

WESTFORD PUBLIC SCHOOLS
Westford, MA 01886

CONTRACT OF EMPLOYMENT

THIS AGREEMENT is made by and between the Westford Public Schools, through its Superintendent of Schools, XXXXXXXXXXXXXXXXXXXX, hereinafter referred to as "Superintendent" and XXXXXXXXXXXXXXXXXXXX, hereinafter referred to as "Principal of Westford Academy ".

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

ARTICLE I - PREAMBLE

- 1.1 The Superintendent hereby employs XXXXXXXXXXXXXXXXXXXX as the Principal of Westford Academy in the Westford Public Schools for the period of time, compensation and other conditions of employment hereinafter stated.
- 1.2 The Principal of Westford Academy agrees to abide by and enforce all of the policies, rules, regulations, and position characteristics as determined by the Superintendent and School Committee as well as to all of the provisions of State and Federal laws relating to education, the schools, and the legal functions and responsibilities as assigned by the Superintendent.

ARTICLE II - CONDITIONS OF EMPLOYMENT

- 2.1 Length of Contract - The Principal of Westford Academy shall be employed from **July 1, 2021 through June 30, 2024**. The Principal of Westford Academy shall submit a yearly calendar identifying non work days to the Superintendent or his/her designee for approval by the first of July.
- 2.2 Extensions - This Agreement may be renewed or extended for additional periods. The contract will be automatically extended for one additional year if the Superintendent does not notify the Principal of Westford Academy of the non-renewal of the contract by May 1 of the final year of the Agreement, or any extension thereof.
- 2.3 Renewal or Extension of Contract - The option for renewal or extension of the length of this contract may be exercised at any time during the aforementioned period by the mutual written consent of the parties.

- 2.4 Voluntary Termination - In the event that the Principal of Westford Academy desires to terminate this contract before the term of service shall have expired, the Principal of Westford Academy may do so by giving at least ninety (90) days notice in writing of his/her intention to the Superintendent.
- 2.5 Layoff - Nothing in this contract shall bar the Westford Public Schools or the Superintendent from implementing a layoff based upon a reduction in force resulting from declining enrollment or budgetary reasons or from a bona fide reorganization. In the event of a layoff, the Principal of Westford Academy shall retain any statutory displacement rights to which he/she may be entitled.
- 2.6 Dismissal, Demotion, and Suspension - At any time during the term of this contract the Superintendent may dismiss, demote and/or suspend the Principal of Westford Academy in accordance with the provisions of Chapter 71, Section 41 and/or Section 42D of the General Laws of Massachusetts, subject to such arbitral review as may be provided under applicable law.

ARTICLE III - COMPENSATION & BENEFITS

- 3.1 Compensation - For the period of **July 1, 2021 through June 30, 2022**, compensation will be paid bi-weekly annualized at the rate of **\$153,663**. Compensation for any subsequent years will be for an annual period of July 1 to June 30 and will be subject to negotiation prior to the beginning of such subsequent year.
- 3.2 Longevity - On or before June 30 the Committee will pay **\$1,500** additional salary to each administrator who will have 10 but less than 15 years of seniority as of that date.
On or before June 30 the Committee will pay **\$2,000** additional salary to each administrator who will have 15 but less than 20 years of seniority as of that date.
On or before June 30 the Committee will pay **\$2,500** additional salary to each administrator who will have 20 but less than 25 years of seniority as of that date.
On or before June 30 the Committee will pay **\$3,000** additional salary to each administrator who will have 25 or more years of seniority as of that date.
- 3.3 Travel & Conference Allowance – The Principal of Westford Academy may attend appropriate meetings and conferences at the local, State and /or National level. The Principal of Westford Academy shall be paid a travel allowance of **One Thousand Dollars (\$1,000) annually**, payable at the rate of \$100.00 per month throughout the school year.

- 3.4 Insurance - The Principal of Westford Academy will qualify for such insurance benefits as are made available to all eligible employees of the Town of Westford.
- 3.5 Tax Sheltered Annuities - The Town of Westford offers each employee the opportunity to purchase Tax Sheltered Annuities through payroll deductions. Further information is available from the Personnel Office regarding eligible benefits.

ARTICLE IV - LEAVES

- 4.1 Vacation - The Principal of Westford Academy will be granted **thirty (30)** vacation days per year. Up to three (3) days of the thirty (30) vacation days may be taken when school is in session. Vacation time requested during the school year may be granted upon prior approval of the Superintendent. No more than two (2) consecutive vacation days may be taken at any one time while school is in session. Vacation days may not be taken during the week after school closes in June or during the two (2) weeks prior to the opening of school.
- 4.2 Holidays - The Principal of Westford Academy shall receive the following holidays with pay provided they fall on Monday through Friday and provided that they fall on a day that the school offices would normally be opened:

New Years Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veterans Day
Patriot Day	Thanksgiving
Good Friday (If school)	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	

- 4.3 Sick Leave - Sick leave shall accrue at the rate of **fifteen (15) days** per year, up to an accumulated total of 150 days. Up to 5 days of sick leave per year may be used for family related emergencies involving the Principal of Westford Academy's mother, father, husband, wife, children and any person when the care of such persons is the primary responsibility of the Principal of Westford Academy.
- 4.4 Personal Leave - The Principal of Westford Academy will be allowed, on a non-cumulative basis, **two (2) days** of paid personal leave per contract year. Requests for such leave must be made in writing to the Superintendent, as soon as possible, and not less than forty-eight (48) hours before the

absence occurs, whenever possible. Such leave shall be allowed only when approved by the Superintendent.

