



## West Bridgewater Public Schools

Superintendent's Office  
2 Spring Street  
West Bridgewater, MA 02379  
508-894-1230 Ph 508-894-1232 Fax

**Mark Bodwell**  
*Superintendent of Schools*  
mbodwell@wbridgewater.com

**Tel: 508-894-1230**  
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### Director of Student Services

**This Agreement:** made as of June 2021 by and between the West Bridgewater School Department, hereinafter referred to as the "School Department," and the Director hereinafter referred to as the "administrator."

**In consideration** of the promises herein contained, the parties hereto mutually agree as follows:

- 1. Employment:** The School Department hereby employs [REDACTED] as Director of Student Services for the West Bridgewater Public Schools and the Director hereby accepts employment on the following terms and conditions:
- 2. Term:** The administrator shall be employed for a three (3) year period commencing July 1, 2021 and ending June 30, 2024 or until this contract shall otherwise be legally terminated. Compensation shall be determined and paid on an annual basis.
- 3. Compensation:** The administrator shall receive an annual salary in the amount of one hundred four thousand dollars (\$104,000) and a stipend for two thousand (\$2,000) for ESY Director for year one (1) and a stipend of five thousand (\$5,000) for McKinney-Vento Director for year one (1). Stipends will be reviewed between the administrator and Superintendent yearly. Administrator's salary shall normally be paid in twenty-six (26) equal payments. The parties shall meet in each year of this agreement prior to the commencement of a new fiscal year to renegotiate salary and compensation to be paid to the administrator in the new fiscal year. The administrator's salary, specific benefits or compensation of any kind shall not be reduced during the life of this agreement or any addendum, modification, or amendment hereto without mutual agreement. The salary of the administrator shall not be reduced at any time during his employment by the School Department unless universal to the department.
- 4. Duties:** The administrator shall perform faithfully to the best of her ability the duties as outlined in the job description and the administrator hereby agrees to be governed by the policies of the School Department.

5. **Discharge:** Only the Superintendent may dismiss the administrator. An administrator shall not be dismissed unless she has been furnished with a written notice of intent to dismiss with an explanation of the grounds for the dismissal, and, if she so requests, has been given a reasonable opportunity within seven (7) days after receiving such notice to review the decision with the Superintendent at which meeting such employee may be represented by an attorney or other representative to present information pertaining to the basis for the decision and to such employee's status.

6. **Termination:** There shall be no penalty, upon agreement between the administrator and the Superintendent, for release or resignation by the administrator from this contract, provided no resignation shall become effective until the close of any school year in which this contract is in effect, or upon ninety (90) days of notification from the administrator unless the School Department fixes a different time at which the resignation or release is to take effect.

7. **Fringe Benefits:** The administrator shall be entitled to all insurance benefits and all other fringe benefits afforded to the professionals of the West Bridgewater Public Schools. The School Department shall also pay the administrator's membership dues for one (1) local, one (1) State, and one (1) national professional organization of administrators.

The School Department agrees to pay seven hundred fifty dollars (\$750) for course reimbursement for graduate courses taken during a school year.

The administrator is entitled to three (3) personal days leave per year with the approval of the Superintendent.

The administrator shall be a member of the Massachusetts Teachers' Retirement System as provided by Massachusetts General Laws, Chapter 32, Section E.

The administrator upon retirement will be paid for 25% of unused accumulated sick days at the current per diem rate up to a maximum of 45 days.

8. **Annual Vacation, Sick Leave, Holiday and Other Leaves of Absence:**

For the term of this contract, the administrator shall be entitled to twenty five (25) paid vacation days exclusive of legal holidays. Days will increase by five (5) beginning the second year of employment to a maximum of thirty (30) days. A maximum of five (5) unused vacation days may be carried over to the next contract year to be used at the administrators discretion, at a time agreeable to the administrator and the Superintendent.

The vacation time must be taken in the twelve month (12 mo.) period in which it is earned unless there are extenuating circumstances, which are brought to the attention of the Superintendent in which case consideration will be given to an extension of this period.

The administrator shall be entitled to sick time in an amount equal to eighteen (18) days of sick leave for each year. Sick leave shall be cumulative to two hundred twenty (220) unused days. The administrator shall receive up to five (5) days of sick leave for illness in the immediate family, subtracted from the days allowed for sick leave each year. If the administrator is ill for more than five (5) consecutive days, the administrator may be required to submit a report from the administrator's physician and subsequent reports may be requested at the discretion of the Superintendent.

In the event of death in the immediate family, the administrator shall be granted five (5) work days leave. For the purposes of this provision, the immediate family shall include: parents, spouse, siblings, children, parents-in-law and any relative living in the administrator's household. One (1) day will be allowed to attend the funeral or memorial services of other members of the family.

In the event of the administrator's death while in office, unused accumulated sick pay, to a maximum of seventy-five (75) days at a per diem rate will be paid to a designated beneficiary.

9. **Certification:** The administrator shall provide evidence of appropriate administrative certification and maintain throughout the term of this agreement a valid and appropriate certificate qualifying him

to act as an administrator pursuant to Massachusetts General Laws and Department of Education regulations. (M.G.L. Ch. 71, Sec. 38G)

10. **Performance:** The administrator and School Department shall fulfill all of the terms of this contract. Any exceptions thereto shall be by mutual agreement between the school district and the administrator in writing.

The Superintendent shall evaluate the performance of the administrator in writing which clearly articulates the goals standards, indicators, and elements by which the administrator's performance will be measured. Such instrument shall be considered as part of and incorporated by reference in this document. The individual evaluation shall be prepared by the Superintendent, signed by the Superintendent and administrator and placed in his personnel file. Such signature shall not necessarily indicate agreement with the content thereof but rather acknowledgment of receipt of the document. The administrator may respond to the evaluation in writing and may attach his response to the evaluation on file.

