

**TOWN OF AUBURN
EMPLOYMENT AGREEMENT BETWEEN
AUBURN SCHOOL COMMITTEE AND**

██████████ – SCHOOL BUSINESS MANAGER

The Town of Auburn School District (“District”), acting by and through its Superintendent of Schools, and ██████████ hereby agree pursuant to Section 41 of Chapter 71 of Massachusetts General Laws as follows:

- 1) Position and Contract Duration: ██████████ will serve as School Business Manager in the Auburn School District. The period of this Agreement will be July 1, 2018 through June 30, 2021 provided, however, that nothing in this Agreement will be deemed to limit the rights of the Auburn School District or ██████████ under M.G.L. c. 71, Section 41. ██████████ will devote her full time and best efforts to the position of School Business Manager. The School Business Manager position is exempt from the wage and hour laws. On or before May 15th of each contract year, the Superintendent will meet with ██████████ to discuss and inform her of contract renewal (if applicable), performance, and salary.
- 2) Reporting Relationships: ██████████ will report to, and be supervised by, the Superintendent of Schools.
- 3) Salary: For the period of July 1, 2019 through June 30, 2020, the School District will pay ██████████ the salary below. Salary and benefits for subsequent years will be negotiated with the Superintendent within the parameters established by the School Committee and according to School Committee policy and procedures.

a. FY 2019	\$111,537
b. FY 2020	\$114,750
c. FY 2021	TBD

- 4) Vacation: ██████████ will be entitled to twenty-five days of vacation leave annually, prorated for any partial year. Vacation leave will be effective July 1 through June 30th of each year and only for that time period. Upon the written request of ██████████ to the Superintendent, up to five (5) vacation days may be carried over but must be used by August 31st of the same year. ██████████ will coordinate the use and approval of vacation leave with the Superintendent of Schools.
- 5) Annual Work Schedule: The annual work year shall commence on July 1 and terminate June 30th each year. ██████████ shall expend the time and effort necessary to effectively achieve the goals and purposes of the position and of the Auburn Public Schools.
- 6) Benefits:
 - a) Insurance: ██████████ will be eligible for group life and health insurance provided to other employees of the Town of Auburn according to Chapter 32B of the Massachusetts General Laws and at the contribution rate established by the Town.
 - b) Sick Leave: ██████████ will be entitled to paid sick leave at the rate of (fifteen) 15 days per year, prorated for any partial year, cumulative to two hundred and ten days (210). Two hundred ten accumulated sick days will carryover.
 - i. Any leave of absence for reason of sickness or injury, which extends for a period of thirty consecutive workdays, shall then be considered as an extended sick leave. Extended sick leave may be granted by the School Committee upon recommendation of

the Superintendent at that time with pay from that date for a total of accumulated sick leave days, subject to a medical statement by the attending physician, stating the exact nature of the incapacitation and the projected recovery time.

- ii. [REDACTED] must make written application to the School Committee through the Superintendent of Schools for extended sickness or injury benefits. The School Committee may request a review by a school physician.
- iii. If [REDACTED] is on Workers Compensation (or Injured on Duty) status for a period of more than three (3) consecutive months, she will not be entitled to earn vacation or sick leave for the period of time that she is on Workers Compensation (or Injured on Duty) status after three months.

c) Extended Retirement Benefit:

Seven (7%) percent of the final year's salary shall be granted as a salary adjustment in the final year of service before retirement from the Auburn School System subject to the conditions listed below:

- A. Declaration of intent to retire shall be submitted in writing by March 1 of the year before retirement. Upon acceptance of the administrator's retirement by the School Committee at a regular meeting where the action is duly noted on the agenda, this action will be considered binding. This requirement maybe waived at the discretion of the Superintendent.
- B. Payment of this benefit shall be made after acceptance of formal retirement and shall be made as a lump sum payment by the end of the fiscal year of retirement.

7) Professional Expenses:

Subject to law, the School Committee will reimburse [REDACTED] for registration, tuition for an appropriate course, attendance, and expenses related to professional conferences, institutes, publications, and dues for groups not otherwise provided in this Contract, up to a total of (\$1,500) annually, upon prior approval of the Superintendent and upon submission by Cecelia Wirzbicki of documentation of such expenses.

Dues for one professional association will be paid by the School District and will not be charged against [REDACTED] annual reimbursement.

8) Retirement: [REDACTED] will be a member of the Teachers' Retirement System as required by M.G.L. Chapter 32, Section 2.

