

HOLBROOK PUBLIC SCHOOLS  
Holbrook, Massachusetts  
CONTRACT OF EMPLOYMENT

SCHOOL BUSINESS ADMINISTRATOR

This Contract as of *April 2, 2015*, by and between the Holbrook School District hereinafter referred to as the "*SCHOOL DISTRICT*" and [REDACTED] hereinafter referred to as the "*SCHOOL BUSINESS ADMINISTRATOR*."

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

1. **EMPLOYMENT:**

The Committee hereby employs [REDACTED] as the *SCHOOL BUSINESS ADMINISTRATOR*, and the *SCHOOL BUSINESS ADMINISTRATOR* hereby accepts employment on the following terms and conditions:

2. **TERM:**

The *SCHOOL BUSINESS ADMINISTRATOR* shall be employed for a *THREE- (3)* year period commencing *MAY 4, 2015*, through *MAY 3, 2018*.

3. **COMPENSATION:**

The *SCHOOL BUSINESS ADMINISTRATOR* shall be paid an annual salary based on years in service as *SCHOOL BUSINESS ADMINISTRATOR* commencing *May 4, 2015*, as follows:

2015-2016 school year:	\$110,000
2016-2017 school year:	to be determined
2017-2018 school year:	to be determined

4. **LICENSURE:**

The *SCHOOL BUSINESS ADMINISTRATOR* shall furnish and maintain throughout the term of this Contract of Employment a valid and appropriate Massachusetts License which qualifies him/her to serve as *SCHOOL BUSINESS ADMINISTRATOR* in the Commonwealth and pursuant to the provisions of Section 38G of Chapter 71 of the General Laws and the regulations of the Massachusetts Department of Education promulgated thereunder.

5. **DUTIES:**

The *SCHOOL BUSINESS ADMINISTRATOR* shall serve as the school district Business Manager responsible for all duties identified in the job description and subject to the supervision and direction of the Superintendent of Schools.

6. **REIMBURSEMENT FOR EXPENSES:**

The School Committee shall reimburse the *SCHOOL BUSINESS ADMINISTRATOR* for all expenses reasonably and legitimately incurred in the performance of the *SCHOOL BUSINESS ADMINISTRATOR'S* duties under this Contract. Such expenses shall include, but shall not be limited to: costs of transportation and attendance at appropriate local and state meetings and conferences and dues approved by the Superintendent of Schools.

The *SCHOOL BUSINESS ADMINISTRATOR* will be reimbursed up to \$1,500 per year for the successful completion of all graduate course work and/or other professional development aligned to the *SCHOOL BUSINESS ADMINISTRATOR'S* job description.

7. **HEALTH AND LIFE INSURANCE:**

The *SCHOOL BUSINESS ADMINISTRATOR* shall be entitled to all insurance benefits (health and life) which are presently available to town employees.

8. **ANNUAL VACATION:**

The *SCHOOL BUSINESS ADMINISTRATOR* shall be entitled to **TWENTY-FIVE (25) WORKING DAYS**, prorated on the basis of 2.083 days per month, as annual vacation, exclusive of legal holidays. Upon completion of the year of employment, the *SCHOOL BUSINESS ADMINISTRATOR* may exercise an option to sell up to **FIVE (5) DAYS** vacation days per year at the rate equal to 1/260 per day of the *SCHOOL BUSINESS ADMINISTRATOR'S* annual compensation. The *SCHOOL BUSINESS ADMINISTRATOR* will be entitled to carry-over up to **FIVE (5) DAYS** provided that such vacation time shall be cumulative to no more than **THIRTY (30) DAYS** at the end of a fiscal year.

9. **LEGAL HOLIDAYS:**

The *SCHOOL BUSINESS ADMINISTRATOR* shall be entitled to take off from work the following paid holidays when they fall on or are celebrated on a normal business day: *New Year's Day, M.L. King Birthday, Washington's Birthday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day (and the Friday after Thanksgiving), Christmas Day, either the day before or after Christmas, and either the day before or the day after New Year's Day.*

10. **SICK LEAVE:**

Commencing on **MAY 4, 2015**, the *SCHOOL BUSINESS ADMINISTRATOR* shall be entitled to **15 days** of sick leave annually, prorated on the basis of 1.25 days per month, with said sick leave days cumulative to 150 days. If at any time during the *SCHOOL BUSINESS ADMINISTRATOR'S* service, the *SCHOOL BUSINESS ADMINISTRATOR* has exhausted all of his/her accumulated sick leave, the Superintendent may, in his/her sound discretion, grant to the *SCHOOL BUSINESS ADMINISTRATOR* additional sick leave in an amount of up to 100 days to be used for catastrophic illness.

11. **WORKERS COMPENSATION:**

If the *SCHOOL BUSINESS ADMINISTRATOR* is injured in the course of his/her employment, he/she shall be entitled to Workers' Compensation benefits in accordance with the provisions of Chapter 152 of the General Laws. Additionally, the *SCHOOL BUSINESS ADMINISTRATOR* shall be permitted to use his/her sick leave in such a fashion that the amount of his/her Workers' Compensation benefits added to his/her sick leave totals the amount of the *SCHOOL BUSINESS ADMINISTRATOR'S* salary.

13. **BEREAVEMENT LEAVE:**

The *SCHOOL BUSINESS ADMINISTRATOR* shall be entitled to up to five days in the event of death in the *SCHOOL BUSINESS ADMINISTRATOR'S* family (*spouse, child, parent, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law*).

14. **PERSONAL LEAVE:**

The Superintendent of Schools may grant *two (2) personal days* to enable the *SCHOOL BUSINESS ADMINISTRATOR* to conduct personal business which otherwise could not be conducted during after school hours.

15. **EVALUATION:**

The Superintendent will evaluate the performance of the *SCHOOL BUSINESS ADMINISTRATOR* at least once a year on or before July 1st. This evaluation will be based upon the following criteria: (1) this contract; (2) the job description; (3) the specific goals and objectives provided they have been reduced to writing and given to the *SCHOOL BUSINESS ADMINISTRATOR* by June 30th of the school year to which they apply; (4) performance standards for *SCHOOL BUSINESS ADMINISTRATOR* as established by the Board of Education; (5) the policies of the Holbrook School Committee; and (6) any directives issued by the Superintendent in writing and given to the *SCHOOL BUSINESS ADMINISTRATOR*.

16. **RESIGNATION BY SCHOOL BUSINESS ADMINISTRATOR:**

There shall be no penalty for release or resignation by the *SCHOOL BUSINESS 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 sixty (60) days notification from the *SCHOOL BUSINESS ADMINISTRATOR*.

17. **TERMINATION:**

Unless the *SCHOOL BUSINESS ADMINISTRATOR* has served in the position in Holbrook for a full school year immediately preceding the effective date of this contract, the first one hundred and twenty (120) calendar days of work under this contract shall be considered a probationary period during which the Superintendent may, with notice to the *SCHOOL BUSINESS ADMINISTRATOR*, dismiss or demote the *SCHOOL BUSINESS ADMINISTRATOR*, and thus terminate this contract, at the Superintendent's sole discretion, with or without cause.

Neither the School Committee nor the Superintendent of Schools may alter the *SCHOOL BUSINESS ADMINISTRATOR'S* employment status in any way during the term of this Contract except in accordance with procedural and substantive due process, including good cause, and in accordance with all of the provisions of Section 16 of Chapter 32 of the General Laws and Sections 41, 42, and 43 of Chapter 71 of the General Laws.

The School Committee shall reimburse the *SCHOOL BUSINESS ADMINISTRATOR* for his/her attorney's fees and costs arising under this paragraph in the event the *SCHOOL BUSINESS ADMINISTRATOR* prevails in enforcing his/her rights under this paragraph.

In the event this contract is terminated, any and all financial and other obligations by either party shall cease.

In witness whereof, the parties have duly executed this Contract of Employment on April 2, 2015:

[Redacted Signature]  
[Redacted Signature]  
[Redacted Signature]

DATE

[Redacted Signature]  
[Redacted Signature]  
[Redacted Signature]

DATE

School Business Administrator

Superintendent of Schools