

**SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT
EMPLOYMENT CONTRACT
PRINCIPAL**

THIS AGREEMENT, is made as of the ___ day of May, 2021, by and between the Southwick-Tolland-Granville Regional School Committee and [REDACTED] (hereinafter referred to as "Principal"), and said parties hereby agree to this Employment Contract and the attached document marked "A" regarding administrative compensation and benefit entitlements.

This agreement will continue in full force and effect until a successor is executed by the School Committee and the Principal or the agreement is terminated by either party in accordance with the provision herein. In consideration of the promises herein contained, the parties hereto mutually agree as follows:

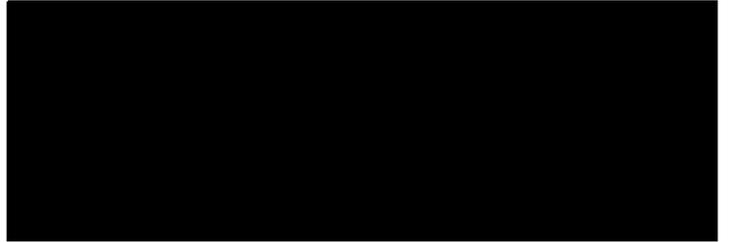
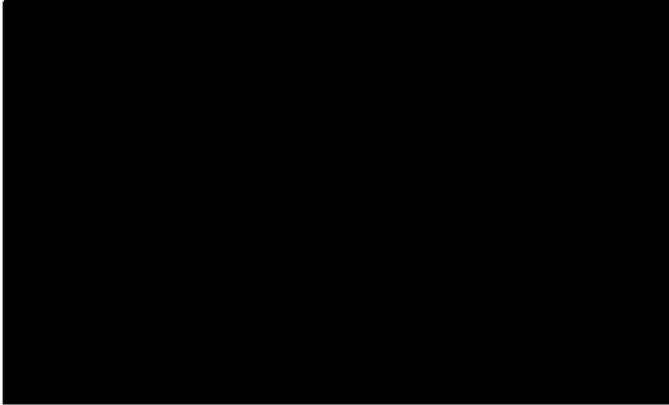
1. **EMPLOYMENT:** The Committee hereby employs [REDACTED] Principal, and he hereby accepts employment on the following terms and conditions:
2. **TERM:** The Principal shall be employed commencing on July 1, 2021 and ending on June 30, 2024. Any extension or renewal of this contract shall be in accordance with the provisions of the Education Reform Act.
3. **COMPENSATION:** The Principal shall be paid an annual salary of \$122,283 effective July 1, 2021 through June 30, 2022; \$125,951 effective July 1, 2022 through June 30, 2023; \$129,730 effective July 1, 2023 through June 30, 2024. The salary is payable in equal installments convenient to the parties, but not less often than once every two (2) weeks.
4. **TERMINATION:** In the event that said Principal desires to terminate this contract before the term of services shall have expired, he may do so by giving at least a ninety (90) day notice of his intention to the Superintendent. The Superintendent shall give at least a ninety (90) day notice of his/her intention not to renew this contract.
5. **CAUSE:** The Principal recognizes the authority and responsibility of the Superintendent to discipline or reprimand employees for delinquency of professional performance or to discharge, discipline, reprimand, or reduce in rank employees for just cause. This agreement may be terminated prior to the expiration date of the agreement for good cause, for financial exigencies, and/or due to a reorganization. In the case of financial exigencies and/or reorganization, the Superintendent may terminate the agreement, cause a reduction of the workday or work year, or demote the Principal to a less skilled position. If the workday or work year is reduced there will be a corresponding proration of the salary to reflect the changed workday or work year. In the event of a demotion, the parties will negotiate the salary rate of the new position. In the event the Principal is no longer required to perform certain duties or is required to perform other duties in its place, the parties will negotiate the salary rate and duties of the new/modified position.
6. **DUTIES:** The Principal shall perform faithfully, to the best of his ability, the duties of Principal, and other duties as may be assigned from time to time by the Superintendent of

Schools or by direction of the School Committee.

7. **CERTIFICATION:** The Principal shall furnish to the Superintendent, and maintain throughout the term of the contract, a valid and appropriate certificate qualifying him to act as a Secondary Principal in the Commonwealth of Massachusetts.
8. **BENEFITS:** The Principal shall be entitled to other employment benefits, which are incorporated into this Agreement by reference thereto, and submitted with this Agreement and marked "A".
9. **WORK YEAR:** The Principal shall work two hundred and twenty (220) days per fiscal year (July 1 through June 30). The Principal may be required to work during the regularly scheduled school year vacations. The Principal is required to complete all workdays during each fiscal year. If the Principal does not work the full two hundred and twenty (220) days in a fiscal year, the per diem rate will be deducted from his pay for each day not worked. Days worked in excess of the contracted amount may not be deducted in the following fiscal year.
10. **PROFESSIONAL ACTIVITIES:** The Principal may accept speaking, writing, lecturing or other engagements of a professional nature, with the prior approval of the Superintendent, provided they do not derogate from his duties.
11. **REIMBURSEMENT FOR EXPENSES:** The Committee shall reimburse the Principal for all budgeted expenses reasonably incurred in the performance of his duties under this contract. Some examples of such expenses are: costs of transportation and attendance at appropriate local, state and national meetings and conferences; and legal fees incurred as a result of any action brought against him which arises out of employment and with the exception of intentional torts and criminal actions.
12. **RELATIONSHIP BETWEEN THE PRINCIPAL AND SUPERINTENDENT:** The Principal shall meet with the Superintendent at least once per year for the purpose of discussing with the Superintendent his job description and performance as well as the working relationship between the Principal and the Superintendent. The Principal will be evaluated in accordance with the DESE Model Evaluation for administrators.
13. **SEPARATION:** If the Principal leaves employment in the District during the contract period, days worked will be paid at a per diem rate. Monies owed to the Principal or the School District will be reimbursed within thirty (30) days of the last worked day.
14. This Agreement shall be executed in two counterparts, each of which shall be deemed to be an original, and both of which taken together shall be deemed one and the same instrument.

