

Palmer Public Schools

Patricia Gardner
Superintendent of Schools

4107 Main Street
Palmer, Massachusetts 01069
Telephone: (413) 283-2650
Facsimile: (413) 283-2655

Colleen Culligan
Director of Student Services

PALMER PUBLIC SCHOOLS HIGH SCHOOL PRINCIPAL – EMPLOYMENT CONTRACT

This contract is made between the Palmer Public Schools Superintendent of Schools, Patricia Gardner, (the “Superintendent”) and the “Palmer High School Principal”).

1. **Employment.** The Superintendent employs _____ as High School Principal of Palmer, and the High School Principal accepts said employment on the following terms and conditions:

2. **Term.** The term of this contract is for five years (5), beginning July 1, 2019, and ending June 30, 2024. This contract shall automatically terminate on June 30, 2024. In addition, the Superintendent may terminate this contract during its term in accordance with Section 7 below.

3. **Compensation.** The High School Principal’s salary for FY19 shall be \$106,800. Salary is payable in 26 bi-weekly installments. The High School Principal will receive a \$750 car allowance to cover travel in her role as principal and \$45 per period allowance to cover her cell phone as used for work.

4. **Sick Leave and Personal Leave.** The Superintendent and the High School Principal agree that the Principal is entitled to up to twenty (20) days of sick leave each year to cover absences caused by illness or other disability of which five (5) may be used for personal business. The PHS Principal may accumulate sick leave without restriction for a total of 200 days. There shall be no reimbursement of any kind for unused sick days.

5. **Bereavement Leave.** The High School Principal is entitled to up to five (5) days of leave, if necessary, for death in the immediate family. Immediate family is defined as the High School Principal’s spouse, parent, child, sibling, mother-in-law or father-in-law.

6. **Fringe Benefits.** The High School Principal is entitled to all medical, hospital and life insurance benefits currently available to Central Office employees, subject to the same terms and conditions of said coverage.

7. **Termination.** If the High School Principal desires to terminate the contract before the term or extended term of the contract has expired, she may do so by giving at least ninety (90) calendar days’ notice of her intention to the Superintendent. The Superintendent may terminate this contract during its term for good cause. For purposes of this contract, “good cause” is defined as any grounds that are put forth by the Superintendent in good faith that are not arbitrary or irrelevant to the task of maintaining a public school and may include, but are not limited to, incompetence, failure on the part

of the High School Principal to satisfy the performance standards, inefficiency, incapacity, conduct unbecoming, and/or insubordination. If good cause exists, the Superintendent is not required to provide sixty (60) calendar days' advance notice.

8. **Work Year.** The High School Principal's work year shall be from July 1 through June 30, except as altered by holidays recognized by the District, school closings, or personal use of vacation days. The High School Principal shall receive, each contract year, twenty-five (25) days of vacation, which shall be credited on the first day of the contract, to be taken in the year it is earned. A maximum of five (5) vacation days may be carried over into the following contract year; any additional unused vacation days shall be waived. No more than ten (10) vacation days are to be taken while students are in attendance. During regular school vacations, other than summer, the High School Principal is expected to be at work, unless she chooses to take vacation.

9. **Duties.** The High School Principal shall perform faithfully, to the best of her ability, the duties of High School Principal.

10. **Professional Activities.** The High School Principal shall devote all her professional time, attention, knowledge, and skill exclusively to the business and interests of the Palmer Public Schools, except that she may accept speaking, writing, lecturing, or other engagements of a professional nature during her non-working time if they do not conflict with or derogate from her duties as High School Principal and subject to prior approval by the Superintendent.

11. **Reimbursement for Expenses.** The District shall reimburse the High School Principal for all expenses reasonably incurred in the performance of her duties under the contract. Such expenses shall include the cost of attendance at appropriate local and state meetings and conferences and dues resulting from memberships in professional organizations providing a direct benefit to the Palmer Public Schools. The High School Principal may request to attend appropriate state and national meetings and conferences, such as the National Association of Secondary School Principals' convention. If approved in advance by the Superintendent; registration, food, lodging and travel expenses shall be reimbursed.

12. **Performance.** The High School Principal shall fulfill all aspects of this contract. Any exceptions shall be made by written agreement between the Superintendent and the High School Principal.

13. **Licensure.** The High School Principal shall at all times during the term of this contract hold and maintain a valid Massachusetts license allowing her to hold the position of High School Principal.

14. **Evaluation.** The High School Principal shall be evaluated by the Superintendent in accordance with the DESE Model Evaluation for Administrators.

15. **Entire Agreement.** This contract embodies the entire agreement between the Superintendent and the High School Principal, and supersedes any other agreements between them concerning the subject of the contract. The parties acknowledge that neither of them has been influenced to enter into the contract by, or has relied on, any

representations not set forth in this contract or in any written employment application submitted by the High School Principal for the position of Principal of Palmer High School.

16. **Modification.** This contract may not be changed except by a writing signed by the party against whom enforcement is sought.

17. **Governing Law.** The validity and interpretation of this contract are governed by the law of The Commonwealth of Massachusetts. By making the contract, the School District does not waive the provisions of Massachusetts General Laws Chapter 71, Section 41.

18. **Invalidity.** All clauses of this contract are severable, and if any clause is deemed illegal or unenforceable for any reason, it does not affect the validity and enforceability of any other clause in the contract.

PALMER PUBLIC SCHOOLS

Patricia Gardner

Patricia Gardner

Superintendent of Schools

4/24/19 Date

Principal of Palmer High School

4/24/19 Date