



CONTRACT OF EMPLOYMENT BETWEEN THE BEDFORD PUBLIC SCHOOL DISTRICT

AND

Name, Title

THIS AGREEMENT is effective April XX, 20XX between the Bedford Public School District, hereinafter referred to as the "District", and NAME, hereinafter referred to as the Administrator.

In consideration of the mutual promises contained herein and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereto agree as follows:

1. **EMPLOYMENT.** The District hereby employs NAME. as the TITLE for the Bedford Public Schools, subject to the terms and conditions hereinafter provided.
2. **TERM.** This agreement shall commence April XX, 20XX and terminate on June 30, 20XX. The District will notify the Administrator of its intent to renegotiate or terminate this contract, in writing, at least sixty (60) days prior to the end of the contract period. If the Superintendent does not provide said notice, the contract shall be automatically extended for one year with the same terms and conditions.
3. **COMPENSATION.** The District agrees to pay the Administrator, in consideration of the faithful, diligent and competent performance of his/her duties and responsibilities as provided herein, the job description attached hereto, and the status and regulations of the Commonwealth of Massachusetts, at the following rate of pay:
 - a. The District will pay the Administrator a lump sum of \$2,500 for four days (or equivalent) in the District to begin entry activities between the effective date of this agreement and June 30, 2025.
 - b. Effective July 1st, 20XX: \$XXXXXX annually, less appropriate deductions
 - c. Salary will be evaluated annually based on job performance and economic conditions.

The base salary shall be payable in twenty-six (26) equal installments annually, pro-rated as appropriate.

4. **RESIGNATION.** In the event the Administrator desires to terminate this contract on or before the last day of this contract, they may do so by giving at least sixty (60) days' notice of his/her intention to the District.
5. **DUTIES AND RESPONSIBILITIES.** The Administrator shall diligently, faithfully and competently perform the duties and responsibilities imposed upon or required of the Administrator under:
 - a. State and Federal laws and regulations, without limitation, M.G.L. Chapter 71 & 71B, as amended by the Education Reform Act; IDEA and Section 504 of the Rehabilitation Act;
 - b. The job description;
 - c. The policies of the School Committee;
 - d. Procedures of the District;
 - e. The Standards for Administrators set by the District;
 - f. The Administrator's individual goals as established by the Administrator and the Superintendent or his/her designee.
6. **WORK DAY - WORK YEAR**
 - a. Work Day. The Administrator recognizes that the proper performance of his/her duties and responsibilities will require the Administrator to work longer than the school day and that his/her duties and responsibilities are not confined to prescribed hours.
 - b. Work Year. The Administrator shall work twelve (12) months per year, specifically, the same work schedule as the Superintendent. The Administrator shall receive twenty (25) days of vacation to be taken within the

twelve (12) month period with the approval of the Superintendent. Unused vacation days do not accrue year to year, but up to ten (10) unused vacation days may be moved to the next contract year. If the Administrator leaves after July 1 and before June 30 the Administrator is entitled to prorated days of vacation. The Administrator is entitled to all federal and state legal holidays when schools are closed.

7. DISMISSAL, DEMOTION, OR SUSPENSION.

- a. The Superintendent may terminate the Employee's employment without written notice for any reason during the first 90 days of the Employee's employment with the District.
- b. This Agreement may be terminated by the Employer in accordance with M.G.L. c.71, s. 41. In the event that the Administrator desires to terminate this Contract before the term of service has expired, the Administrator may do so by providing at least ninety (90) days written notice of his intent to terminate this Contract to the Superintendent.

8. SICK LEAVE. The Administrator shall be entitled to a sick leave benefit of eighteen (18) sick days, to accumulate to a maximum of one hundred fifty (150) days. Up to ten (10) sick leave days may be used each fiscal year for the purpose of attending to a member of the Administrator' immediate family who is ill or injured. In case of prolonged illness or injury, the Administrator shall be responsible for keeping the Superintendent informed of his/her progress and anticipated date of return to work. Immediate family, as used herein, shall mean spouse, child, mother or father. The Administrator may be required to submit, upon request of the Superintendent, or his/her designee, appropriate medical documentation as proof of illness or injury. The District reserves the right, at its expense, to require the Administrator to be examined by a doctor of its choice.

