

**CANTON PUBLIC SCHOOLS
CANTON, MASSACHUSETTS**

INTERIM DIRECTOR OF CURRICULUM AND INSTRUCTION

This **AGREEMENT** is made this 26th day of June 2015 by and between Jeffrey Granatino, hereinafter referred to as the "Superintendent", and Jayne Moore hereinafter referred to as the "Interim Director". In consideration of the promises herein contained, the parties hereto mutually agree as follows:

1. **EMPLOYMENT:** The Superintendent hereby employs Jayne Moore as Interim Director and the Interim Director hereby accepts employment on the following terms and conditions:
2. **TERM:** The Interim Director shall be employed for the period commencing July 1, 2015 and ending June 30, 2016.
3. **COMPENSATION:** The Superintendent agrees to pay the Interim Director, in consideration of the faithful, diligent and competent performance of her duties and responsibilities as Interim Director an annual salary of \$106,500 for the period July 1, 2015 through June 30, 2016.
4. **VACATION:** The Interim Director shall receive each contract year twenty (20) working days of vacation, which shall be credited on the first day of each contract year, to be taken in the year in which it is earned or the succeeding year. In the event that this Contract is terminated for any reason prior to its expiration date, the Interim Director's vacation entitlement in the year of termination shall be deemed earned pro rata on a monthly basis. A maximum of five (5) vacation days may be carried over into the following contract year; any additional unused vacation days shall be deemed waived. In addition to said vacation days, the Interim Director shall be entitled to leave with pay on each holiday recognized by the Commonwealth of Massachusetts or the Canton School Committee.
5. **DUTIES:** The Interim Director shall faithfully carry out the duties of her position in accordance with the provisions of the existing job description. The Interim Director recognizes that her responsibilities and conduct are not determined by prescribed hours and conditions and will perform the directed and implied duties of her position as determined by the Superintendent and will expend the time and effort necessary to effectively achieve the goals and purposes of the Canton Public Schools.

6. **RESIGNATION & DISMISSAL: RESIGNATION AND DISMISSAL:**

- A. In the event that the Interim Director desires to terminate this contract before the term of service shall have expired, the Interim Director may do so by giving at least 90 days written notice of such intention to the Superintendent, with a time for such termination to be jointly established between the Interim Director and the Superintendent.
- B. The Superintendent may terminate this contract at any time during its term due to reduction in force or reorganization resulting from declining enrollment or other budgetary reasons.
- C. Notwithstanding any provision to the contrary, the Superintendent may dismiss or demote the Interim Director for good cause. As used herein, "good cause" shall mean any grounds put forth by the Superintendent which are not arbitrary, irrational, unreasonable, in bad faith or not relevant to the sound operation of the school system. In the event this contract is terminated for good cause, the Interim Director shall be so notified in writing. Upon request of the Interim Director, she may meet with the Superintendent to review the decision.
- D. In the event this contract is terminated, any and all financial and other obligations by either party shall cease.

7. **OUTSIDE ACTIVITIES:**

- A. The Interim Director may accept speaking, writing, lecturing or other engagements of a professional nature as she sees fit, provided they do not interfere with her duties as Interim Director.
- B. The Interim Director may undertake or engage in consulting work of any nature after first requesting and obtaining the approval of the Superintendent, which approval will not be unreasonably withheld.

8. **RETIREMENT:** The Interim Director shall be a member of the Massachusetts Teacher's Retirement System.

9. **EVALUATION/PERFORMANCE:** The Interim Director shall fulfill all aspects of this contract. She shall be evaluated annually in writing by the Superintendent of Schools. The Superintendent shall evaluate and assess in writing the Interim Director's performance using an evaluation process consistent with the general laws. Assessments will be based upon direct observation of the Interim Director's work, feedback received from parents, faculty, and other staff members, as well as review of written material from the Interim Director's office. Additionally, the Interim Director will receive informal feedback from the superintendent throughout the year as part of her ongoing supervision and support.

