

**CONWAY SCHOOL DISTRICT
ELEMENTARY SCHOOL PRINCIPAL
CONTRACT OF EMPLOYMENT**

THIS AGREEMENT, made as of this 15 day of April, 2021, by and between **SUPERINTENDENT OF SCHOOLS** for the **CONWAY SCHOOL DISTRICT**, (hereinafter referred to as the "Committee") and the **CONWAY GRAMMAR SCHOOL PRINCIPAL** (hereinafter referred to as the "Principal").

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

1. **EMPLOYMENT**

The Committee hereby employs _____ as Principal of the Conway Grammar School, and the Principal hereby accepts employment on the following terms and conditions:

2. **TERM**

The Principal shall be employed for a three-year term commencing July 1, 2021 and terminating on June 30, 2024.

3. **COMPENSATION**

A. The Principal shall be paid an annual salary of \$108,200 for the first year of this contract, starting on July 1, 2021 and ending on June 30, 2022 payable in equal installments, convenient to the parties, but not less often than once every two weeks. In subsequent years, the Superintendent agrees to negotiate with the Principal concerning her salary at the time of the Principal 's annual performance evaluation.

B. The Committees agree to deduct monies from the salary of the Principal for the following purposes:

1. Amounts authorized by the Principal for participation in a tax-sheltered annuity plan authorized by Federal law.

2. Deductions in amounts authorized by the Principal to the Massachusetts Teachers Retirement Board providing, however, that no additional cost shall be borne by the Committees due to such election.

3. Deductions as required by law.

C. Such deductions, upon individual authorization, will be paid directly to the

designated account by the Treasurer of the Town of Sunderland. All deductions withdrawn for tax-sheltered annuities shall be submitted to the investment agency of record within the time limits established within all state and/or Federal mandates.

4. **DUTIES AND RESPONSIBILITIES**

The Principal shall be the education leader and shall supervise the operation and management of the school and school property, subject to the supervision and direction of the Superintendent. The Principal shall be responsible, consistent with the Committee's personnel policies and budgetary restrictions and subject to the approval of the Superintendent, for hiring all teachers and other personnel assigned to the school as provided for in Chapter 71, as amended by the Educational Reform Act of 1993. In addition, the Principal shall perform all other duties and responsibilities consistent with those normally associated with the position of Principal in the Commonwealth of Massachusetts.

5. **CERTIFICATE**

The Principal shall furnish and maintain throughout the term of her contract a valid and appropriate certificate qualifying her to act as Principal in the Commonwealth or a currently approved waiver.

6. **HOURS OF WORK**

The Principal recognizes that her responsibilities and conduct are not determined by prescribed hours of work. She agrees to perform the directed and implied duties of her position as determined by the Superintendent and will expend the time and effort necessary to effectively achieve the goals and purposes of the Conway Grammar School. This responsibility includes attendance at School Committee meetings and meetings whenever so required by the Superintendent. The Principal is entitled to a daily thirty (30) minute lunch period.

7. **WORK YEAR**

The Principal's work year, unless otherwise directed by the Committee, shall consist of a twelve-month work year (The work year may consist of 260 days, 261 days or 262 days).

8. **VACATION LEAVE**

The Principal is entitled to twenty-five (25) workdays of paid annual vacation, exclusive of legal holidays during each year of this Agreement. At the end of the school year the Principal has the option of carrying over up to five (5) unused vacation days, or electing a payment at the Principal's daily rate for up to five (5) vacation days. At no point may the Principal accumulate more than thirty (30) vacation days,

9. **HOLIDAYS**

The Principal is entitled to the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veterans' Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Fourth of July	Christmas Day

10. **SNOW DAYS**

The Principal may be required to attend on days school is closed due to inclement weather or other emergency event of any sort. Failure to attend on those days may lead to loss of pay.

11. **SICK LEAVE**

The Principal is entitled to twenty (20) days of sick leave per contract year, beginning July 1 of each contract year, cumulative to one hundred and eighty (180) days maximum. In any contract year, five (5) of the twenty (20) days intended for sick leave may be used at the option of the Principal for serious illness in the immediate family. The Principal will be entitled to five (5) days of non-accumulative leave of absence with pay each year for religious, legal, family and personal matters.

12. **BEREAVEMENT LEAVE**

In the event the Principal suffers a death in her immediate family (which is defined as father, mother, sister, brother, spouse, son or daughter), she may have up to five (5) calendar days leave to attend the funeral and clear up estate matters. Up to three (3) calendar days of bereavement leave may be granted at the discretion of the Superintendent in the event that the Principal suffers a death of a grandmother, grandfather, or of a spouse's immediate family member (immediate family as defined above). Bereavement leave may be extended upon application to and at the discretion of the Superintendent.

13. **PERSONAL LEAVE**

The Principal shall be entitled to two (2) personal days with pay. Except in an emergency, 24 hour written notice shall be given of intent to take a personal day.

14. **PARENTAL LEAVE**

The Principal will be granted to leave in accordance with Family and Medical Leave Act (FMLA) as well as M.G.L., Ch. 149, Sec. 105D (the so-called Massachusetts Parental Leave Act (MPLA)) and other applicable statutes, federal

and state. No provision in this section shall be deemed to incorporate by reference Ch. 149, Sec. 105D or other statutes into this policy.

15. **SABBATICAL LEAVE**

Sabbatical leave may be granted for the purposes of studying, to travel, or to benefit from a foundation or a federal grant. Sabbatical leave may be granted only upon a recommendation by the Superintendent and with approval of the School Committee and shall be granted only for professional improvement.

16. **INSURANCE**

A term life insurance plan equal to one hundred thousand (\$100,000) dollars with 100% of the premium paid by the District.