11. **Indemnification:** The School Department will indemnify and defend the administrator from personal financial loss and expense, including legal fees and costs, arising out of any claim, action, award, compromise, settlement or judgment attributable to any act or omission of the administrator while acting within the scope of his official duties of employment up to the limits provided in M.G.L. Ch. 258, and subject to the exclusions contained in M.G.L. Ch. 258, Sec. 9-10.

12. **Entire Agreement:** This contract embodies the whole agreement between the Superintendent and the administrator and there are no inducements, promises, terms, conditions or obligations made or entered into by either party other than those contained herein.

The contract may not be changed without mutual agreement, except in writing signed by the party against whom enforcement thereof is sought. This contract will remain in effect even though a Superintendent may leave the system and be replaced. All benefits accrued prior to the agreement of this contract will remain and be binding.

13. **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.

14. **Arbitration:** Any controversy or claim arising out of, or relating to any term or condition of this agreement or employment practices or policies of the School Department or the breach thereof shall be settled and determined by arbitration in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association and judgment or decision by an Arbitrator selected pursuant to such rules shall be final and binding and may be entered into any court, tribunal, or commission otherwise having jurisdiction. The entire cost shall be funded by the School Department.

IN WITNESS THEREOF, the parties have signed and sealed this agreement, and duplicate thereof, this 22 day of June in the year 2021.

  
Administrator \_\_\_\_\_  
Date \_\_\_\_\_

  
Superintendent \_\_\_\_\_  
Date \_\_\_\_\_



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@OakleyWb



## Director of Curriculum And Professional Development

**This Agreement:** made as of June 2019 by and between the West Bridgewater School Department, hereinafter referred to as the "School Department," and the Director hereinafter referred to as the "administrator."

**In consideration** of the promises herein contained, the parties hereto mutually agree as follows:

- 1. Employment:** The School Department hereby employs [REDACTED] as Director of Curriculum and Professional Development for the West Bridgewater Public Schools and the Director hereby accepts employment on the following terms and conditions:
- 2. Term:** The administrator shall be employed for a three year (3) period commencing July 1, 2019 and ending June 30, 2022 or until this contract shall otherwise be legally terminated. Compensation shall be determined and paid on an annual basis. The School Department shall notify the administrator at least ninety (90) days prior to the stated expiration date whether or not it intends to renew or extend this agreement for a specific length of time beyond the stated expiration date. If there is no notification pending renewal by March 1, 2022, the contract will be renewed automatically for one (1) more year.
- 3. Compensation:** The administrator shall receive an annual salary in the amount of ninety-five thousand dollars (\$95,000) for year one (1). Administrator's salary shall normally be paid in twenty-six (26) equal payments. The first year payments will be pro-rated per the actual start date. The parties shall meet in each year of this agreement prior to the commencement of a new fiscal year to renegotiate salary and compensation to be paid to the administrator in the new fiscal year. The administrator's salary, specific benefits or compensation of any kind shall not be reduced during the life of this agreement or any addendum, modification, or amendment hereto without mutual agreement. The salary of the administrator shall not be reduced at any time during his employment by the School Department unless universal to the department.
- 4. Duties:** The administrator shall perform faithfully to the best of her ability the duties as outlined in the job description and the administrator hereby agrees to be governed by the policies of the School Department.
- 5. Discharge:** Only the Superintendent may dismiss the administrator. An administrator shall not be dismissed unless she has been furnished with a written notice of intent to dismiss with an explanation of the grounds for the dismissal, and, if she so requests, has been given a reasonable opportunity within seven (7) days after receiving such notice to review the decision with the Superintendent at which meeting such employee may be represented by an attorney or other representative to present information pertaining to the basis for the decision and to such employee's status.
- 6. Termination:** There shall be no penalty, upon agreement between the administrator and the Superintendent, for release or resignation by the administrator from this contract, provided no resignation shall become

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effective until the close of any school year in which this contract is in effect, or upon ninety (90) days of notification from the administrator unless the School Department fixes a different time at which the resignation or release is to take effect.

7. **Fringe Benefits:** The administrator shall be entitled to all insurance benefits and all other fringe benefits afforded to the professionals of the West Bridgewater Public Schools. The School Department shall also pay the administrator's membership dues for one (1) local, one (1) State, and one (1) national professional organization of administrators.

The School Department agrees to pay seven hundred fifty dollars (\$750) for course reimbursement for graduate courses taken during a school year.

The administrator is entitled to three (3) personal days leave per year with the approval of the Superintendent.

The administrator shall be a member of the Massachusetts Teachers' Retirement System as provided by Massachusetts General Laws, Chapter 32, Section E.

The administrator upon retirement will be paid for 25% of unused accumulated sick days at the current per diem rate.

8. **Annual Vacation, Sick Leave, Holiday and Other Leaves of Absence:**

For the term of this contract, the administrator shall be entitled to twenty (20) paid vacation days exclusive of legal holidays. Days will increase by five (5) beginning the second year of employment to a maximum of 25 days.

The vacation time must be taken in the twelve month (12 mo.) period in which it is earned unless there are extenuating circumstances, which are brought to the attention of the Superintendent in which case consideration will be given to an extension of this period.

A maximum of five (5) unused vacation days may be carried over to the next contract year to be used at the administrator's discretion, at a time agreeable to the administrator and the Superintendent.

