

MILLIS PUBLIC SCHOOLS
Middle School Principal
CONTRACT OF EMPLOYMENT

This Contract is made this 1st day of July, 2021 between the Millis Public Schools, hereinafter referred to as the "District," and ██████████, hereinafter referred to as the "Principal."

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

1. **Employment:** The District hereby agrees to employ ██████████ as the Principal of Millis Middle School and the Principal accepts employment on the following terms and conditions.
2. **Term:** The Principal shall be employed for the period commencing July 1, 2021 and terminating on June 30, 2024. Any extension of the term of the Principal's employment shall be upon the same terms and conditions herein set forth unless otherwise agreed in writing by the parties; and it shall not be considered that the Committee and Principal's have entered into a new agreement, unless expressly stated in writing and signed by both parties hereto.

In the event that the Principal desires to terminate the Contract before the term of service has expired, he may do so by giving written notice of his intentions to the Superintendent of Schools before February 1st of any calendar year for a termination date of June 30th. In the event that the Superintendent desires to terminate the Principal's contract before the term of service has expired, he may do so by giving at least 30 days' notice. At the request of the Principal, such time limit may be waived by the Committee, upon the recommendation of the Superintendent. Otherwise, the Superintendent may dismiss, demote, or suspend the Principal in accordance with the M.G.L., Chapter 71, Sections 41 and 42D.

If the Principal wishes to negotiate an extension of the contract, he must notify the Superintendent in writing no later than February 1, 2024.

3. **Compensation:** The Principal shall be paid an annual salary according to the following schedule:

FY22 \$127,000
FY23 \$13,0810
FY24 \$134,734

A cell phone reimbursement of up to \$100/month

A travel stipend of \$500.00

Professional Development of up to \$2000 per year will be provided by the district to aid in professional growth.

Compensation shall be paid in equal installments in accordance with the policy of the School Committee of the Town of Millis. Should a Principal not complete a full year of employment, annual salary shall be pro-rated to reflect the reduction in the workdays.

4. **Fringe Benefits:** The Principal shall be entitled to all insurance (medical, hospital, and life) benefits and all other benefits currently available to other professional personnel, such benefits not to reduce benefits expressly provided for in the Contract or to be agreed upon in the future.
5. **Duties and Responsibilities:** The Principal shall be the educational leader and manager of his school and shall supervise the operation and management of his school and school property, subject to the supervision and direction of the Superintendent. The Principal shall be responsible, consistent with Committee's personnel policies and budgetary restrictions and subject to the approval of the Superintendent, for hiring all teachers paraprofessionals, and other personnel assigned to the school, for supervising and evaluating same, and for terminating all such personnel, subject to review and prior approval by the Superintendent and subject to the leader and the Section 504 and Title IX coordinator for the district, subject to the provisions of M.G.L., Chapter 71 as amended by the Educational Reform, Act of 1993. The Superintendent shall also have final authority as to the assignments and transfers of the above-listed staff from school to school.

The Principal shall also faithfully and effectively perform the duties contained in the job description of Principal as approved by the Committee.

The Principal recognizes that his responsibilities and conduct are not determined by prescribed hours and conditions and will perform the directed and implied duties of his position as determined by the Superintendent of Schools and will expend the time and effort necessary to achieve effectively the goals and purposes of the Millis Public Schools.

6. **Other Activities:** The Principal may accept speaking, writing, lecturing, teaching, or other engagements of a professional nature, provided they do not derogate from his duties as Principal and the Principal has received prior approval of the Superintendent. Tuition reimbursement will be provided for graduate level courses passed with a grade of "A" or "B" but shall not exceed \$3000 per year
7. **Annual Work Schedule:**

- A. The work year for the Millis Middle School Principal shall be twelve (12) months with twenty-two (22)-vacation days . He shall be allowed to accumulate said vacation days up to a maximum of ten (10) days and on any June 30th where his vacation days exceed ten (10) days, he shall be deemed to have forfeited and lost such excess days without pay.

