



QUABBIN REGIONAL SCHOOL DISTRICT
ADMINISTRATIVE CONTRACT AGREEMENT

This contract made this day of, by and between the Superintendent of Schools, hereinafter referred to as the “Superintendent” and hereinafter referred to as the “Administrator/Principal”.

SPECIFIC ADMINISTRATIVE ASSIGNMENT:

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

1. EMPLOYMENT:

The Quabbin Regional School District hereby agrees to employ the Administrator/Principal for a period to commence as of **July 1, 20__** and to end on **June 30, 20__**. The District shall notify the Administrator/Principal whether it intends to renew or extend this agreement for a specified length of time beyond the stated expiration date.

2. CONTRACT YEAR:

The Administrator/Principal's fiscal contract year shall consist of:

- 210 days:** The intention of establishing a “contract work year” includes an expectation that leadership and administrative services within the contract work year are based upon the 183 day school calendar during which time students attend school and an additional 27 days within the fiscal year. These days will be scheduled by the individual administrator in a manner that enables the administrator to fulfill assigned administrative responsibilities/duties. The Administrator/Principal will keep an attendance log. Each work year, the individual attendance log will be completed and filed biennially with the superintendent (January and June). Upon mutual agreement of the Superintendent, a building-level Administrator/Principal may schedule up to five (5) non-work days during the contract year when school is in session provided the Administrator/Principal makes appropriate arrangements to ensure that proper coverage is available at the school site.
 - 260 days:** The full-year Administrator's contract work year shall be 260 days with vacation time as allowed in Section 12. Vacation time shall be requested in advance and reported on the biweekly attendance record in each cost center.
 - 193 days:** Special administrative assignments may require an individualized contracted work year. The specific contracted work year and general assignment is described below:
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3. COMPENSATION:

- The Administrator/Principal hereby accepts such employment at the **base salary of \$_____** for the first year of this agreement. The parties may negotiate additional increases to the Administrator/Principal's salary.
- The pay schedule will be designated by the Superintendent of Schools so long as the Administrator/Principal covered by this Agreement is paid regularly and their annual salary apportioned in twenty-six (26) equal payments per contract year.
 - **Advanced Degree: \$0**
 - **Longevity: \$0**

COMPENSATION (continued)

- A. Excluding stipends paid for additional duties outside the scope of the Administrator/Principal's typical day-to-day responsibilities (*see D below*), the Administrator/Principal's base 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.
- B. The Administrator/Principal shall also be paid a longevity stipend equal to that paid to members of the Quabbin Regional Teachers Association.
- C. If the Administrator/Principal earns an advanced degree, *i.e.* Masters Degree, 60 credits beyond Masters, or CAGS, she shall receive (in addition to his/her regular compensation) an annual payment equal to \$1,000. If the Administrator/Principal earns a Doctorate she shall receive (in addition to his/her regular compensation) an annual payment equal to \$1,500.
- D. If the Administrator/Principal is assigned additional duties by the Superintendent of Schools that are clearly outside of the scope of his/her regular duties, he/she may receive additional compensation in the form of an annual stipend. The amount of any such stipend shall be determined by the Superintendent of Schools. Stipends may be reduced if additional assigned duties are eliminated from the Administrator/Principal's assigned duties.

4. DUTIES:

The Administrator/Principal shall perform faithfully to the best of his/her ability the duties required to meet the job description developed for the administrative position to which the Administrator/Principal is assigned. In addition, the Administrator/Principal hereby agrees to be governed by the policies of the Quabbin Regional School District except that any conflict between those policies and this agreement shall be resolved in favor of this agreement.

5. DISCHARGE:

The Administrator/Principal may only be discharged by the Superintendent of Schools who must follow the regulations included in appropriate state statute and district policy. Upon such termination of this contract the Administrator/Principal shall be paid the full amount of salary for actual days worked during the contract year of termination. This payment shall be processed and released within two weeks following termination.

