

ORANGE PUBLIC SCHOOLS  
PRINCIPAL'S EMPLOYMENT CONTRACT  
2018 to 2021

This contract is entered into on the 1<sup>st</sup> day of July, 2018 by and between \_\_\_\_\_ (herein referred to as "Principal"), and Tari N. Thomas, in her duly authorized capacity as Superintendent of Schools of the Orange Public Schools, for the purpose of establishing the terms and conditions of employment of the aforementioned Principal. 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, 2018 and ending with June 30, 2021 or the termination of employment in accordance with the General Laws of the Commonwealth, if sooner.
2. The Principal recognizes that this Contract shall be the source of the terms and conditions of employment, except as otherwise provided by statute. The Principal further agrees that he/she shall devote his/her attention, energy and skill in providing leadership in developing and maintaining the best possible educational services for the Orange 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 \$105,167 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 to this agreement. 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 Principal by October 30th of each year this contract is in effect. 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 on a two-year cycle. When a written evaluation is done, the Principal will be given a copy and the opportunity to respond to that evaluation.
5. **LAWS, POLICIES and CONTRACT COMPLIANCE** – The Principal 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 Principal is expected to operate within all applicable Federal and State Laws.
6. The following benefits shall accrue to the Principal under the terms of this contract:
  - a. **VACATION:** Twenty-five (25) 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 Principal. Vacation with pay accrues with the passage of time. Upon separation from employment, the Supervisor will be paid unused, accrued vacation days, prorated over the fiscal year. Likewise, any vacation days paid in excess of the prorated accrual will be deducted from the final paycheck.
  - b. **SICK LEAVE:** Effective July 1, 2017, fifteen (15) days sick leave will be allowed each year of this contract. Sick leave is to be used exclusively for a bona fide illness or injury to the Principal or immediate family member, which precludes the Principal from performing the duties of her job. Sick leave may be accumulated from year to year up to a maximum of one hundred and eighty (180) days. For all absences beyond three (3) days, the Superintendent shall be notified. The Superintendent may, at her discretion, require medical documentation concerning any illness or injury.
  - c. **FUNERAL LEAVE:** The Principal 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. TRAVEL AND EXPENSES: For reasonable and necessary expenses upon submission of written voucher and all supporting documentation subject to approval by the Superintendent.

MILEAGE: Accountable mileage to be reimbursed at the federal reimbursement rate.

CELL PHONE: The principal shall be reimbursed \$60.00 per month for the use of his cell phone/PDA upon submission of adequate documentation.

PROFESSIONAL CONFERENCES and DUES: Included within the program of ongoing professional development, the Committee shall pay up to \$1,500 for the Principal's participation and travel related expenses to state and/or national conferences associated with the duties of the principal.

PROFESSIONAL MEMBERSHIPS to be paid by the district: M.S.A.A., A.S.C.D., and Marshall Memo.

BOARD MEMBERSHIP & ATTENDANCE: With approval by the Superintendent, the principal may serve on and attend education board/meetings

WORKSHOP PRESENTING: With approval of the Superintendent the principal may provide workshops/trainings in the region and utilize professional development time. If the Principal is receiving compensation for said workshops/trainings, a personal or vacation day will be required.

g. HOLIDAYS: The Principal shall not be required to work on all legal holidays.

i. RETIREMENT: The Principal shall be a member of the Massachusetts Teachers Retirement System. During the last year of employment prior to the Principal's retirement, the Principal shall be paid an amount equal to his full per diem rate for each of his accumulated sick days to a maximum of 20 days. Also, the Principal will receive a payment of up to five (5) accumulated personal days at a rate of one hundred (\$100) per day upon his retirement. The Principal must have been employed by the District for a minimum of fifteen (15) years prior to retirement to be eligible for the aforementioned benefits.

7. All insurances currently available to employees of the Orange Public Schools shall be available to the Principal.

8. The work year for the Principal shall be 260 days in in FY 2019, 262 days in FY 2020 and 261 days in FY 2021.

9. The Principal agrees to maintain certification for the position as required by the Commonwealth of Massachusetts relevant to this contract.

10. TERMINATION OF CONTRACT BY THE PRINCIPAL: In the event that the Principal desires to terminate this contract before the term of service shall have expired, except for retirement, he/she may do so by giving at least sixty (60) calendar days' notice of his/her 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 Principal 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 Principal shall not be dismissed during the term of this contract, except for good cause or as provided below.

The Principal 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. Failure to provide the sixty (60) calendar day non-renewal notice shall automatically renew this contract for an additional year.

This Agreement may be terminated during its term due to financial necessity and/or reorganization so long as notice is provided to the Principal 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 Principal 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.

13. INTEGRATION This written contract embodies the whole contract between the Superintendent, as agent for the Orange School Committee, and the Principal 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.

\_\_\_\_\_  
Name/Title

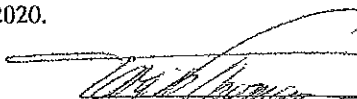
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Name/Title

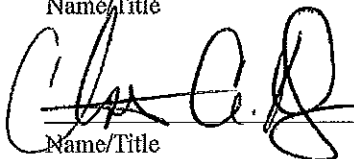
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Date

2019-07-01  
Amendment:

Compensation for 2019-2020 has been negotiated at a 5% increase given the shift in responsibility from one building to two. In addition vacation days have been increased from 25 to 30 days annually. Compensation for 2020-2021 will be negotiated in April 2020.

  
\_\_\_\_\_  
Name/Title *superintendent*

7-1-2019  
Date

  
\_\_\_\_\_  
Name/Title *principal*

7-1-2019  
Date