The administrator shall be entitled to sick time in an amount equal to eighteen (18) days of sick leave for each year. Sick leave shall be cumulative to two hundred twenty (220) unused days. The administrator shall receive up to five (5) days of sick leave for illness in the immediate family, subtracted from the days allowed for sick leave each year. If the administrator is ill for more than five (5) consecutive days, the administrator may be required to submit a report from the administrator's physician and subsequent reports may be requested at the discretion of the Superintendent.

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In the event of death in the immediate family, the administrator shall be granted five (5) work days leave. For the purposes of this provision, the immediate family shall include: parents, spouse, siblings, children, parents-in-law and any relative living in the administrator's household. One (1) day will be allowed to attend the funeral or memorial services of other members of the family.

In the event of the administrator's death while in office, unused accumulated sick pay, to a maximum of seventy-five (75) days at a per diem rate will be paid to a designated beneficiary.

9. **Certification:** The administrator shall provide evidence of appropriate administrative certification and maintain throughout the term of this agreement a valid and appropriate certificate qualifying him

to act as an administrator pursuant to Massachusetts General Laws and Department of Education regulations. (M.G.L. Ch. 71, Sec. 38G)

10. **Performance:** The administrator and School Department shall fulfill all of the terms of this contract. Any exceptions thereto shall be by mutual agreement between the school district and the administrator in writing.

The Superintendent shall evaluate the performance of the administrator in writing which clearly articulates the goals standards, indicators, and elements by which the administrator's performance will be measured. Such instrument shall be considered as part of and incorporated by reference in this document. The individual evaluation shall be prepared by the Superintendent, signed by the Superintendent and administrator and placed in his personnel file. Such signature shall not necessarily indicate agreement with the content thereof but rather acknowledgment of receipt of the document. The administrator may respond to the evaluation in writing and may attach his response to the evaluation on file.

11. **Indemnification:** The School Department will indemnify and defend the administrator from personal financial loss and expense, including legal fees and costs, arising out of any claim, action, award, compromise, settlement or judgment attributable to any act or omission of the administrator while acting within the scope of his official duties of employment up to the limits provided in M.G.L. Ch. 258, and subject to the exclusions contained in M.G.L. Ch. 258, Sec. 9-10.

12. **Entire Agreement:** This contract embodies the whole agreement between the Superintendent and the administrator and there are no inducements, promises, terms, conditions or obligations made or entered into by either party other than those contained herein.

The contract may not be changed without mutual agreement, except in writing signed by the party against whom enforcement thereof is sought. This contract will remain in effect even though a Superintendent may leave the system and be replaced. All benefits accrued prior to the agreement of this contract will remain and be binding.

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- 13. **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.
- 14. **Arbitration:** Any controversy or claim arising out of, or relating to any term or condition of this agreement or employment practices or policies of the School Department or the breach thereof shall be settled and determined by arbitration in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association and judgment or decision by an Arbitrator selected pursuant to such rules shall be final and binding and may be entered into any court, tribunal, or commission otherwise having jurisdiction. The entire cost shall be funded by the School Department.

IN WITNESS THEREOF, the parties have signed and sealed this agreement, and duplicate thereof, this \_\_\_\_\_ day of \_\_\_\_\_ in the year 2019.

[Redacted signature and date area for Administrator]

Administrator

Date

[Redacted signature and date area for Superintendent]

Superintendent

Date

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### Principal

**This Agreement:** made as of June 2020 by and between the West Bridgewater School Department, hereinafter referred to as the "School Department," and the Principal hereinafter referred to as the "administrator."

**In consideration** of the promises herein contained, the parties hereto mutually agree as follows:

1. **Employment:** The School Department hereby employs [REDACTED] as Principal for the West Bridgewater Middle Senior High School and the Principal hereby accepts employment on the following terms and conditions:

2. **Term:** The administrator shall be employed for a one year (3) period commencing July 1, 2020 and ending June 30, 2023 or until this contract shall otherwise be legally terminated. Compensation shall be determined and paid on an annual basis. The School Department shall notify the administrator at least ninety (90) days prior to the stated expiration date whether or not it intends to renew or extend this agreement for a specific length of time beyond the stated expiration date. If there is no notification pending renewal by March 1, 2023, the contract will be renewed automatically for one (1) more year.

3. **Compensation:** The administrator shall receive an annual salary in the amount of one hundred twenty thousand dollars (\$120,000) for year one (1). Administrator's salary shall normally be paid in twenty-six (26) equal payments. The first year payments will be pro-rated per the actual start date. The parties shall meet in each year of this agreement prior to the commencement of a new fiscal year to renegotiate salary and compensation to be paid to the administrator in the new fiscal year. The administrator's salary, specific benefits or compensation of any kind shall not be reduced during the life of this agreement or any addendum, modification, or amendment hereto without mutual agreement. The salary of the administrator shall not be reduced at any time during his employment by the School Department unless universal to the department.

4. **Duties:** The administrator shall perform faithfully to the best of her ability the duties as outlined in the job description and the administrator hereby agrees to be governed by the policies of the School Department.

5. **Discharge:** Only the Superintendent may dismiss the administrator. An administrator shall not be dismissed unless she has been furnished with a written notice of intent to dismiss with an explanation of the grounds for the dismissal, and, if she so requests, has been given a reasonable opportunity within seven (7) days after receiving such notice to review the decision with the Superintendent at which meeting such employee may be represented by an attorney or other representative to present information pertaining to the basis for the decision and to such employee's status.

6. **Termination:** There shall be no penalty, upon agreement between the administrator and the Superintendent, for release or resignation by the administrator from this contract, provided no resignation shall become effective until the close of any school year in which this contract is in effect, or upon ninety (90) days of notification from the administrator unless the School Department fixes a different time at which the resignation or release is to take effect.