9) Holidays: [REDACTED] will be entitled to the following fourteen (14) holidays per year, in accordance with the policy of the Auburn School Committee:

- | | |
|-------------------------|------------------------|
| New Years Day | Labor Day |
| Martin Luther King Day | Columbus Day |
| Presidents Day | Veteran's Day |
| Patriots Day | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Independence Day | Christmas Day |
| Friday before Labor Day | Day after Christmas |

10) Travel: [REDACTED] will be reimbursed for all reasonable necessary travel expense within the Commonwealth of Massachusetts actually incurred beyond the performance of her duties pursuant to the Agreement at the same rate as other employees of the Town of Auburn.

11) Personal Leave: [REDACTED] will be entitled annually to three (3) personal days. [REDACTED] will coordinate and have approved her use of such personal leave with the Superintendent of Schools.

12) Bereavement: In the event of a death in [REDACTED] immediate family she shall be granted leave with pay in the amount of five (5) working days and such leave shall not be charged to sick leave or vacation leave. Immediate family is defined as spouse, child, step-child, father, mother, sister, brother, grandchildren.

She shall be granted leave with pay in the amount of three (3) working days and such leave shall not be charged to sick leave or vacation leave for a grandmother or a grandfather; and two (2) working days for mother-in-law, father-in-law, brother-in-law, and sister-in-law, or relative living in the employee's household.

She shall be granted leave with pay in the amount not to exceed one (1) working day for an aunt, uncle, cousin, niece or nephew.

13) Family Illness: [REDACTED] will be entitled to a temporary leave of absence with pay not to exceed three days in any one year for the care of her immediate family who is critically ill, not to be cumulative.

13) Certification: [REDACTED] will furnish and maintain throughout the term of this Agreement a valid and appropriate certificate qualifying her to act as School Business Manager in the Commonwealth, as required by Massachusetts law.

14) Performance Evaluation: The Superintendent of Schools will annually evaluate [REDACTED] performance as School Business Manager in conformance with the standards established by the Massachusetts Department of Elementary and Secondary Education and the Auburn School Committee and shall be evaluated in accordance with the provisions of the Massachusetts Model System for Educator Evaluation 603 CMR 35.00.

A. The Superintendent shall evaluate the performance of the School Business Manager in writing annually in accordance with an evaluation instrument which clearly articulates the goals and standards by which the School Business Manager's performance will be measured. This evaluation shall be prepared by the Superintendent, signed by the Superintendent and School Business Manager and placed in her/his personnel file. The signature of the School Business Manager thereon shall not necessarily indicate agreement with the content hereof, but rather acknowledgment of receipt of the document. The School Business Manager may respond to the evaluation in writing within 21 days of receipt of the evaluation and may attach his/her response to the evaluation in his/her file.

B. The purpose of evaluation of the School Business Manager is to encourage a high level of performance and to facilitate improvement. To this end, the evaluation of the School Business Manager should be an on-going process. The Superintendent and the School Business Manager will meet to review progress towards professional practice, student learning and school improvement goals.

C. The evaluation of the School Business Manager will encompass, among other things, the following areas of responsibility:

Standard I: Instructional Leadership

- A. Curriculum
- B. Instruction
- C. Assessment
- D. Evaluation
- E. Data Informed Decision-making

Standard II: Management and Operations

- A. Environment
- B. Human Resources Management and Development
- C. Scheduling and Management Information Systems
- D. Law, Ethics and Policies
- E. Fiscal Systems

Standard III: Family and Community Engagement

- A. Engagement
- B. Sharing Responsibility
- C. Communication
- D. Family Concerns

Standard IV: Professional Culture

- A. Commitment to High Standards
- B. Cultural Proficiency
- C. Communications
- D. Continuous Learning
- E. Share Vision
- F. Managing Conflict

- 15) Termination of Agreement: [REDACTED] may terminate this Contract upon sixty (60) days written notice to the Superintendent of Schools. The Superintendent of Schools may terminate this Contact for good cause upon written notice to [REDACTED].
- 16) Completeness: This Contract constitutes the entire agreement between the School District and [REDACTED] and supersedes any and all other agreements written or oral, between the parties.

This Agreement may only be changed by written amendment executed by the Superintendent and [REDACTED] within the parameters established by the School Committee and according to School Committee policy and procedures.

[REDACTED]
School Business Manager

[REDACTED]
Superintendent

Date

Date