



Principal/Head of School Employment Contract

July 1, 2021 to June 30, 2022

This agreement is made on **July 1, 2021** by and between the Superintendent of the Boston Public Schools (hereinafter "Superintendent") and [REDACTED] (hereinafter referred to as "Principal" or "Head of School" in this contract), **Principal of the Dudley St. Neighborhood School** for 1 year (s).

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

- 1. TERM:** The Superintendent agrees to employ the Principal/Head of School for the period beginning **July 1, 2021** and ending **June 30, 2022** subject to the Superintendent's discretion.
- 2. COMPENSATION:** Total salary consists of 4 components: (i) base compensation based on school enrollment; (ii) performance based compensation; (iii) recognition/retention awards; and (iv) career awards and educational differentials earned by October 1, 2015 (only applies to individuals in school leader positions as of October 1, 2015). See Attachment A for a complete compensation schedule. The Boston Public Schools shall pay and the Principal/Head of School shall accept as full payment the applicable salary set forth in the compensation schedule in Attachment A, attached hereto and incorporated by reference herein (subject to funding). Salary increases may be granted at a future date during the term of this contract at the discretion of the Superintendent and subject to funding and appropriate performance evaluation.
- 3. WORK YEAR:**
Total of 223 workdays:
 - 182 days (school days with teachers);
 - 15 days prior to the start of school; and
 - 26 additional days before, during, or following the school year, with all work to be completed by June 30th of the school year (can include up to 4 professional development days, with prior approval of the Superintendent or designee).

All Principals and Head of Schools:

If the school year is extended because of weather emergencies or other school day cancellations, and there are few or no available days in late June to complete all necessary end-of-year work, the Principal/Head of School may be required to work additional days in early July, but in no event shall such additional work days be considered an extension or renewal of this Employment Agreement. If the total number of required days are not worked, the Principal/Head of School's compensation shall be adjusted proportionate to the decreased work year, unless the time is made up, as noted above. In every case, the Superintendent or his designee and the Office of Human Capital will monitor the contract requirements.



- 4. WORK DAY AND WORK WEEK:** A Principal/Head of School's responsibilities and conduct are not determined by prescribed hours and conditions, and she/he will perform the directed and implied duties of her/his position as determined by the Superintendent of Schools and will expend the time and effort necessary to achieve the goals and purposes of the Boston Public Schools. The normal workday shall consist of no less than (8) hours and the work week no less than five (5) days. No Principal or Head of School shall receive overtime pay or compensatory time.
- 5. PERFORMANCE EVALUATION:** Either the Superintendent or the Superintendent's designee(s) shall conduct annual performance evaluations of Principals/Head of Schools. Such performance evaluations shall be conducted in accordance with 603 CMR 35.04.
- 6. ASSIGNMENT AND TRANSFER:** At the sole discretion of the Superintendent of Schools, and at any time, the Superintendent of Schools may transfer or assign the Principal or Head of School to another Principalship/Head of School or another position within the School District.
- 7. DUTIES AND RESPONSIBILITIES:** The Principal/Head of School shall perform the duties as outlined in their job description and any additional duties required by the Superintendent.
- 8. BENEFITS:** The Principal/Head of School shall be eligible for the benefits provided in Attachment A, subject to the terms and conditions provided in Attachment A, attached hereto and incorporated by reference herein.
- 9. TERMINATION:** The Superintendent may terminate this Agreement at any time during its term pursuant to G.L. c. 71, § 41 by dismissing the Principal/Head of School prior to the expiration of this Agreement. The Superintendent also may terminate the Principal/Head of School's employment by non-renewal, pursuant to G.L. c. 71, § 41, second paragraph.
- 10. LAYOFF:** Nothing in this Agreement shall prevent the Superintendent from implementing a layoff based upon a reduction in force resulting from declining enrollment, budgetary reasons or reorganization. In the event of a layoff, the Principal/Head of School shall retain any statutory displacement rights to which s/he may be entitled.
- 11. CERTIFICATE:** The Principal/Head of School shall furnish to the Superintendent and maintain throughout the term of this Agreement a valid and appropriate certificate qualifying her/him to hold the position of Principal/Head of School at the appropriate level in the Commonwealth of Massachusetts. A current record of the Principal/Head of School's licensure must remain on file in the Office of Human Capital.
- 12. PROFESSIONAL ACTIVITIES:** The Principal/Head of School may accept speaking, writing, lecturing or other engagements of a professional nature as he/she sees fit, provided they do not interfere with or derogate from his/her duties as Principal/Head of School and provided they do not contravene the Massachusetts Conflict of Interest Law, G.L. c. 268A.
- 13. ENTIRE AGREEMENT:** This contract, including all attachments, embodies the whole Agreement between the School District and the Principal/Head of School and there are not inducements, promises, terms, conditions or obligations made or entered into by either party other than those contained herein. This Agreement supersedes all prior Agreements between the parties. This Agreement may not be changed except by written agreement signed by all parties.



14. SEVERABILITY: If any paragraph of, or rider of this Agreement is invalid, it shall not affect the remainder of said Agreement, which shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto executed this Agreement under seal this day and year first above written.

Brenda Cassellius

_____ 114692 Dr. Brenda Cassellius, Superintendent

Date _____

Date: _____

