

# GILL-MONTAGUE REGIONAL SCHOOL DISTRICT

## <<POSITION TITLE>> • Contract of Employment (2025-2027)

This contract is made by and between the **Gill-Montague Regional School District's Superintendent**, hereinafter referred to as the "Superintendent," and <<EMPLOYEE NAME>>, hereinafter referred to as the "Director/Principal." Both parties agree that the Director/Principal shall perform in good faith the duties and obligations of the <<POSITION TITLE>> as provided for by Massachusetts General Laws, the <<POSITION TITLE>> Job Description, and the policies and procedures of the School Committee and the Gill-Montague Regional School District. The Director/Principal will report to and work under the direction of the Superintendent of Schools as a member of the administrative team of the district.

### 1. Employment

The School District hereby agrees to employ <<EMPLOYEE NAME>> as Director/Principal and she/he accepts employment on the terms and conditions which follow.

### 2. Term

<<EMPLOYEE NAME>> shall be employed as Director/Principal for a period to commence on July 1, 2025 and to end on June 30, 2028. The Director/Principal is employed for a period of 261 days per year as a full-time year-round employee.

### 3. Compensation

The Director/Principal shall be paid an annual salary commencing on the start date of this agreement: "<<\$ SALARY>>" payable in equal installments in accordance with the policy of the School Committee of the Gill-Montague Regional School District. Salary for the second and third years of the contract shall be subject to negotiations but shall be no less than the prior contract.

### 4. Certification

The Director/Principal shall furnish and maintain throughout the term of this contract a valid and appropriate certificate allowing him/her to act as a Director/Principal in the Commonwealth of Massachusetts.

### 5. Evaluation

The Superintendent shall evaluate the performance of the Director/Principal based on the DESE Model Evaluation and the requirements contained in the Massachusetts General Laws and the

Code of Regulations.

## **6. Other Activities**

The Director/Principal may accept speaking, writing, lecturing or other engagements of a professional nature during non-school hours. The Director may attend professional meetings with notice to and the prior approval of the Superintendent if they are conducted during school hours. Such approval will not be unreasonably withheld. These activities shall not derogate from the duties as Director/Principal.

## **7. Expense Reimbursement**

The School District shall reimburse the Director/Principal up to \$2,000 per year for expenses incurred attending conferences or other professional development in accordance with the laws of Massachusetts and policies of the School Committee and School District and when approved in advance by the Superintendent of Schools and accompanied by vouchers.

The School District shall annually reimburse the Director/Principal appropriate professional association dues, upon submission of vouchers.

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

### **8.1 Vacation**

The Director/Principal shall be entitled to twenty-five (25) vacation days each fiscal year covered by this agreement. Up to ten (10) unused vacation days may be carried over to the next fiscal year. However, in no event shall the Director/Principal be allowed to accumulate more than thirty-five vacation days. The Director/Principal shall receive a prorated number of vacation days upon separation from employment (e.g., if the Director/Principal was credited with twenty-five (25) vacation days on July 1 and left employment half-way through the fiscal year without using any vacation days, then the Director/Principal would receive payment for twelve and a half (12.5) vacation days).

### **8.2 Holidays**

The Director/Principal shall be entitled to all thirteen and one-half (13½) holidays recognized by the School District and made available to other district employees. Holidays: 4th of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving (2.5 days-half day Wednesday, full day Thursday & Friday), Christmas Day, New Year's Day, MLK Day, Presidents Day, Patriots Day, Memorial Day, Juneteenth. In addition, the Director/Principal will also be entitled to a holiday on December 24th of each year, when that date falls on a weekday.

### **8.3 Sick Leave**

The Director/Principal shall be credited with eighteen (18) sick days annually which may be used when he/she is unable to perform duties due to sickness, illness, or injury or any other disabling reason. Sick leave shall be earned on a prorated basis throughout the contract year. Upon separation from employment, the Director/Principal's final compensation shall be adjusted to account for any used sick leave that exceeds the amount prorated to the date of separation.

#### **8.4 Sick Leave Buy Back**

If the Director/Principal retires from the district, he/she may receive compensation for unused sick leave days at the rate and maximum number in the GMEA contract the year of retirement upon the completion of 10 years of employment with the District.

