



PETALUMA CITY SCHOOLS

EMPLOYMENT AGREEMENT WITH THE ASSISTANT SUPERINTENDENT

The Agreement is between the Petaluma City (Elementary) School District and the Petaluma Joint Union High School District ("District") and Jennifer Hansen, ("Assistant Superintendent")

1. Term

The Board hereby employs the Assistant Superintendent for a period beginning on **March 23, 2026** and terminating on **June 30, 2027**. Every year, following evaluation, the Superintendent shall consider extending the Assistant Superintendent's contract.

2. Salary

Effective March 23, 2026, the base salary of the Assistant Superintendent shall be **\$203,578 (prorated to \$57,372 for the 2025-26 school year - 62/220 days)**. The Assistant Superintendent shall continue to receive 2% annual step increases during the term of this 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 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 Assistant Superintendent shall participate in and support community organizations, with the cost of such participation and support to be incorporated in the Assistant Superintendent's discretionary funds.

5. Work Year

Effective July 1, 2025, the Assistant Superintendent's work year shall be based on **220 days (prorated to 62 days for the 2025-26 school year only)**. By July 1st of each school year, during the term of this contract, the Assistant Superintendent 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 may be updated and modified. If the Assistant Superintendent works more than 220 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 or the Assistant Superintendent shall be compensated for the additional days at the current rate of pay. Any additional days are subject to prior approval from the Superintendent.

6. Evaluation

The Superintendent shall meet annually with the Assistant Superintendent to discuss and evaluate the performance of the Assistant Superintendent. This evaluation shall be based on the position description and the mutually agreed upon and specified District goals and objectives in accordance with the procedures outlined in District policies.

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. The Assistant Superintendent shall be credited with twelve (12) sick leave days per year, prorated to 3 days for the first year.
- B. Automobile. 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 electric charging) and maintenance.
- C. Expense Reimbursement. 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).



Jennifer Hansen, Assistant Superintendent

February 26, 2026
Date



Matthew Harris, Superintendent

February 26, 2026
Date

Board Approval Date:

Ayes:

No's: