

CONTRACT OF PRINCIPAL

THIS AGREEMENT, made as of June 18, 2019 by and between the LEE PUBLIC SCHOOLS, hereinafter referred to as LEE PUBLIC SCHOOLS, and hereinafter referred to as the PRINCIPAL.

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

1. **EMPLOYMENT:** LEE PUBLIC SCHOOLS hereby employs _____ as PRINCIPAL within the public school of LEE and the PRINCIPAL hereby accepts employment on the following terms and conditions.
2. **ASSIGNMENT:** At the inception of this Agreement, the PRINCIPAL is hereby assigned to the LEE MIDDLE/HIGH SCHOOL.
3. **TERM:** The length of the contract will be from July 1, 2019 through June 30, 2022.

4. **COMPENSATION:** The PRINCIPAL shall be paid a salary of:

July 1, 2019	- June 30, 2020	\$ 104,653
July 1, 2020	- June 30, 2021	\$ 106,746
July 1, 2021	- June 30, 2022	\$ 108,880

5. **CONDITIONS OF EMPLOYMENT:** The PRINCIPAL shall be eligible to receive benefits and shall be subject to other conditions of employment as set forth in the following:

a. **SICK LEAVE:**

The PRINCIPAL will be allowed up to fifteen (15) days sick leave per year with full pay to be used in the event of the PRINCIPAL's illness or injury; these days to be cumulative, if not used, to a maximum of 224 days.

To be entitled to pay for sick leave of four (4) or more successive school days, the PRINCIPAL shall submit a written statement from a physician affirming that ill health or disability makes absence necessary.

With the approval of the Superintendent, the PRINCIPAL may be granted additional days off without pay.

The PRINCIPAL may use accrued sick leave when his/her spouse, parent, child, or other member of the immediate family is seriously ill, and he/she must be absent to care for the individual.

**Immediate family is defined here as mother, father, spouse, child or member of the employee's household.*

b. VACATION TIME:

The PRINCIPAL is entitled to twenty five (25) vacation days each year. These days will be taken with the approval of the Superintendent when classes are not in session (exception may be granted by the Superintendent).

Eight (8) days of unused vacation time to be rolled into sick days each year.

In the event the PRINCIPAL leaves employment for any reason (e.g., resignation, termination, etc.), the PRINCIPAL shall be entitled to a prorated amount of unused vacation time. For example, if the PRINCIPAL left employment half way through the contract year and had not used any vacation days, the PRINCIPAL would receive compensation for twelve and one-half (12.5) vacation days.

c. MEDICAL INSURANCE:

Principals are considered eligible for the type of health and accident insurance coverage provided by the Town of Lee under General Laws, Chapter 32B and will share the premium expense for such coverage at the same rate as other town employees. The Plan design of the insurance may be changed by the Town of Lee as permitted by State Law.

d. LIFE INSURANCE:

The PRINCIPAL is entitled to receive term life insurance in the amount of \$10,000 at a rate similar to that of all Town Employees, which is subject to change during the life of this contract.

e. **PERSONAL DAYS:**

The PRINCIPAL is entitled to three (3) non-cumulative personal days.

Requests for such leave must be in writing to the Superintendent as early as possible, but not less than twenty-four (24) hours before such absence occurs except in emergencies. Said requests will state the general nature of the need for such leave, i.e.: medical, legal, bereavement, etc. No personal leave will be granted for the sole purpose of extending a holiday or vacation period, nor shall personal leave be taken during the first or last five (5) days of the school year, unless the advance approval of the Superintendent is obtained. The decision of the Superintendent shall be final and shall not be subject to review.

f. **HOLIDAYS:**

The PRINCIPAL will be entitled to the following holidays:

New Years Day	Fourth of July
Martin Luther King Day	Labor Day
Washington's Birthday	Columbus Day
Patriot's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day

g. **ANNUITY:**

The Principal will receive an annual annuity payment of \$2,500 beginning on July 01, 2019.

h. **BEREAVEMENT:**

The PRINCIPAL will be paid for up to five (5) consecutive work days for a death in the family:

- Mother, Father, Sister, Brother, Spouse, Child, Grandchild, Mother-in-Law, Father-in-Law, a member of the PRINCIPAL's household.

Such days are to begin with either the day of death or day of the funeral at the PRINCIPAL's discretion.

The PRINCIPAL will be paid for up to three (3) consecutive work days for a death in the family:

- Grandparent, Grandparent-in-Law, Son-in-Law, Daughter-in-Law, Sister-in-Law, Brother-in-Law.

Such days are to begin with either the day of death or day of the funeral at the PRINCIPAL's discretion.

The PRINCIPAL will be paid for one (1) day for the death or a death in the family:

- Uncle, Aunt, Niece, or Nephew.

Such day is to begin with either the day of death or day of the funeral at the PRINCIPAL's discretion.

i. COURT SERVICE:

During absence for jury duty or subpoena witness service, regular pay will continue which will be an amount coupled with the compensation paid by the court not to exceed regular salary for the period of absence. This does not apply if the employee is a defendant in such proceedings.

i. STATUTORY LEAVE:

The PRINCIPAL will be granted leave pursuant to the Family and Medical Leave Act, Small Necessities Leave Act, Domestic Violence Leave Act, and/or the Massachusetts Parental Leave Act if eligible pursuant to the provisions of said laws.

6. **PROFESSIONAL DEVELOPMENT:** The PRINCIPAL will be entitled to receive full reimbursement up to \$1,000 for fees that are paid to register with professional organizations that are approved in advance by the Superintendent.

7. **PROFESSIONAL CONFERENCE:** The PRINCIPAL will be entitled to a reimbursement for up to \$1,000 for attending a conference or Professional Development expense that is approved in advance by the Superintendent.

On occasion it may be necessary for the PRINCIPAL to participate in professional development activities outside of the system and off-hours as directed by the Superintendent. If the costs exceed the \$1,000 limit above, the PRINCIPAL shall be refunded fees, mileage, and expenses incurred in attending such training.

8. **DUTIES AND RESPONSIBILITIES:** The PRINCIPAL shall be the educational leader and manager of her school and shall supervise the operation and management of this school and property, subject to the supervision and direction of the Superintendent. The PRINCIPAL shall be responsible, consistent with the Committee's personnel policies and budgetary restrictions and subject to the approval of the Superintendent, for hiring all teachers, instructional or administrative paraprofessionals, and other personnel assigned to

the school, and for terminating all such personnel, subject to review and prior approval by the Superintendent and subject to the provisions of M.G.L., Chapter 71 as amended by the Educational Reform Act of 1993. The Superintendent shall also have final authority as to the assignments and transfers of the above listed staff from school to school. The PRINCIPAL recognizes that the PRINCIPAL's responsibilities and conduct are not determined by prescribed hours and conditions and will perform the directed and implied duties of the PRINCIPAL's position as determined by the Superintendent of Schools and will expend the time and effort necessary to effectively achieve the goals and purposes of the Lee Public Schools.

The PRINCIPAL shall meet all standards and indicators as outlined in the MA ESE school level administrator standards and rubrics including: Instructional Leadership, Management and Operations, Family and Community Engagement, and Professional Culture.

The PRINCIPAL will, additionally, be responsible for technology coordination for the district. As such, he will supervise the Technology Committee, technology budgeting & purchasing, management of the renewal cycle, data reporting (in concert with the district office) and oversight of staff within the Technology Department. Currently, this staff includes the Dist. Systems Network and Technology Specialist, who will report to (be supervised by) and be evaluated by the PRINCIPAL.

The PRINCIPAL will coordinate the district's career-vocational programming, work-based learning, dual enrollment – as well as related grants and community partnerships, and summer programming. The PRINCIPAL will complete all other duties as assigned by the Superintendent.

9. **ANNUAL WORK SCHEDULE:** The work year of the PRINCIPAL shall consist of a twelve month year.
10. **PERFORMANCE:** The PRINCIPAL shall fulfill all aspects of this contract. Any exception hereto shall be by mutual agreement between the PRINCIPAL and the Superintendent of Schools in writing.
11. **EVALUATION:** The PRINCIPAL shall submit preliminary outline of written goals and objectives to the Superintendent within a month after beginning employment. Evaluation shall be based upon the Massachusetts Educator Evaluation System, reflecting a timeline developed in concert with the Superintendent.
12. **TERMINATION, DEMOTION AND SUSPENSIONS:** Provisions contained in the Massachusetts General Law, Chapter 71, Sections 41 and 42D will be applicable, if necessary.

13. **ENTIRE AGREEMENT:** This contract embodies the whole AGREEMENT between the TOWN OF LEE SCHOOL DEPARTMENT and the 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 writing, by the party against whom enforcement thereof is sought.
14. **SEVERABILITY:** It is understood and agreed by the parties that if any part, term or provision of this AGREEMENT is held by the courts to be illegal or in conflict with any law of the Commonwealth of Massachusetts, the validity of the remaining portions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular part, term, or provisions held to be valid.
15. **INDEMNITY:** The PRINCIPAL is indemnified according to MA General Laws, Section 9.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this AGREEMENT and a duplicate thereof this 18th day of June, 2019.

By _____