6. RESIGNATION:

There shall be no penalty for release or resignation by the Administrator/Principal from this contract, provided no resignation shall become effective until the close of any school year (June 30) in which this contract is in effect, or upon forty-five (45) days notification from the Administrator/Principal unless the District fixes a lesser time at which the resignation or release may take effect.

7. SALARY DEDUCTIONS:

This contract shall conform to the regulations governing deductions from the above stated compensation with reference to Withholding Tax, Social Security (FICA), Worcester Regional Retirement or Massachusetts Teachers' Retirement and other deductions, including annuity or insurance payments, authorized by the parties or required by law. This contract shall be deemed to have been entered into subject to all provisions of the laws of the Commonwealth of Massachusetts.

8. COMPLAINTS/SUGGESTIONS:

The Superintendent individually shall promptly refer to the Administrator/Principal for his/her study and recommendation, all criticisms, complaints and suggestions brought to his/her attention. The Administrator/Principal shall investigate and consider the same and report thereon to the Superintendent as soon as practicable thereafter.

9. OTHER ACTIVITIES:

The Administrator/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 derogate from his/her duties as Administrator/Principal.

10. REIMBURSEMENT FOR PROFESSIONAL EXPENSES:

Following the approval of the Superintendent, the District shall annually reimburse the Administrator/Principal for attendance and expenses of professional conferences, publications, dues for groups not expressly mentioned herein, etc. upon submission of a written voucher.

Dues for the following two professional associations shall be paid by the District, subject to appropriation, and shall not be charged against the aforementioned annual reimbursement for conferences, publications, etc.:

11. STATE RETIREMENT ASSOCIATION:

The Administrator/Principal shall be a member of the Teachers' Retirement System as required by M.G.L. C. 32, sec. 2 if appropriate.

12. ANNUAL VACATION, HOLIDAY, SICK LEAVE, AND OTHER LEAVES OF ABSENCE:

A. Vacation Days:

1. The Administrator/Principal assigned to work a **260 day contract** year shall be entitled to twenty-five (25) paid vacation days between July 1 and June 30 during any year. She shall be allowed to accumulate said vacation days, but such accumulation shall be limited to fifteen (15) days.
2. After ten years in administrative service within the District the Administrator/Principal shall be entitled to thirty (30) vacation days. The accumulation of vacation time will still be limited to fifteen (15) days.
3. The accumulated vacation time will be paid to the Administrator/Principal in the next pay period following resignation, retirement or termination at the then per diem rate of pay calculated based on the contracted work year but shall not exceed twenty (20) days.

B. Holidays:

The Administrator/Principal shall be entitled to all holidays recognized by the District and made available to any other District employees.

C. Sick Days:

The Administrator/Principal shall be credited with eighteen (18) sick days annually whereby she shall be paid for days when she is unable to perform his/her duties due to sickness, illness, injury or any other disabling reason. Unused sick leave may be accumulated without limit.

13. RESIGNATION/RETIREMENT COMPENSATION:

A. Resignation:

1. Accumulated Sick Leave Compensation – Resignation

After ten (10) years of consecutive employment as an administrator in the Quabbin Regional School District, the Administrator/Principal, upon resignation, will receive a lump sum compensation for unused sick leave at a rate of \$15 per day. This payment may be made within ninety (90) days following the final paycheck.

B. Retirement:

1. Accumulated Sick Leave Compensation – Retirement

After ten (10) years of consecutive employment as an administrator in the Quabbin Regional School District, the Administrator/Principal, upon retirement, will be eligible to obtain a lump sum compensation for his/her maximum accumulated sick leave. This payment may be made within ninety (90) days following the final paycheck and shall be equal to \$25 for each day of accumulated sick leave.

2. Retirement Compensation:

An administrator retiring and participating in the state retirement system with more than ten (10) years of employment in the QRSD will receive 10% of the maximum in his/her salary category as a lump sum payment ninety (90) days following the issuance of the final paycheck.

