

File ID Number	14-1775
Introduction Date	8/27/14
Enactment Number	14-1597
Enactment Date	8-27-14

# Memo

**To** Board of Education

**From** Jacqueline Minor, General Counsel

**Board Meeting Date** August 27, 2014

**Subject** **Amendment to Employment Agreement – Sheilagh Andujar, Deputy Chief, Programs for Exceptional Children**

**Action Requested** **Approval of Amendment to Employment Agreement – Sheilagh Andujar, Deputy Chief, Programs for Exceptional Children**

**Background** Sheilagh Andujar was appointed the Associate Superintendent for Programs for Exceptional Children on July 1, 2013. The amendment changes her title and salary to align with Superintendent Wilson’s organizational structure.

**Discussion** The term of the contract amendment is August 1, 2014 through June 30, 2015 (aligning with the Employee’s prior contract). The annual salary is \$146,000 per year.

**Recommendation** **Approval of Amendment to Employment Agreement – Sheilagh Andujar, Deputy Chief, Programs for Exceptional Children**

**Fiscal Impact** Funding resource name: GP -- not to exceed \$146,000 per fiscal year.

**Attachment** • Employment Agreement

**AMENDMENT TO EMPLOYMENT AGREEMENT – Sheilagh Andujar, Deputy Chief,  
Programs for Exceptional Children**

The Board of Education agrees to amend the Agreement as follows:

Effective August 1, 2014, the position title is changed to Deputy Chief, Programs for Exceptional Children.

The contract term is August 1, 2014 to June 30, 2015.

The annual salary is \$146,000, subject to the terms and conditions set forth in the Employment Contract

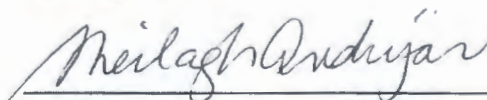
Except as expressly provided above, the Agreement is unchanged and is incorporated by reference into this Amendment. This Amendment to the Employment Agreement constitutes the entire understanding and agreement between the Parties. All understandings, agreements, covenants, representations and warranties, express or implied, oral or written between are contained and merged herein. No other agreements, covenants, representations or warranties, express or implied, oral or written, have been made by or between the Parties concerning the subject matter hereof. This is an integrated agreement. It may not be altered, modified or otherwise changed in any respect except in a writing signed by each party.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary**

**Exclusion:** The District certifies to the best of its knowledge and belief, that it and its officials: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this Employee does not appear on the Excluded Parties List.


<https://www.sam.gov/portal/public/SAM>


**By Employee:**

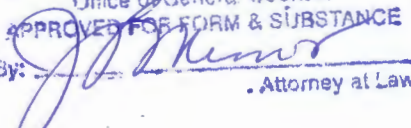


Sheilagh Andujar, Deputy Chief, Programs for Exceptional Children

**By District:**

By:  8/28/14  
President, Board of Education  
Oakland Unified School District

By:  8/28/14  
Superintendent and Secretary, Board of Education

OAKLAND UNIFIED SCHOOL DISTRICT  
Office of General Counsel  
APPROVED FOR FORM & SUBSTANCE  
By:  . Attorney at Law

**Board Office Use: Legislative File Info.**

File ID Number	B-1536
Introduction Date	6/26/13
Enactment Number	13-1330
Enactment Date	6/26/13



OAKLAND UNIFIED  
SCHOOL DISTRICT

Community Schools, Thriving Students

# Memo

**To** Board of Education

**From** Dr. Tony Smith, Superintendent

**Board Meeting Date** June 26, 2013

**Subject** EMPLOYMENT AGREEMENT WITH SHEILAGH ANDUJAR

**Action Requested** Approval of Employment Agreement with Sheilagh Andujar

**Background** Ms. Andujar, subject to Board approval, has agreed to assume leadership, as Associate Superintendent, of Programs for Exceptional Children, the District's Special Education Department.

