

San Mateo Union High School District

M E M O R A N D U M

TO: Board of Education
FROM: Kirk Black, Deputy Superintendent
DATE: August 11, 2022
RE: Revision of Administrator Individual Employment Contracts

I. Background

At the June 23rd board meeting the Adult School individual employment contracts were listed and read out incorrectly. Therefore, the three revised individual employment contract compensation terms for 2022-23 Adult School administrators are recommended for approval.

At the June 23rd board meeting, the individual employment contract for the Associate Superintendent Chief Business Officer contained an error in the 2022-23 calculation. The calculation did not include the board approved October 2021 salary increase for the position from \$241,903 to \$247, 951. Therefore, the salary amount read at the June 23rd board meeting was incorrect.

At the June 23rd board meeting, Assistant Principal Brett Stevenson's individual employment contract was recommended with 204 work days. However, since the District no longer has two Assistant Principal job positions (AP-I, AP-2), the number of work days for the same position must be equal in order to comply with STRS requirements for service credit. All other assistant principals in the District have a 214 work day contract.

At the June 23rd board meeting, Director of Budget and Fiscal Service Valerie Miller's individual contract contained an incorrect salary figure.

II. Recommendation

Verbally read the terms (below) and approve the revised Adult School administrators, Associate Superintendent Chief Business Officer, Director of Budget and Fiscal Service and Hillsdale Assistant Principal, Brett Stevenson's individual employment contract compensation terms.

Read out:

The following are the compensation terms for the District's three Adult School Administrator positions, the Associate Superintendent Chief Business Officer, the Director of Budget and Fiscal Services and one of the Assistant Principals at Hillsdale High School.

Each administrator will receive health and welfare benefits of up to \$27,897, transportation and cell phone reimbursements of \$275/month, various subscriptions and memberships, and reimbursements for approved District expenses.

- Assistant Director, Harkirat (Kira) Mann, Assistant Director of Adult and Career Education, salary \$175,202, 221 work days”
- Assistant Principal, Brett Stevenson – Hillsdale High School, salary \$198,764, 214 work days
- Associate Superintendent Chief Business Officer, Yancy Hawkins, salary \$264,290, 221 work days
- Director of Adult and Career Education, Angela Taylor, salary \$202,224, 221 work days
- Director of Budget and Fiscal Services, Valerie Miller – salary \$215,925, 221 work days
- Executive Director of ACCEL, Ka'Ryn Holder-Jackson, , salary \$161,642, 221 work days