

THIS AGREEMENT is made as of December 10, 2020, by and between the Worthington School Committee (hereinafter referred to as "Committee") acting on its own behalf and Gretchen Morse-Dobosz (hereinafter referred to as "Superintendent/Principal").

In consideration of the mutual promises contained herein, the parties agree to the following:

1. **EMPLOYMENT** The Committee hereby employs Gretchen Morse-Dobosz as the School Superintendent and Principal and of the Worthington School District and R.H. Conwell School, Gretchen Morse-Dobosz hereby accepts this position subject to the terms and conditions hereinafter provided.
2. **TERM OF EMPLOYMENT** The Superintendent/Principal shall be employed for a five-year period commencing July 1, 2021 and terminating on June 30, 2026. The position is subject to the availability of funds. Any extension or renewal of this contract shall be in accordance with the provisions of the Education Reform Act of 1993, or subsequent, superseding legislation.
3. **DUTIES AND RESPONSIBILITIES** The Superintendent/Principal, as the educational leader and manager of the Worthington School District and R.H. Conwell School, shall supervise the operation and management of the school and school property. The Principal shall be responsible, subject to review and consistent with budgetary provisions and Committee personnel policy, for hiring and assignment of all teachers, instructional or administrative aides and other personnel, and for terminating all such personnel. The Superintendent/Principal shall also faithfully and effectively comply with expectations and perform the duties outlined in the Job Description for Superintendent/Principal of R.H. Conwell School. The Superintendent/Principal shall adhere to the standards and responsibilities outlined in the Massachusetts Department of Elementary and Secondary Education Standards and Indicators of Effective Administrative Leadership Superintendent Rubric.

The Superintendent/Principal may accept speaking, writing, lecturing or other engagements of a professional nature as well as attend professional meetings as she sees fit, provided they do not deter her from fully addressing her duties as Principal/Superintendent.

4. **CERTIFICATION** The Superintendent/Principal shall maintain throughout the term of this contract a valid and appropriate

certificate qualifying her to serve as both Superintendent and Elementary Principal in the Commonwealth of Massachusetts.

5. **GOALS** As a condition of employment, by April 1 of each year the Superintendent/Principal must develop and submit to the School Committee for review and agreement a statement of personal and professional improvement goals. In addition, the Superintendent/Principal must develop and submit with the School Council by April 1 the educational goals and a multi-year plan for improvement of the school. The Superintendent/Principal will also develop and submit multi-year plan for the improvement of the district.
6. **ANNUAL WORK SCHEDULE** The Superintendent/Principal's work year shall consist of 220 days, including the five days preceding the first day of school for teachers, at least 175 days when school is in session, and five days following the last day for students. Days of absence when school is in session require prior approval. Remaining work days shall be scheduled at the Superintendent/Principal's discretion in accordance with planning and preparation to meet the needs of the school. The Superintendent/Principal recognizes that her responsibilities and conduct are not determined by prescribed hours and conditions and will perform the directed and implied duties of her position will expend the time and effort necessary to effectively achieve the goals and purposes of the school district.
7. **EVALUATION** The School Committee shall evaluate the performance of the Superintendent/Principal with the frequency recommended by DESE or biannually, whichever is more frequent, based upon compliance with duties and responsibilities of the principal (a) as presented and called for under Massachusetts General Law, Chapter 71 as amended by the Education Reform Act, (b) as contained in the Job Description for Principal/Superintendent, (c) as reflected in School Committee policy, (d) in response to district policy and directives, and (e) as would be necessary to attain the aforementioned personal and professional goals agreed to with the School Committee, and the school improvement goals developed by the School Council. The School Committee may allocate various weights among these items in preparing the final evaluation. See Appendix I
8. **COMPENSATION**
(A) As of the effective date of this agreement, the Superintendent/Principal shall be paid in equal installments in accordance with policies of the Committee, an annual salary of: 2021-22 \$114,000