7. **Fringe Benefits:** The administrator shall be entitled to all insurance benefits and all other fringe benefits afforded to the professionals of the West Bridgewater Public Schools. The School Department shall also pay the administrator's membership dues for one (1) local, one (1) State, and one (1) national professional organization of administrators.

The School Department agrees to pay seven hundred fifty dollars (\$750) for course reimbursement for graduate courses taken during a school year.

The administrator is entitled to three (3) personal days leave per year with the approval of the Superintendent.

The administrator shall be a member of the Massachusetts Teachers' Retirement System as provided by Massachusetts General Laws, Chapter 32, Section E.

The administrator upon retirement will be paid for 25% of unused accumulated sick days at the current per diem rate.

8. **Annual Vacation, Sick Leave, Holiday and Other Leaves of Absence:**

For the term of this contract, the administrator shall be entitled to thirty (30) paid vacation days exclusive of legal holidays.

The vacation time must be taken in the twelve month (12 mo.) period in which it is earned unless there are extenuating circumstances, which are brought to the attention of the Superintendent in which case consideration will be given to an extension of this period.

A maximum of five (5) unused vacation days may be carried over to the next contract year to be used at the administrator's discretion, at a time agreeable to the administrator and the Superintendent.

The administrator shall be entitled to sick time in an amount equal to eighteen (18) days of sick leave for each year. Sick leave shall be cumulative to two hundred twenty (220) unused days. The administrator shall receive up to five (5) days of sick leave for illness in the immediate family, subtracted from the days allowed for sick leave each year. If the administrator is ill for more than five (5) consecutive days, the administrator may be required to submit a report from the administrator's physician and subsequent reports may be requested at the discretion of the Superintendent.

In the event of death in the immediate family, the administrator shall be granted five (5) work days leave. For the purposes of this provision, the immediate family shall include: parents, spouse, siblings, children, parents-in-law and any relative living in the administrator's household. One (1) day will be allowed to attend the funeral or memorial services of other members of the family.

In the event of the administrator's death while in office, unused accumulated sick pay, to a maximum of seventy-five (75) days at a per diem rate will be paid to a designated beneficiary.

9. **Certification:** The administrator shall provide evidence of appropriate administrative certification and maintain throughout the term of this agreement a valid and appropriate certificate qualifying him

to act as an administrator pursuant to Massachusetts General Laws and Department of Education regulations. (M.G.L. Ch. 71, Sec. 38G)

10. **Performance:** The administrator and School Department shall fulfill all of the terms of this contract. Any exceptions thereto shall be by mutual agreement between the school district and the administrator in writing.

The Superintendent shall evaluate the performance of the administrator in writing which clearly articulates the goals standards, indicators, and elements by which the administrator's performance will be measured. Such instrument shall be considered as part of and incorporated by reference in this document. The individual evaluation shall be prepared by the Superintendent, signed by the Superintendent and administrator and placed in his personnel file. Such signature shall not necessarily indicate agreement with the content thereof but rather acknowledgment of receipt of the document. The administrator may respond to the evaluation in writing and may attach his response to the evaluation on file.

11. **Indemnification:** The School Department will indemnify and defend the administrator from personal financial loss and expense, including legal fees and costs, arising out of any claim, action, award, compromise, settlement or judgment attributable to any act or omission of the administrator while acting within the scope of his official duties of employment up to the limits provided in M.G.L. Ch. 258, and subject to the exclusions contained in M.G.L. Ch. 258, Sec. 9-10.

12. **Entire Agreement:** This contract embodies the whole agreement between the Superintendent and the administrator and there are no inducements, promises, terms, conditions or obligations made or entered into by either party other than those contained herein.

The contract may not be changed without mutual agreement, except in writing signed by the party against whom enforcement thereof is sought. This contract will remain in effect even though a Superintendent may leave the system and be replaced. All benefits accrued prior to the agreement of this contract will remain and be binding.

13. **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.

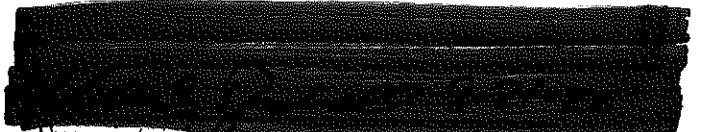
14. **Arbitration:** Any controversy or claim arising out of, or relating to any term or condition of this agreement or employment practices or policies of the School Department or the breach thereof shall be settled and determined by arbitration in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association and judgment or decision by an Arbitrator selected pursuant to such rules shall be final and binding and may be entered into any court, tribunal, or commission otherwise having jurisdiction. The entire cost shall be funded by the School Department.

IN WITNESS THEREOF, the parties have signed and sealed this agreement, and duplicate thereof, this 21 day of September in the year 2020.



Administrator

Date



Superintendent

Date



## West Bridgewater Public Schools

Superintendent's Office

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### Assistant Principal

**This Agreement:** made as of June 2020 by and between the West Bridgewater School Department, hereinafter referred to as the "School Department," and the Assistant Principal hereinafter referred to as the "administrator."

**In consideration** of the promises herein contained, the parties hereto mutually agree as follows:

1. **Employment:** The School Department hereby employs [REDACTED] as Assistant Principal for the West Bridgewater Middle Senior High School and the Assistant Principal hereby accepts employment on the following terms and conditions:

2. **Term:** The administrator shall be employed for a one year (3) period commencing July 1, 2020 and ending June 30, 2023 or until this contract shall otherwise be legally terminated. Compensation shall be determined and paid on an annual basis. The School Department shall notify the administrator at least ninety (90) days prior to the stated expiration date whether or not it intends to renew or extend this agreement for a specific length of time beyond the stated expiration date. If there is no notification pending renewal by March 1, 2023, the contract will be renewed automatically for one (1) more year.

