

1 CANTON PUBLIC SCHOOLS  
2 CANTON, MASSACHUSETTS

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4 **TEAM CHAIRPERSON/ADMINISTRATOR**  
5 **EMPLOYMENT CONTRACT**  
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7 This AGREEMENT is made between the Canton Public Schools ("Employer"), acting  
8 through its Superintendent ("Superintendent"), and Allison Hoff.

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10 In CONSIDERATION of the mutual promises contained herein, the parties hereto  
11 mutually covenant and agree as follows:

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13 **1. EMPLOYMENT:**

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15 The Canton Public Schools hereby employs Allison Hoff as an Team  
16 Chairperson/Administrator at the Dean S. Luce Elementary School, and Allison  
17 Hoff (hereinafter referred to as the "Team Chairperson/Administrator") hereby  
18 accepts such employment subject to the terms and conditions hereinafter  
19 provided.

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21 **2. TERM:**

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23 The Team Chairperson/Administrator shall be employed for a period  
24 commencing on September 1, 2019 through August 31, 2022.

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26 **3. COMPENSATION:**

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28 The Employer agrees to pay the Team Chairperson/Administrator in  
29 consideration of the faithful, diligent and competent performance of her duties  
30 and responsibilities as Team Chairperson/Administrator a salary of eighty-four  
31 thousand (\$84,000) dollars for the period of September 1, 2019 to August 31,  
32 2020. The Superintendent and the Team Chairperson/Administrator shall meet  
33 at least ninety (90) days prior to July 1 of each subsequent year of the contract  
34 for the purpose of reviewing and establishing the Team  
35 Chairperson/Administrator's salary to take effect as of September 1 of the next  
36 contract year.

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38 **4. DUTIES:**

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40 The Team Chairperson/Administrator shall faithfully carry out the duties of her  
41 position in accordance with the provisions of the existing job description. The  
42 Team Chairperson/Administrator recognizes that her responsibilities and  
43 conduct are not determined by prescribed hours and conditions and will  
44 perform the directed and implied duties of her position as determined by the  
45 Superintendent and will expend the time and effort necessary to effectively  
46 achieve the goals and purposes of the Canton Public Schools.

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**5. WORK YEAR:**

- A. The position requires 193 days of work, which shall include all days that school is in session, 5 days before the start of school and 5 days immediately following the end of the school year, unless otherwise approved by the Superintendent. Additional days, as requested by the Director of Student Services, will be paid at a per diem rate of 1/193.
  
- B. The Team Chairperson/Administrator may need to work additional days to fulfill her responsibilities. The Superintendent authorizes her to access up to five additional days (if needed) to complete expectations after the last school day of the year or prior to the new school year. Those days will be mutually agreed upon by the Director of Student Services and the Team Chairperson/Administrator and will be compensated at the per diem rate.

**6. LICENSURE:**

The Team Chairperson/Administrator shall furnish and maintain throughout the term of this contract a valid and appropriate certificate/license as required by Massachusetts General Laws Chapter 71, Section 38G.

**7. TERMINATION:**

- A. In the event that the Team Chairperson/Administrator desires to terminate this contract before the term of service shall have expired, she may do so by giving at least ninety (90) days written notice of such intention to the Superintendent, with a time for such termination to be jointly established between the Team Chairperson/Administrator and the Superintendent and confirmed in writing.
  
- 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 the Team Chairperson/Administrator, and thus terminate this contract, 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. Prior to any dismissal for good cause, the Superintendent will notify the Team Chairperson/Administrator of the intended dismissal with an explanation of the grounds therefore and, if the Team Chairperson/Administrator so requests, will provide her with an opportunity for a meeting to review the decision and to present information pertaining to its basis and to the employee's status.

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94 D. In the event this contract is terminated, any and all financial and other  
95 obligations by either party under the contract shall cease.  
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97 **8. REIMBURSEMENT OF EXPENSES:**

98 The Employer may, at the Superintendent's discretion, reimburse the Team  
99 Chairperson/Administrator for expenses incurred in attendance at local, state,  
100 and national meetings. Professional Development expenses will be reimbursed  
101 at the discretion of the Director of Student Services. Mileage reimbursement, as  
102 approved by the Director of Student Services, will be paid at the current IRS rate.  
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104 **9. STATE RETIREMENT ASSOCIATION:**

105 The Team Chairperson/Administrator shall be a member of the Massachusetts  
106 Teachers' Retirement System as required by the Massachusetts General Laws.  
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108 **10. INSURANCE BENEFITS**

