

**EMPLOYMENT CONTRACT FOR  
ASSISTANT PRINCIPAL OF THE  
GREATER LOWELL TECHNICAL HIGH SCHOOL**

AGREEMENT made this 16<sup>th</sup> day of May, 2024, between the Greater Lowell Regional Vocational Technical High School District (hereinafter, "District") acting through its School Committee (hereinafter, "Committee") and Jennifer Santiago (hereinafter, "Santiago"), of [REDACTED]

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto mutually agree as follows:

1. **Employment:** The Superintendent Director hereby agrees to employ Santiago in the position of Assistant Principal (hereinafter, "Assistant Principal") for the District, and Santiago hereby accepts such employment on the following terms and conditions:
  
2. **Term:** This employment contract shall commence on July 1, 2024, and shall expire on June 30, 2027, unless otherwise terminated sooner by either party pursuant to this Agreement.
  
3. **Compensation:**
  - A. The Assistant Principal shall be paid an annual salary at the rate of \$115,882 per year and payable in equal installments convenient to the parties, but not less often than monthly.
  - B. The Superintendent-Director shall review the Assistant Principal's salary level annually in accordance with sub-paragraph C.
  - C. The Senior Assistant Principal should complete his annual review of the Assistant Principal's performance on or before the first of May of each year. The Senior Assistant Principal shall also provide the Assistant Principal with written notification of the results of his review and shall recommend to the Superintendent-Director any adjustment in salary rate based upon performance.
  - D. In the event of a long-term absence by the Senior Assistant Principal, the Superintendent-Director may choose to assign additional administrative duties to the Assistant Principal; provided that, the parties will negotiate additional compensation to the Assistant Principal for the performance of said additional administrative duties.
  
4. **Duties of Employee:** The Assistant Principal shall faithfully, diligently and competently perform the duties and responsibilities of Assistant Principal as provided by law, herein, and as outlined by the Superintendent-Director in Appendix A. The Assistant Principal shall comply with the policies and procedures of the Superintendent-Director and shall serve and perform such duties at such time and places and in such manner as the Superintendent-Director may from time to time reasonably direct.

5. **Termination of Employment Contract by the Assistant Principal:**
  - A. The Assistant Principal shall have the right to terminate this Agreement before the term of its completion by giving 120 days' notice in writing to the Superintendent-Director prior to the desired termination date. Said notice shall be delivered via certified mail, return receipt requested, to the Superintendent-Director. Both parties to this Agreement may agree to notice of less than 120 days if requested by the Assistant Principal.
  - B. The Superintendent-Director may terminate this Agreement and the Assistant Principal's employment in accordance with Massachusetts General Laws.
6. **Consultative Work:** The Assistant Principal may undertake and engage in consultative works or academic teaching assignments for which he may receive outside compensation; provided, however, that such activities do not in any manner interfere with the performance of his duties under this agreement, violate any of the provisions of MGL Ch. 268A, or give the appearance of a conflict of interest. The Assistant Principal shall provide prior notice to the Superintendent-Director before engaging in any consultative work.
7. **Certificate:** The Assistant Principal shall furnish suitable evidence of an appropriate certificate qualifying her as Assistant Principal required by MGL Ch. 71, S. 38G, and further agrees to maintain said certificate in good standing throughout the term of this Agreement.
8. **Periodic Examination:** The Assistant Principal, at the District's expense, shall submit to periodic physical examinations as required by MGL Ch. 71, S. 55B.s
9. **Medical, Dental, and Life Insurance:** The Assistant Principal shall be entitled to all currently paid medical, dental and life insurance benefits as are currently available to other professional personnel of the District. Employers' health insurance contribution rate shall be 75%.
10. **Sick Leave:** The Assistant Principal shall be entitled to sick leave of fifteen (15) days per fiscal year which shall be credited to the Assistant Principal at the beginning of each fiscal year. Sick days may accumulate without limit.

At her election, the Assistant Principal, shall have the option of selling back to the District at the commencement of each contract year five (5) sick days, at her per diem rate of pay, provided she has then available at least fifteen (15) sick days. Otherwise, there shall be no buyback of sick days accumulated under this Agreement.

For purposes of computation of any and all sick buyback benefits granted pursuant to the contract, the work year of the Assistant Principal shall consist of two hundred forty-three (243) days.