3. **Compensation:** The administrator shall receive an annual salary in the amount of ninety-five thousand dollars (\$95,000) for year one (1). Administrator's salary shall normally be paid in twenty-six (26) equal payments. The first year payments will be pro-rated per the actual start date. The parties shall meet in each year of this agreement prior to the commencement of a new fiscal year to renegotiate salary and compensation to be paid to the administrator in the new fiscal year. The administrator's salary, specific benefits or compensation of any kind shall not be reduced during the life of this agreement or any addendum, modification, or amendment hereto without mutual agreement. The salary of the administrator shall not be reduced at any time during his employment by the School Department unless universal to the department.

4. **Duties:** The administrator shall perform faithfully to the best of her ability the duties as outlined in the job description and the administrator hereby agrees to be governed by the policies of the School Department.

5. **Discharge:** Only the Superintendent may dismiss the administrator. An administrator shall not be dismissed unless she has been furnished with a written notice of intent to dismiss with an explanation of the grounds for the dismissal, and, if she so requests, has been given a reasonable opportunity within seven (7) days after receiving such notice to review the decision with the Superintendent at which meeting such employee may be represented by an attorney or other representative to present information pertaining to the basis for the decision and to such employee's status.

6. **Termination:** There shall be no penalty, upon agreement between the administrator and the Superintendent, for release or resignation by the administrator from this contract, provided no resignation shall become effective until the close of any school year in which this contract is in effect, or upon ninety (90) days of notification from the administrator unless the School Department fixes a different time at which the resignation or release is to take effect.

7. **Fringe Benefits:** The administrator shall be entitled to all insurance benefits and all other fringe benefits afforded to the professionals of the West Bridgewater Public Schools. The School Department shall also pay the administrator's membership dues for one (1) local, one (1) State, and one (1) national professional organization of administrators.

The School Department agrees to pay seven hundred fifty dollars (\$750) for course reimbursement for graduate courses taken during a school year.

The administrator is entitled to three (3) personal days leave per year with the approval of the Superintendent.

The administrator shall be a member of the Massachusetts Teachers' Retirement System as provided by Massachusetts General Laws, Chapter 32, Section E.

8. **Annual Vacation, Sick Leave, Holiday and Other Leaves of Absence:**

For the term of this contract, the administrator shall be entitled to twenty (20) paid vacation days exclusive of legal holidays. Days will increase by five (5) beginning the second year of employment to a maximum of 25 days.

The vacation time must be taken in the twelve month (12 mo.) period in which it is earned unless there are extenuating circumstances, which are brought to the attention of the Superintendent in which case consideration will be given to an extension of this period.

The administrator shall be entitled to sick time in an amount equal to eighteen (18) days of sick leave for each year. Sick leave shall be cumulative to two hundred twenty (220) unused days. The administrator shall receive up to five (5) days of sick leave for illness in the immediate family, subtracted from the days allowed for sick leave each year. If the administrator is ill for more than five (5) consecutive days, the administrator may be required to submit a report from the administrator's physician and subsequent reports may be requested at the discretion of the Superintendent.

In the event of death in the immediate family, the administrator shall be granted five (5) work days leave. For the purposes of this provision, the immediate family shall include: parents, spouse, siblings, children, parents-in-law and any relative living in the administrator's household. One (1) day will be allowed to attend the funeral or memorial services of other members of the family.

In the event of the administrator's death while in office, unused accumulated sick pay, to a maximum of seventy-five (75) days at a per diem rate will be paid to a designated beneficiary.

9. **Certification:** The administrator shall provide evidence of appropriate administrative certification and maintain throughout the term of this agreement a valid and appropriate certificate qualifying him

to act as an administrator pursuant to Massachusetts General Laws and Department of Education regulations. (M.G.L. Ch. 71, Sec. 38G)

10. **Performance:** The administrator and School Department shall fulfill all of the terms of this contract. Any exceptions thereto shall be by mutual agreement between the school district and the administrator in writing.

The Superintendent shall evaluate the performance of the administrator in writing which clearly articulates the goals standards, indicators, and elements by which the administrator's performance will be measured. Such instrument shall be considered as part of and incorporated by reference in this document. The individual evaluation shall be prepared by the Superintendent, signed by the Superintendent and administrator and placed in his personnel file. Such signature shall not necessarily indicate agreement with the content thereof but rather acknowledgment of receipt of the document. The administrator may respond to the evaluation in writing and may attach his response to the evaluation on file.

11. **Indemnification:** The School Department will indemnify and defend the administrator from personal financial loss and expense, including legal fees and costs, arising out of any claim, action, award, compromise, settlement or judgment attributable to any act or omission of the administrator while acting within the scope of his official duties of employment up to the limits provided in M.G.L. Ch. 258, and subject to the exclusions contained in M.G.L. Ch. 258, Sec. 9-10.

12. **Entire Agreement:** This contract embodies the whole agreement between the Superintendent and the administrator and there are no inducements, promises, terms, conditions or obligations made or entered into by either party other than those contained herein.

The contract may not be changed without mutual agreement, except in writing signed by the party against whom enforcement thereof is sought. This contract will remain in effect even though a Superintendent may leave the system and be replaced. All benefits accrued prior to the agreement of this contract will remain and be binding.

13. **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.

14. **Arbitration:** Any controversy or claim arising out of, or relating to any term or condition of this agreement or employment practices or policies of the School Department or the breach thereof shall be settled and determined by arbitration in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association and judgment or decision by an Arbitrator selected pursuant to such rules shall be final and binding and may be entered into any court, tribunal, or commission otherwise having jurisdiction. The entire cost shall be funded by the School Department.

