

**EMPLOYMENT AGREEMENT**  
**between THE REDWOOD CITY SCHOOL DISTRICT and**  
**RICHARD W. EDSON II**

THIS AGREEMENT is entered into this May 27, 2026, by and between the Board of Trustees of the Redwood City School District, hereinafter referred to as the "Board" or "District", and Richard (Rick) W. Edson II, Chief Business Official, hereinafter referred to as "CBO".

**1. TERM OF CONTRACT**

The District hereby employs the CBO for a term ending on June 30, 2029. The CBO shall provide service during normal business days. The term of this Agreement may be extended by mutual written agreement of the parties. The workdays under this Agreement are 12 months per year (260 days per year).

**2. COMPENSATION**

The salary of the Chief Business Official shall be Two Hundred Seventy-Five Thousand Twenty-Four Dollars (\$275,024) per fiscal year. The amount shall be payable in twelve (12) equal monthly payments.

The CBO agrees to receive a salary increase or decrease equal to the same percentage increase or decrease as provided to administrative employees of the District (RCAA). The CBO's increase or decrease in days worked and paid, if any, shall be the same as the RCAA. If administrative employees are required to take a percentage of salary pay cut in addition to a cut in days, the CBO shall also take a commensurate pay cut in percentage of salary.

**3. DUTIES AND RESPONSIBILITIES**

Under the general direction of the Superintendent, the CBO plans, implements, and administers all fiscal affairs of the District as required by the California Education Code and the Policies and Regulations of the Board of Education. The CBO serves as the fiscal advisor to the District Superintendent as set forth in Education Code section 45108.5.

The CBO accepts employment in this position and is aware that said position has been designated as Senior Management of the classified service as that term is defined in Education Code section 45100.5. The CBO understands that all of his rights and obligations of employment are contained in this contract and that he is not eligible for permanent classified employment in this District so long as he serves in the position of CBO.

**Outside Professional Activities**

By prior approval of the Superintendent, the CBO may undertake for consideration outside professional activities, including consulting, speaking, and writing. Such activities shall not interfere with the CBO's ability to satisfactorily perform the duties of the position as solely and exclusively determined by the Superintendent. The CBO agrees that he shall not utilize District staff or property in performing these

outside activities without prior written approval by the Superintendent. In no case shall the District be responsible for any expenses attendant to the performance of such outside activities unless prior written approval is obtained.

#### **4. SICK LEAVE**

The CBO shall be compensated for sick leave in accordance with current District policy for management employees.

#### **5. FRINGE BENEFITS**

**Health and Welfare Benefits:** The District will provide major medical, vision, and dental benefits to the CBO and the CBO's dependents equal to that provided to management employees. Also, the CBO shall be entitled to receive as additional compensation and pursuant to existing District practices, any differential between the actual cost of the CBO's health and welfare benefits and the benefit amount provided to management employees. If the CBO's health and welfare benefits exceed the amount provided to management employees, the CBO shall be responsible for the excess amount.

**Retirement Benefits:** The District shall reimburse the retired CBO a supplemental amount equal to the difference between the lesser amount set by the California Government Code Section 22892 per eligible retiree, per month. The retired CBO will receive medical and dental insurance for the employee not to exceed the total of the fringe benefit during their final year of employment. The retirement insurance benefit would continue until the death of the retiree, or the retiree is eligible for participation in the Medicare program, or the retiree is eligible for health premiums through other employment, or the retiree reaches the age of 65, whichever comes first.

**Professional Dues:** The District shall pay the CBO's professional dues for membership in the California Association of School Business Officials (CASBO) and the Association of California School Administrators (ACSA).

**Automobile Allowance:** The CBO is required to have a vehicle available to exercise the powers and to perform the duties of his position. The District shall provide the CBO with \$2,400 additional reimbursement for travel within the District per Fiscal Year. Reimbursement for travel outside the District shall be paid in accordance with board policy.

**Expense Reimbursement:** The CBO shall receive reimbursement for necessary expenses incurred while performing day-to-day duties and obligations. The CBO shall also be reimbursed for actual expenses incurred when duties and obligations cause the CBO to travel outside the boundaries of the District.

**Technology Devices:** At its sole discretion, the Board may provide to CBO, at District expense, a cell phone and a laptop computer and/or tablet, hereinafter called "Technology Devices." The District shall pay any costs and expenses associated with owning, licensing, operating, and maintaining such Technology Devices. This does not include costs associated with maintaining home internet access. All Technology Devices so provided are the property of the District and the District shall have the right to

control the access to, and use of, Technology Devices through its Board policies, including its technology use policies, personnel policies, and its risk management policies.

All District-provided Technology Devices are provided to facilitate the performance of CBO's duties and obligations as an employee of the District. CBO may use District-provided Technology Devices for personal use within reasonable limits and in a manner consistent with Board policies, including its technology use policies, personnel policies, and risk management policies. CBO shall not use any Technology Device in any manner that is inconsistent with such policies.

When Technology Devices are provided by District, CBO shall not conduct District business on devices that are not provided or owned by District.