IN WITNESS WHEREOF, the parties have hereunto signed this Agreement and a duplicate thereof this _____ day of May, 2021.

**FOR THE
SOUTHWICK-TOLLAND-GRANVILLE
REGIONAL SCHOOL COMMITTEE**



“A”

**SOUTHWICK-TOLLAND-GRANVILLE REGIONAL SCHOOL DISTRICT
PRINCIPAL – BENEFITS PACKAGE**

The following is a list of the benefits provided to the Principal by the Southwick-Tolland-Granville Regional School District:

1. **Holidays:** The Principal is entitled to the following holidays which are not included as part of his work year:

Independence Day	Thanksgiving Day	Martin Luther King, Jr. Day
Labor Day	Day after Thanksgiving	Presidents’ Day
Columbus Day	Christmas Day	Good Friday
Veterans’ Day	New Year’s Day	Patriots’ Day
		Memorial Day

2. **Professional Development:**

\$650 for professional development per year
\$650 for professional memberships
\$1,200 for travel to state, national and association conferences

3. **Course Reimbursement:** With the prior written approval of the Superintendent, the School District will reimburse the Principal for the cost of one (1), three (3) credit course per year in each three (3) year period, at an approved institution, successfully completed with a grade of B or better, an amount up to the cost of a three (3) credit course at Westfield State University.
4. **Travel:** The Principal will be reimbursed at a flat rate of two hundred dollars (\$200) per year for travel outside of the Southwick-Tolland-Granville Regional School District related to her professional responsibilities (excluding professional development).
5. **Health and Dental Insurance:** The Principal shall be eligible to participate in a group health and dental insurance plan made available to qualifying employees by the Southwick-Tolland-Granville Regional School District. The available plan(s) will meet the minimum creditable coverage requirements of the federal Affordable Care Act and the Massachusetts Health Care Reform Law. Participation in a group health plan shall be contingent upon meeting the minimum number of work hours required for District employees to be eligible for said plan(s). The District shall contribute fifty percent (50%) toward the cost of monthly premiums for said plan and the Principal shall contribute the other fifty percent (50%) through payroll deduction.
6. **Life Insurance:** The Principal shall be eligible to participate in a ten thousand-dollar (\$10,000) term life insurance plan made available to qualifying employees by the Southwick-Tolland-Granville Regional School District. Participation in a term life insurance plan shall be contingent upon meeting the minimum number of work hours required for District employees to be eligible for said plan(s). The District shall contribute fifty percent (50%) toward the cost of monthly premiums for said plan and the Principal shall contribute the other fifty percent (50%) through payroll deduction.
7. **Tax-Deferred Savings Plans:** The Principal shall be eligible to participate in tax-deferred savings plans made available by the District. All arrangements for the Principal to participate in tax-deferred

savings plans through payroll deductions will be made by the Principal including salary reduction agreements through the District Third Party Administrators. Deductions for tax-deferred savings plans will be made in equal installments from each paycheck.

8. Personal Sick Leave/Family Leave

- a. Sick leave shall be granted for personal sickness or injury. Up to ten (10) days of the annual entitlement may be used for the care of a sick immediate family member. Immediate family shall be defined as spouse, sons, daughters, step-children, adopted and foster children, father, and mother. All days will be deducted from the Principal's sick leave accumulation.
- b. The Principal shall be credited with twenty (20) sick days per fiscal year (July 1 through June 30). Sick leave for partial years of service will be prorated.
- c. Sick leave may be accumulated up to two hundred and twenty (220) days. Previously accumulated sick leave credits shall be restored to employees returning from approved leaves of absence.
- d. A doctor's excuse may be requested for any sick leave absence due to personal or family illness.
- e. The Principal shall be informed annually as to the number of sick leave days he has accumulated.

9. Other Leaves/Absences

The Principal shall be entitled to the following absences/leaves:

- a. A maximum of three (3) days of paid absence will be allowed for religious observances during the fiscal year where the tenets of the religion require the person to refrain from work or attend a religious ceremony which conflicts with the employee's work hours.
- b. The Committee agrees to remunerate the difference between the Principal's wages, on a per diem basis, and any compensation received for time spent on jury duty.
- c. Two (2) personal days may be taken per fiscal year. Personal days may be taken only to take care of personal, business, or legal matters which could not ordinarily be accomplished during non-working hours, but not before or after holidays or school vacations. Prior approval to take a personal day must be obtained from the Superintendent at least forty-eight (48) hours before the day is actually taken. Personal Days for partial years of service will be prorated.
- d. Two (2) vacation days may be taken during the contract year when school is in session.
- e. Five (5) calendar days leave of absence may be taken at one time in the event of death in the immediate family: spouse, sons, daughters, step-children, adopted and foster relations, father, and mother. Five (5) calendar days of leave may be taken for the death of brothers, sisters, brother-in-law, sister-in-law, mother-in-law, father-in-law, grandchildren, and grandparents. Additional days may be taken at the discretion of the Superintendent.