IN WITNESS THEREOF, the parties have signed and sealed this agreement, and duplicate thereof, this \_\_\_\_ day of \_\_\_\_\_ in the year 2020.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date





## West Bridgewater Public Schools

Superintendent's Office

2 Spring Street

West Bridgewater, MA 02379

508-894-1230 Ph 508-894-1232 Fax

Mark Bodwell  
Superintendent of Schools  
mbodwell@wbridgewater.com

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### Howard School Principal

**This Agreement:** made as of March 30, 2021 by and between the West Bridgewater School Department, hereinafter referred to as the "School Department," and the Howard School Principal hereinafter referred to as the "administrator."

**In consideration** of the promises herein contained, the parties hereto mutually agree as follows:

1. **Employment:** The School Department hereby employs [REDACTED] as Howard School Principal for the West Bridgewater Public Schools hereby accepts employment on the following terms and conditions:

2. **Term:** The administrator shall be employed for a three (3) year period commencing July 1, 2021 and ending June 30, 2024 or until this contract shall otherwise be legally terminated. Compensation shall be determined and paid on an annual basis. If there is no notification by the School Department regarding pending renewal by April 1, 2024, the contract will be renewed automatically for one (1) more year.

3. **Compensation:** The administrator shall receive an annual salary in the amount of one hundred and eight thousand dollars (\$108,000) for year one (1). Administrator's salary shall normally be paid in twenty-six (26) equal payments. The parties shall meet in each year of this agreement prior to the commencement of a new fiscal year to renegotiate salary and compensation to be paid to the administrator in the new fiscal year. The administrator's salary, specific benefits or compensation of any kind shall not be reduced during the life of this agreement or any addendum, modification, or amendment thereto without mutual agreement. The salary of the administrator shall not be reduced at any time during his employment by the School Department unless universal to the department.

4. **Duties:** The administrator shall perform faithfully to the best of his ability the duties as outlined in the job description and the administrator hereby agrees to be governed by the policies of the School Department.

5. **Discharge:** Only the Superintendent may dismiss the administrator. An administrator shall

not be dismissed unless he has been furnished with a written notice of intent to dismiss with an explanation of the grounds for the dismissal, and, if he so requests, has been given a reasonable opportunity within seven (7) days after receiving such notice to review the decision with the Superintendent at which meeting such employee may be represented by an attorney or other representative to present information pertaining to the basis for the decision and to such employee's status.

6. **Termination:** There shall be no penalty, upon agreement between the administrator and the Superintendent, for release or resignation by the administrator from this contract, provided no resignation shall become effective until the close of any school year in which this contract is in effect, or upon ninety (90) days of notification from the administrator unless the School Department fixes a different time at which the resignation or release is to take effect.

7. **Fringe Benefits:** The administrator shall be entitled to all insurance benefits and all other fringe benefits afforded to the professionals of the West Bridgewater Public Schools. The School Department shall also pay the administrator's membership dues for one (1) local, one (1) State, and one (1) national professional organization of administrators.

The School Department agrees to pay seven hundred fifty dollars (\$750) for course reimbursement for graduate courses taken during a school year.

The administrator is entitled to three (3) personal days leave per year with the approval of the Superintendent.

The administrator shall be a member of the Massachusetts Teachers' Retirement System as provided by Massachusetts General Laws, Chapter 32, Section E.

8. **Annual Vacation, Sick Leave, Holiday and Other Leaves of Absence:**

For the term of this contract, the administrator shall be entitled to twenty (20) paid vacation days exclusive of legal holidays. Days will increase by five (5) beginning the second year of employment to a maximum of 30 days.

The vacation time must be taken in the twelve month (12 mo.) period in which it is earned unless there are extenuating circumstances, which are brought to the attention of the Superintendent in which case consideration will be given to an extension of this period.

The administrator shall be entitled to sick time in an amount equal to eighteen (18) days of sick leave for each year. Sick leave shall be cumulative to two hundred twenty (220) unused days. The administrator shall receive up to five (5) days of sick leave for illness in the immediate family, subtracted from the days allowed for sick leave each year. If the administrator is ill for more than five (5) consecutive days, the administrator may be required to submit a report from the administrator's physician and subsequent reports may be requested at the discretion of the Superintendent.

In the event of death in the immediate family, the administrator shall be granted five (5)

work days leave. For the purposes of this provision, the immediate family shall include: parents, spouse, siblings, children, parents-in-law and any relative living in the administrator's household. One (1) day will be allowed to attend the funeral or memorial services of other members of the family.

In the event of the administrator's death while in office, unused accumulated sick pay, to a maximum of seventy-five (75) days at a per diem rate will be paid to a designated beneficiary.

9. **Certification:** The administrator shall provide evidence of appropriate administrative certification and maintain throughout the term of this agreement a valid and appropriate certificate qualifying him to act as an administrator pursuant to Massachusetts General Laws and Department of Education regulations. (M.G.L. Ch. 71, Sec. 38G)

10. **Performance:** The administrator and School Department shall fulfill all of the terms of this contract. Any exceptions thereto shall be by mutual agreement between the School Department and the administrator in writing.

The Superintendent shall evaluate the performance of the administrator in writing which clearly articulates the goals, standards, indicators, and elements by which the administrator's performance will be measured. Such instrument shall be considered as part of and incorporated by reference in this document. The individual evaluation shall be prepared by the Superintendent, signed by the Superintendent and administrator and placed in his personnel file. Such signature shall not necessarily indicate agreement with the content thereof but rather acknowledgment of receipt of the document. The administrator may respond to the evaluation in writing and may attach his response to the evaluation on file.

