

**CANTON PUBLIC SCHOOLS
CANTON, MASSACHUSETTS**

Early Childhood Coordinator

The **AGREEMENT** is made this 7th day of June, 2019 by and between Jennifer Fischer-Mueller, Ed.D. hereinafter referred to as the "Superintendent", and Donna Kilday hereinafter referred to as the "Early Childhood Coordinator". In consideration of the promises herein contained, the parties hereto mutually agree as follows:

1. **EMPLOYMENT:** The Superintendent hereby employs Donna Kilday as Early Childhood Coordinator of the Canton Early Childhood Center, and the Early Childhood Coordinator hereby accepts employment on the following terms and conditions:
2. **TERM:** The Early Childhood Coordinator shall be employed for the period commencing July 1, 2019 and ending June 30, 2022.
3. **COMPENSATION:** Beginning July 1, 2019, the Early Childhood Coordinator shall be paid an annual salary of eighty-eight thousand, four hundred twenty (\$88,420.) dollars in bi-weekly installments through June 30, 2019. The Superintendent and the Early Childhood Coordinator shall meet at least ninety (90) days prior to July 1, of each contract year for the purpose of reviewing the Early Childhood Coordinator's salary and expenses to take effect on July 1 of the next contract year. It is anticipated that said review should result in a fair and reasonable salary increase, commensurate with the Early Childhood Coordinator's performance evaluation.
4. **DUTIES:** The Early Childhood Coordinator shall faithfully carry out the duties of her position in accordance with the provisions of the existing job description. The Early Childhood Coordinator 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.
5. **WORK YEAR:** The Early Childhood Coordinator's work year will consist of 193 days, which, unless otherwise approved by the Superintendent, will include the 183 days that teachers are required to be in school. The Early Childhood Coordinator, in consultation with the Superintendent will schedule the remaining days when school is not in session. If the Early Childhood Coordinator works any additional days, as requested by the Superintendent of Schools or her designee, the Early Childhood Coordinator will be paid at a per diem rate of 1/193.
6. **TERMINATION:** (a) In the event that the Early Childhood Coordinator desires to terminate the contract before the term of service has expired, she may do so by

giving at least ninety days written notice of her intention to the Superintendent. (b) Throughout the term of the contract the Early Childhood Coordinator shall be subject to discharge only for good cause.

7. **CERTIFICATE:** The Early Childhood Coordinator shall furnish and maintain throughout the term of the contract a valid and appropriate license in early childhood academics and/or a license deemed appropriate by the Superintendent.
8. **RETIREMENT:** The Early Childhood Coordinator shall be a member of the Massachusetts Teacher's Retirement System.
9. **EVALUATION/PERFORMANCE:** The Early Childhood Coordinator shall fulfill all aspects of this contract. He shall be evaluated annually in writing by the Superintendent of Schools. Evaluation will be based on progress made in relationship to goals that are established each fall by the Early Childhood Coordinator in conjunction with the Superintendent. Performance evaluation will also be determined in relationship to indicators of effective instructional, organizational and administrative leadership (These will be outlined in more detail as we develop a common understanding of these parameters). The key qualities/evidence that the superintendent will expect to find through the evaluation process are:
 - **An unwavering commitment to highly effective teaching through skillful supervision and evaluation**
 - **Accurate assessment of student achievement, programs, and needs in order to ensure that the system's resources and priorities are focused on enhancing student learning.**
 - **A vibrant and supportive school culture that values collegiality, diverse people and perspectives, and constant improvement**
 - **The promotion of collaborative relationships with parents and staff**Assessments will be based upon direct observation of the Early Childhood Coordinator's work, feedback received from parents, faculty, and other staff members, as well as review of written material from Early Childhood Coordinator's office and the school. Additionally, the Early Childhood Coordinator will receive informal feedback from the superintendent throughout the year as part of his ongoing supervision and support.
10. **HEALTH AND LIFE INSURANCE:** The Early Childhood Coordinator shall be entitled to all insurance (medical, hospital, dental, and life) benefits currently available to town employees generally.

11. **LEAVES**

11.1 Sick Leave – The Early Childhood Coordinator shall be entitled to fifteen (15) days of sick leave during each year of her Contract. In addition to personal injury or illness, the Early Childhood Coordinator may use a maximum of ten (10) days of her accrued paid sick leave each year for illness in her immediate family

(spouse, child, parent, or relative living within her household). The Early Childhood Coordinator may accrue sick days and use the sick days throughout the term of the contract.

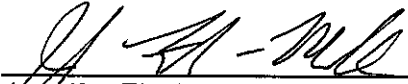
11.2 Bereavement Leave – In case of death during the school year of any member of the Early Childhood Coordinator's family (grandparent, grandchild, brother, sister, mother-in-law, father-in-law, brother-in-law, and sister-in-law), no reduction of salary or reduction in accumulated sick leave shall be made for absence not exceeding three (3) school days. In case of death during the school year of the Director, parent, child, or person living in the Early Childhood Coordinator's household, no reduction of salary or reduction in accumulated sick leave shall be made for absence not exceeding five (5) school days. In case of death during the school year of the Early Childhood Coordinator's nephew, niece, or other relative not mentioned elsewhere in this Section, one (1) day's leave without loss of pay or accumulated sick leave shall be granted on the day of the funeral.

11.3 Personal Leave- The Early Childhood Coordinator shall be entitled to three (3) personal days during each year of her contract. These days shall not be deducted from accumulated sick leave or vacation leave. Application for a personal business day must be made in writing to the Superintendent or her designee and approval granted at least three (3) days prior to taking the personal pay.


15. **PROFESSIONAL DAYS:** With the advance approval of the Superintendent, the Early Childhood Coordinator may attend educational meetings, workshops and conferences held outside the school system without loss of pay. Again, with the advance approval of the Superintendent, the Early Childhood Coordinator may be reimbursed up to one thousand (\$1,000.00) dollars a year for attendance at such meetings, workshops and conferences.
16. **PAYMENT OF MEMBERSHIP DUES:** The Early Childhood Coordinator shall be reimbursed up to seven hundred, fifty (\$750) dollars a year for dues paid to professional organizations.
17. **MILEAGE:** The Early Childhood Coordinator shall be reimbursed for pre-approved travel at the IRS rate.
18. **ENTIRE AGREEMENT:** The contract embodies the whole agreement between the Superintendent and the 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 the Agreement and signed by both parties hereto.

19. **WAIVER:** The parties agree that any waiver of any term or provision of this Agreement, by either party, shall not be binding upon the parties unless said waiver is in writing and signed by both parties.
20. **INVALIDITY:** 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.
21. **CONSTRUCTION OF AGREEMENT:** This Agreement shall be executed in triplicate, each of which shall constitute an original and shall be construed in accordance with the laws of the Commonwealth of Massachusetts as they are in effect on the date of execution.
22. **APPROPRIATION:** The monetary provisions of this Contract are subject to approval and appropriation by the Canton Annual Town Meeting. If approval or funding is withheld by the Canton Annual Town Meeting, this contract will be immediately terminated, without further obligations by the Town of Canton or the Canton Public Schools.

In witness whereof the parties sign and seal the Agreement and a duplicate thereof this 7th day of June, 2019.



Jennifer Fischer-Mueller, Ed.D.
Superintendent of Schools



Donna Kilday
Early Childhood Coordinator