

**CONTRACT OF EMPLOYMENT
BETWEEN
AND THE
TOWN OF SAUGUS SCHOOL DISTRICT
FOR THE POSITION OF
PRINCIPAL OF SAUGUS HIGH SCHOOL**

This Agreement, made as of September 28, 2015 by and between the Saugus School District ("District"), through its Superintendent of Schools ("Superintendent"), and

In consideration of the promises set forth below, the parties hereto mutually agree as follows:

1. **Employment:** The District, through the Superintendent, employs _____ as Principal of Saugus High School and hereby accepts said employment on the following terms and conditions.
2. **Term:** _____ shall be employed under this contract for the period from July 1st 2015 through June 30, 2018 (contract termination date), consistent with the provisions of G.L. c. 71, §41 and §59B. This contract negates the term of _____ previous contract upon signing.
3. **Work Year:** The work year shall consist of twelve (12) month period commencing July 1st. Such work year shall include days when school is scheduled to be in session and such other days as the Superintendent may schedule or the job may otherwise require.
4. **Work Day:** The regular workday shall include the hours of the normal school day and such other times as the Superintendent may schedule. _____ shall be expected to perform, without additional compensation, the duties of his job as may be required in the evening or otherwise outside of the regular work day.
5. **Compensation:** _____ shall be compensated a base salary of \$119, 170.00 and shall be paid bi-weekly in the regular manner. At no time during the term of this Agreement, or any extension hereof, shall his base salary be reduced.
6. **Leave of Absence:**
 - a. **Bereavement** Three (3) days of bereavement leave shall be granted on each occasion, without loss of pay, in case of death in the immediate family. These three (3) days are allowable within each work year; they are not accumulative. When extenuating circumstances arise, an extension of bereavement may be granted at the discretion of the Superintendent. The immediate family shall include: spouse, child, grandchild, parent, grandparent, sibling, mother or father-in-law, or any other relative who, to the satisfaction of the Superintendent, is considered to be a member of the immediate family.
 - b. **Sick Leave** In case of personal illness or accident, _____ shall be allowed fifteen (15) days leave per year. _____ shall retain his

accrued sick leave as of June 30, 2015 in addition to his annual allowance. In the event that _____ has exhausted his sick leave he may request from the Superintendent additional sick leave coverage. Said request must be approved by the School Committee prior to use.

- c. Personal Leave _____ shall be granted up to three (3) personal days per school year, non-accumulative, for the purpose of transacting or attending to imperative legal business, medical examination, household, family matters impossible to transact during non-school hours, or other cogent personal purposes. Personal days shall not be granted on the scheduled work day before or after a holiday, vacation period, or other leave of absence. Request for use of a personal day must be submitted to the Superintendent no less than one (1) week prior to use.
 - d. Vacation, _____ shall receive twenty-five (25) vacation days per annum. Said vacation must be used during regularly scheduled school vacations and during the summer session break, unless so approved by the Superintendent.
7. Health Insurance _____ shall be eligible for health insurance under the Town of Saugus' health insurance plan as amended from time to time, and shall receive the same contribution as received by other Town employees, as same may be amended from time to time.
8. Reimbursement for Expenses The District will reimburse _____ his reasonable expenses (including meals, lodging and transportation) incurred in attending any seminar, workshop, conference or convention (preference will be given to the annual MSSAA Summer Conference), provided that the Superintendent has granted prior approval for _____ attendance at such seminar, workshop, conference or convention.
9. Indemnification The District will defend, hold harmless and indemnify _____ to the extent permitted under G.L. c.258, §9 against all civil demands, claims, suits, actions, and legal proceedings brought against him, individually or in his capacity as an agent or employee of the District, for acts or omissions occurring while he is acting within the scope of his employment.
10. Certification _____ shall remain professionally current, and shall furnish and maintain throughout the term of this contract a valid and appropriate license through the Massachusetts Department of Elementary and Secondary Education qualifying him to act as Principal (9-12), and as required by the General Laws of the Commonwealth of Massachusetts.
11. Duties As Principal, in accordance with Massachusetts General Law, other applicable law and District policies, _____ shall serve as the Principal of the Saugus High School. Such duties are outlined in his job description and are subject to the supervision, modification, and direction of the Superintendent.
12. Performance Evaluation _____ shall be evaluated annually by the Superintendent prior to June 30 in accordance with the performance evaluation

system established by the Massachusetts Department of Elementary and Secondary Education regulations and guidelines for evaluation of Administrators. may respond in writing to any evaluation and have such response maintained with the performance evaluation in his file.

13. Termination of Employment and Other Personnel Actions

- a. Voluntary Termination. In the event that _____ voluntarily terminates his employment, he shall give the Superintendent at least three (3) months notice, or as much notice as practicable, prior to such termination.
- b. Layoff. Nothing in this contract shall bar the District or the Superintendent from implementing a layoff based upon a reduction in force resulting from declining enrollment or budgetary reasons or from a bona fide reorganization.
- c. Dismissal, Demotion and Suspension. The Superintendent may dismiss _____, and/or may demote and/or suspend _____ from the position of Principal of Saugus High School for "good cause" in accordance with the provisions of G.L. c.71 §41 and/or G.L. c.71, §42D, subject to such arbitral or judicial review as may be provided under applicable law.

14. Absence of a Successor Contract In the event that the Superintendent elects not to renew this contract, notice of non-renewal shall be given in writing by May 1st of the year in which the contract term ends.

15. Entire Agreement This contract contains the entire agreement between the parties, and may not be changed except by written agreement, signed by _____ and the Superintendent on behalf of the District.

16. Separability of Provisions This contract shall be construed and interpreted in accordance with the laws of the Commonwealth of Massachusetts. If any provision of this contract or any application of this contract to _____ is found to be contrary to law, then such provision or application shall not be deemed to be valid except to the extent permitted by law, but all other provisions and applications of this contract will continue in full force and effect.

17. Advice of Counsel _____ acknowledges that he has had the opportunity to consult with counsel of his choice prior to executing this agreement, understands fully all the terms of this agreement and voluntarily signs his name below.

Date: 9/28/15

Superintendent, Saugus Public Schools
Date: 9/28/15

