

CANTON PUBLIC SCHOOLS
CANTON, MASSACHUSETTS
DIRECTOR OF STUDENT SERVICES

Debra L. Bromfield

July 1, 2019 through June 30, 2022

This AGREEMENT is made the _____ day of _____ 2019 by and between Canton School Committee, hereinafter referred to as the "School Committee", and Debra L. Bromfield hereinafter referred to as the "Director of Student Services." In consideration of the promises herein contained, the parties hereto mutually agree as follows:

1. **EMPLOYMENT:** The School Committee hereby employs Debra L. Bromfield as Director of Student Services and she hereby accepts employment on the following terms and conditions:
2. **TERM:** The Director of Student Services shall be employed for the period commencing July 1, 2019 and ending June 30, 2022. The School Committee and the Director of Student Services, 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, 2019. For purposes of this Agreement, the anniversary date shall be considered to be July 1 of each year.
3. **COMPENSATION:** The School Committee agrees to pay the Director of Student Services, in consideration of the faithful, diligent and competent performance of her duties and responsibilities an annual salary of one hundred, fifty-two thousand, seven hundred (\$152,700) dollars for the period July 1, 2019 through June 30, 2020. Each year during which this Contract is in effect, the School Committee and the Director of Student Services shall meet at least ninety (90) calendar days prior to the anniversary date for the purpose of reviewing the Director of Student Services' salary and expenses. It is anticipated that said review should result in a fair and reasonable salary increase, commensurate with the Director of Student Services' performance evaluation.
4. **DUTIES:** The Director of Student Services shall faithfully carry out the duties of her position in accordance with the provisions of the existing job description. The Director of Student Services 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 School Committee and will expend the time and effort necessary to effectively achieve the goals and purposes of the Canton Public Schools.
5. **TERMINATION:** (a) In the event that the Director of Student Services desires to terminate this Contract before the term of service has expired she may do so by giving at

least one hundred twenty (120) days written notice of her intention to the School Committee or such other notice as is mutually agreed to by the parties in writing (b) Throughout the term of this Contract the Director of Student Services shall be subject to discharge for inefficiency, incapacity, conduct unbecoming a professional, insubordination or other good cause. In that event, the Director of Student Services shall be given written notice, including a statement of the charges against her, and a hearing will be held. Said written notice shall be provided at least fifteen (15) days before the hearing. A dismissal shall sever any and all rights that the Director of Student Services shall have under this Contract for the balance of the Contract period subsequent to the dismissal, including, without limitation, any claim to compensation.

6. **CERTIFICATE:** The Director of Student Services shall furnish and maintain throughout the term of this Contract a valid and appropriate certificate qualifying her to act as a Special Education Administrator in the Commonwealth of Massachusetts.

7. **OUTSIDE ACTIVITIES:**

A. The Director of Student Services may accept speaking, writing, lecturing or other engagements of a professional nature as she sees fit, provided they do not interfere with his duties as Director of Student Services.

B. The Director of Student Services may undertake or engage in consulting work of any nature after first requesting and obtaining the approval of the School Committee, which approval will not be unreasonably withheld.

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

9. **EVALUATION:** The Director of Student Services shall be evaluated annually, in writing, by the School Committee. The evaluation instrument shall be one mutually agreed upon by the School Committee and the Director of Student Services.

10. **HEALTH AND LIFE INSURANCE:** The Director of Student Services shall be eligible to participate in the same medical, hospital and life insurance benefits provided by the Town of Canton 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. **LEAVES:**

A. **SICK LEAVE:** The Director of Student Services 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.

B. **BEREAVEMENT LEAVE:** In case of death during the work year of any member of the Director of Student Services' family (grandparent, grandchild, brother, sister, brother-in-law, sister-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 Director of Student

Services' 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.

C. PERSONAL DAYS: The Director of Student Services shall be entitled to four (4) personal days a year, without loss of pay subject to the advance approval of the School Committee. No reason need be given for the personal days. Any personal days not used will be added to the Director of Student Services' accumulated sick leave.

12. VACATION:

A. The Director of Student Services shall receive each Contract year twenty-five (25) 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 addition to said vacation days, the Director of Student Services shall be entitled to leave with pay on each holiday recognized by the Commonwealth of Massachusetts or the Canton School Committee.

B. The Director of Student Services may buy back (cash in) up to five (5) unused vacation days each year at her per diem rate. For purposes of this and all other provisions of this contract, the per diem rate shall be calculated by dividing the annual salary by 260.

13. PROFESSIONAL DAYS: With the advance approval of the School Committee, the Director of Student Services may attend educational meetings, workshops and conference held outside the school system without loss of pay. With the advance approval of the School Committee, the Director of Student Services will be reimbursed for attendance of such meetings, workshops and conferences.

14. RELIGIOUS HOLY DAYS: The Director of Student Services 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 Director of Student Services accrued sick or vacation days.

15. TECHNOLOGY: The Director of Student Services office will be equipped with up-to-date computer hardware and software to enable her to fulfill her responsibilities as Director of Student Services. This equipment shall include a cellular telephone (or reimburse the Director of Student \$50.00/month for use of her own) which the Director of Student Services is free to use outside of her office, including at her home. At the conclusion of her term as Director of Student Services, this office equipment, including the cellular phone, shall remain the property of the Canton Public Schools.

16. REIMBURSEMENT OF EXPENSES:

A. Travel Allowance - The School Committee agrees to reimburse the Director of Student Services for out-of-district automobile mileage that is incurred in the

execution of her job. Mileage reimbursement shall be at the current IRS-sanctioned rate. Such expenses shall include, but are not limited to, reimbursement of out-of-district transportation, tolls and meals.

B. Professional Memberships - The School Committee shall pay the Director of Student Services' membership dues for memberships in Association for Special Educators (ASE), National Association for Supervision and Curriculum Development (ASCD), and the Massachusetts Association for Supervision and Curriculum Development (MASCSD) or other professional associations, as approved by the School Committee.


C. Disability Insurance- The School Committee shall compensate the Director of Student Services for a disability plan she purchases not to exceed \$1000 per year.

17. ENTIRE AGREEMENT: This Contract embodies the entire agreement between the School Committee and the Director of Student Services, 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.

18. 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.

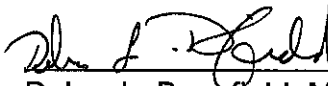
19. The monetary provisions of this Agreement shall be subject to Town Meeting Approval.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this Agreement in triplicate this _____ day of _____, 2019.



Kristin Mirliani
Chairperson, Canton School
Committee

5/24/19
Date:



Debra L. Bromfield, M.Ed., C.A.S.
Director of Student Services

4/26/19
Date: