Agreement, ~~Assistant~~ Associate Superintendent shall be entitled to compensation for unused vacation at the salary rate then in effect. Vacation leave for a year is accrued upon commencement of services for that year. If service for the full year is not performed, ~~Assistant~~ Associate Superintendent shall only receive compensation for that number of days proportional to those served during the year. If the ~~Assistant~~ Associate Superintendent has taken in excess of that proportion, he shall reimburse District for the excess leave taken. The daily rate of pay for the ~~Assistant~~ Associate Superintendent shall be computed by dividing the annual salary by 225.

Except in cases of illness or personal emergency, the ~~Assistant~~ Associate Superintendent shall provide advance notice to the Superintendent of any full day absence from the District which is more than two consecutive workdays. Absences from the District for more than four consecutive workdays must be approved in advance by the Superintendent, except in cases of illness or emergency. In case of illness or personal injury resulting in absence from the District for more than two consecutive workdays, the ~~Assistant~~ Associate Superintendent shall inform the Superintendent as soon as possible.

5. Professional Activities. The ~~Assistant~~ Associate Superintendent shall endeavor to maintain and improve his professional competence by all available means, including, but not limited to, joining and participating in appropriate local, state, and national educational associations and their activities, as well as workshops, visitations, and meetings. The ~~Assistant~~ Associate Superintendent shall select such activities, subject to the approval of the Superintendent. For activities approved by the Superintendent, the District shall reimburse the ~~Assistant~~ Associate Superintendent for all reasonable expenses incurred in connection with these activities; provided, however, membership in organizations for which the District will reimburse

the ~~Assistant~~-Associate Superintendent shall be limited to three appropriate professional and community organizations. These memberships are in addition to any District memberships paid directly by the District. Upon advance approval of the Superintendent, such expenses described in this section of the contract may be paid for by the District in advance.

The ~~Assistant~~-Associate Superintendent shall be entitled to reasonable education program opportunities as determined annually by mutual written agreement of the Superintendent and the ~~Assistant~~-Associate Superintendent and approved by the Board. Education program opportunities may include, but are not limited to, components such as paid time away from the District for classroom participation, tuition, and textbook reimbursement.

6. Outside Professional Activities. The ~~Assistant~~-Associate Superintendent and the Board recognize that this position involves time and energy beyond a normal position of employment. The higher compensation for this position relative to other positions of the District recognizes this fact. The ~~Assistant~~-Associate Superintendent shall devote his time and energy to the performance of the duties and responsibilities of the ~~Assistant~~-Associate Superintendent position as are required to efficiently and effectively perform such duties and responsibilities. Performance of the duties and responsibilities of his office shall take precedence over any outside professional activities. Therefore, unless supported by the Superintendent with a written recommendation and approved in advance by the Board of Trustees, or except as otherwise provided herein below, the ~~Assistant~~-Associate Superintendent shall not perform any work outside of the District for compensation because any such outside work may involve time demands that would render performance of the ~~Assistant~~-Associate Superintendent's duties to the District less efficient.

Further, if the ~~Assistant~~-Associate Superintendent is granted permission for outside work for compensation, he shall not employ other employees of the District in enterprises outside of District employment.

The ~~Assistant~~-Associate Superintendent understands and agrees that this employment agreement is subject to all applicable District policies, administrative procedures and regulations including those related to conflict of interest and incompatible activities.

~~7. Fringe Benefits. In lieu of providing health benefit coverage, the District shall pay the Assistant Superintendent the additional sum of amount of \$992 per month. The Assistant Superintendent may elect to participate in the District group health benefit plans, including but not limited to medical, dental and vision coverage. If the Assistant Superintendent makes such an election, the Assistant Superintendent shall pay the premiums for any such coverage. This monthly allowance shall be treated and considered as part of the Assistant Superintendent's compensation/salary for tax purposes and for purposes of the State Teachers Retirement System Defined Benefit Plan to the maximum extent permitted by law.~~

7. Fringe Benefits. The Associate Superintendent shall be provided the same health and welfare benefit coverages and District premium contributions as provided to District certificated bargaining unit members.

8. Retirement Benefits. The ~~Assistant~~-Associate Superintendent shall be entitled to any early retirement benefits available to management team members.

9. Sick Leave. The ~~Assistant~~-Associate Superintendent shall be entitled to twelve workdays of paid sick leave per year, cumulative indefinitely. Where only a portion of any school year is served by the ~~Assistant~~-Associate Superintendent, the sick leave shall be prorated. Unless approved by the Superintendent, the ~~Assistant~~-Associate Superintendent shall not be

entitled to utilization of sick leave in advance of accrual or in excess of the number of days actually earned or accrued. Time off required by the ~~Assistant~~-Associate Superintendent for illness or injury which is not covered by earned and accrued sick leave, other paid leave provided for by law, or industrial injury leave shall be uncompensated. The Superintendent may require from time to time such verification of the need for and use of sick leave as he deems appropriate. Personal necessity leave shall be subject to the same criteria and procedures as required of other management team members.