4.5 Bereavement - In the event of the death of The Principal of Westford Academy's mother, father, brother, sister, spouse, child, mother-in-law, father-in-law, or any relative who resides with the Principal of Westford Academy, a maximum of five (5) regularly scheduled school days for funeral and bereavement leave shall be given without loss of regular pay and with no accumulation. In the event of death of a close relative who does not reside with the employee, the day of the funeral service will be allowed for the purpose of attending such services without loss of the regular day's pay and with no accumulation.

4.6 Sabbatical Leave of Absence - Sabbatical leave may be granted by the Superintendent for the purposes of studying, to travel, or to benefit from a foundation or a Federal grant, subject to the following conditions:

- A. Requests for sabbatical leave shall be submitted to the Superintendent in writing, in such form as the Superintendent shall designate, no later than November 1 of the school year proceeding the school year in which the leave shall take place.
- B. The Principal of Westford Academy may be eligible for consideration for sabbatical leave after completion of six (6) years of satisfactory service in the Westford Public Schools provided he/she has not had such a leave within the previous three (3) years.
- C. The Principal of Westford Academy shall be relieved of his/her administrative duties with full pay for 1/2 year or 1/2 pay for a full year leave
- D. The Principal of Westford Academy shall enter into a written agreement with the School Committee in accordance with the provisions of Chapter 71, Section 41A of the General Laws of Massachusetts. This Agreement shall provide "if the applicant does not return for the period stated after the leave, he/she is required to refund a proportional amount of the salary he/she received while on sabbatical leave". Benefits and salary scale step accrue during sabbatical as though service was continuous and limited to one employment year.

ARTICLE V - SICK LEAVE BUY BACK

- 5.1 In recognition of 20 years of dedicated service to the children of Westford, the Principal of Westford Academy may obtain a lump sum payment in the amount of fifty dollars (\$50.00) for each accumulated sick day, up to 150 days, remaining unused on the date of retirement provided a notice of intent to retire was submitted one year prior to retirement. This lump sum payment shall be made on retirement or on the January 1 following retirement.

ARTICLE VI - PROFESSIONAL DEVELOPMENT

- 6.1 Tuition Reimbursement - The Principal of Westford Academy shall be reimbursed for the cost of tuition and laboratory fees for any course approved in advance by the Superintendent and successfully completed. Reimbursement shall be paid in an amount equal to the cost of such course, not to exceed **\$1,000** per year unless registered in a degree program or step advancement program.
- 6.2 Professional Expenses - In consultation with the Superintendent, the Principal of Westford Academy may request reimbursement for attendance at professional conferences. Contingent upon the Superintendent's approval and the availability of appropriated funds, reasonable reimbursement will be made to the Principal of Westford Academy for expenses incurred at professional activities which relate to the demands of the position. Said expenses may include travel, registration fees, meals, and hotel costs. The Principal of Westford Academy will be encouraged to attend professional meetings, conferences, and conventions at local, state, regional, and national levels, and/or periodic seminars and workshops related to the demands of the position. Reimbursement of up to \$2,000 will be provided for attendance at a national conference(s).
- 6.3 Professional Dues - The Westford Public Schools will provide payment of dues for the membership of the Principal of Westford Academy in professional organizations approved in advance by the Superintendent.

ARTICLE VII - POSITION RESPONSIBILITIES

- 7.1 Assignment - The Principal of Westford Academy's assignment shall be the position of Principal of Westford Academy. The School Department will provide not less than 30 days notice of any reassignment.
- 7.2 Work Year - The Principal of Westford Academy's work year shall be twelve months.

7.3 Certification - Throughout the length of service in the Westford Public Schools, the Principal of Westford Academy shall furnish and maintain a valid and appropriate certificate qualifying him/her to act in this position, consistent with the requirement of Chapter 71, Section 38G of the General Laws of Massachusetts.

7.4 Duties and Responsibilities - Subject to the supervision and direction of the Superintendent and/or his/her designee, the Principal of Westford Academy shall faithfully perform the following duties and responsibilities as required by:

- A. The statues of the Commonwealth including without limitation Chapter 71 of Massachusetts General Laws
- B. The Principal of Westford Academy's job description, as may be revised from time to time.
- C. The policies of the Westford School Committee
- D. The Principal of Westford Academy's individual goals
- E. Directives of the Superintendent and/or his/her designee

7.5 Evaluation - On at least one occasion during the course of the school year and not later than April 15, the Superintendent and/or his/her designee and the Principal of Westford Academy will meet to review the Principal of Westford Academy's performance of his/her duties and responsibilities on behalf of the Westford Public Schools. Said evaluation shall consider the duties and responsibilities required by this contract and in accordance with the procedures established by the Department of Education.

603CMR 35.00 Evaluation of Teachers and Administrators, Westford Public School's Principles of Effective Administrative Leadership, and by the Superintendent for said purpose.

ARTICLE VIII - RESOLUTION OF DISPUTES

Any disputes as to the meaning, application or interpretation of the provisions of this Agreement will be resolved through binding arbitration and shall not be subject to litigation in court. If the parties are unable to agree on an arbitrator, or on the procedures to be followed, the dispute will be processed through the American Arbitration Association pursuant to the Association's Employment Dispute Resolution Rules.

ARTICLE IX - SEVERABILITY & SAVINGS

If any provision of this Agreement shall be deemed unenforceable by an appropriate court or administrative agency, the remainder of this Agreement shall continue in full force and effect.

IN WITNESS THEREOF, the parties have hereunto signed and sealed this Contract and a duplicate thereof this _____ day of _____, 2021.

By _____
XXXXXXXXXXXXXXXXXXXX
Superintendent of Schools

XXXXXXXXXXXXXXXXXXXX
Principal of Westford Academy