

CANTON PUBLIC SCHOOLS  
CANTON, MASSACHUSETTS

ADDENDA TO

SUSAN MCGOWAN  
EMPLOYMENT CONTRACT  
JULY 1, 2014 – JUNE 30, 2017


The attached Employment Contract covering the period July 1, 2014 – June 30, 2017 is hereby amended as follows:


2. TERM:

The term of this Contract is for three years commencing, July 1, 2014 and running through June 30, 2017. The Superintendent and the Administrative Assistant provided either has notified the other in writing of their desire to commence negotiations for a successor agreement, will endeavor to reach agreement on a successor contract on or before June 30, 2017. For purposes of this Agreement, the anniversary date shall be considered to be July 1 of each year.

3. COMPENSATION – Sentence to be amended to read:  
Effective July 1, 2014 salary shall be \$63,085.

IN WITNESS WHEREOF, THE PARTIES HERETO SIGN AND SEAL THIS  
ADDENDA TO THE AGREEMENT AND DUPLICATE THEREOF, ON  
THIS 26th DAY OF June 2014.

  
\_\_\_\_\_  
Jeffrey W. Granatino  
Superintendent of Schools

  
\_\_\_\_\_  
Susan McGowan  
Administrative Assistant to the  
Superintendent of Schools

CANTON PUBLIC SCHOOLS  
CANTON, MASSACHUSETTS


ADDENDA TO


SUSAN MCGOWAN  
EMPLOYMENT CONTRACT  
JULY 1, 2011 – JUNE 30, 2014

The attached Employment Contract covering the period July 1, 2011 – June 30, 2014 is hereby amended as follows:

3. COMPENSATION – Sentence to be amended to read:  
Effective July 1, 2013 salary shall be \$61,848.

IN WITNESS WHEREOF, THE PARTIES HERETO SIGN AND SEAL THIS  
ADDENDA TO THE AGREEMENT AND DUPLICATE THEREOF, ON  
THIS 25<sup>th</sup> DAY OF June 2013.

  
\_\_\_\_\_  
Jeffrey W. Granatino  
Superintendent of Schools

  
\_\_\_\_\_  
Susan McGowan  
Administrative Assistant to the  
Superintendent of Schools

CANTON PUBLIC SCHOOLS  
CANTON, MASSACHUSETTS


ADDENDA TO


SUSAN MCGOWAN  
EMPLOYMENT CONTRACT  
JULY 1, 2011 – JUNE 30, 2014

The attached Employment Contract covering the period July 1, 2011 – June 30, 2014 is hereby amended as follows:

3. COMPENSATION – Sentence to be amended to read:  
Effective July 1, 2012 salary shall be \$60,635 (2% increase).

IN WITNESS WHEREOF, THE PARTIES HERETO SIGN AND SEAL THIS  
ADDENDA TO THE AGREEMENT AND DUPLICATE THEREOF, ON  
THIS 5<sup>th</sup> DAY OF July 2012.

  
\_\_\_\_\_  
Jeffrey W. Grahato  
Superintendent of Schools

  
\_\_\_\_\_  
Susan McGowan  
Administrative Assistant to the  
Superintendent of Schools

CANTON PUBLIC SCHOOLS  
CANTON, MASSACHUSETTS

ADDENDA TO

SUSAN MCGOWAN  
EMPLOYMENT CONTRACT

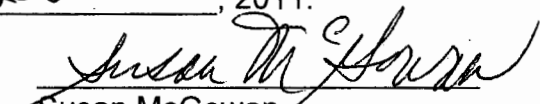
The attached Employment Contract covering the period July 1, 2008 – June 30, 2011 is hereby amended as follows:

2. TERM:

The term of this Contract is for three years commencing, July 1, 2011 and running through June 30, 2014. The Superintendent and the Administrative Assistant provided either has notified the other in writing of their desire to commence negotiations for a successor agreement, will endeavor to reach agreement on a successor contract on or before June 30, 2012. For purposes of this Agreement, the anniversary date shall be considered to be July 1 of each year.

IN WITNESS WHEREOF, THE PARTIES HERETO SIGN AND SEAL  
THIS ADDENDA TO THE AGREEMENT AND A DUPLICATE THEREOF,  
ON THIS 29 DAY OF June, 2011.

