


HALIFAX SCHOOL DEPARTMENT

Halifax Elementary School PRINCIPAL

Contract of Employment




AGREEMENT made the 1st day of July 2022 by and between the HALIFAX SCHOOL COMMITTEE, hereinafter referred to as the COMMITTEE, and , hereinafter referred to as the PRINCIPAL. The PRINCIPAL's Agreement is under individual contract and, as such, shall be eligible to receive benefits established by the Halifax School Committee.

WHEREAS, the Committee is desirous of employing the PRINCIPAL to assist the Superintendent of Schools in administering the public elementary school in the town of Halifax.

WHEREAS, the PRINCIPAL is willing to accept employment as such and serve in this capacity; and

WHEREAS, the parties are desirous of setting forth in writing the obligations of each as it pertains to this relationship.

NOW, THEREFORE, in consideration of the mutual promises herein contained, the parties agree as follows:

1. The Committee hereby employs  as PRINCIPAL of the Halifax Elementary School Department, and the PRINCIPAL hereby accepts employment as of July 1, 2022 through June 30, 2025.

2. This agreement shall be in effect for the period beginning July 1, 2022 and ending June 30, 2025.

3. The PRINCIPAL shall be paid an annual salary of \$121,968 from July 1, 2012 through June 30, 2023; an annual salary of \$125,628 from July 1, 2023 through June 30, 2024; and an annual salary of \$129,396 from July 1, 2024 through June 30, 2025. Payments shall be made in twenty-six (26) equal installments per year.

4. In the event that said PRINCIPAL desires to terminate this contract before the term of service shall have expired, she may do so by giving at least sixty (60) days' notice of his intention to the Committee.

The parties may, by mutual consent, terminate the contract at any time.

The Superintendent may terminate this contract upon written notice of sixty (60) days prior to the expiration date of the contract. The Superintendent may terminate the contract of employment during its term for one or more of the following reasons:

- a) Inefficiency or incompetence;
- b) Insubordination against reasonable rules of the Superintendent and/or School Committee;
- c) Moral Misconduct;
- d) Disability as shown by competent medical evidence;
- e) Other due and sufficient cause and for financial exigencies.

In the case of financial exigencies, the Superintendent and/or the School Committee may cause a reduction of the workday, work year or eliminate the position. If the workday or work year is reduced, there will be a corresponding pro-ration of the salary to reflect the changed workday or work year.

The Superintendent does not waive any additional rights he/she may have under law or statute.

5. The PRINCIPAL shall perform faithfully, to the best of his ability, the duties of PRINCIPAL as established by the Superintendent.

6. The PRINCIPAL may accept speaking, writing, lecturing or other engagements of a professional nature, provided they do not derogate from his duties as PRINCIPAL.

7. The PRINCIPAL shall be a member of the Teachers Retirement System as required by Massachusetts General Laws, Chapter 32, Section 2.

8. The PRINCIPAL shall be entitled to the following fringe benefits.

Health Insurance: The PRINCIPAL shall be entitled to the same insurance (medical and hospital) benefits and options as all other employees of the Halifax School Department. Cost for individual or family membership to be shared 50/50 by the Committee and the PRINCIPAL.

Life Insurance: \$10,000 Term Life Insurance Policy; the cost of the premium to be shared 50/50 by the Committee and the PRINCIPAL.

Sick Leave: The PRINCIPAL shall be entitled to sick leave in an amount equal to, but not in excess of, eighteen (18) days of sick leave for each year of this contract and any extensions hereunder; sick leave to be earned at the rate of one and one-half (1 1/2) days per month worked. The eighteen (18) days annual sick leave shall become available to the PRINCIPAL on the first day of each work year. Unused sick leave shall be allowed to accumulate without limitation.

Bereavement Leave: Bereavement in his immediate family the PRINCIPAL shall be allowed a period of five (5) days including the day of the funeral to complete personal obligations. This time shall not be deducted from sick leave but shall be in addition to any sick leave provisions. Immediate family is defined to be: spouse, parent(s), brother(s), sister(s), child(ren), parent(s)-in-law, daughter(s)-in-law, son(s)-in-law and grandparent(s). In addition two (2) days per year shall be granted for the funeral of aunts or uncles to be deducted from accumulated sick leave.

Personal Business: Up to three (3) days for personal business which cannot be conducted on a non-school day during non-school hours shall be granted, provided that the designated form indicating one of the listed categories is completed and submitted to the

Superintendent for prior approval. Personal days shall not be used to extend vacations or holidays. Any exceptions to the foregoing must be requested in writing and be approved by the Superintendent.

Family Illness: In addition to the absences for personal illness or injury, the PRINCIPAL will be entitled to a maximum of five (5) days leave, to be deducted from sick leave, to be used when serious illness of a member of the immediate family or a member of the permanent household requires personal care by the PRINCIPAL.

Workers Compensation: The PRINCIPAL shall be covered by the provisions of the Massachusetts Workers Compensation Law.

Course Reimbursement: With the advanced written approval of the Superintendent.

Mentoring: The PRINCIPAL shall receive \$750 for mentoring a protégé. If an additional protégé is assigned in the same year, the PRINCIPAL shall receive an additional \$500.

In-district Travel: The PRINCIPAL shall receive reimbursement for in-district travel at the going rate.

Vacations: The PRINCIPAL shall receive twenty-five (25) working days as annual vacation exclusive of legal holidays. The PRINCIPAL may carry over five (5) days of vacation to the following work year or may borrow five (5) days of vacation from the next work year. If the PRINCIPAL leaves prior to the end of a contract year, the number of days earned in that year will be prorated based on the last day of work by the PRINCIPAL.

Due to the workload issues associated with the COVID-19 pandemic, the Superintendent agrees to allow forty (40) days to be carried over from the 2021-2022 contract year. Said amount will be divided by three and must be used in an equal amount in the following three contract years. Therefore, the Principal must use thirteen (13) days per year in addition to the Principal's normal vacation allotment. The usual five (5) day carryover amount shall not be modified in any of the three (3) applicable contract years. Any used vacation days that cannot be carried over shall be forfeited.

9. The PRINCIPAL is entitled to any other benefit that is extended to members of the Halifax Teachers Association.


10. The Superintendent of Schools shall meet with the PRINCIPAL at least once each year for the purpose of discussing with the PRINCIPAL his job description and performance as well as the working relationship with various constituencies who fall within the responsibility of his position. The evaluation will be conducted in accordance with M.G.L., c. 69, §1B; c. 71, §38 and 603 CMR 35.00.

11. 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 therein. The contract may not be changed or otherwise amended, except in writing, signed by all parties hereto.

12. 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.

IN WITNESS WHEREOF, the parties hereto have hereunder signed and sealed this Agreement and a duplicate thereof this ____ day of _____ in the year Two Thousand Twenty-two.

Jill Proulx
Superintendent of Schools


Principal, Halifax Elementary School