CBO hereby waives any and all rights and protections over the content of any Technology Device or other electronic device (e.g., cell phone, computer, tablet) on which the CBO has conducted any District business, regardless of whether the device is provided by District pursuant to the Contract. This waiver permits the Board or anyone authorized by the Board to examine the contents of any such device without requiring additional permission, including, but not limited to, a separate waiver or a warrant.

## **6. PROFESSIONAL DEVELOPMENT**

The CBO is expected to attend appropriate professional meetings at the local, state, and national levels. Prior approval of the Superintendent shall be obtained when the CBO attends a function outside of San Mateo County. The CBO shall endeavor to maintain and improve his professional competence, including subscription to, and reading of, appropriate periodicals, maintenance of membership in appropriate professional organizations, attendance in education programs, and attendance at professional meetings at the local, state, and national level. The expense of said subscriptions, membership, and attendance shall be paid by the District upon approval of the Superintendent.

## **7. VACATION**

Upon the signing of this Agreement, the CBO shall have vested 23 days of vacation for the remainder of the school year. Thereafter, on July 1 of each year during the term of this Agreement, the CBO shall earn 25 days or that number of days that will bring the total number of accrued vacation days to 44, whichever is smaller. At no time shall the CBO accrue vacation days beyond a maximum of 44 days. Vacation time shall be arranged by an agreement between the CBO and the Superintendent. Said vacation may be taken only at times that are convenient to the operation of the District, as approved by the Superintendent. The CBO may cash out up to fifteen (15) unused vacation days yearly. Upon termination or expiration of this Agreement, the CBO shall be entitled to compensation for all unused accrued vacation days at the then-current salary rate.

## **8. EVALUATION**

The Superintendent shall annually evaluate in writing, with input from the Board, the performance of the CBO not later than June 30 of each year.

## **9. MODIFICATION OR TERMINATION OF AGREEMENT**

This Agreement may be terminated prior to the expiration of the contract term as follows:

The parties may terminate this Agreement by written mutual consent.

The CBO may unilaterally terminate this Agreement only upon giving thirty (30) days prior written notice. Should the CBO become a candidate or applicant for a position elsewhere during the term of this Agreement, the CBO shall advise the Superintendent of this intention before the CBO interviews for the other position.

The Board may terminate this Agreement for breach of any term of this Agreement or for cause. Notice of discharge for cause shall be given in writing, and the CBO shall be entitled to appear before the Board to discuss such causes. If the CBO chooses to be accompanied or advised by legal counsel at such meeting, the CBO shall bear any costs therein involved. Such meeting shall be conducted in closed session unless specifically prohibited by State law. The CBO shall be provided a written decision describing the results of the meeting. The Board's decision shall be final.

The Board may terminate this Agreement without cause upon ninety (90) days prior written notice provided that the District shall pay the CBO, as severance pay, the CBO's base salary which the CBO would have earned under this Agreement to the date of termination set forth in section 2 above, not to exceed six months' base salary. Base salary does not include the cash equivalent for health and welfare benefits, reimbursement for expenses, or car allowance.

## **10. MEDIATION**

Should any dispute arise out of this Agreement, the parties will meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. If a mediated settlement is reached, neither party will be the prevailing party for the purposes of this settlement. Neither party will be permitted to file legal action without first meeting in mediation and making a good-faith attempt to reach a mediated resolution.

## **11. MERGER CLAUSE**

This Agreement constitutes the sole agreement of the parties hereto and correctly states the rights, duties, and obligations of each party. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications will be in writing and signed by the parties.

## **12. APPLICABLE LAWS, RULES, REGULATIONS AND POLICIES**

This Agreement is subject to all applicable laws of the State of California, the rules and regulations of the State Board of Education, the rules and regulations, and policies of the District, all of which are made part of this Agreement and incorporated herein as is fully set forth herein, and each of which may be amended or changed from time to time.

Should any provision of this Agreement be declared invalid by a court of competent jurisdiction, the remainder of this Agreement shall remain fully binding and effective between the parties.

**13. REPAYMENT AFTER CRIMINAL CONVICTION**

If the CBO is convicted of a crime involving an abuse of the office or position, the CBO shall fully reimburse the District for any severance pay, paid leave, salary disbursed pending an investigation, and/or legal criminal defense funds paid by the District. This provision expressly does not oblige the District to make any of these payments.

**14. TAX/RETIREMENT LIABILITY**

Notwithstanding any other provision of this Agreement, the District shall not be liable for any retirement or state/federal tax consequences to the CBO, any designated beneficiary, heirs, administrators, executors, successors, or assigns of the CBO. The CBO shall assume sole responsibility and liability for all state or federal tax consequences of this Agreement and all related payroll and retirement consequences, including, but not limited to, all tax and retirement consequences stemming from any payments made to the CBO as a result of the termination without cause provision of this Agreement, retirement payments, expense reimbursements, and payments for insurance. The CBO agrees to defend, indemnify, and hold the District harmless from all such tax, retirement, and similar consequences.

Dated: \_\_\_\_\_

REDWOOD CITY SCHOOL DISTRICT

By \_\_\_\_\_

Dr. John Baker, Superintendent

I accept this offer of employment and agree to comply with the conditions thereof and to fulfill to the best of my ability all of the duties of employment of CBO of Business Operations of the Redwood City School District.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_

Richard W. Edson II, CBO