### **MEMORANDUM OF AGREEMENT**

As proposed by the Assistant Superintendent-Director/Principal, and supported by the Superintendent-Director, **NAME** hereby agrees to accept this one year (*renewable*) contract effective **July 1, 202X** with the Blackstone Valley Vocational Regional School District for administrative/leadership responsibilities within the position of **POSITION** conditional based on a satisfactory CORI and SAFIS Background Check 603 CMR 51.00.

The effective period of this contract shall include a minimum of **223** contact days, **25** vacation days (*note: a maximum of* ***10 vacation*** *days may be carried-over to the subsequent contract year*), and **12** holidays within each fiscal year spanning **July 1st** through **June 30th.**  The regular workday will include a minimum duration of **7:30 a.m.** to **3:30 p.m.** Benefits for this position include 15 sick days per year cumulative to 150 days; 3 personal days; and medical, dental and life/disability insurance at the established rate.

The parties recognize that consistent with the state’s approved educator evaluation system, the process for evaluating administrators will reflect performance based evaluation criteria which include measures of standards, indicators elements and performance descriptors for effective administrative leadership. It is understood that performance within the above stated role will be evaluated by the Assistant Superintendent-Director/Principal and then reviewed by the Superintendent-Director.

Additionally, it is acknowledged that said performance will also be measured according to requirements of the role, as contained within the official job description and that performance based evaluations will be considered in determinations made regarding future remuneration levels, reassignments and/or termination.

As a condition of this relationship the administrator accepts the responsibility of completing not less than sixty (60) hours of professional improvement per year. Said professional improvement to be pre-approved by the aforementioned supervisor.

As an employee of the District, you are subject to all policies related to Empowered Digital Use, Access to

Digital Resources and Internet Publication Policies, Sexual Harassment, Drug Free Workplace and other such

policies as the District may adopt or modify from time-to-time.

As a leadership team member, you are considered a role model held to the highest standards. Within your role you recognize any social media (Instagram, Snapchat, Twitter, Facebook, etc.) posting is subject to public scrutiny and attention.

**FY202X Compensation:**

Base salary compensation effective FY202X shall be computed as follows: Previous year base salary plus a performance incentive base adjustment not to exceed X.XX% of your FY202X base salary. The earned performance incentive is subject to the above referenced performance based evaluation system for administrators and sufficient documentation provided by employee as determined by the Assistant Superintendent-Director/Principal and then reviewed by the Superintendent-Director shall constitute an adjustment to your base salary retroactive to July 1, 202X.

It is important to note that this position will be eligible for any new system-wide performance incentive resulting from anticipated collective bargaining with the Teachers’ Association during the term of this agreement. System-wide performance incentive payments are not added to base salary calculations.

As an employee with specified compensation and benefits as put forth within the preceding memorandum of agreement, you shall also be eligible for defined performance incentives and longevity. Annual performance incentive ratios will be established by the School Committee. Longevity amounts are detailed within the District’s collectively bargained agreement with the Teachers’ Association.

Additionally, the Administrator is encouraged to contribute $5.00 for 26 paychecks/per fiscal year during the term of the FY2X contract to address the District’s OPEB pension obligation.

**Termination of Employment Agreement:**

The **POSITION** may terminate this agreement and his/her employment prior to its expiration date by giving the Superintendent-Director at least sixty (60) days’ notice in writing of said termination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Superintendent-Director