**Discussion** Employee shall serve as the Associate Superintendent for Programs for Exceptional Children. In this capacity, Employee's responsibilities include, among other things: a) the development and successful execution of a plan to ensure the alignment of PEC with the District's strategic plan and the reculturing of PEC to meet the needs of special education children and their families, b) plan, organize, control and direct the Special Education Department for the District and the Local Plan Area; c) plan, develop and evaluate special education programs; d) oversee and evaluate staff; e) provide leadership in the interpretation and implementation of federal and state mandates; f) direct the preparation of various reports; g) negotiate, develop and implement interagency agreements.

**Recommendation** Employment Agreement with Sheilagh Andujar

**Fiscal Impact** Funding resource name: 60% Special Education and 40% SELPA, total not to exceed \$140,000 per fiscal year.

**Attachment**

- Employment Agreement



## **EMPLOYMENT AGREEMENT**

### **Sheilagh Andujar, Associate Superintendent, Programs for Exceptional Children**

In consideration of the mutual promises made herein, the Oakland Unified School District, ("OUSD") a local public entity pursuant to Government Code § 811.2 and by the California Education and Government Codes (hereinafter "District"), and Sheilagh Andujar, an individual (hereinafter "Employee"), enter into this Employment Agreement ("Agreement") and agree as follows:

#### **Article 1 Acceptance of Employment and Term**

- 1.1 District hereby employs Employee and Employee hereby accepts employment with the District on the terms and conditions stated herein. In approving and adopting this Agreement, the Governing Board hereby resolves and designates the position of as senior management of the classified service pursuant to Education Code § 45100.5. In entering into this Agreement, Employee hereby acknowledges and agrees that, as, she is a member of the senior management of the classified service and that no other employment classification is applicable to her/his employment with the District.
- 1.2 The term of this Agreement is from July 1, 2013 to June 30, 2015 ("Term"), unless extended in writing by mutual agreement of District and Employee or terminated sooner at the discretion of District.

#### **Article 2 Duties and Obligations of Employee**

- 2.1 Employee shall serve as the Associate Superintendent for Programs for Exceptional Children. In this capacity, Employee's responsibilities include, among other things: a) the development and successful execution of a plan to ensure the alignment of PEC with the District's strategic plan and the reculturing of PEC to meet the needs of special education children and their families, b) plan, organize, control and direct the Special Education Department for the District and the Local Plan Area; c) plan, develop and evaluate special education programs; d) oversee and evaluate staff; e) provide leadership in the interpretation and implementation of federal and state mandates; f) direct the preparation of various reports; g) negotiate, develop and implement interagency agreements; h) administer, implement and update the Local Plan for Special Education; i) oversee transportation system for special education; j) coordinate and provide technical assistance for due process and hearings related to special education; and k) supervise and evaluate the performance of assigned staff. Employee shall adhere to and comply with all laws, statutes, regulations, policies and administrative bulletins that presently or prospectively govern District and the conduct of its employees.
- 2.1 District and Employee agree that any intellectual property created by Employee related to or concerning the legal work of the District is owned jointly. Employee shall grant to District the right to share equally in any royalties received by Employee arising out of any intellectual property created by Employee related to or concerning the legal work of the District.

- 2.2 District may use Employee's name during the term of employment as necessary or convenient without additional compensation to Employee.
- 2.3 Employee warrants and represents that he has the ability and authority to enter into this Agreement, that there are no restrictions or limitations on entering into this Agreement, and that entering into this Agreement will not violate any agreement(s) Employee has with any third parties.

### **Article 3 Obligations of District**

- 3.1 District agrees to defend, indemnify and hold Employee harmless against any claims, demands, actions, lawsuits, losses or damages of any kind or nature arising out of or related to the course and scope of Employee's discharge of her/his duties as. District may continuously maintain throughout the term of employment adequate insurance for such purpose.

### **Article 4 Compensation**

- 4.1 The salary of Employee shall be at \$140,000.00 per year, plus stipends to which the Employee is eligible, payable on the same schedule as other non-represented senior management employees or at such other times as the District may provide for the payment of employee salaries. Employee shall be entitled to salary increases provided to all unrepresented management staff.
- 4.2 District shall have the right and obligation to deduct or withhold from compensation due Employee those sums required for applicable federal, state and local income taxes and Social Security taxes.
- 4.3 Employer shall fund Employer's portion of PERS retirement based upon the salary herein.