11. **Indemnification:** The School Department will indemnify and defend the administrator from personal financial loss and expense, including legal fees and costs, arising out of any claim, action, award, compromise, settlement or judgment attributable to any act or omission of the administrator while acting within the scope of his official duties of employment up to the limits provided in M.G.L. Ch. 258, and subject to the exclusions contained in M.G.L. Ch. 258, Sec. 9-10.

12. **Entire Agreement:** This contract embodies the whole agreement between the Superintendent and the administrator and there are no inducements, promises, terms, conditions or obligations made or entered into by either party other than those contained herein.

The contract may not be changed without mutual agreement, except in writing signed by the party against whom enforcement thereof is sought. This contract will remain in effect even though a Superintendent may leave the system and be replaced. All benefits accrued prior to the agreement of this contract will remain and be binding.

13. **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.

14. **Arbitration:** Any controversy or claim arising out of, or relating to any term or condition

of this agreement or employment practices or policies of the School Department or the breach thereof shall be settled and determined by arbitration in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration Association and judgment or decision by an Arbitrator selected pursuant to such rules shall be final and binding and may be entered into any court, tribunal, or commission otherwise having jurisdiction. The entire cost shall be funded by the School Department.

IN WITNESS THEREOF, the parties have signed and sealed this agreement, and duplicate thereof, this 30<sup>th</sup> day of March in the year 2021.

[Redacted signature and date for Administrator]

Administrator

Date

[Redacted signature and date for Superintendent]

Superintendent

Date



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## ROSE L. MACDONALD PRINCIPAL

**This Agreement** made as of July 1, 2018 by and between the West Bridgewater School Department, hereinafter referred to as the "School Department", and the Principal, hereinafter referred to as the "administrator".

**In consideration** of the promises herein contained, the parties mutually agree as follows:

- 1. Employment:** The School Department hereby employs [REDACTED] as Principal for the Rose L. MacDonald School for the West Bridgewater Public Schools and the Principal hereby accepts employment for the following terms and conditions:
- 2. Term:** The administrator shall be employed for a five-year (5) period commencing July 1, 2018 or until this contract shall otherwise be legally terminated. Compensation shall be determined and paid on an annual basis. The School Department shall notify the administrator at least ninety (90) days prior to the stated expiration date whether or not it intends to renew or extend this agreement for a specific length of time beyond the stated expiration date. If there is no notification pending renewal by April 1, 2023, the contract will be renewed automatically for one (1) year.
- 3. Compensation:** The administrator shall receive a salary in the amount of one hundred four thousand dollars (\$104,000) for year one (1). Administrator's salary shall normally be paid in twenty-six (26) equal payments. The parties shall meet in each year of this agreement prior to the commencement of a new fiscal year to renegotiate salary, benefits and compensation to be paid to the administrator in the new fiscal year. The administrator's salary, specific benefits or compensation of any kind shall not be reduced at any time during her employment by the School Department, unless universal to the department.
- 4. Duties:** The administrator shall perform faithfully to the best of her ability the duties as outlined in the job description and the administrator hereby agrees to be governed by the policies of the School Department.
- 5. Discharge:** Only the Superintendent may dismiss the administrator. An administrator shall not be dismissed unless he/she has been furnished with a written notice of intent to dismiss with an explanation of the grounds for the dismissal, and, if he/she so requests, has been given a reasonable opportunity within seven (7) days after receiving such notice to review the decision

*The mission of West Bridgewater Public Schools is to work together with home and community to provide our students a safe environment in which to acquire the knowledge, skills and values needed for success in the diverse and global society of the 21st Century*

*The West Bridgewater Schools do not discriminate on the basis of race, color, age, religion, gender, national origin, sexual orientation, gender identity, homelessness or disability*



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with the Superintendent at which meeting such employee may be represented by an attorney or other representative to present information pertaining to the bases for the decision and to such employee's status.

6. **Termination:** There shall be no penalty, upon agreement between the administrator and the Superintendent, for release or resignation by the administrator from this contract, provided no resignation shall become effective until the close of any school year in which this contract is in effect, or upon ninety (90) days of notification from the administrator unless the School Department fixes a different time at which the resignation or release is to take effect.
7. **Fringe Benefits:** The administrator shall be entitled to all insurance benefits and all other fringe benefits afforded to the professionals of the West Bridgewater Public Schools. The School Department shall also pay the administrator's membership dues for one (1) local, one (1) State, and one (1) national professional organization of administrators.

The School Department agrees to pay one thousand (\$1,000) dollars for course reimbursement for graduate courses taken during a school year.

The administrator is entitled to three (3) personal days leave per year with the approval of the Superintendent.

The administrator shall be a member of the Massachusetts Teacher's Retirement System as provided by Massachusetts General Laws, Chapter 32, Section E.

#### 8. **Annual Vacation, Sick Leave, Holiday and Other Leaves of Absence:**

For the term of this contract, the administrator shall be entitled to twenty-five (30) paid vacations annually exclusive of legal holidays.

The vacation time must be taken in the twelve (12) month period in which it is earned unless there are extenuating circumstances, which are brought to the attention of the Superintendent in which case consideration will be given to an extension of this period.

A maximum of five (5) unused vacation days may be carried over to the next contract year to be used at the administrator's discretion, at a time agreeable to the administrator and the Superintendent.

The administrator shall be entitled to sick time in an amount equal to eighteen (18) days of sick leave for each school year. Sick leave shall be cumulative to two-hundred twenty (220) unused sick days. The administrator shall receive up to five (5) days of sick leave for illness in the immediate family, subtracted from the days allowed for sick leave each year. If the

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administrator is ill for more than five (5) consecutive days, the administrator may be required to submit a report from the administrator's physician and subsequent reports may be requested at the discretion of the Superintendent.