14. INSURANCES:

- A. **Health and Dental Insurances:** All applicable health/dental insurance programs available to employees of the School District shall be made available to the Administrator/Principal on the same terms and conditions as is applicable for non-certified personnel of the District, including premium payments.
- B. **Disability Insurance:** The District shall make a disability insurance program in which the Administrator/Principal may participate available to the Administrator/Principal. The Administrator/Principal shall pay the premium for this insurance. However, if the Administrator/Principal has not accumulated sufficient sick time to satisfy a reasonable waiting period for the collection of benefits under the disability policy offered by the District, subsequent to the receipt of appropriate medical documentation, the district shall credit the Administrator/Principal with up to ninety (90) sick days in order satisfy any reasonable waiting period for collection of benefits under any such disability policy. Such days will only be granted after the Administrator/Principal has used any/all accumulated personal and/or sick time.
- C. **Life Insurance:** In addition to the standard life insurance policy offered to all Quabbin employees, the District shall upon receipt of appropriate documentation reimburse the Administrator/Principal up to \$1,200 annually towards the purchase of additional life insurance.

15. LEAVE: PERSONAL/BEREAVEMENT/FAMILY ILLNESS/MATERNITY:

The Administrator/Principal will be allowed any/all leave benefits available equal to that included in the contract agreement between the Quabbin Regional Teachers' Association and the Committee.

16. PERFORMANCE:

- A. The Administrator/Principal and District shall fulfill all the terms of this contract. Any exceptions thereto shall be by mutual agreement between the District and the Administrator/Principal in writing.
- B. The Superintendent of Schools shall evaluate the performance of the Administrator/Principal in writing in accordance with a mutually agreed upon evaluation instrument which clearly articulates the goals, objectives and standards by which the Administrator/Principal'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 of Schools signed by the Superintendent of Schools and Administrator/Principal, 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/Principal may respond to the evaluation in writing and may be attached his/her response to the evaluation in his/her file.
- C. In addition, the Administrator/Principal shall meet with the Superintendent of Schools at least once each year, for the purpose of discussing his/her performance as well as the working relationship between the Superintendent of Schools and the Administrator/Principal.

17. PROFESSIONAL DEVELOPMENT:

The Administrator/Principal will be reimbursed for pre-approved courses of study successfully completed by the Administrator/Principal. If the Superintendent deems the courses of study to be of critical importance to the District, the reimbursement rate may be as great as 100%. If the Administrator/Principal is reimbursed at 100% of tuition costs, the Superintendent may impose specific requirements in concert with those defined in **Sabbatical Leave: Article IX, paragraph F** included in the contract agreement between the Quabbin Regional School District and the Quabbin Regional Teachers' Association. At no time shall the reimbursement rate authorized by the Superintendent be *less* than that provided for teachers within the District.

18. IDEMNIFICATION:

The District shall indemnify, hold harmless and defend the Administrator/Principal against any claim, liability, demands judgment or other legal action, whether groundless or otherwise, arising out of, or relating to, the Principal's performance of his/her duties, in accordance with state law and in accordance with coverage under the School's insurance policies. The District shall continue to so indemnify, hold harmless and defend the Administrator/Principal even if such claim or legal action has been commenced following his/her termination, resignation or the expiration of his/her employment. The District may compromise and settle any such claim or legal action and shall pay the amount of any such settlement or final judgment rendered thereon.

Administrative Contract Agreement:
Last printed:

19. ENTIRE AGREEMENT:

This contract embodies the whole agreement between the District and the Administrator/Principal 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 except by a writing signed by the party against whom enforcement thereof is sought. This contract will remain in effect even though a Superintendent may leave the District and be replaced. All benefits accrued prior to this contract will remain and be binding.

20. INVALIDITY:

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

Superintendent of Schools

Date

Administrator/Principal

Date

Supt.

Adm.