### **Article 5 Vacation, Sick and Personal Leave**

- 5.1 Employee shall be entitled to twenty (20) annual vacation days with pay. Employee is encouraged to take all vacation days during the year in which such days are earned. At District's option, Employee may be reimbursed annually at his daily rate of pay for any unused days not to exceed twenty (20) per year. Employee shall not accrue more than twenty vacation days annually without the expressed approval of the Employer.
- 5.2 Employee shall commence employment with a balance of 5 days of sick leave in acknowledgement of his balance of sick leave with his prior employer. Employee shall further be entitled to accrue paid sick leave at the rate of 1.0 days per month up to 12 days per year. If Employee does not utilize the total amount of accrued sick leave authorized during any year, Employee may carry over the unused time to sick leave in the subsequent year.
- 5.3 Employee is entitled to accrue annual paid personal leave at the rate of 5 days per year. If Employee does not utilize the total amount of accrued personal leave authorized during any year, such leave may be carried over to unused sick leave in the subsequent year.

## **Article 6 Employee Health Benefits and Expense Reimbursement**

- 6.1 District agrees to pay directly to Employee's or future existing health, dental and vision providers, not to exceed the maximum benefits afforded to any other employee, the insurance premiums associated with Employee, and his qualified dependents under Internal Revenue Code § 152. District further agrees to maintain during the term of employment long term disability insurance for Employee.
- 6.2 District shall pay the reasonable expenses of Employee to attend appropriate professional and official meetings at the local, state and national level subject to constraints of the budget of the Legal Office.
- 6.3 District shall reimburse Employee, pursuant to the policies and practices of District, the necessary costs and expenses incurred by Employee in performing the duties of, including but not limited to gas, travel, materials, supplies and related expenditures, all of which is properly documented by receipts.

## **Article 7 Termination of Employment**

- 7.1 District and Employee agree Employee shall serve at the pleasure and will of the Superintendent and Employee agree that this Agreement may be terminated by either party for no reason upon thirty days written notice given as provided below. In the event the Agreement is terminated for no cause, in accordance with Government Code § 53260, Employee shall be entitled to an amount equal to the monthly salary of Employee multiplied by the number of months left of the unexpired term of the Agreement. However, if the unexpired term of the Agreement is greater than six (6) months, the maximum cash settlement shall be an amount equal to the monthly salary of the employee multiplied by 6. No other or additional non-cash settlement may be agreed to, except that health benefits may be continued, limited to the same time restrictions as for cash settlement, or until new employment is found, whichever occurs first. Any payment made under this section shall be made no later than thirty (30) days after the last day of employment. The Superintendent may terminate this Agreement for cause, pursuant to Section 7.2c below, in which case the above shall not apply. Copies of this Agreement and any settlement shall be made available to the public upon request.
- 7.2 This employment contract may otherwise be terminated by:
  - a. Retirement of Employee.
  - b. Death or disability of Employee. For purposes of this Agreement, "disability" means Employee's inability, by reason of physical or mental infirmity or both, to perform the duties contemplated under this Agreement for a period of 120 consecutive days or 150 days in the aggregate in a consecutive twelve (12) month period. "Disability" shall be determined by a licensed physician acceptable to District and Employee. The



physician's fee shall be paid by District. Any termination for disability shall not prejudice any rights under any disability policies benefiting Employee.

- c. Discharge for Cause. For purposes of this Agreement, "cause" shall mean Employee's (a) conviction (or a *no lo contendre* plea) to any felony; (b) dishonesty in performing her/his duties under this Agreement; (c) repeated and willful misconduct under this Agreement; or (d) willful neglect of his duties under this Agreement.

Prior to final determination by the Board of Education of cause for termination, Employee must have been given forty-five (45) calendar days written notice of such possible action, and of the grounds therefore, and a reasonable opportunity to be heard by the Board of Education in the way of explanation or defense.