2022-23 \$116,850
2023-24 \$119,771
2024-25 \$122,766
2025-26 \$125,835

9. **EXPENSE REIMBURSEMENT** The Superintendent/Principal shall be reimbursed for all expenses reasonably incurred in the performance of her duties in accordance with the laws of the Commonwealth and School Committee policy. The travel expense mileage reimbursement rate for travel outside of the district will be that of the current Internal Revenue Service standard. Subject to budgetary provision, and at her request, the Committee will pay the Superintendent/Principal individual membership in the NAESP/MESPA, MASS. Reimbursement for other expenses, including workshops, conferences and coursework, shall be subject to advance approval by the School Committee.
10. **FRINGE BENEFITS** The Superintendent/Principal shall be eligible to receive the same Health and Life Insurance benefits and options as are available to other Town of Worthington employees.
11. **SICK LEAVE** The Superintendent/Principal is entitled to 18 days of sick leave annually. Unused sick leave may accumulate to a maximum of 200 days.
12. **OTHER LEAVE** Upon request, daily or short-term leaves of absence shall be granted at the School Committee's discretion to the Superintendent/Principal for personal necessity or bereavement purposes.
13. **PROFESSIONAL DEVELOPMENT** In striving to meet her own goals, the Superintendent/Principal is expected to engage in activities that will enhance her personal and professional growth. In addition, the Superintendent/Principal is expected to maintain an awareness of issues, trends, and techniques appropriate to exercising leadership needed to help the school meet district goals. In support of this expectation, the Principal/Superintendent will be reimbursed for graduate coursework, such study taken at a pace and depth governed by the demands of the Principalship and obligation to the school district.
14. **RENEWAL OR EXTENSION OF CONTRACT** The School Committee agrees to meet with the Superintendent/Principal at least thirty days prior to July 1, 2026, for the purpose of determining salary, benefits and duration of any such agreement.

15. **TERMINATION OF CONTRACT** In the event the Superintendent/Principal desires to terminate the contract before the term of service has expired, she may do so by giving at least 60 days notice of her intention to resign to the School Committee, and the School Committee will accept said resignation. Otherwise, the School Committee may dismiss, demote or suspend the Superintendent/Principal at any time for good cause and in accordance with the procedures contained in Massachusetts General Laws, Chapter 71, Sections 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 schools. No Arbitrator may apply a definition appearing immediately above and arbitral review shall be limited to the question whether such grounds were put forth in good faith.
16. **SEVERABILITY** If one or more of the above terms of the contract are found to be contrary to law, the remaining portions of the agreement will remain in effect.

<i>Snetchen Monse-Dobasz</i>	Jan 04 2021
_____ Superintendent/Principal	_____ Date
<i>Alison Todd</i>	Jan 04 2021
_____ School Committee	_____ Date

Evaluation Procedure

- A. The Chairperson or their designees shall prepare an evaluation of the Superintendent/Principal no less often than recommended by DESE, or biannually, whichever is more frequent, to be completed by December 1st following the end of the contract year, using a performance appraisal system developed jointly by the Chairpersons and Superintendent/Principal. The system will conform with the requirements of the DESE Model Evaluation System for Superintendent/Principals.
- B. 1. The evaluation shall be considered as part of and incorporated by reference into the document. It shall be considered a public record and shall require the Chairperson of the School Committee to describe in writing, in reasonable detail, the specific instances of unsatisfactory performance if any.
 - a. The evaluation, prepared by the Chairpersons of the School Committee, shall be signed by the Superintendent/Principal and placed in her personnel file. Such signature shall not necessarily indicate agreement with the content thereof but, rather, acknowledgment of receipt of the document. The Superintendent/Principal may respond to the evaluation in writing and may attach her response to the evaluation in her file.
 - b. The Superintendent/Principal shall be provided a copy of the evaluation.
3. The performance assessment shall be used for the following purposes:
 - (1)(a) to strengthen the working relationship between district school, school committee, and the Superintendent/Principal;
(b) to clarify for the Superintendent/Principal and the individual members of the district, the responsibilities that they rely on the Superintendent/Principal to fulfill;
 - (2) to discuss and establish reasonable expectations and goals for the ensuing year, including the impact of Statewide Performance Standards;
 - (3) if the Superintendent/Principal receives an overall rating of satisfactory or better, to establish the basis for merit adjustments for the Superintendent/Principal in future

determinations of the salary rate or benefits as set by Articles 4 and 6.

4. In addition, the Superintendent/Principal shall meet with the Chairperson of the School Committee, at least once each year, for the purpose of discussing her performance as well as the working relationship between the Committee and the Superintendent/Principal.
 5. The Chairperson of the School Committee, in a continuing effort to facilitate cooperation and a sound working relationship with the Superintendent/Principal and administration, shall, as within each Chair's judgment as necessary, communicate with the Superintendent/Principal with regard to any and all criticism, complaints, suggestions, narrative or comments regarding the administration of the schools or her performance.
- C. By October 30 and April 30 of each contract year, Superintendent/Principal will complete a self-assessment to be reviewed by the Chairperson of the School Committee and to be incorporated into an overall evaluation outlining degrees of accomplishment for each area of priority included in the components above. The evaluation will include additional objectives, revised standards, and any suggestions deemed essential for subsequent performance improvement in response to needs of the district.



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