  
\_\_\_\_\_  
Jeffrey W. Grahano  
Superintendent of Schools

  
\_\_\_\_\_  
Susan McGowan  
Administrative Assistant to the  
Superintendent of Schools

CANTON PUBLIC SCHOOLS  
CANTON, MASSACHUSETTS


ADDENDA TO

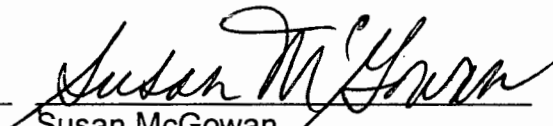
SUSAN MCGOWAN  
EMPLOYMENT CONTRACT  
JULY 1, 2008 – JUNE 30, 2011

The attached Employment Contract covering the period July 1, 2008 – June 30, 2011 is hereby amended as follows:

3. COMPENSATION – Sentence to be amended to read:  
Effective July 1, 2010 salary shall be \$59,446 (3% increase).

IN WITNESS WHEREOF, THE PARTIES HERETO SIGN AND SEAL THIS  
ADDENDA TO THE AGREEMENT AND DUPLICATE THEREOF, ON THIS  
14th DAY OF June 2010.

  
\_\_\_\_\_  
John D'Auria, Ed.D  
Superintendent of Schools

  
\_\_\_\_\_  
Susan McGowan  
Administrative Assistant to the  
Superintendent of Schools

CANTON PUBLIC SCHOOLS  
CANTON, MASSACHUSETTS

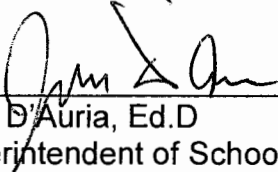
ADDENDA TO

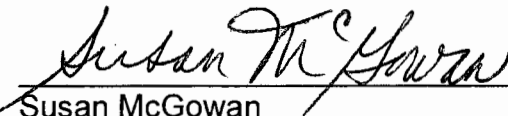
SUSAN MCGOWAN  
EMPLOYMENT CONTRACT  
JULY 1, 2008 – JUNE 30, 2011

The attached Employment Contract covering the period July 1, 2008 – June 30, 2011 is hereby amended as follows:

3. COMPENSATION – Sentence to be amended to read:  
Effective July 1, 2009 salary shall be \$57,715 (2.5% increase).

IN WITNESS WHEREOF, THE PARTIES HERETO SIGN AND SEAL THIS  
ADDENDA TO THE AGREEMENT AND DUPLICATE THEREOF, ON THIS  
15<sup>th</sup> DAY OF June 2009.

  
\_\_\_\_\_  
John D'Auria, Ed.D  
Superintendent of Schools

  
\_\_\_\_\_  
Susan McGowan  
Administrative Assistant to the  
Superintendent of Schools

## CANTON PUBLIC SCHOOLS

### ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

#### Contract of Employment

THIS **AGREEMENT** is made the 1st day of July 2008, by and between the John D'Auria, Ed.D., Superintendent of Schools and Susan McGowan. In consideration of the promises herein contained, the parties hereto mutually agree as follows:

1. **EMPLOYMENT**: The Superintendent hereby employs Susan McGowan as Administrative Assistant to the Superintendent of the Canton Public Schools and Susan McGowan hereby accepts employment on the following terms and conditions.
2. **TERM**: The term of this Contract is for a three year period commencing July 1, 2008 and ending June 30, 2011. The Superintendent and the Administrative Assistant, provided each has notified the other in writing of their desire to commence negotiations for a successor agreement, will endeavor to reach agreement on a successor contract on or before July 1, 2010. For purposes of this Agreement, the anniversary date shall be considered to be July 1 of each year.
3. **COMPENSATION**:
  - A. Beginning July 1, 2008 the Administrative Assistant to the Superintendent shall be paid an annual salary of \$56,307 (2%) payable in bi-weekly installments through June 30, 2009. The Superintendent and the Administrative Assistant shall meet at least ninety (90) days prior to July 1, 2009, for the purpose of reviewing the Administrative Assistant's salary and expenses to take effect on July 1, 2009 through June 30, 2011. It is anticipated that said review should result in a fair and reasonable salary increase, commensurate with a performance evaluation.
  - B. The Administrative Assistant shall receive an \$1,800 stipend, for taking and recording minutes for the School Committee for each school year.
  - C. The Administrative Assistant Shall receive a \$3,500 stipend for additional Central Office Support duties.
4. **DUTIES**: Under the direction of the Superintendent of Schools, the Administrative Assistant shall perform faithfully, and to the best of her ability, the duties listed in the position job description, which is made a part of this contract.
5. **PROFESSIONAL DAYS**: The Administrative Assistant shall be granted professional days as approved by the Superintendent without loss of pay.
6. **STATE RETIREMENT ASSOCIATION**: The Administrative Assistant shall be a member of the Norfolk County Retirement Plan.
7. **INSURANCE**: The Administrative Assistant shall be entitled to all insurance (group life insurance, group accidental death and dismemberment insurance, group general or blanket hospital, surgical and medical insurance) benefits currently available to town employees generally. Such benefits not to be reduced as expressly provided for in this contract or to be agreed upon in the future. The Administrative Assistant agrees to contribute 25% of the plan's premium cost of

medical coverage effective at the start of the contract. The Superintendent and the Administrative Assistant may agree to alter components of these benefits.

