

**TRUCKEE UNIFIED SCHOOL DISTRICT 11603  
DONNER PASS ROAD  
TRUCKEE, CA 96161**

**REVISED EMPLOYMENT CONTRACT**

This Contract is made and entered into, effective July 1, 2021, by and between the Board of Education of the Tahoe Truckee Unified School District [Board of Trustees] and Sara Colborn, Principal of Truckee Elementary School .

**1. TERM**

The Board of Trustees hereby employs Sara Colborn, to serve as Principal of Truckee Elementary School for a period of [1] year beginning July 1, 2021 and terminating on June 30, 2022.

The Principal of Truckee Elementary School shall notify the Board of Trustees in writing a minimum of [30] days prior to accepting other employment or resigning from the District. The Principal of Truckee Elementary School shall also notify the Superintendent Chief Learning Officer in writing within [2] days of her becoming aware that she has been selected as a finalist for a full time position with another public or private employer.

**2. DUTIES**

Sara Colborn, agrees to serve, at the highest level of professional competence as the Principal of Truckee Elementary School of the Tahoe Truckee Unified School District or in an equally responsible position. In said capacity, Sara Colborn, shall, under the direction of the Superintendent Chief Learning Officer or his designee, perform all of the duties necessary or advisable to carry out the duties of Principal of Truckee Elementary School, including the duties contained in the position description and subject at all times to applicable state and federal laws and by Board policies, rules, and regulations.

**3. SALARY AND LONGEVITY**

Beginning July 1, 2021 Sara Colborn shall receive an annual salary of **\$143,633.00** Range 7/Step8 as outlined in the Management Salary Schedule payable in twelve [12] equal monthly installments and prorated for less than a full year of employment. Sara Colborn, is also entitled to a **\$1,000.00** Masters Stipend as outlined in the Management Salary Schedule.

**4. HEALTH, WELFARE, RETIRMENT & RETIREE BENEFITS**

The Principal of Truckee Elementary School shall be entitled to the same health, welfare and retirement benefits accorded to certificated management employees of the District for the duration of this Contract. The 2021-2022 Health & Welfare Benefits Cap for Sara Colborn is **\$14,100.00**.

**5. WORK YEAR**

The Principal of Truckee Elementary School shall work 213 days over 12 months of full and regular service to the District during each annual period covered by this Contract. In addition, the Principal of Truckee Elementary School shall be entitled pay for additional days at her daily rate

with prior approval of the Superintendent Chief Learning Officer or his designee. No later than July 15, 2021 and concluding June 30, 2022, the Principal of Truckee Elementary School shall submit her proposed work year calendar to the Superintendent Chief Learning Officer or his designee for approval. Subsequent modifications to the calendar are subject to mutual agreement of the Principal of Truckee Elementary School and the Superintendent Chief Learning Officer or his designee.

## **6. SICK LEAVE**

The Principal of Truckee Elementary School shall accrue sick leave at the rate of 12 days per contractual year, prorated for less than a full year of employment. Sick leave shall accumulate from year to year without limitation. The Principal of Truckee Elementary School may transfer any accumulated sick leave days from another district as permitted by Education Code Section 44979. Upon termination or expiration of this Contract, the Principal of Truckee Elementary School may transfer the accumulated and unused sick leave days to another school as permitted by Education Code Section 44979.

## **7. OTHER LEAVES**

The Principal of Truckee Elementary School shall be entitled to all other paid, non-discretionary leaves of absence authorized by the Education Code.

## **8. EVALUATION**

The Superintendent Chief Learning Officer or his designee shall evaluate the Principal of Truckee Elementary School's performance in writing at least once a year during the term of this Contract. The evaluation shall be completed prior to June 30<sup>th</sup> of each year. The evaluation shall be based upon, but not limited to, the duties and responsibilities of the Principal of Truckee Elementary School as set forth in this Contract and the performance objectives for the year in question. If the Superintendent Chief Learning Officer or his designee evaluates the performance as satisfactory, the contract will be extended an additional year.

## **9. AUTOMOBILE ALLOWANCE**

The Principal of Truckee Elementary School is required to possess and maintain an automobile for the performance of her duties including travel within the jurisdiction of the District. However, the Principal of Truckee Elementary School shall not receive an automobile allowance for travel within the District each month as the automobile allowance has been permanently restructured into salary by the Governing Board pursuant to STRS Regulations, 5CCR 27400, which allowed for such restructure.

## **10. EXPENSE REIMBURSEMENT**

The District shall reimburse the Principal of Truckee Elementary School for all actual and necessary expenses incurred by her within the scope of her employment. Reimbursement shall be in accordance with Board Policy and practices. The Principal of Truckee Elementary School shall provide expense records normally required for reimbursement. The Governing Board shall also pay or reimburse the reasonable and necessary travel out of District and other expenses pursuant to District policy for attendance at conferences, meetings or other events provided that the Principal of Truckee Elementary School has obtained prior approval of the Superintendent Chief Learning Officer or his designee for

attendance at such events.