The Assistant Principal will be credited for all accumulated sick leave days currently available to her which totals 2 days. Twenty (20%) percent of the 2 days accumulated while she was a teacher shall be paid at the teacher per diem rate calculated at column 5, step 6 based on \$72,912.

11. **Personal Leave:** The Assistant Principal shall be entitled to three (3) days of personal leave each contract year which shall be credited at the beginning of each fiscal year.
12. **Bereavement Leave:** The Assistant Principal shall be entitled to three (3) days of bereavement leave for death(s) in the immediate family.
13. **Length of Work Year:** The Assistant Principal shall work no less than 210 days annually. The Assistant Principal shall not be required to report to work during Christmas vacation holiday shutt down. The Assistant Principal shall be entitled to all paid holidays extended too other administrators employed by the District.
14. **Inclement Weather:** In the event of inclement weather, Greater Lowell Technical High School will make a no school, delayed opening, or school closed announcement through its automated, call alert and email blast system. Announcements made through television, radio, and other media are only intended for students on a 180 day/year schedule and staff on a 182 day/year contract.

The following are the inclement weather announcement procedures:

- Delayed opening: Individual contract employees shall report to work no later than 60o minutes prior to the newly announced opening time. (8:40 am. report time for a 2-hour delayed opening)
- No School: Individual contract employees shall report on time for a regular scheduled work day unless instructed to report at a later time.
- School Closed: Individual contract employee shall not be required to report to work and will not be assessed a personal or non-work day.

In the event of a no school announcement, individual contract employees may use a personal day or a non-work day without providing prior notice by immediately notifying their supervisor and the Superintendent's secretary by email of their intent to use such leave and submitting the appropriate paper work on the next scheduled work day.

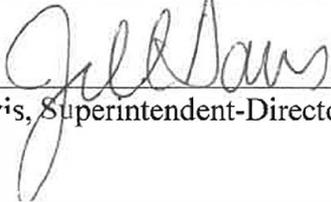
15. **Professional Association Fees:** The Superintendent-Director agrees to reimburse the Assistant Principal for professional association dues including, but not limited to, ASCD, MASCO, MASS, and AASA. The Superintendent-Director will reimburse the Assistant Principal for her reasonable attendance at local and out of town workshops and other professional improvement sessions.
16. **Professional Development:** The Superintendent-Director agrees to reimburse the Assistant Principal for reasonable expenses related to his enrollment in educational courses, training sessions, and; the like, up to Two Thousand (\$2,000) Dollars per year.

17. **Miscellaneous Expenses:** Upon presentment of appropriate vouchers and/or receipts, the District shall reimburse the Assistant Principal for reasonable out of-pocket expenses including, when required and with prior approval by the Superintendent-Director, the reasonable cost of travel, registration fees, food and lodging for attendance at seminars, professional meetings, and conventions.
18. **Performance:** The Assistant Principal agrees to fulfill all aspects of this Agreement. Any exceptions to said fulfillment shall be by mutual written Agreement between the Assistant Principal and the Superintendent-Director.
19. **Evaluation:** The Assistant Principal's performance shall be evaluated annually. The Superintendent-Director and the Assistant Principal agree to abide by the evaluation principles and procedures detailed in 603 CMR 35.00 and School District Policy GCO.
20. **Entire Agreement:** This Agreement represents the entire Agreement between the parties and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. Any amendments to or changes in this Agreement shall be in writing and signed by both parties to be enforceable.
21. **Invalidity:** If any part of this Agreement is invalid or contrary to law, it shall not affect the remainder of such Agreement and said remainder shall be binding and effective against all parties.
22. **Indemnification:** The District shall defend, save harmless and indemnify the Assistant Principal against any claim, demand, suit or judgment, including reasonable legal fees and costs arising out of an alleged negligence, except an intentional violation of civil rights of any person under law, occurring within the scope of the Assistant principals' Official duties and employment, in accordance with the provisions of MGL C. 258, S. 2.

IN WITNESS WHEREOF, the parties hereunto sign this instrument and a duplicate thereof this,

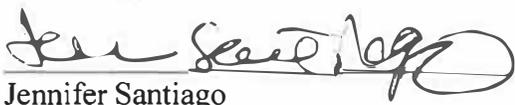
29<sup>th</sup> of May, 2024.

GREATER LOWELL REGIONAL VOCATIONAL  
TECHNICAL HIGH SCHOOL BY:



Jill Davis, Superintendent-Director

And



Jennifer Santiago