Vacation days shall be pro-rated for any contract year in which the principal works less than twelve (12) months. Days off shall be scheduled with the prior approval of the Superintendent

- B. The Principal shall be entitled to two (2) days of personal leave each year of the Agreement or any extension thereof. Such days shall not accumulate from year to year.

c. In the event of death in his immediate family, the Principal shall be granted a leave of five (5) calendar days commencing with the day of death. For the purposes of this provision, the immediate family shall include: parents, spouse, children, grandchildren, parents-in-law, brother-in-law, sister-in-law, and any relative living in his household. One (1) day shall be allowed to attend the funeral or memorial services of other members of his family.

d. **Holidays** — The Principal shall not be required to work on the following holidays:

New Year's Day

Martin Luther King's Birthday

President's Day

Patriot's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

8. **Sick Leave:** The Principal shall begin his employment in Millis with 20 sick days. He will be granted an additional 18 sick days per year. The number of sick days to be accumulated shall be unlimited. There is no provision for sick leave buyout.

9. **Maintenance of Certification:** The Principal shall maintain appropriate certification in accordance with the regulations promulgated by the Massachusetts Department of Education.

10. **Performance:** The Principal shall fulfill all aspects of this contract. Any exception thereto shall be by mutual agreement between the Principal and the Superintendent of Schools, in writing.

11. **Evaluation:** The Superintendent of Schools shall evaluate the performance of the Principal annually based upon the following:

A. The duties and responsibilities contained in the Principal's job description;

B. As presented and called for under M. G. L., Chapter 71 as amended by the Education Reform Act of 1993;

C. As contained in the Policies of the Millis School Committee;

D. As contained in the policies and directives of the Superintendent of Schools;

E. The annual school improvement plan and the goals mutually agreed upon by the Principal and the Superintendent of Schools.

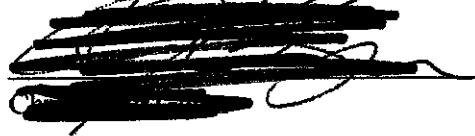
The Superintendent and principal will meet prior to October 16th to establish annual goals. They will meet in mid-years, not later than March 1st, to assess performance, including progress made on the annual goals. The

end-of-the-year evaluation shall be completed before July 31st. The Superintendent shall meet with the Principal prior to the completion of the end-of-the year evaluation.

- 12. **Entire Agreement:** The contract embodies the whole agreement between the Town of Millis School Department 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. The contract may not be changed except in writing, by the party against whom enforcement thereof 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 not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term, or provisions held to be invalid.
- 14. **Arbitration :** Any controversy or claim arising out of a specific and direct violation of this Agreement or the breach thereof shall be settled and determined by arbitration in accordance with the Voluntary Rules of the American Arbitration Association and judgement or decision by an Arbitrator selected pursuant to such rules shall be final and binding and may be entered into any court, tribunal, or commission otherwise having jurisdiction thereof, for enforcement. Any claim for arbitration hereunder shall be made within twenty (20) working days of the act or incident alleged as a basis for the claim of controversy. If the principal fails to file for arbitration within 20 days of the date when the principal knew or should have known of the basis for the claim, the claim shall be deemed to have been waived,
- 15. **Indemnification Insurance:** The Committee shall provide the Principal with indemnification insurance equal to that, which is provided to the Superintendent.
- 16. **Annuity and Credit Union:** The Principal may participate in Annuity plans pursuant to Chapter 71, Section 37B of the Massachusetts General Laws, appropriate Credit Unions and payroll deduction for savings plans, provided however, that requests for participation therein are made timely as required by law and other pertinent regulations.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this Agreement in quadruplicate on the day and year first written above.

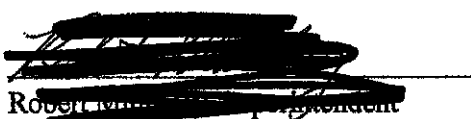
Middle School Principal



Date

5/21/21

FOR THE MILLIS PUBLIC SCHOOLS:



Robert [Redacted] Superintendent

Date

5/21/21