#### **8.5 School Emergency Closures/Snow Days**

In cases where the schools need to be closed due to an emergency or inclement weather, the Director/Principal shall be entitled to two (2) remote work days, with notification to the Superintendent.

#### **8.6 Personal Leave**

The Director/Principal will be allowed, on a non-cumulative basis, three (3) days of paid personal leave. Requests for such leave must be made in writing to the Superintendent of Schools as soon as possible, and not less than seventy-two (72) hours before the absence occurs, whenever possible. For any partial year of service, personal leave shall be prorated.

#### **8.7 Family Illness**

The Director/Principal shall be entitled to utilize up to seven (7) days of paid sick leave in the event of illness in the immediate family.

#### **8.8 Bereavement Leave**

The Director/Principal will be allowed leave with pay up to five (5) workdays at any one time in the event of death in the immediate family. Immediate family shall be defined as mother, father, spouse, brothers, sisters, children, grandparents, grandchildren (includes current mother-in-law and father-in-law, stepmother, stepfather, stepsister, stepbrother or stepchild, and also includes adopted children or grandchildren, immediate household members, and others at the discretion of the Superintendent.)

#### **8.9 Statutory Leaves**

The Director/Principal will be allowed leave, if applicable and eligible, pursuant to the Family and Medical Leave Act (FMLA), the Parental Leave Act (PLA), the Small Necessities Leave Act (SNLA), the Domestic Violence Leave Act (DVLA), and other statutory leaves.

## **9. Insurance**

### **9.1 Medical**

The Group Insurance Commission (GIC) PPO, HMO, indemnity, dental, and/or other applicable Health Insurance Programs available to employees of the School District shall be made available to the Director/Principal on the same terms and conditions as are applicable to other employees of the district. It is understood that said terms and conditions may change during the duration of this Contract.

### **9.2 Life Insurance**

If selected by the Director/Principal, the District will pay 80% of the premium of a \$10,000 Accidental Death and Dismemberment insurance policy.

## **10. Termination, Demotion, and Suspensions**

In the event that the Director/Principal desires to terminate this contract before the term of service expires, he/she may do so with at least sixty (60) days written notice of intent to the Superintendent of Schools and the acceptance by the Superintendent of said resignation. In the event the Superintendent desires to remove the Director/Principal from his/her position before the term of service shall have expired, such termination shall be in compliance with applicable statutes of the Commonwealth of Massachusetts. The Superintendent may terminate the Director/Principal and this agreement during its term without prior notice in the event of the Director/Principal's dishonesty, insubordination, other serious misconduct, or breach of any of the terms of this Agreement or for other cause. This Agreement may be terminated during its term due to financial necessity and/or reorganization so long as notice is provided to the Director/Principal at least sixty (60) days prior to said termination.

The Superintendent will provide at least sixty (60) calendar days' notice in the event that he/she decides not to continue the Director/Principal's employment beyond June 30, 2028. The decision not to continue the Director/Principal's employment beyond June 30, 2028 does not require cause, and is not subject to arbitration or any other appeal.

## **11. Protection**

Indemnification of the Director/Principal for expenses or damages in connection with criminal or civil procedures shall be in accordance with General Laws, Chapter 258, Section 9. The Committee agrees that it will use all reasonable means to attempt to arrange for insurance to cover the Director/Principal for expenses or damages sustained by him/her by reason of action or claim arising out of any other acts done by the Director/Principal while acting in such capacity or for which the committee is authorized in its discretion to indemnify under Chapter 258, Section 9.

## 12. Entire Agreement

This contract embodies the whole agreement between the School Committee and School District and the Director/Principal and there are no inducements, promises, terms, conditions, or obligations made or entered into by any party other than those contained herein. The contract may not be changed except in writing and signed by all parties.

## 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

The parties agree that any claim violation of this agreement which cannot be resolved amicably shall be submitted to Labor Arbitration under the rules and procedures of the American Arbitration Association. Massachusetts law will prevail.

*IN WITNESS WHEREOF, the parties have signed and sealed this Agreement.*

<p>&lt;&lt;EMPLOYEE NAME&gt;&gt; &lt;&lt;POSITION TITLE&gt;&gt;</p> <p>Signature: _____</p> <p>Date: _____</p>		<p>&lt;&lt;SUPERINTENDENT'S NAME&gt;&gt; Superintendent of Schools</p> <p>Signature: _____</p> <p>Date: _____</p>
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