In the event of death in the immediate family, the administrator shall be granted five (5) work days leave. For the purposes of this provision, the immediate family shall include: parents, spouse, siblings, children, parents-in-law, and any relative living in the administrator's household. One (1) day will be allowed to attend the funeral or memorial services of other family members.

In the event of the administrator's death while in office, unused accumulated sick pay, to a maximum of seventy-five (75) days at a per diem rate will be paid to a designated beneficiary.

Upon retirement, the administrator will be paid for twenty-five (25%) percent of unused accumulated sick time at the current per diem rate.

9. **Certification:** The administrator shall provide evidence of appropriate administrative certification and maintain throughout the term of this agreement a valid and appropriate certificate qualifying him/her to act as an administrator pursuant to Massachusetts General Laws and the Department of Elementary and Secondary Education regulations. (M.G.L. Ch 71, Sec. 38G)
10. **Performance:** The administrator and School Department shall fulfill all of the terms of this contract. Any exceptions thereto shall be by mutual agreement between the School District and the administrator in writing.

The Superintendent shall evaluate the performance of the administrator in writing in accordance with a mutually agreed upon evaluation instrument which clearly articulates the goals, objectives and standards by which the administrator's performance will be measured. Such instrument shall be considered as part of and incorporated by reference in this document. The individual evaluation shall be prepared by the Superintendent, signed by the Superintendent and administrator and placed in his/her personnel file. Such signature shall not necessarily indicate agreement with the content thereof but rather acknowledgment of receipt of the document. The administrator may respond to the evaluation in writing and may attach his/her response to the evaluation on file.

In addition, the administrator shall meet with the Superintendent at least once each year for the purpose of discussing his/her performance, as well as the working relationship between the Superintendent and administrator.

*The mission of West Bridgewater Public Schools is to work together with home and community to provide our students a safe environment in which to acquire the knowledge, skills and values needed for success in the diverse and global society of the 21st Century*

*The West Bridgewater Schools do not discriminate on the basis of race, color, age, religion, gender, national origin, sexual orientation, gender identity, homelessness or disability*







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## Athletic Director Contract Agreement

As of July 1, 2018 the West Bridgewater School Department employ [REDACTED] as the Athletic Director for the West Bridgewater Public Schools. The following are the agreed terms and conditions:

The Athletic Director shall be employed in a 205-day position commencing July 1, 2021 through June 30, 2024 or until this contract shall otherwise be legally terminated. The School Department shall notify the employee at least sixty (60) days prior to the stated expiration date whether or not it intends to renew or extend this agreement for a specific length of time beyond the stated expiration date. The employee shall perform faithfully to the best of her ability the duties as outlined in the job description and agrees to be governed by the policies of the School Department.

The base salary is seventy thousand dollars (\$80,000) for one (1) year. The employee's salary shall be paid in twenty-six (26) equal payments. The employee will be given a travel stipend for two thousand dollars (\$2,000) to be paid out each year of the contract. The parties shall meet at least sixty (60) days prior to the commencement of a new fiscal year to negotiate salary, benefits and compensation to be paid to the employee in the new fiscal year. The employee's salary, specific benefits or compensation of any kind shall not be reduced during the life of this agreement or any addendum, modifications, or amendment hereto without mutual agreement. The salary shall not be reduced at any time during her employment by the School Department, unless universal to the department.

The employee shall be entitled to sick time in an amount equal to fifteen (15) days of sick leave for each year. Sick leave shall be cumulative to one-hundred twenty (120) unused days. The employee shall receive up to five (5) days of sick leave for illness in the immediate family, subtracted from the days allowed for sick leave each year.

The employee is entitled to three (3) personal days leave per year with the approval of the Superintendent.

The employee shall be entitled to all insurance benefits and all other fringe benefits afforded to the employees of the West Bridgewater Public Schools. The School Department agrees to pay seven hundred fifty dollars (\$750) for approved training courses taken during a school year. The School Department shall also pay the director's membership dues for one (1) State professional organization of Athletic Directors and annual conferences.

*The mission of West Bridgewater Middle-Senior High School is to provide a safe, supportive learning environment in which each student will acquire the knowledge, skills, and values necessary to become a life-long learner and responsible citizen in our diverse and changing society.*



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In the event of death in the immediate family, the employee shall be granted five (5) work days leave. For the purposes of this provision, the immediate family shall include: parents, spouses, siblings, children, parents-in-law and any relative living in the employee's household. One (1) day will be allowed to attend the funeral or memorial services of other members of the family or friend.

Upon completion of her Masters Degree in Athletic Administration, the Athletic Director will receive a stipend of two thousand dollars (\$2,000).

Only the Superintendent may dismiss the employee. The employee shall not be dismissed unless she has been furnished with a written notice of intent to dismiss with an explanation of the grounds for the dismissal, and, if she so requests, has been given a reasonable opportunity within seven (7) days after receiving such notice to review the decision with the Superintendent at which meeting such employee may be represented by an attorney or other representative to present information pertaining to the bases for the decision and to such employee's status.

There shall be no penalty for release or resignation by the employee from this contract, provided no resignation shall become effective until the close of any school year in which this contract is in effect, or upon sixty (60) days of notification from the employee unless the School Department fixes a different time at which the resignation or release is to take effect.

IN WITNESS THEREOF, the parties have signed and sealed this agreement, and duplicate thereof, this 14<sup>th</sup> day of July in the year 2021.

[Redacted signature and date area for Athletic Director]

Athletic Director \_\_\_\_\_ Date \_\_\_\_\_

[Redacted signature and date area for Superintendent]

Superintendent \_\_\_\_\_ Date \_\_\_\_\_