

**Matthew T. Francis**  
Superintendent of Schools

# Palmer Public Schools

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## PALMER PUBLIC SCHOOLS ASSISTANT PRINCIPAL – EMPLOYMENT CONTRACT

This contract is made between the Palmer Public Schools Superintendent of Schools, Matthew T. Francis, (the “Superintendent”) and \_\_\_\_\_ (the “Assistant Principal”).

1. **Employment.** The Superintendent employs \_\_\_\_\_ as Assistant Principal of Palmer, and the Assistant Principal accepts said employment on the following terms and conditions:

2. **Term.** The term of this contract is for three years (3), beginning July 1, 2025, and ending June 30, 2028. This contract shall automatically terminate on June 30, 2028. In addition, the Superintendent may terminate this contract during its term in accordance with Section 8 below.

3. **Compensation.** The Assistant Principal’s salary for FY26 shall be \$101,152.00. Salary is payable in 26 bi-weekly installments. All subsequent salary increases will be reviewed annually.

4. **Sick Leave, Personal Leave and Sick Leave Buyback.** The Superintendent and the Palmer Assistant Principal agree that the Assistant Principal is entitled to up to fifteen (15) days of sick leave each year to cover absences caused by illness or other disability. An additional three (3) days may be used for personal business. Personal days do not accumulate nor can they be rolled over. The Assistant Principal may accumulate sick leave without restriction. Upon retirement or death after at least 20 years of service or voluntary separation after at least 20 years of service, the Assistant Principal, or their personal representative, shall be entitled to a payment of \$50/day for each sick day up to the maximum sick time buyback of \$7,500.

5. **Longevity.** Based on the date of hire, the following longevity pay will be paid out, in December, in addition to salary on an annual basis upon completion of the designated number of years of service:

- After 10 years of complete service \$ 765
- After 15 years of complete service \$1,147
- After 20 years of complete service \$1,529
- After 25 years of complete service \$1,911
- After 30 years of complete service \$2,294
- After 35 years of complete service \$2,676

Such pay will not be used for any per diem rate or salary adjustment calculation.

**6. Bereavement Leave.** The Assistant Principal may be granted up to five (5) days with pay when such an absence is occasioned by the death of relatives residing in the household of or with Employee, or when such absence is occasioned by the death of a father, mother, husband, wife, son, daughter, brother, sister, father-in-law, or mother-in-law. Up to three (3) days with pay may be granted when such absence is occasioned by the death of a sister-in-law, daughter-in-law, son-in-law, brother-in-law, uncle, aunt, nephew, niece, grandfather, grandmother, or grandchild. Not more than one (1) day may be granted for attending funerals of close friends, cousins, students, or co-workers.

**7. Fringe Benefits.** The Assistant Principal is entitled to all medical, hospital and life insurance benefits currently available to Central Office employees, subject to the same terms and conditions of said coverage.

**8. Termination.** If the Assistant Principal desires to terminate the contract before the term or extended term of the contract has expired, they may do so by giving at least ninety (90) calendar days' notice of her intention to the Superintendent. The Superintendent may terminate this contract during its term for good cause. For purposes of this contract, "good cause" is defined as any grounds that are put forth by the Superintendent in good faith that are not arbitrary or irrelevant to the task of maintaining a public school and may include, but are not limited to, incompetence, failure on the part of the Assistant Principal to satisfy the performance standards, inefficiency, incapacity, conduct unbecoming, and/or insubordination. If good cause exists, the Superintendent is not required to provide sixty (60) calendar days' advance notice.

**9. Work Year.** The Assistant Principal's work year of **205** days shall be from July 1 through June 30, except as altered by holidays recognized by the District, school closings, or personal use/sick days. During regular school days when students are present, other than summer, the Palmer Assistant Principal is expected to be at work, unless taking a sick/personal day.

**10. Duties.** The Assistant Principal shall perform faithfully, to the best of their ability, the duties of Assistant Principal.

**11. Professional Activities.** The Assistant Principal shall devote all their professional time, attention, knowledge, and skill exclusively to the business and interests of the Palmer Public Schools, except that they may accept speaking, writing, lecturing, or other engagements of a professional nature during their non-working time if they do not conflict with or derogate from the duties as Assistant Principal and subject to prior approval by the Superintendent.

**12. Reimbursement for Expenses.** The District shall reimburse the Assistant Principal for all expenses reasonably incurred in the performance of their duties under the contract. Such expenses shall include the cost of attendance at appropriate local and state meetings and conferences and dues resulting from memberships in professional organizations providing a direct benefit to the Palmer Public Schools. The Assistant Principal may request to attend appropriate state and national meetings and conferences. If approved in advance by the Superintendent; registration, food, lodging and travel expenses shall be reimbursed.

**13. Performance.** The Assistant Principal shall fulfill all aspects of this contract. Any exceptions shall be made by written agreement between the Superintendent and the Assistant Principal.

**14. Licensure.** The Assistant Principal shall at all times during the term of this contract hold and maintain a valid Massachusetts license allowing her to hold the position of Assistant Principal.

*Palmer Public Schools does not exclude from participation, deny the benefits of Palmer Public Schools from or otherwise discriminate against, individuals on the basis of race\*, color, sex, sexual orientation, gender identity, sex characteristics, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law in the administration of its educational and employment policies, or in its programs and activities.*

15. **Evaluation.** The Assistant Principal shall be evaluated by the Superintendent or designee in accordance with the DESE Model Evaluation for Administrators.

16. **Entire Agreement.** This contract embodies the entire agreement between the Superintendent and the Assistant Principal, and supersedes any other agreements between them concerning the subject of the contract. The parties acknowledge that neither of them has been influenced to enter into the contract by, or has relied on, any representations not set forth in this contract or in any written employment application submitted by the Assistant Principal for the position of Assistant Principal.

17. **Modification.** This contract may not be changed except by a writing signed by the party against whom enforcement is sought.

18. **Governing Law.** The validity and interpretation of this contract are governed by the law of The Commonwealth of Massachusetts. By making the contract, the School District does not waive the provisions of Massachusetts General Laws Chapter 71, Section 41.

19. **Invalidity.** All clauses of this contract are severable, and if any clause is deemed illegal or unenforceable for any reason, it does not affect the validity and enforceability of any other clause in the contract.

PALMER PUBLIC SCHOOLS

\_\_\_\_\_  
Matthew T. Francis  
Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Principal

\_\_\_\_\_  
Date

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