

**The PUBLIC SCHOOLS of SEEKONK, MASSACHUSETTS  
ADMINISTRATOR AGREEMENT - SEEKONK HIGH SCHOOL PRINCIPAL**

**For the term July 1, 2023 to June 30, 2026**

**Administrator:** [REDACTED]

1. All administrators have responsibilities as defined under the Education Reform Act of 1993, and it is also agreed administrators represent the Superintendent of Schools within their area of responsibility and all items contained in this document recognize these responsibilities.
2. In the best interests of the management team concept, the Superintendent of Schools and administrators will individually enter into discussion the terms of the codicil prior to its renewal. Such discussions are to be initiated by written notice of the Superintendent or the administrators by March 1 prior to the expiration of this codicil. Should no such discussions be requested, this codicil will renew itself for successive terms of one (1) year each until such written notice is provided by either party.
3. The Superintendent shall recognize the professional improvement of administrators is in the best interests of the school system and that administrators benefit from courses, workshops, and state and national conferences related to improving the educational environment of the schools and the attainments of students.
  - a. Funding for professional development for the administrators and their staffs is provided through the budgeting for each school or function. An administrator shall allocate those funds deemed appropriate within the overall educational needs of his or her school or function.
  - b. Administrators shall be reimbursed an amount not to exceed \$2,500 for any courses taken in pursuit of an advanced degree or professional development in the area of education administration. Individual administrators may enter into agreement with the Superintendent to pursue other professional development activities in lieu of course work. Reimbursement may include attendance of one national conference per year.
  - c. It is the responsibility of each administrator to oversee the professional development of the staff within his or her school or function. Professional development of staff is to be in the best educational interests of the students being served.
4. Administrators shall accrue sick leave at the annual rate of 25 days for each year of service up to a maximum of 225 days. It is further understood that administrators have a responsibility for the overall administration of the entire school system, and that if an occasion should arise, will give coverage to the other areas of the administration buildings, etc. until the Superintendent can take appropriate action. Upon the use of five (5) or more consecutive sick days, the Superintendent may require a physician's certification of illness or may require that the administrator be examined by a physician of the Superintendent's choosing, at the District's expense. In the event of the death of an administrator with ten (10) or more years of service in the Seekonk Public Schools, the estate shall be provided with a \$10,000 direct payment. For administrators with less than ten (10) years of service, the direct payment will be prorated based on months of service up to the date of death.
5. The School District will provide personal injury, bodily injury, and property damage liability insurance for any costs arising out of any incident connected with the performance of an administrator's duties.
6. Administrators will be excused without loss of pay or benefits for appearances in legal proceedings resulting from the performance of their prescribed duties. Administrators will be supported in any such legal action

resulting from the performance of their prescribed duties. The provisions of this section do not apply to proceedings taken against the Seekonk Public Schools, the Seekonk School Committee, or the Seekonk Superintendent of Schools by an administrator.

7. Each administrator shall have a job description which broadly delineates his or her areas of responsibility. It is further agreed each administrator, working with the Superintendent of Schools, school council, and in consideration of the published School Committee goals, shall develop specific goals related to his or her area of responsibility and for his or her professional development. Annually, the Superintendent and the administrator shall jointly evaluate the administrator's performance relative to his or her job description and review the accomplishment of the goals set for the previous year as reflected in the Massachusetts Framework for Educator Evaluation.
8. The School Committee will involve administrators in an advisory capacity in collective bargaining with employee groups.
9. Whereas the School Committee is the legally responsible governing body of the school district, administrators shall perform his or her duties under the guidelines of adopted School Committee policy. It is agreed administrators will recommend through the Superintendent of Schools School Committee policy and will be advised of proposed revisions of School Committee policy prior to the revisions being discussed in open meeting. It is further agreed the Superintendent of Schools and the School Committee will abide by the letter and spirit of the Education Reform Act of 1993 in providing to administrators, sufficient authority, latitude, and support to fulfill the administrators' responsibilities as defined under the Act.
10. In the event of a reduction in the number of administrators for any reason, notice of such reduction will be provided no later than March 1 of the year prior to such reduction being implemented. It is further agreed that in such a reduction the Superintendent of Schools shall endeavor to provide a position for those administrators impacted by the reduction or, failing that, any other position in the Massachusetts Teachers Retirement System.
11. Administrators are the educational leaders of the district and will maintain work schedules conducive to generating quality educational programs. To accommodate the public, office hours for elementary school principals will be 8:00 AM to 4:00 PM and for secondary school principals from 7:00 AM to 3:00 PM. It is agreed administrators will maintain a presence at school extracurricular activities and assure such activities are appropriately supervised, will be available to parent and other groups associated with the school or district, will actively participate with the School Councils, and will be available to meet with the Superintendent of Schools and the School Committee.

