

LYNNFIELD SCHOOL DEPARTMENT  
PRINCIPAL OF HUCKLEBERRY HILL SCHOOL  
CONTRACT OF EMPLOYMENT

THIS AGREEMENT is made and entered into on this 10th day of May, 2016 by and between the Lynnfield School Department, hereinafter referred to as the "School Department", and \_\_\_\_\_ hereinafter referred to as the "Principal."

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

1. EMPLOYMENT: The School Department hereby employs \_\_\_\_\_ as the Principal of the Huckleberry Hill School, and the Principal hereby accepts employment on the following terms and conditions:

The School Department agrees to employ the Principal in accord with the provisions of G.L. c.71, Section 41.

2. COMPENSATION: The Principal shall be paid a salary payable in twenty-six (26) installments. For the 2016-2017 work year, the Principal shall be compensated at an annual rate of \$116,178. On or about May 15, 2017 on or about May 15, 2018 and on or about May 15, 2019, the Superintendent shall meet with the Principal to review his salary for the succeeding year. Changes to the Principal's salary shall be based upon his performance during the preceding year. In no event, however, will the Principal's annual salary for the 2017-2018 work year or for the 2018-2019 work year be less than \$116,178.
3. TERMINATION: In the event that the Principal desires to terminate this contract before the term of service shall have expired, he may do so by giving at least 60 days' notice of his intention to the Superintendent.
4. DUTIES: The Principal shall perform the duties of his position. In addition, the Principal shall perform any related duties as directed by the Superintendent.
5. HEALTH INSURANCE, LIFE INSURANCE AND RETIREMENT: As a full-time employee of the Town, the Principal shall be eligible to participate in the Town's health and life insurance program. He shall be required to participate in the Massachusetts Teachers Retirement System.
  - a. The Principal will be eligible to select health coverage through one of the plans offered to the Town's employees. The premium cost for this coverage is shared by the employee and the Town.
  - b. The Principal will be eligible for \$10,000.00 of group life insurance coverage. The premium cost for this coverage, also, is shared by the employee and the Town.

- c. As a member of the Massachusetts Teachers Retirement System, a percentage of the Principal's compensation will be deducted and remitted to the System in accordance with M.G.L. c.32.

6. WORK YEAR: The work year for the Huckleberry Hill School Principal will extend from July 1 through June 30. The Principal will enjoy as paid holidays the following days:

- |                        |                        |
|------------------------|------------------------|
| New Year's Day         | Labor Day              |
| Martin Luther King Day | Columbus Day           |
| Washington's Birthday  | Veteran's Day          |
| Patriot's Day          | Thanksgiving Day       |
| Memorial Day           | Day after Thanksgiving |
| Independence Day       | Christmas Day          |
| Good Friday            |                        |

Aside from those paid holidays the Principal's workweek will run from Monday through Friday fifty-two (52) weeks per year.

- 7. ANNUAL VACATION: The Principal shall annually receive twenty-five (25) days of paid vacation. The Principal shall obtain the Superintendent's approval prior to taking vacation and is expected to take that time during periods that school is not in session. The Principal will be permitted to carry over eight (8) vacation days from year to year.
- 8. Longevity: The Principal will receive additional compensation for continuous service in Lynnfield in accordance with the teachers' contract. The payments for continuous service will be paid in a lump sum on December 1 of each year or on the immediately preceding pay day.
- 9. SICK LEAVE: The Principal shall be entitled to sick leave in the amount of fifteen (15) days per contract year. Up to a maximum of one hundred ninety-four (194) sick days may be accumulated by the Principal.

The Principal will be entitled to use up to three (3) days of sick leave each year for emergency care of sick children, parents and his spouse or to make arrangements for their emergency care.

The Superintendent may require a certificate from a registered physician in cases of illnesses or accident, which certificate shall state the cause of absence, and that in the opinion of the physician absence from duty was necessary. Such certificate shall be submitted in all absences in excess of five work days.

- 10. PERSONAL LEAVE: With the approval of the Superintendent, the Principal may be granted two (2) days absence during the year without loss of salary or sick leave for the following reasons: imperative religious, legal, or personal

obligations which cannot be conducted other than during a school day, or professional opportunities outside the district for which the Principal will receive compensation.

11. EVALUATION: On or about July 1 of each year of this contract the Superintendent will meet with the Principal to set job targets for the Principal for the following year. The Superintendent shall set those targets in consultation with the Principal. On or before September 1 of each year the Principal shall submit to the Superintendent a written plan indicating the steps that he will take toward achieving the designated job targets. On or before May 15 of each year the Superintendent will meet with the Principal to review his performance during the preceding year. Changes to the Lynnfield Administrator evaluation model, to be developed in concert with DESE guidelines, will supersede the aforementioned evolution language.
12. PERSONNEL FILE: Upon written request and by appointment, the Principal shall have the right to review the contents of his own personnel file as maintained by the Superintendent of Schools.
13. ENTIRE AGREEMENT: Except as expressly provided herein, no incorporation by reference is made to any policy manual or collective bargaining agreement. This Agreement may not be changed except by a writing signed by both parties.
14. SEVERABILITY: If any paragraph or part of this Agreement is invalid, such invalidity shall not affect the remainder of said Agreement, but said remainder shall be binding and effective against all parties.
15. DURATION: This contract shall be effective as of July 1, 2016 and shall continue in full force and effect up to and including June 30, 2019. Should the Superintendent decide not to renew the Principal's contract, the Superintendent shall notify the Principal of the proposed non-renewal on or before April 1, 2019. Failure of the Superintendent to provide notification of non-renewal by that date shall automatically renew the contract for an additional one year period.

IN WITNESS WHEREOF, the parties have hereunto set their hands to this Agreement in duplicate this 10th day of May in the year 2016.

THE PRINCIPAL OF  
HUCKLEBERRY HILL

LYNNFIELD SCHOOL DEPARTMENT

By: \_\_\_\_\_

By: \_\_\_\_\_

Superintendent of Schools