10. Travel Expenses. Reimbursement for travel will be paid in accordance with current board policy and administrative regulations or procedures. The ~~Assistant~~-Associate Superintendent shall maintain sufficient liability and other insurances on his personal vehicle as to adequately protect the District in the event of any accident or injuries occurring during ~~Assistant~~-Associate Superintendent's District-related travel. ~~Assistant~~-Associate Superintendent shall consult with the Superintendent in determining the appropriate amount of insurance to obtain. ~~Assistant~~-Associate Superintendent's automobile insurance policies shall name the District as an additional insured under the policy, and a copy of the policy or policies shall be maintained in District records. District will reimburse ~~Assistant~~-Associate Superintendent for cost of such coverage which exceeds the cost of ~~Assistant~~-Associate Superintendent's current insurance coverage.

11. Other Expenses. The District shall reimburse the ~~Assistant~~-Associate Superintendent for all other actual, reasonable, and necessary expenses incurred by the ~~Assistant~~-Associate Superintendent within the scope of his employment and while representing the District. Current board policy and administrative regulations for reimbursement shall be

applicable. All such expenses shall be subject to Superintendent and Board approval. In this paragraph of the Agreement, Board approval may be by Board ratification/approval of a purchase order or warrant listing in the Board's consent calendar. To facilitate reimbursement of expenses, the ~~Assistant~~ Associate Superintendent may use a District credit card.

12. Evaluation. The Superintendent shall at least annually evaluate the performance of the ~~Assistant~~ Associate Superintendent and the working relationship between the Superintendent and the ~~Assistant~~ Associate Superintendent and discuss that evaluation with the ~~Assistant~~ Associate Superintendent. Performance evaluations shall be based on the position description for the ~~Assistant~~ Associate Superintendent and upon specified goals and objectives. Performance goals and objectives shall be reduced to writing and shall be based upon the duties and responsibilities set forth in this Agreement and any other reasonable, specified goals and objectives appropriate for the position, as determined by the Superintendent in consultation with the ~~Assistant~~ Associate Superintendent. On or before June 30, the parties shall meet to establish performance goals and objectives for the next succeeding school year. These goals and objectives may be amended during the school year.

The annual written evaluation of the ~~Assistant~~ Associate Superintendent shall be completed and delivered to the ~~Assistant~~ Associate Superintendent by July 31 and discussed with him prior to August 31.

The evaluation format shall provide for a rating system such that the Superintendent can at least indicate whether the performance of the ~~Assistant~~ Associate Superintendent is fully satisfactory, adequate, needs improvement or unsatisfactory. A rating of "fully satisfactory" is

required for any increase in compensation for the next school year, all other articles of this contract notwithstanding.

In the event the Superintendent determines that the performance of the ~~Assistant~~ Associate Superintendent is less than fully satisfactory, the Superintendent shall describe in writing the areas of less than satisfactory performance. The evaluation shall include recommendations for improvement in all areas where the Superintendent deems the performance of the ~~Assistant~~ Associate Superintendent to be in need of improvement.

The ~~Assistant~~ Associate Superintendent may provide a written or oral response to the evaluation.

A written evaluation of the ~~Assistant~~ Associate Superintendent shall not be a condition precedent to termination of this Agreement and the employment of the ~~Assistant~~ Associate Superintendent under provisions described below.

13. Termination of Employment Agreement. This Agreement may be terminated in any of the following ways:

- (a) Mutual written agreement of the parties.
- (b) Disability of the ~~Assistant~~ Associate Superintendent. Should the ~~Assistant~~ Associate Superintendent be unable to serve in his position due to physical and/or mental condition, and upon expiration of sick leave entitlement as provided by statute and Governing Board policies, and upon written evaluation by a licensed physician designated by the District indicating the ~~Assistant~~ Associate Superintendent is unable to perform the essential functions of

the position with or without accommodation, this Agreement may be terminated by the Governing Board.

(c) Termination for Cause. The Board may terminate, upon written notice stipulating the cause, this Agreement and the employment of the ~~Assistant~~-Associate Superintendent in the event of (1) the ~~Assistant~~-Associate Superintendent's material breach of this Agreement; (2) failure by the ~~Assistant~~-Associate Superintendent to substantially perform his duties and responsibilities set forth in this Agreement, including those duties and responsibilities described in the position description adopted by the Board or as assigned by the Superintendent; (3) commission of an act or series of acts which would justify dismissal of a tenured teacher as set forth in the Education Code; or (4) commission of an act or series of acts during the life of the contract which the ~~Assistant~~-Associate Superintendent would have reasonably known would violate the District's board policy, regulation and/or administrative procedure(s). In the event of such termination, the ~~Assistant~~-Associate Superintendent shall be entitled to his normal compensation for twenty workdays.

