

**HADLEY PUBLIC SCHOOLS
HOPKINS ACADEMY SCHOOL PRINCIPAL
CONTRACT OF EMPLOYMENT**

THIS AGREEMENT, made as of July 1, 2021, by and between the **SUPERINTENDENT OF SCHOOLS** for the **HADLEY SCHOOL DEPARTMENT** and [REDACTED], the **HOPKINS ACADEMY 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 [REDACTED] as Principal of Hopkins Academy, and the Principal hereby accepts employment on the following terms and conditions:

2. **TERM**

The Principal shall be employed commencing on July 1, 2021 and expiring on June 30, 2024.

3. **COMPENSATION**

The Principal shall be paid an annual salary of \$114,393 for fiscal year 2022, starting on July 1, 2021, payable in equal installments, convenient to both parties, but not less often than once every two weeks. Salaries for subsequent work years will be negotiated by the parties. Any further adjustment in salary authorized by the School Committee and Superintendent shall be in the form of an amendment and shall become part of this contract.

4. **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 120 calendar days notice of her intention to the Superintendent.

The Superintendent may demote, suspend, or terminate the Principal's employment during the term of this contract in accordance with the standards provided for in M.G.L., c. 71, s. 42 and 42D.

This Agreement may be terminated during its term due to financial necessity and/or reorganization so long as notice is provided to the Principal at least six months prior to said termination. In such a situation, the Superintendent may determine not to terminate this Agreement, but instead to 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.

5. **DUTIES AND RESPONSIBILITIES**

The Principal shall be the educational 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 M.G.L., Chapter 71, as amended by the Education Reform Act of 1993.

6. **HOURS OF WORK AND WORK YEAR**

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 Hadley Public Schools. This responsibility includes attendance at School Committee meetings and School Sub-Committee meetings whenever so required by the Superintendent. The work year of the Principal will commence on July 1st and end on June 30th of each fiscal year.

7. **CERTIFICATE**

The Principal shall furnish and maintain throughout the term of her contract a valid and appropriate certificate qualifying her to act as Principal/Director in the Commonwealth at the level assigned.

8. **PROFESSIONAL ACTIVITIES**

The Principal may accept speaking, writing, lecturing or other engagements of a professional nature as she sees fit, provided they do not derogate from her duties, and prior notice of any absence from work is approved in advance by the Superintendent.

9. **REIMBURSEMENT FOR EXPENSES**

The Committee shall reimburse the Principal for all 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 if resources are available, and legal fees incurred as a result of any action brought against her which arises out of employment with the exception of intentional torts and criminal actions pursuant to M.G.L., c. 258, s. 9.

10. **EVALUATION**

The Superintendent shall evaluate the performance of the Principal annually based on 1) this contract; 2) the standards prescribed under State Law; 3) as contained in the policies and directives of the Hadley School Committee; 4) as contained in the policies and directives as the Superintendent; 5) the annual school improvement goals; 6) faculty performance; and 7) student performance on standardized test including the Massachusetts Comprehensive Assessment System. The Superintendent shall be the determiner of the weight to be given to any evaluation criteria.

11. **BENEFIT ENTITLEMENTS**

The Principal shall be entitled to the Benefits outlined in the attached “Appendix A” and incorporated herein by reference.

12. **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.

13. **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 have hereunto signed this Contract and a duplicate thereof this _____ day of _____, 2021.

By _____
[Redacted Signature]

By _____
[Redacted Signature]

Appendix
A

SCHOOL COMMITTEE POLICY STATEMENT ON THE
BENEFIT ENTITLEMENTS OF PRINCIPAL APRIL
CAMUSO WORKING FOR THE HADLEY PUBLIC
SCHOOLS
July 1, 2021

1. Work Year: The work year, unless otherwise directed by the Committee, shall consist of twelve months except for approved leaves of absence as specified herein.
2. Lunch Period: The Principal is entitled to a daily thirty-minute lunch period.
3. Snow Days: Attendance by the Principal on snow days when school is closed due to inclement weather or other emergency event of any sort is generally expected. If reporting to work is not reasonable based on the weather or emergency, the Superintendent will inform the Principal and the Principal will be permitted to work remotely.
4. Fringe Benefits: The Principal shall be entitled to twenty-five (25) working days of vacation each year, plus the following legal holidays: New Year's Day, Martin Luther King Day, President's Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Day, Juneteenth, and one floating holiday. Vacation days may not be carried over. Vacation days must be used in the school year in which they are earned. If the Principal leaves prior to the end of the year, vacation time is pro-rated based on the percentage of the year the Principal actually worked. A request for carry over of vacation time from one fiscal year to the next is subject to the prior written approval of the Superintendent.
5. Sick Leave: The Principal is entitled to eighteen (18) days of sick leave. The Superintendent may require a Doctor's certificate for each day missed, as determined necessary in accordance with the F.M.L.A. policy of the School System. The Principal shall be entitled to accumulate sick days up to a maximum of one hundred ninety days. If the Principal retires after ten (10) consecutive years of service with the Hadley School System and has one hundred (100) or more unused sick days, she will receive a three thousand dollars (\$3,000) sick leave buyback bonus.
6. Personal Leave : The Principal is entitled to three (3) personal days per year.

Personal days must be requested in advance and approved by the Superintendent.

7. Bereavement Leave:

1) If the Principal suffers a death in her immediate family (which is defined as father, mother, sister, brother, husband or wife, son or daughter) she may have up to five (5) calendar days leave to attend the funeral and clear up estate matters. Bereavement leave may be extended upon application to and in the discretion of the Superintendent.

2) Three (3) calendar day of bereavement leave may be granted upon application to the Superintendent and by her approval for attending funerals for a grandmother, grandfather, spouse's immediate family or other than those covered under paragraph 1 above. Bereavement leave may be extended upon application to and in the discretion of the Superintendent.

8. Insurance: Eligibility for health and life insurance and the contribution rate shall be the same as other employees of the Hadley Public Schools.

