



Carlisle Public Schools

83 School Street Carlisle, MA 01741 Phone: 978-369-6550 Fax: 978-371-2400

Academic Excellence

Creativity

Respect

Responsibility

CONTRACT OF EMPLOYMENT

THIS AGREEMENT is made as of April 30, 2021 by _____ the Superintendent of Schools, on behalf of the Carlisle Public Schools, (hereinafter referred to as "the Superintendent,") and _____ (hereinafter referred to as "the Principal")(collectively, referred to as "the Parties").

In consideration of the promises herein contained, the Parties hereto mutually agree as follows:

- 1) **TERM:** The Superintendent agrees to employ _____ Principal for the period beginning July 1, 2021 and ending June 30, 2024.
- 2) **COMPENSATION:** The Principal shall be paid at an annual salary rate of One Hundred Thirty Nine Thousand Dollars (\$139,000.00) for the FY '22 contract year. _____ salary shall be increased by two percent (2%) in FY '23 and FY '24. This salary will be payable in equal installments convenient to the parties, but not less than monthly.
- 3) **TERMINATION:** The Superintendent may terminate this Agreement at any time for any of the following reasons: inefficiency, incapacity, conduct unbecoming the Principal, unacceptable performance of job responsibilities, or other good cause, or for reduction in force, provided the Principal is given notice of such intent at least ninety (90) calendar days in advance during the school year at the end of which the termination/reduction is to occur. "Good cause" shall mean any grounds put forth by the Superintendent which are not arbitrary, irrational, unreasonable, in bad faith or irrelevant to the sound operations of the school system. If the Principal decides to leave the employ of the Carlisle Public Schools, he shall give written notice of such intent at least ninety (90) calendar days in advance.
- 4) **DUTIES:** The Principal shall perform faithfully and competently, at a minimum within the standards set by Section 59B of Chapter 71 of the General Laws, the duties as set forth in the approved job description and such other duties that are assigned by the Superintendent.
- 5) **OTHER ACTIVITIES:** The Principal may accept speaking, writing, lecturing or other engagements of professional nature, provided they do not, in the opinion of the Superintendent, derogate from his duties as Principal. The Principal may undertake and engage in consulting work with the prior approval of the Superintendent. Such approval shall not be unreasonably withheld.

6) FRINGE BENEFITS: The Principal shall be entitled to all insurance benefits (medical, hospital, and life) available to district employees, such benefits not to reduce other benefits expressly provided for in this contract or to be agreed upon in the future.

- A) The Superintendent will provide Two Thousand Dollars (\$2,000.00) for professional development for the Principal in each contract year.
- B) The Principal shall be guaranteed seventy-five (75) days of sick leave during each year of the contract, or any subsequent renewal of this contract. Unused sick leave may not be carried forward from contract year to contract year. The Principal may request additional sick leave days from the Superintendent not to exceed fifty (50) days during any contract year for any catastrophic illness or injury, when substantiated by appropriate documentation. At the end of each fifty (50) day period, the Principal may request additional sick leave not to exceed fifty (50) days. Granting of additional sick days is in the sole discretion of the Superintendent.
- C) The district shall pay the Principal's yearly MSAA membership fee.
- D) The District shall provide One Thousand Five Hundred Dollars (\$1,500.00) annually for the purpose of providing disability and/or life insurance or health insurance, or as a contribution to a 403b account designated by the Principal.
- E) The District shall provide up to three (3) Personal Days with Superintendent's approval.
- F) The District shall provide Bereavement Leave with Superintendent's approval.

7) ANNUAL VACATION: The Principal shall be entitled to six (6) weeks' vacation per contract year and absences as set forth in Article XIII, "Leave of Absence with Pay" of the contract between the Teachers' Association and the School Committee and the Town of Carlisle, Massachusetts, it being understood that compensation will not be due for absences not taken. Vacation time must be taken during the term in which it is granted, and no more than five (5) days may be taken when school is in session. The Superintendent shall approve the schedule of vacation time. Such approval shall not be unreasonably withheld.

8) REIMBURSEMENT FOR EXPENSES: The Superintendent shall reimburse the Principal for those expenses reasonably incurred in the performance of his duties under this contract. Such expenses shall include, but shall not be limited to, costs of transportation and attendance at appropriate local, state, and national meetings and conferences.

9) CERTIFICATE: The Principal shall hold a current license to serve as a principal in the Commonwealth of Massachusetts.

10) PERFORMANCE: The Principal shall fulfill all aspects of this contract. Any exceptions thereto shall be by mutual agreement between the Superintendent and the Principal in writing.

The Superintendent shall evaluate the Principal's job performance on an annual basis, such evaluation to be completed prior to the anniversary date. In the event that the Principal is to be terminated for reasons relating to job performance, the annual evaluation shall be made prior to the notification of termination.

11) INDEMNIFICATION: The Carlisle Public Schools will indemnify and/or defend the Principal for any and all damages for any acts of omission or commission arising out of or in the course of his employment, to the degree permitted by MGL 258.

12) INVALIDITY: If any paragraph or part of this Agreement is invalid, it shall not affect the remainder of said Agreement, but said remainder shall be binding and effective against all parties.

13) ENTIRE AGREEMENT: This instrument constitutes the entire Agreement of the Superintendent and the Principal; any such amendments hereto must be reduced to writing and signed by the parties.

IN WITNESS WHEREOF, the Superintendent and the Principal have hereunto signed and sealed this Agreement and a duplicate hereof this 30th day of April in the year 2021.