(d) Early Termination by Board. For any reason (i.e., without "cause") the Board may at any time terminate this Agreement, including, at the Board's option, the elimination of the ~~Assistant~~-Associate Superintendent office and/or position and/or the ~~Assistant~~-Associate Superintendent employment by the District. Notice of termination shall be deemed effective no sooner than three months after the date the written notice was delivered to the ~~Assistant~~-Associate Superintendent by the Board of Trustees to be irrevocable in the absence of written consent by the ~~Assistant~~-Associate Superintendent, and the termination shall be deemed effective on the date indicated by the Board of Trustees. If the Superintendent determines that it is in the

District's best interest that the ~~Assistant~~ Associate Superintendent no longer perform his duties, the Superintendent may elect to place him on paid administrative leave for this three month period.

In consideration for exercise of this right of the Board to terminate this contract with the ~~Assistant~~ Associate Superintendent without cause, the District shall pay to the ~~Assistant~~ Associate Superintendent monthly sums equal to the difference between the gross monthly salary of the ~~Assistant~~ Associate Superintendent described above at the salary rate in effect during his last month of service and the amount which the ~~Assistant~~ Associate Superintendent earns for services rendered elsewhere in regular employment subsequent to the effective date of termination for a period of twelve calendar months following the effective date of termination or the ending date of this contract, whichever comes first.

"Regular employment," for purposes of this contract, shall also include functioning as an administrator for a single public agency for a time period of two continuous months or more, even if the public agency designates that position as a consultant or as an independent contractor. Upon the commencement of the third continuous month of employment, the ~~Assistant~~ Associate Superintendent shall pay to the District and the Board shall accept the amount the ~~Assistant~~ Associate Superintendent received for the first two months of employment, not to exceed the amount the District paid the ~~Assistant~~ Associate Superintendent for those two months. In the alternative, the District has the option to deduct from future payments the amount owed by the ~~Assistant~~ Associate Superintendent for the first two months of continuous employment.

The maximum amount owing hereunder shall be the difference between twelve months of salary at the salary rate in effect during the last month of service of the ~~Assistant~~ Associate

Superintendent prior to termination and the amount, if any, which the ~~Assistant~~-Associate Superintendent earns through the regular employment of the ~~Assistant~~-Associate Superintendent subsequent to the termination during the length of time (maximum twelve months) involved in this contract section.

It is understood that for the purpose of calculating the amount of difference in salaries, only the amount earned by the ~~Assistant~~-Associate Superintendent in his capacity of a regular employee will be considered. It is understood that the ~~Assistant~~-Associate Superintendent may provide consulting services for compensation during the time period set forth in this section (d). This compensation received by the ~~Assistant~~-Associate Superintendent as a consultant outside of regular employment and/or income to the ~~Assistant~~-Associate Superintendent from other sources shall not be used in calculating the difference between the salary of the ~~Assistant~~-Associate Superintendent at the time of termination and the amounts earned by the ~~Assistant~~-Associate Superintendent in a subsequent assignment.

As a condition of payment by the District during the time period affected by this section (d), the ~~Assistant~~-Associate Superintendent shall file with the District not later than the last day of each month of that time period a written statement listing the amount of the earnings from "regular employment" of the ~~Assistant~~-Associate Superintendent for that month. Failure to file such statement by the time required for each month shall constitute a waiver of and release of the District from any obligation of payment to the ~~Assistant~~-Associate Superintendent for that month.

The ~~Assistant~~-Associate Superintendent may continue to participate, at his own expense, in District health benefit plans for the period of twelve calendar months, or for the time between

the termination date and the end of this contract term, or until the commencement of any subsequent employment, whichever occurs first. If benefit coverage is less in subsequent employment, the District shall pay the net additional cost of benefits for the twelve month period or until the ending date of this contract, whichever comes first.

The parties hereto agree that the above payment shall satisfy all claims, rights, and causes of action of the ~~Assistant~~-Associate Superintendent against the District, its officers, employees, and agents arising under the terms of this Agreement, board policies, regulations, administrative procedures of the District and the laws of the State of California.

Non-Renewal. A decision not to reelect/reemploy the ~~Assistant~~-Associate Superintendent at the expiration of his term under this Agreement shall not be governed by the provisions of this paragraph. Such a decision shall be in compliance with Education Code section 35031.

(e) Unilateral Termination by the ~~Assistant~~-Associate Superintendent. The ~~Assistant~~-Associate Superintendent may at his option unilaterally terminate this Agreement with no liability or damages if the ~~Assistant~~-Associate Superintendent notifies the Superintendent in writing at least 60 calendar days prior to termination that he is exercising this unilateral termination provision.