In the event that such termination is determined by the Superintendent (or later adjudicated) to be "without cause," the sole remedy shall be to make Employee whole in salary and benefits for the balance of the term hereof, subject to the following: (i) Employee's duty to mitigate such loss through alternative available employment; (ii) offset for Employee's earnings from any active alternative employment or contractual engagements; and (iii) the limitations of Government Code § 53260 (if the remaining contract term exceeds six (6) months). The term "alternative available employment" shall not be construed to require Employee to seek, obtain or mitigate her/his loss through employment that is not comparable to the position of -, including as it pertains to salary, benefits, duties and responsibilities, or with an employer that is located outside the greater San Francisco Bay Area.

- 7.3 Pursuant to Education Code § 35031, Employee shall be provided written notice at least forty-five (45) days in advance of the expiration of her/his term if she is not to be reemployed.

## **Article 8 Evaluation**

- 8.1 Employer shall evaluate Employee not less than annually upon a schedule to be determined by Employer. The evaluation and assessment shall be reasonably related to the position description of the Employee and to the goals and objectives of the Board of Education for the year in question.
- 8.2 In the event that the Superintendent determines that the performance of the Employee is unsatisfactory in any respect, it shall describe in writing and in reasonable detail specific instances of unsatisfactory performance. The evaluation shall include recommendations as to areas of improvement in all instances where the Superintendent deems performance to be unsatisfactory. A copy of the written evaluation shall be delivered to the Employee. Employee shall have the right to make a written response to the evaluation and be placed in the personnel file along with the evaluation.

## **Article 9 Changes in Agreement**

- 9.1 Additional written amendments may be added to the Agreement by mutual consent of the Employee and the Superintendent at any time during the period of this Agreement.

## Article 10 General Provisions

10.1 All notices required to be given under this Agreement shall be delivered via hand delivery, by first class mail or via email as follows:

To District:  
Dr. Gary Yee, Superintendent  
Oakland Unified School District  
Email: gary.yee@ousd.k12.ca.us

To Employee:  
Sheilagh Andujar, Associate Superintendent,  
Programs for Exceptional Children  
Oakland Unified School District  
Email: sheilagh.andujar@ousd.k12.ca.us

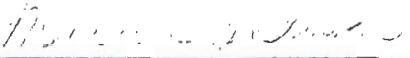
The Superintendent or Employee may change the designated address for the giving of notices by providing to the other amended notice information in writing.


- 10.2 Any controversy between OUSD and Employee involving the construction or application of any of the terms, provisions, or conditions of this Agreement shall, on the written request of either party served on the other, be submitted to binding arbitration. Arbitration shall comply with and be governed by the provisions of the California Arbitration Act. District and Employee shall agree on the selection of one person to hear and determine the dispute. If the parties are unable to agree on a single arbitrator to hear the dispute, they shall obtain a list of arbitrators from the American Arbitration Association and select the arbitrator by alternative strike method. The arbitration shall be governed by the California Arbitration Act, Code of Civil Procedure § 1280 *et seq.*
- 10.3 "Year" as used in this Agreement means a fiscal year, July 1 through and including June 30<sup>th</sup>.
- 10.4 No waiver of any rights or obligations under this Agreement may occur unless provided in writing.
- 10.5 This Agreement constitutes the entire agreement between District and Employee concerning the subject matter of this Agreement. Any prior agreements or understandings between District and Employee concerning the same subject matter not contained within this Agreement are null and void.
- 10.6 This Agreement 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 Board.
- 10.7 If during the term of this Agreement it is found that a specific clause of the Agreement is illegal under Federal or State law, the remainder of the Agreement not affected by such a ruling shall remain in force.
- 10.8 This Agreement may be modified or extended only in writing and must be signed by District and Employee.
- 10.9 This Agreement shall be effective upon execution by Employee and the President and Secretary of the Board of Education.



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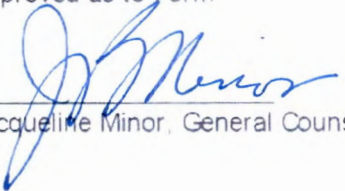
By Employee:

  
\_\_\_\_\_  
Sheilagh Andujar

By:  4/27/13  
President, Board of Education  
Oakland Unified School District

By:  4/27/13  
Secretary, Board of Education  
Oakland Unified School District

Approved as to Form

  
\_\_\_\_\_  
Jacqueline Minor, General Counsel

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By: 0.2