10. **HEALTH AND LIFE INSURANCE:** The Interim Director shall be eligible to participate in the same medical, hospital and life insurance benefits provided by the Town to other employees employed by the Canton School Committee, subject to the same terms and conditions and at the same rate of contribution applicable to said employees.
11. **SICK LEAVE:** (a) The Interim Director may earn sick leave at the rate of eighteen (18) days a year which days shall be credited on July 1 of each Contract year with unused sick leave accumulating without limit. There shall be no reimbursement of any kind for unused sick days. The Interim Director will carry forward the amount of sick days she had accrued as a teacher.
12. **BEREAVEMENT LEAVE:** In case of death during the work year of any member of the Interim Director's family (grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, mother-in-law, 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 the Interim Director's 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) work days. In case of death during the work year of the Interim Director's nephew, niece, or other relative not mentioned elsewhere in this paragraph, one (1) day's leave without loss of pay or accumulated sick leave shall be granted on the day of the funeral.
13. **PERSONAL DAYS:** The Interim Director shall be entitled to four (4) personal days a year, without loss of pay subject to the advance approval of the Superintendent. In addition, there will be one additional personal day rolled over from the 2014-15 school year. No reason need be given for the personal days. Any personal days not used will be added to the Interim Director's accumulated sick leave.
14. **PROFESSIONAL DAYS:** With the advanced approval of the Superintendent, the Interim Director may attend educational meetings, workshops and conference held outside the school system without loss of pay. With the advance approval of the Superintendent, the Interim Director may be reimbursed for attendance of such meetings, workshops and conferences.
15. **RELIGIOUS HOLY DAYS:** The Interim Director shall be entitled to use up to two (2) days' leave with pay for major religious holy days. These days

shall be in addition to any of the Interim Director's accrued sick or vacation days.

16. **TECHNOLOGY:** The Interim Director's office will be equipped with up-to-date computer hardware and software to enable her to fulfill her responsibilities as Interim Director for Curriculum, Instruction & Technology. This equipment shall include a laptop which the Interim Director is free to use outside of her office, including at her home. At the conclusion of her term as Interim Director, this office equipment, including the laptop, shall remain the property of the Canton Public Schools.

The Interim Director will also be reimbursed \$50 per month for the fees associated with her cell phone, which will also be used for school business.

17. **REIMBURSEMENT OF EXPENSES:**

A. Travel Allowance – The Superintendent agrees to pay the flat sum of two hundred (\$200.00) per month to the Interim Director for travel within the Commonwealth of Massachusetts. Said sum shall be a reimbursement to the Interim Director for travel expenses incurred and paid by her such as mileage, tolls and public transportation costs. Reimbursement shall occur within a reasonable period of time.

B. Out-of-State Conference Expenses – All requests for out of state conferences shall be subject to advance approval of the Superintendent.

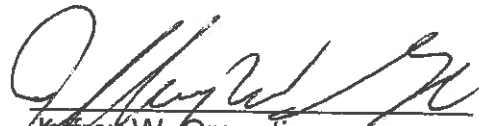
C. Professional Memberships – The Superintendent shall pay the Interim Director's membership dues for memberships in, National Association for Supervision and Curriculum Development (ASCD), and the Massachusetts Association for Supervision and Curriculum Development (MASCD) or other professional associations, as approved by the Superintendent.

18. **ENTIRE AGREEMENT:** This Contract embodies the entire agreement between the Superintendent and the Interim Director, and there are no inducements, promises, terms conditions, or obligations made or entered into by either party other than those contained herein. No modification or addition to the Agreement shall have any effect unless set forth in writing and specifically referred to as a modification or addition to this Agreement and signed by both parties hereto.


19. **SEVERABILITY:** If any paragraph or part of this Agreement is invalid, it shall not affect the remainder of said Agreement, but said remainder shall be binding and effective against all parties.

20. **CONTINUITY:** It is understood that as of June 30, 2016, Jayne Moore will have the right to return to her role as teacher/ Vice-principal of the JFK Elementary School.
21. Effective July 1, 2015, the monetary provisions of this Agreement shall be subject to Town Meeting Approval.

In witness whereof the parties sign and seal this Agreement and a duplicate thereof this 26 day of June 2015



Jeffrey W. Granatino
Superintendent of Schools



Jayne Moore
Interim Director of Curriculum
& Instruction