A disability insurance plan equal to two-thirds of that which the Principal would receive as salary for as long as she shall be disabled up to age 65; provided however, that said policy shall not take effect until the expiration of a ninety (90) day period, with 100% of the premium, paid by the District.

Individual or family coverage, whichever is applicable in the particular case, for Blue Cross and Blue Shield, or equivalent, of the type presently available to teachers and at the same premium split.

Principals will be covered by the school's liability coverage. No section of this Policy provides that the school will indemnify any Principal other than by providing said liability coverage. The Committee will maintain in force current liability insurance policies.

17. **INDEMNIFICATION**

In accordance with and to the extent provided by MSG.L. Chapter 258, Section 9, the Committee agrees to provide legal counsel and to indemnify the Principal against all uninsured financial loss arising out of any proceeding, claim, demand, suit or judgment by the reason of alleged negligence or other conduct resulting in bodily or other injury to any person or damage to the property of any person committed while the Principal is acting within the scope of her employment or under the direction of the Committee. This indemnification protection shall only be applicable to the extent that such indemnification protection is covered by the school's liability coverage. The parties understand and agree that this indemnification provision shall not apply to actions by the Committee to suspend and/or terminate the Principal in accordance with Section 22 of this Employment Agreement.

As a condition of receiving such indemnification, the Principal shall, within five (5) calendar days of the time she is personally served with any summons,

complaint, process, notice, demand or pleading, deliver a copy of the same to the Committee.

18. **MILEAGE REIMBURSEMENT**

The Principal shall be reimbursed at the IRS mileage reimbursement rate for travel in her personal vehicle to and from required District activities, excluding Commuting to and from the Principal's home,

19. **PERSONAL INJURY BENEFITS**

Whenever the Principal is absent from school as a result of personal injury caused by an accident or assault occurring in the course of her employment, she will be paid her full salary (less the amount of any workmen's compensation award made for temporary disability due to said injury) for the period of such absence. The difference in pay between workmen's compensation award and full pay will be charged off to the Principal's annual or accumulated sick leave.

20. **PROFESSIONAL DUES**

The Principal's annual membership in appropriate state and national professional organizations approved by the Committee will be paid by the District,

21. **TECHNOLOGY**

The Principal shall have access to a computer and iPad purchased and owned by the District. These items are property of the District and shall be returned to the District at cessation of employment.

22. **TERMINATION**

In the event said Principal desires to terminate this contract before the term of service shall have expired, she may do so by giving at least a ninety (90) day notice of her intention to the Superintendent.

The Superintendent may dismiss, demote or suspend the Principal at any time for good cause (as hereinafter defined) in accordance with the procedures contained in MGL Chapter 71, Sections 42 and 421). The Principal shall have the right to receive written charges and an opportunity to submit a written response for consideration by the Superintendent.

In the event of termination, the Committee's only obligation to the Principal shall be payment for services performed, and the reimbursement of any outstanding expenses.

Upon expiration or earlier termination of this Agreement, the Principal shall return to the District all information, records, computer data, equipment, and files used or created by the Principal in the performance of this Agreement.

23. **DEDUCTIONS**

The payment of salary to the Principal shall conform and be subject to all federal, state and Committee regulations governing deductions from the above specified salary of any income taxes, social security taxes, retirement system deductions, annuity deductions, garnishments and other deductions.

24. **PROFESSIONAL ACTIVITIES**

The Principal may accept speaking, writing, lecturing or other engagements of a professional nature as she sees fit, provided she does not derogate from her duties.

25. **SUPERVISION**

The Superintendent shall promptly refer to the Principal for her study and recommendation all criticisms, complaints, and suggestions brought to her attention.

26. **REIMBURSEMENT FOR EXPENSES**

The Committee shall reimburse the Principal for all approved budgeted expenses reasonably incurred in the performance of her duties under this contract. Some examples of such expenses are: costs of transportation and attendance at appropriate local, state and national meetings and conferences,

27. **EVALUATION**

The Superintendent shall evaluate the performance of the Principal annually based on 1) this contract; 2) the standards prescribed under the Massachusetts Educator Evaluation System, and in accordance with 603 CMR 35,04-35.1 1, including Standards and Indicators for Effective Administrative Leadership Practice; 3) as contained in the policies and directives of the Conway School Committee; 4) as contained in the policies and directives as the Superintendent; and 5) the annual school improvement goals agreed upon by the Principal and the Superintendent. The Superintendent shall be the determiner of the weight to be given to any evaluation criteria,

28. **ENTIRE AGREEMENT**

This contract embodies the whole agreement between the Committee, and the Principal and there are no inducements, promises, terms, conditions or obligations made or entered into by either party other than those contained herein, This contract may not be changed except by a written agreement signed by the party against whom enforcement is sought,

29. **SEVERABILITY**

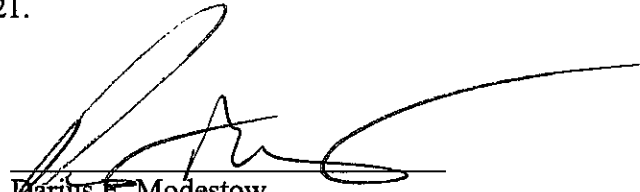
It is understood and agreed by the parties that if any part, term or provision of this Agreement is held by the courts to be illegal or in conflict with any law of the Commonwealth of Massachusetts, the validity of the remaining portions

shall be construed and enforced as if the contract did not contain the particular part, term or provision held to be invalid.

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 THEREOF, the parties hereunto signed this Contract and a duplicate thereof this 15 day of April, 2021.

By


Darius E. Modestow
Superintendent of Schools

By

Conway Grammar School