

Norfolk Public Schools
Freeman Kennedy School
Building Principal

Contract

This agreement is made on June 19, 2015 by and between the Norfolk Public School District, (hereinafter referred to as “NPS”) and [REDACTED] Massachusetts, (hereinafter called “the Principal”).

In consideration of the mutual promises and covenants made herein, the parties agree as follows: The Norfolk Public School District employs [REDACTED] as Principal of the Freeman Centennial Elementary School of the Norfolk Public Schools, and the Principal accepts employment on the following terms and conditions:

DUTIES AND RESPONSIBILITIES

The Principal shall be the educational leader of the school and shall supervise the operation and management of her school and school property, subject to the supervision and direction of the Superintendent of Schools. The Principal shall be responsible, consistent with the Committee’s personnel policies and budgetary restrictions and subject to the approval of the Superintendent of Schools, for hiring all teachers and other personnel assigned to the school, and for terminating all such personnel, subject to review and prior approval by the Superintendent of Schools and subject to the provisions of M.G.L., Chapter 71 as amended by the Education Reform Act of 1993. The Superintendent of Schools shall also have final authority as to the assignments and transfers of the above listed staff from school to school. The Principal shall oversee all grants written by Freeman Centennial staff members.

The Principal shall faithfully and effectively perform such duties and responsibilities as called for by:

- M.G.L., Chapter 71 (amended by the Education Reform Act of 1993).
- Policies of the Norfolk School Committee
- Directives of the Superintendent of Schools of Schools
- The district’s Strategic Plan Objectives and the school’s annual School Improvement Goals.
- The regulations and requirements of grants and special or mandated programs.
- Freeman Centennial School Truancy Officer

The Principal shall:

- Maintain a safe, orderly and welcoming school environment.
- Promote participatory decision-making including staff, parents and community.
- Develop school improvement goals designed to affect improved student outcomes and to measure and report the degree to which these goals are achieved.
- Assure equity and inclusion to the greatest extent possible for all students.
- Evaluate and modify curriculum and extra curricular activities on an ongoing basis.

- Evaluate staff according to the plan included in the Norfolk Teachers Association 2011-2014 contract and subsequent evaluation MOA in association with the Assistant Principal and/or Director of Student Support Services and promote system-wide professional development.
- Continually assess and maintain adequate and appropriate educational materials (textbooks, supplies, equipment).
- Maintain clear and effective communications.
- Perform all such tasks, as the Superintendent of Schools may deem necessary to carry out the duties and responsibilities listed above.

TERM

The Principal shall be employed for a three (3) year period commencing July 1, 2015 through June 30, 2018. Each work year will consist of two hundred twenty (220) days with the scheduling of those days established by mutual agreement with the Superintendent of Schools of Schools.

COMPENSATION AND BENEFITS

The Principal shall receive a base salary of \$ 105,658 - a per diem rate of \$480.26 for the 2015-2016 school year. In years two and three of the contract, the Principal may renegotiate the COLA but is guaranteed the minimum COLA increase as approved by the Norfolk School Committee.

The Principal's salary shall be paid in twenty-six (26) equal installments during a fiscal year, beginning the first payday after July 1st.

If the Principal terminates her employment, or has her employment terminated, during the year, she will have the annual salary prorated for that portion of the year she is employed.

The Principal shall be entitled to all insurance benefits provided to town employees at the prescribed percentages and will have access to the services provided by the Employee Assistance Program offered by the Town of Norfolk.

The Principal shall be reimbursed for expenses when previously approved by the Superintendent of Schools. The Principal shall be reimbursed for graduate level courses no more than \$1500 per year and as approved by the Superintendent of Schools provided that a grade of B+ or better is achieved.

The Principal shall be paid a \$25 per month cell phone reimbursement to be paid in the last pay of each month.

PROFESSIONAL DEVELOPMENT and AFFILIATIONS

The Principal may be reimbursed for attendance at appropriate local and state meetings and professional conferences with approval from the Superintendent of Schools. The District will pay membership dues for NAESP (National Association of Elementary School Principals), MESPA (Massachusetts Elementary School Principals Association) and/or ASCD (Association of Supervision and Curriculum Development).

EVALUATION

The Superintendent of Schools of Schools shall evaluate the performance of the Principal annually based upon (1) the duties and responsibilities outlined this contract; (2) as presented and called for under M.G.L. Chapter 71 as amended by the Education Reform Act of 1993; (3) as contained in the

Policies of the Norfolk School Committee; and (4) as contained in the directives of the Superintendent of Schools.

TERMINATION

The Principal may terminate this agreement by giving at least sixty (60) days notice of her intention to terminate to the Superintendent of Schools.

Through mutual agreement, the termination period may be shortened. Notice of termination shall be in writing and sent to the Superintendent of Schools of Schools with a copy to the Norfolk School Committee.

DISMISSAL

The Principal may be dismissed by the Superintendent of Schools for inefficiency, incapacity, conduct unbecoming a school administrator, insubordination, or other good cause in accordance with Massachusetts General Laws, Chapter 71, section 41 and 42D.

PAID LEAVE

Sick Leave

The Principal shall be entitled to twenty (20) days sick leave days annually, cumulative to two hundred twenty-one (221) days.

Sick leave, up to the amount that would be available at the end of the contract year in which it is used, may be used in advance.

Upon resignation, retirement or death while serving the Norfolk Public Schools, the Principal with ten (10) or more years of service to the Norfolk Schools shall be entitled to compensation for all unused sick leave up to one hundred eight (180) days at one/tenth (1/10) of the per diem rate in effect at the time of resignation, retirement or death. Notification of intent to receive such compensation must be made to the Superintendent of Schools prior to December 1 the year of resignation or retirement. Payment will be made the first pay period following resignation or retirement as long as the pay period falls in the next fiscal year.

Personal Days

The Principal shall be entitled to five (5) days for personal, legal, business, household or family matters that require absence during work hours. Additional days may be granted at the discretion of the Superintendent of Schools.

Jury Duty

If an the Principal is required to serve as a juror, the Committee will pay to the Principal the difference between the Principal's regular daily rate of compensation and the compensation received for jury duty.

Bereavement Leave

The Principal shall be entitled to up to five (5) days in the event of death of spouse, parent, children, brother, sister, grandparents, mother-in-law, father-in-law: up to three (3) days in the event of death of brother-in-law, sister-in-law, aunt, uncle, niece or nephew and up to one (1) day for other close relative or friend.

Religious Observance

The Principal shall be entitled to two (2) days of religious observances. Principals using these days shall notify the Superintendent of Schools at least seven (7) days in writing prior to the date of the intended absence. Any additional day may be granted as personal days at the discretion of the Superintendent of Schools.

ENTIRE AGREEMENT

This agreement embodies the whole agreement between the Norfolk Public Schools and the Principal and may not be changed except by written modification signed by both parties.

It is understood and agreed by the parties that if any part, terms 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.

This agreement shall be executed in two counterparts, each of which shall be deemed to be an original and shall be construed as a Massachusetts contract.

Lisa Altham-Hickey

Date

Freeman Kennedy School Principal

Superintendent of Schools