

PETERSHAM CENTER SCHOOL  
PRINCIPAL'S EMPLOYMENT CONTRACT  
2015 to 2018

This contract is entered into on the 1<sup>st</sup> day of July, 2015 by and between \_\_\_\_\_ (herein referred to as "Principal"), and Tari N. Thomas, in her duly authorized capacity as Superintendent of Schools of the Petersham Center School, 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, 2015 and ending with June 30, 2018 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 Petersham Center School, 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 \$85,000 payable in twenty-six (26) installments for all work performed in the current contract year. On July 1, 2016, and July 1<sup>st</sup> of each subsequent year of the Employment Contract and any extensions of this contract, the Principal's salary shall be increased by 3%. Additional merit increases, beyond the minimum increases set forth above may be authorized at the discretion of the Superintendent, based on exemplary performance evaluations.
4. **EVALUATION:** The Superintendent shall evaluate the Principal by June 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. 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. Upon separation from employment, the Principal shall be entitled to a prorated amount of vacation time (e.g., if the Principal leaves employment after completing one-half of the contract year and without using any vacation days, the Principal would be entitled to eleven (11) vacation days).
  - c. **SICK LEAVE:** Effective July 1, 2015, 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, 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, but there shall be no compensation paid for unused sick leave. 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.
  - d. **FUNERAL LEAVE:** The Principal shall be granted up to four (4) calendar days per death of an immediate family member.
  - e. **PERSONAL DAYS:** Two (2) days per year (not cumulative) for personal business that cannot be taken care of outside of work hours.
  - f. These provisions shall in no way preclude the Superintendent and/or School Committee from granting additional temporary leave with or without pay.

- g. TRAVEL AND EXPENSES: For reasonable and necessary expenses upon submission of written voucher and all supporting documentation subject to approval by the Superintendent.
  - MILEAGE: To be reimbursed at the federal reimbursement rate.
  - CELL PHONE: The principal shall be reimbursed \$60.00 per month for the use of her cell phone upon submission of receipt.
  - PROFESSIONAL CONFERENCES and DUES: Included within the program of on-going professional development, the Committee shall pay up to \$1500 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.E.S.P.A. and A.S.C.D.
- h. HOLIDAYS: The Principal shall not be required to work on all legal holidays.

- 7. All insurances currently available to employees of the Petersham Center School shall be available to the Principal.
- 8. The work year for the Principal shall be fifty-two (52) weeks per contract year.
- 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.

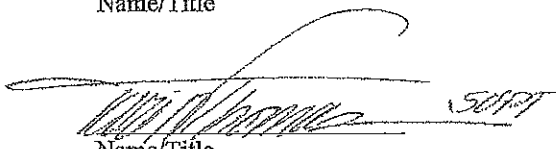
The Principal shall be notified of non-renewal at least sixty (60) calendar days prior to expiration of this contract. A non-renewal may be with or without cause. Failure to provide the sixty (60) calendar day non-renewal notice shall automatically renew this contract for an additional year.

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 Petersham 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

06-08-15  
Date

  
Name/Title

06-08-2015  
Date