

SUTTON PUBLIC SCHOOLS
Sutton, Massachusetts 01590



Administrative Contract for:

THIS AGREEMENT is made as of July 1, 2020 by and between the Sutton School Committee (hereinafter referred to as the “Committee”) and (hereinafter referred to as the “Administrator”). In consideration of the promises herein contained, the parties agree as follows:

1. EMPLOYMENT

The committee hereby employs who accepts employment on the following terms and conditions:

2. TERM

Subject to the provisions of Massachusetts General Laws, Chapter 71, Section 41, the Director of Special Education shall be employed commencing July 1, 2020 through June 30, 2023. She shall be extended employment for each fiscal year thereafter unless her employment is terminated for good cause and consistent with the procedure for dismissal as contained in Massachusetts General Laws, Chapter 71, Section 41. Annual increments or raises, if available, will take effect each successive July 1. Additional terms and conditions of employment, excluding the length or duration of the contract and the process to be utilized in the event of termination as set out herein, shall be effective for a three (3) year period commencing July 1, 2020 and expiring June 30, 2023 and may not be modified, reduced or amended except for good cause and upon prior written notice to the Administrator. The Committee shall have access to the Administrator’s summative evaluation report as part of its function of supervision of the Superintendent.

3. COMPENSATION

The Administrator shall be paid an annual salary of commencing. Salary is payable in equal installments convenient to the parties, but not less often than monthly. Annual raises are to be negotiated by the Superintendent with Committee approval or rejection.

4. TERMINATION

In the event said Administrator desires to terminate this contract before the term of service shall expire, she may do so by giving at least 75 days notice of her intention to the Committee. The Superintendent may dismiss, demote or suspend the Administrator for good cause and in accordance with the procedures contained in Massachusetts General Laws,

Chapter 71, Section 41 and 42D. As used herein, “good cause” shall mean any grounds put forth by the Superintendent, which are not arbitrary, irrational, unreasonable, in bad faith or irrelevant to the sound operation of the school system including, but not limited to, a good faith reorganization of the administrative structure of the school system.

5. CERTIFICATION

The Administrator shall furnish and maintain, throughout the term of this contract, a valid and appropriate certificate qualifying the Administrator to act as in the Commonwealth of Massachusetts, as required by Massachusetts General Laws, Chapter 71, Section 38G.

6. CONDITIONS OF EMPLOYMENT - ADMINISTRATIVE STAFF

A. CONSULTATIVE WORK

The Administrator may undertake and engage in consultative work for which she may be paid by outside individuals and/or concerns, not to exceed three (3) days during any calendar year, exclusive of time so spent during personal vacation periods, with approval of the Superintendent.

B. PERSONAL DAYS

The Administrator shall receive three (3) personal days annually with the Superintendent’s approval. Such days are not to be used to extend vacations, holidays or weekends. Unused personal days will not be compensated or carried over.

C. OTHER ACTIVITIES

In addition to engaging in consultative work, the Administrator may accept speaking, writing, lecturing, or other engagements of a professional nature, provided they do not derogate from the administrative responsibilities and with permission from the Superintendent.

D. ADMINISTRATIVE SUPERVISION OF SCHOOL DISTRICT

The Superintendent and the Committee, individually and collectively, shall promptly refer to the appropriate Administrator all criticisms, complaints and suggestions brought to their attention.

E. REIMBURSEMENT FOR EXPENSES

The Committee shall reimburse the Administrator for all expenses reasonably incurred in the performance of all duties under this contract. Such expenses shall include, but shall not be limited to, cost of transportation and attendance at appropriate local, state and national meetings and conferences. The

Superintendent must approve any attendance at such meetings and conferences in advance.

F. FRINGE BENEFITS

The Administrator shall be entitled to all insurance (medical, dental, disability, and life) benefits and all other fringe benefits currently available to teachers, such benefits not to reduce benefits expressly provided for in this contract or to be agreed upon in the future. The Committee and the Administrator may agree or alter components of these benefits.

G. ANNUAL VACATION

The Administrator shall receive 25 vacation days per year accrued at a rate of 2.08 monthly. Accrued but not used vacation days will be bought back at full value. Vacation schedules will be coordinated and approved by the Superintendent.

H. SICK LEAVE

The Administrator shall be entitled to fifteen (15) days annual sick leave. There shall be no limit on the amount of sick days that can be accumulated. All current sick leave balance shall be carried over.

I. PERFORMANCE

The Administrator is expected to fulfill the duties outlined in the job specifications and all aspects of this contract. Any exceptions thereto shall be by mutual agreement between the Committee and the Administrator after first being reviewed by the Superintendent for recommendation.

J. HOURS OF EMPLOYMENT

The Administrator is expected to work as many hours as required to provide effective educational leadership for said position. Under normal conditions this would mean being available eight (8) hours per day, including the hours that school is in session. Attendance at school board meetings, school functions and other activities that would be considered appropriate to attend is expected. The Administrator will be expected to work during school year vacation weeks, but will not be expected to report to work on days that school is cancelled due to weather conditions or school holidays.

K. ANNUAL PAID HOLIDAYS

July 4 th	New Year's Day
Labor Day	Martin Luther King Day
Columbus Day	Presidents' Day
Veterans' Day	Good Friday
Thanksgiving Day and the following	Patriots' Day
Christmas	Memorial Day
Juneteenth	

7. INVALIDITY

If any paragraph or part of this agreement is invalid, it shall not affect the remainder of said Agreement, but said remainder shall be binding and effective against all parties.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed duplicate originals of this Agreement on this _____ day of _____

By: _____

Date

SUTTON PUBLIC SCHOOLS:

By: _____
Superintendent of Schools

Date