Pursuant to the above, school administrators will be available in their buildings during those times students or staff are present. When an administrator anticipates being out of his or her school building during school hours, he or she will inform the Superintendent of Schools.

12. The following are paid holidays for all administrators:

4 <sup>th</sup> of July	Thanksgiving Day	Martin Luther King Jr. Day
Labor Day	Friday following Thanksgiving	Presidents' Day
Columbus Day	Christmas Day	Juneteenth
New Year's Day	½ day prior to Thanksgiving Day	Patriots' Day
Memorial Day		

The following are paid holidays if the day is not a school day and falls on a weekday:

Veterans' Day  
Christmas Eve  
New Year's Eve

13. Religious time may be granted by the Superintendent upon written request, stating the time and purpose for such request, not to exceed two (2) days.
14. Administrators shall accrue twenty-six (26) vacation days in each contract year. Vacation days are to be scheduled during non-school periods and may not be scheduled within one week following the school term and within two weeks before the beginning of the term. Vacation accrued during any school year must be expended before the beginning of the following school year. Vacation days must be approved by the Superintendent.

Administrators shall be eligible to take up to four (4) days off with pay during one (1) of the school vacation periods which occurs during each of the contract years with the approval of the Superintendent. These four (4) days must be taken consecutively, and shall be in addition to the number of vacation days listed in the previous paragraph. These additional days shall not be eligible for carry over or used for any other purpose except as stated in this paragraph. They shall not be construed as due and owing the administrator during any of the contract years for the purposes of M.G.L. Ch. 149, Section 148.

15. It is agreed administrators shall receive the same health and welfare benefits provided to employees of the Town of Seekonk.
16. Sick Member of Household: [REDACTED] will be granted a leave of absence without pay or increment by the Committee for a period of up to one (1) year for the purpose of caring for a sick member of his immediate family or household. A member of the household is defined as a person residing in the household for at least ninety (90) days with intent to establish permanent residence.

Child Leave: [REDACTED] will be granted a leave of absence without pay or increment by the Committee for a period of up to one (1) year for the purpose of caring for a newly adopted child. Such leave shall begin on the day the child arrives in the employee's home. The employee shall give thirty (30) days written notice to the Committee of their anticipated date of departure and intention to return to duty.

Parental Leave: [REDACTED] shall be entitled to parental leave for a period of up to one (1) year from the date of its commencement, provided at least two (2) weeks written notice is given to the Committee of the anticipated date of departure and intention to return. In the case of a pregnant employee, such notice shall include a written statement from a physician attesting to the employee's ability to continue performing the full schedule of duties and responsibilities and giving an estimate of the delivery date. In such case, the employee shall be permitted to continue on active duty until such date, provided the employee does perform the full duties and responsibilities of the position and furnishes additional statements from a physician upon the reasonable request of the Superintendent of his/her designee.

17. Each administrator shall be granted four (4) days of personal leave to conduct personal business. Personal days are non-accumulative and must be taken between July 1 and June 30 of the current contract. The Superintendent shall be personally notified of the need to use personal leave.

18. Bereavement: Administrators shall be granted leaves of absence without loss of pay for periods not in excess of four (4) days in each case in the event of death in their immediate family. Immediate family shall include spouse, child, father, mother, sister, brother, grandparents, grandchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law and son-in-law. In the event of the death of a spouse, child, father, mother, sister, brother, grandparent, or grandchild one (1) additional day shall also be granted. In exceptional circumstances involving the death of another close relative or a household member an employee may be granted, at the discretion of the Superintendent, up to two (2) days of absence without loss of pay.

19. Compensation:

FISCAL YEAR 2024	FISCAL YEAR 2025	FISCAL YEAR 2026
\$140,047	TBD	TBD



9/23/22  
Date