8. **VACATION**: The Administrative Assistant shall receive fifteen (15) vacation days to be taken by June 30<sup>th</sup> annually. After ten years of employment the annual number of vacation days shall increase to twenty (20) days. Vacation days are exclusive of legal holidays. The vacation days in a given year may not be carried forward beyond June 30<sup>th</sup> except with the advance approval of the Superintendent. Maximum carryover shall be five (5) days.

9. **LONGEVITY PAY**:  
5 Years            \$700            10 Years        \$825  
15 Years         \$975            20 Years        \$1,100

10. **PAID HOLIDAYS**: The Administrative Assistant will be granted the following holidays with pay:

New Year's Day, Martin Luther King Day, Washington's Birthday, Good Friday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day.

The holidays specified above shall be observed on whatever calendar date they are observed in Massachusetts. Whenever any of the holidays listed above falls on a day during the Administrative Assistant's vacation, she will receive a compensatory paid day off in lieu of said holiday.

11. **PERSONAL BUSINESS**: The Administrative Assistant will be granted four (4) days leave each year without loss of pay for personal matters which require absence from work. Application for the personal leave must be made in writing to the Superintendent at least twenty-four (24) hours before the taking of such leave, except in case of an emergency.

At the close of each work year, if the Administrative Assistant has not used her personal business days during that year, the days shall be added to the Administrative Assistant's accumulated sick leave.

12. **SICK LEAVE**: The Administrative Assistant is entitled to sick leave at a rate of eighteen (18) days per year. The sick leave days are available at the outset of the new year. The number of sick leave days the Administrative Assistant may accrue will be unlimited. The Administrative Assistant using extended sick leave must submit a periodic written statement from a physician affirming that personal ill health makes extended absences necessary.

Up to five (5) days per year may be used from accrued sick leave in the case of illness in the immediate family, those residing in the same household, with the approval of the Superintendent.

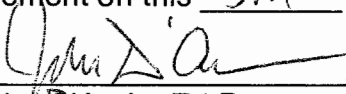
If during the term of her contract the Administrative Assistant retires from the Canton Public Schools and is accepted into the Norfolk County Retirement System, she shall receive \$40.00 per day for each day of unused accumulated sick leave in excess of eighty (80) days up to a maximum of \$4,000. In the event the Administrative Assistant's death during her employment as Administrative




Assistant, her heir(s) will receive \$40.00 per day for each day of unused accumulated sick leave in excess of eighty (80) days up to a maximum of \$4,000

13. **BEREAVEMENT LEAVE:** In case of death during the work year of any member of the Administrative Assistant's family (spouse, parent, child or relative living with the family), no reduction of salary or reduction in accumulated sick leave shall be made for an absence not exceeding five (5) days. In case of death during the work year of a grandparent, grandchild, brother, sister, brother or sister-in-law, or mother or father-in-law, no reduction of salary or reduction in accumulated sick leave shall be made for an absence not exceeding three (3) work days. In case of death during the work year of a nephew, niece, or other relative not mentioned above, one (1) day's leave without loss of pay or accumulated sick leave shall be granted on the day of the funeral.
14. **ANNUAL EVALUATION:** The Administrative Assistant shall fulfill all aspects of this contract. The Administrative Assistant and the Superintendent of Schools shall meet annually and establish management objectives which will become part of the Administrative Assistant's annual evaluation. Performance shall be reviewed annually and new objectives set by the Superintendent of Schools with the input of the Administrative Assistant on or before the first day of September. Evaluations will be based in part upon the Job Description herein attached and made a part of this contract.
15. If any paragraph or part of this contract is invalid, it shall not affect the remainder of said contract, but said remainder shall be binding and effective against all parties.
16. The monetary provisions of this contract are subject to approval by Town Meeting.
17. **TOWN MEETING:** Any increase in salary and/or expenses pursuant to this Contract are subject to approval by Annual Town Meeting.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this Agreement on this 5th day of August, 2008.

  
\_\_\_\_\_  
John O'Auria, Ed.D.  
Superintendent of Schools

  
\_\_\_\_\_  
Susan McGowan  
Administrative Assistant To  
The Superintendent of Schools