9. PERSONAL LEAVE. The Administrator shall be entitled to three (3) personal days leave annually to transact business which cannot be conducted outside the normal working hours. Unused personal days shall not be carried over from year to year.

10. BEREAVEMENT LEAVE. The Administrator shall be granted up to five (5) days leave, with pay, on account of a death in the immediate family. Immediate family means husband, wife, child, parent, brother, sister or member of the household in which the Administrator is living. An absence of up to three (3) days shall be granted for the purpose of attending the funeral of the Administrator grandchild, grandparent, aunt, uncle, niece, nephew, first cousin, mother-in-law, father-in-law, sister-in-law or brother-in-law.

11. PARENTAL LEAVE. The Bedford School District, upon request, shall grant a parental leave of absence for the birth or adoption of a child of no more than eight (8) calendar weeks' duration for employees who have been employed for at least 90 days in the District. Such leave shall be unpaid except to the extent of actual disability, supported by a doctor's certificate, which shall be treated as paid sick leave subject to the conditions set forth in Article 9. An application for leave must be made at least fourteen (14) calendar days prior to the anticipated date of departure and must include a statement of intention to return and the approximate date on which return is expected. This notice provision may be waived by the Superintendent in the event of extenuating circumstances.

12. JURY DUTY. In the event that the Administrator is called for jury duty, he/she shall be permitted to be absent from work and shall be paid for the time spent as a juror, the difference between the amount received for jury duty and the amount he/she would have received for regular salary.

13. TUITION REIMBURSEMENT. The Committee will provide tuition reimbursement for graduate courses that improve the professional competence of the Administrator, subject to the following terms and conditions:

- a. The course must be approved in writing, in advance, by the Superintendent.
- b. Courses of less than two (2) credits will not be reimbursed.
- c. Not more than six (6) such credits shall be reimbursed in a fiscal year and the total reimbursement shall not exceed \$2,500 per employee.

d. Requests for reimbursement shall be accompanied by evidence of payment and evidence of satisfactory completion of courses at an accredited institution of higher learning, or an approved national institute.

14. INSURANCE. The Administrator shall be eligible to participate in the same health and life insurance benefits provided by the Town of Bedford to other professional employees employed in the District, subject to the terms and conditions of said coverage and at the same rate of contribution applicable to said employees.

15. REIMBURSEMENT FOR EXPENSES. The Administrator is eligible for reimbursement for travel and other reasonable expenses incurred directly as a result of their work for the School District and with prior written approval of the Superintendent.

16. CERTIFICATION. The Administrator represents that he/she holds a Massachusetts Department of Elementary and Secondary Education license required for the position. Failure to have proper licensure will cause this contract to become null and void. Throughout the term of this contract, the Administrator shall furnish and maintain a valid and appropriate certification qualifying he/she to act as an Administrator in the Commonwealth of Massachusetts.

17. PROFESSIONAL ACTIVITIES. The Administrator may accept speaking, writing, lecturing, or other engagements of a professional nature as he/she sees fit, provided they do not interfere with or derogate from his/her duties as an Administrator. In any case, when such activities may interfere with or derogate from his/her duties as an Administrator, the Administrator must obtain the advance approval of the Superintendent.

18. EVALUATION. Superintendent or their designee shall evaluate the performance of the Administrator and shall meet the Administrator on or before June 30th to discuss such evaluation. The Administrator shall be given a copy of the evaluation and shall be afforded the opportunity to submit a written response thereto. Where applicable, the Superintendent or their designee will use the Department of Elementary and Secondary Education Educator Evaluation System.

19. OTHER BENEFITS. The Bedford Public Schools shall pay for expenses for the Administrator's membership in professional organizations and professional publications reasonably related to the performance of the Administrator duties, subject to the approval of the Superintendent.

20. ENTIRE CONTRACT. This contract embodies the whole agreement between the Bedford School District and the Administrator. This Agreement may not be changed except by agreement in writing signed by all parties.

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

22. RIGHTS RESERVED. The parties of this contract reserve all rights guaranteed to them under the Constitution of the United States and the Laws of the Commonwealth of Massachusetts.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this Agreement and duplicate thereof:

EMPLOYEE

BEDFORD SCHOOL DISTRICT

By: _____ Date: _____
Administrator

By: _____ Date: _____
Superintendent of Schools