The ~~Assistant~~-Associate Superintendent and the Superintendent agree that if this unilateral termination provision is exercised without the above-described notice by the ~~Assistant~~-Associate Superintendent, the District will suffer damages which are difficult to calculate. If the ~~Assistant~~-Associate Superintendent does not provide the above-described written notice, as full

liquidation of the District's damages, the ~~Assistant~~-Associate Superintendent shall pay to the District and the Board shall accept an amount equal to two months salary.

14. Extension of Agreement's Term Mid-Term. Any extension of the Agreement's term in the first or second year of the term of the ~~Assistant~~-Associate Superintendent shall be accomplished in accordance with procedures specified in Education Code section 35031.

15. Other Laws, Rules, and Regulations. This Agreement is subject to all applicable laws of the State of California and to the lawful rules and regulations of the State Board of Education of California and to the policies, regulations and administrative procedures of the Board of Trustees of the District. Said laws, rules, policies, administrative procedures and regulations are hereby made a part of the terms and conditions of this Agreement as though fully set forth herein.

This Agreement has been reviewed by legal counsel and the provisions of Government Code Chapter 10.1 (automatic extension) and Government Code sections 53243, 53243.1 and 53243.3 (crime relating to abuse of office or position) have been found not to apply based upon the terms of the Agreement.

In the event the term of this Agreement is interpreted by a court to have been automatically extended, any compensation increase provided for that year shall not exceed the limit established by Government Code sections 3511.1 and 3511.2.

This Agreement does not provide for any paid leave of absence or for payment of a legal defense if the ~~Assistant~~-Associate Superintendent is charged by criminal complaint, information, or indictment for commission of any crime. If the ~~Assistant~~-Associate Superintendent is

otherwise granted a paid leave of absence and/or provided a legal defense by the District on any other basis and is later convicted of a crime involving abuse of office or position, ~~Assistant~~ Associate Superintendent shall reimburse the District for all salary paid during such leave and also reimburse the District for any costs of legal defense. (Government Code sections 53243, 53243.1, 53243.3.)

If the ~~Assistant~~ Associate Superintendent is convicted of any crime involving abuse of his position, the ~~Assistant~~ Associate Superintendent shall reimburse the District for the full amount of any cash settlement provided by the Board as part of a termination agreement (Government Code sections 53243.2, 53243.4).

16. Severability. If a provision of this contract is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of the Agreement shall continue in full force and effect.

17. Indemnification. The District agrees that it shall defend, hold harmless, and indemnify the ~~Assistant~~ Associate Superintendent from any and all demands, claims, suits, actions and legal proceedings brought against the ~~Assistant~~ Associate Superintendent in his individual capacity, or in his official capacity as agent and employee of the District, provided the incident or omission arose while the ~~Assistant~~ Associate Superintendent was acting within the scope of his employment and excluding criminal litigation or other intentional, illegal acts, and as such liability coverage is within the authority of the Board to provide under State law. Except that in no case will individual Board members be considered personally liable to defend, hold harmless and indemnify the ~~Assistant~~ Associate Superintendent against such demands, claims, suits, actions and legal proceedings.

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18. Notice. Notice by the Board of Trustees pursuant to the provisions of this Agreement and law shall be deemed served either on the day on which it is personally served upon the ~~Assistant~~Associate Superintendent or on the date on which it is deposited in the United States Mail, postage prepaid, and addressed as follows:

Matt Best,

~~Assistant~~Associate Superintendent for Instructional Services  
and Elementary Education

2957 Prado Lane

Davis, CA 95618

DRAFT

19. This Agreement is the full and complete agreement between the parties hereto and the ~~Assistant~~ Associate Superintendent. It can be changed and modified only by a writing signed by all parties to this Agreement.

Date: \_\_\_\_\_

BOARD OF TRUSTEES  
DAVIS JOINT UNIFIED SCHOOL  
DISTRICT

~~ASSISTANT~~ ASSOCIATE SUPERINTENDENT  
OF INSTRUCTIONAL SERVICES AND  
ELEMENTARY EDUCATION

By: \_\_\_\_\_  
~~Sheila Allen~~ Alan Fernandes, President

By: \_\_\_\_\_  
Matt Best

By: \_\_\_\_\_  
~~Gina Daleiden~~, Vice President

Tom Adams, Board Trustee

By: \_\_\_\_\_  
~~Susan Lovenburg~~ Barbara Archer, Board Trustee

By: \_\_\_\_\_  
~~Tim Taylor~~ Susan Lovenburg, Board Trustee

By: \_\_\_\_\_  
~~Nancy Peterson~~ Madhavi Sunder, Board Trustee