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110 The Team Chairperson/Administrator shall be entitled to all insurance (medical,  
111 hospital, life, and workman's compensation) benefits and all other fringe benefits  
112 currently available to teachers and other administrators, such benefits not to be  
113 reduced unless expressly provided for in her contract or agreed upon in the  
114 future.  
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116 **11. (Intentionally Left Blank)**

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118 **12. LEAVES**

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120 **12.1 Sick Leave** – The Team Chairperson/Administrator shall be entitled to  
121 fifteen (15) days of sick leave during each year of her Contract. In addition to  
122 personal injury or illness The Team Chairperson/Administrator may use a  
123 maximum of five (5) days of her accrued paid sick leave each year for illness  
124 in her immediate family (spouse, child, parent, or relative living within her  
125 household).  
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127 **12.2 Bereavement Leave** – In case of death during the school year of any  
128 member of The Team Chairperson/Administrator's family (grandparent,  
129 grandchild, brother, sister, mother-in-law, father-in-law, brother-in-law, and  
130 sister-in-law), no reduction of salary or reduction in accumulated sick leave  
131 shall be made for absence not exceeding three (3) school days. In case of  
132 death during the school year of the Team Chairperson/Administrator's spouse,  
133 parent, child, or person living in The Team Chairperson/Administrator's  
134 household, no reduction of salary or reduction in accumulated sick leave shall  
135 be made for absence not exceeding five (5) school days. In case of death  
136 during the school year of The Team Chairperson/Administrator's nephew,  
137 niece, or other relative not mentioned elsewhere in her section, one (1) day's

138 leave without loss of pay or accumulated sick leave shall be granted on the  
139 day of the funeral.

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141 **12.3 Personal Leave-** The Team Chairperson/Administrator shall be entitled to  
142 three (3) personal days during each year of her contract.

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144 **13. EVALUATION/PERFORMANCE:**

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146 The Team Chairperson/Administrator shall fulfill all aspects of this contract.  
147 She shall be evaluated annually in writing by the Director of Student Services.  
148 Evaluation will be based on progress made in relationship to goals that are  
149 established each fall by the Team Chairperson/Administrator in conjunction  
150 with the Director. Performance evaluation will also be determined in  
151 relationship to indicators of effective instructional, organizational and  
152 administrative leadership (These will be outlined in more detail as we develop  
153 a common understanding of these parameters). The key qualities/evidence  
154 that the Superintendent will expect to find through the evaluation process  
155 are/is:

- 156 • An unwavering commitment to highly effective teaching through skillful  
157 supervision and evaluation
  - 158 • Accurate assessment of student achievement, programs, and needs in  
159 order to ensure that the system's resources and priorities are focused  
160 on enhancing student learning.
  - 161 • A vibrant and supportive school culture that values collegiality, diverse  
162 people and perspectives, and constant improvement
  - 163 • The promotion of collaborative relationships with parents and staff
- 164 Assessments will be based upon direct observation of the Team  
165 Chairperson/Administrator's work, feedback received from parents,  
166 faculty, and other staff members, as well as review of written material  
167 from the Team Chairperson/Administrator's office and the schools.  
168 Additionally, the Team Chairperson/Administrator will receive informal  
169 feedback from the Director throughout the year as part of her ongoing  
170 supervision and support.

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173 **14. ENTIRE AGREEMENT**

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175 This Contract embodies the whole agreement between the Superintendent  
176 and the Team Chairperson/Administrator and supersedes all prior agreements  
177 between the parties. There are no other inducements, promises, terms,  
178 conditions or obligations made or entered into by either party other than those  
179 contained herein. This Contract may not be changed except by a writing  
180 signed by the party against whom enforcement thereof is sought.

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**15. 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.

**16. 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.

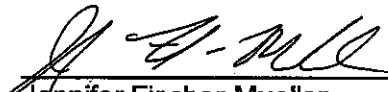
**17. CONSTRUCTION OF AGREEMENT**

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.

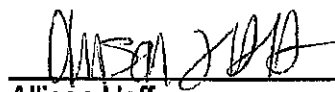
**18. APPROPRIATION**

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 this Agreement and a duplicate thereof this 6<sup>th</sup> day of June, 2019.



Jennifer Fischer-Mueller  
Superintendent of Schools



Allison Hoff  
Team Chairperson/Administrator