

MONSON PUBLIC SCHOOLS
DIRECTOR OF STUDENT SERVICES' EMPLOYMENT CONTRACT
2022 to 2025

This contract is entered into on the 10th day of June, 2022 by and between **COLETTE BIDUS** (herein referred to as "Director of Student Services"), and Cheryl Clarke, in her duly authorized capacity as Superintendent of Schools of the Monson Public Schools, for the purpose of establishing the terms and conditions of employment of the aforementioned Director of Student Services. The terms of this Contract, in full conformity with School Committee policy, are as follows:

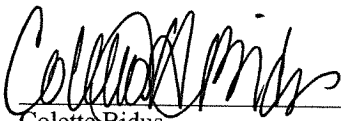
1. This contract shall remain in full force and effect for the period commencing July 1, 2022 and ending with June 30, 2025 or the termination of employment in accordance with the General Laws of the Commonwealth, if sooner.
2. The Director of Student Services recognizes that this Contract shall be the source of the terms and conditions of employment, except as otherwise provided by statute. The Director of Student Services further agrees that she shall devote her attention, energy and skill in providing leadership in developing and maintaining the best possible educational services for the Monson Public Schools, under the direction of the Superintendent of Schools and in conformity with School Committee policy.
3. Compensation shall be at an annual base salary of \$103,000.00 (One hundred three thousand dollars) payable in twenty-six (26) installments for all work performed in the current contract year. 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. **EVALUATION:** The Superintendent shall evaluate the Director of Student Services by June 30th of this contract. The evaluation will include, but not be limited to, compliance with provisions of the contract, a review of progress toward mutually established annual SMART goals as well as all parts of the Massachusetts Model System for Education Evaluation, assessment instrument for administrators. When a written evaluation is done, the Director of Student Services will be given a copy and the opportunity to respond to that evaluation.
5. **LAWS, POLICIES and CONTRACT COMPLIANCE** – The Director of Student Services will be responsible for implementing the provisions of all union contracts as well as the policies adopted by the School Committee. Of major importance is the proper and timely evaluation of the staff as required by Massachusetts General Law and the collective bargaining agreements. The Director of Student Services is expected to operate within all applicable Federal and State Laws.
6. The following benefits shall accrue to the Director of Student Services under the terms of this contract:
 - a. **VACATION:** Twenty (20) days per work year. Vacation days not taken during the summer months may be taken either during other school vacations or at other times at the discretion of the Superintendent. Up to five (5) days vacation from the previous work year may be carried over to the next work year at the discretion of the Superintendent upon written request by the Director of Student Services. Upon separation from employment, the Director of Student Services shall be entitled to a prorated amount of vacation time (e.g., if the Director of Student Services leaves employment after completing one-half of the contract year and without using any vacation days, the Director of Student Services would be entitled to ten (10) vacation days).
 - b. **SICK LEAVE:** The Director of Student Services shall earn sick days at the rate of one and a half (1.5) days of sick leave per full month of actual work. Sick leave is to be used exclusively for a bona fide illness or injury to the Director of Student Services, which precludes the Director of Student Services from performing the duties of her job. Unused sick leave from prior contracts may be carried over into this contract. Sick leave may be accumulated from year to year up to a maximum of one hundred and eighty (180) days, but there shall be no compensation paid for unused sick leave. The Superintendent may, at her discretion, require medical documentation concerning any illness or injury.
 - c. **FUNERAL LEAVE:** The Director of Student Services shall be granted up to five (5) calendar days per death of an immediate family member.
 - d. **PERSONAL DAYS:** Two (2) days per year (not cumulative) for personal business that cannot be taken care of outside of work hours.
 - e. These provisions shall in no way preclude the Superintendent and/or School Committee from granting additional temporary leave with or without pay.

- f. CONFERENCES, WORKSHOPS, MEETINGS: The Director of Student Services may be granted approved leave with pay for attendance at conferences, workshops and/or meetings related to her work held outside the school during the time that school is in session.
- g. TRAVEL AND EXPENSES: For reasonable and necessary expenses upon submission of written voucher and all supporting documentation subject to approval by the Superintendent.
- h. HOLIDAYS: The Director of Student Services shall not be required to work on all legal holidays.
7. All insurances currently available to employees of the Monson Public Schools shall be available to the Director of Student Services.
8. The work year for the Director of Student Services shall be fifty-two (52) weeks per contract year.
9. The Director of Student Services agrees to maintain certification for the position as required by the Commonwealth of Massachusetts relevant to this contract.
10. TERMINATION OF CONTRACT BY THE DIRECTOR OF STUDENT SERVICES: In the event that the Director of Student Services desires to terminate this contract before the term of service shall have expired, except for retirement, she may do so by giving at least sixty (60) calendar days' notice of his intention to the Superintendent. Said notice shall be sent by registered mail, return receipt requested, to the Central Office of the School Department. Notwithstanding the above, the Director of Student Services may request and the Superintendent may consider termination of this contract in fewer than 60 days.
11. TERMINATION OF CONTRACT BY THE SUPERINTENDENT: The Superintendent may terminate this contract, without further financial obligation, prior to the expiration date hereof for the reasons and in the procedural manner set forth in the Massachusetts General Laws. The Director of Student Services shall not be dismissed during the term of this contract, except for good cause or as provided below.

The Director of Student Services shall be notified of non-renewal at least sixty (60) calendar days prior to expiration of this contract. A non-renewal may be with or without cause.

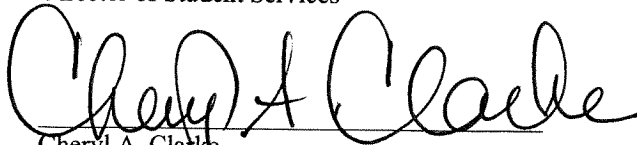
This Agreement may be terminated during its term due to financial necessity and/or reorganization so long as notice is provided to the Director of Student Services at least sixty (60) calendar days prior to said termination. In such situation, the Superintendent may determine not to terminate this Agreement, but instead to cause a reduction of the workday or work year, or demote the Director of Student Services 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.

12. INTEGRATION: This written contract embodies the whole contract between the Superintendent, as agent for the Monson School Committee, and the Director of Student Services and there are no inducements or promises in addition thereto. If any section or part of this contract is deemed to be contrary to law, the remaining provisions shall remain in full force and effect.


Colette Bidus

Director of Student Services

6/10/2022
Date


Cheryl A. Clarke

Superintendent of Schools

6-10-22
Date