## **11. TERMINATION OF CONTRACT**

This Contract may be terminated by any of the following events:

### **A. Mutual Consent**

This Contract may be terminated at any time by mutual consent of the Board of Trustees and the Principal of Truckee Elementary School up sixty [60] days prior written notice.

### **B. Termination for Cause**

Employment status and all of Sara Colborn's rights under this Contract may be terminated by the Board of Trustees upon [45] days written notice for breach of contract, any ground enumerated in the Education Code, or the failure to perform responsibilities as set forth in the Contract, as defined by law. The Board of Trustees shall not terminate this Contract pursuant to this paragraph until a written statement of the grounds for termination has first been served upon Sara Colborn. Sara Colborn, shall then be entitled to a conference with the Board of Trustees within ten [10] working days or respond in writing at which time Sara Colborn, shall be given a reasonable opportunity to address the Board of Trustees concerns. Sara Colborn, shall have the right to be represented at the conference with the Board of Trustees.

### **C. Termination without Cause**

The Board of Trustees may terminate this Contract without cause upon [45] days written notice to the Principal of Truckee Elementary School. Upon exercising its option under this subsection, the Board of Trustees shall pay salary and other benefits to the Principal of Truckee Elementary School, pursuant to this paragraph, and shall advise the public and prospective employers that she was terminated under a provision of this Contract, which does not require cause.

If the Board of Trustees exercises its option to dismiss the Principal of Truckee Elementary School without cause, the Principal of Truckee Elementary School will be compensated up to one year's salary paid in twelve [12] monthly payments of an equal amount, if more than twelve [12] months remain on the term of this Contract. If less than twelve [12] months remain on the term, the Principal of Truckee Elementary School will be compensated only up to the number of months remaining on the term. Said payments are to be made monthly and will cease on the occasion of the Principal of Truckee Elementary School commencing comparable employment elsewhere if such employment commences before such payments would otherwise be completed. Payments made pursuant to this termination without cause provision shall be considered as final settlement pay; accordingly, no payments made pursuant to this early termination provision shall constitute creditable service or creditable compensation for CalPERS or CalSTRS retirement purposes and no deductions shall be made for retirement purposes.

### **D. Abuse of Office**

In accordance with Government Code section 53243.2 any severance payment to the Principal of Truckee Elementary School shall be fully reimbursed to the District if the Principal of Truckee Elementary School is convicted of any crime involving an abuse of her office or position with the District as defined by applicable law. The intent of this provision is solely to satisfy the requirements in Government Code section 53260-53264, and shall be interpreted consistently with these statutes.

## **12. PROFESSIONAL GROWTH**

The Board of Trustees expects the Principal of Truckee Elementary School to continue her professional development and to participate in relevant learning experiences. Prior approval of the Superintendent Chief Learning Officer or his designee will be required for professional development activities which involve expenses accrued by the District.

## **13. PROFESSIONAL MEMBERSHIP**

The Principal of Truckee Elementary School shall endeavor to maintain and improve her professional competence, by subscription to and reading of appropriate periodicals, maintenance of membership in appropriate professional organizations, and attendance at professional meetings at the local, state and national levels [The expense of such subscriptions, memberships including, but not limited to ACSA/CASBO dues shall be paid by the District with prior approval of the Superintendent Chief Learning Officer or his designee.] The District will contribute \$1,000.00 towards such subscriptions, periodicals and memberships to professional organizations with prior approval from the Superintendent Chief Learning Officer.

## **14. GENERAL PROVISION**

### **A. Governing Law & Venue**

This Contract, and the rights and obligations of the parties, shall be governed by and construed in accordance with the laws of the State of California. The parties also agree that in the event of litigation, venue shall be the proper federal and state court.

### **B. Entire Contract**

This Contract contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this Contract.

### **C. No Assignment**

The Principal of Truckee Elementary School may not assign or transfer any rights granted or obligations assumed under this Contract.

### **D. Severability**

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

### **E. Tax/Retirement/STRS Issues**

Notwithstanding any other provision of this Agreement, the District shall not be liable for any state or federal tax consequences or any retirement consequences of any nature as a result of this Agreement. The Principal of Truckee Elementary School shall assume sole liability for all state and federal tax consequences and all retirement consequences of any nature occurring at any time. The Principal of Truckee Elementary School further declares that prior to signing this Agreement she apprised herself of relevant data and received independent advice and counsel regarding the state and federal tax consequences and the retirement consequences of this agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Contract on July 7, 2021.

Governing Board, of and On Behalf of  
Tahoe Truckee Unified School District  
Truckee, California [Nevada County]

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Kim Szczurek  
President, Board of Education

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Carmen Diaz Ghysels  
Superintendent Chief Learning Officer  
Tahoe Truckee Unified School District

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Sara Colborn  
Principal, Truckee Elementary School  
Tahoe Truckee Unified School District