

**CANTON PUBLIC SCHOOLS  
CANTON, MASSACHUSETTS**

**DEAN OF STUDENTS/PERMANENT BUILDING SUBSTITUTE**

**EMPLOYMENT CONTRACT**

This AGREEMENT is made this 14 day of July between the Canton Public Schools, acting through its Superintendent ("Superintendent"), and Annya Haughton

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

**1. EMPLOYMENT:**

The Canton Public Schools hereby employs Annya Haughton as a Dean of Students/Permanent Building Substitute at the Galvin Middle School, and Annya Haughton (hereinafter referred to as the "Dean of Students/Permanent Building Substitute") hereby accepts such employment subject to the terms and conditions hereinafter provided.

**2. TERM:**

The Dean of Students/Permanent Building Substitute shall be employed for a period commencing on September 1, 2015 to August 31, 2016. The Superintendent and the Dean of Students/Permanent Building Substitute, 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 July 1, 2016.

**3. WORK YEAR:**

The position requires 193 days of work, which shall include all days that school is in session unless otherwise approved by the Superintendent and including five days immediately following the close of school in the Spring and the five days immediately preceding the opening of school in the fall, unless otherwise approved by the Superintendent. Per diem rate shall be 1/193

**4. COMPENSATION:**

The Employer agrees to pay the Dean of Students/Permanent Building Substitute in consideration of the faithful, diligent and competent performance of his duties and responsibilities as Dean of Students/Permanent Building Substitute a salary of **\$72,000** for the period September 1, 2015 to August 31, 2016. This position is a .6 Dean of Student's position at a salary of **\$57,000** and a .4 Permanent Building Substitute at a salary of **\$15,000**.

**5. TERMINATION:**

A. In the event that the of Students/Permanent Building Substitute desires to terminate this contract before the term of service shall have expired, he 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 Dean of Students/Permanent Building Substitute 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 Dean of Students/Permanent Building Substitute, 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 Dean of Students/Permanent Building Substitute of the intended dismissal with an explanation of the grounds therefore and, if the Dean of Students/Permanent Building Substitute so requests, will provide him with an opportunity for a meeting to review the decision and to present information pertaining to its basis and to the employee's status.

D. In the event this contract is terminated, any and all financial and other obligations by either party under the contract shall cease.

6. **DUTIES:**

The Dean of Students/Permanent Building Substitute shall faithfully carry out the duties of his position in accordance with the provisions of the existing job description. The Dean of Students/Permanent Building Substitute recognizes that his responsibilities and conduct are not determined by prescribed hours and conditions and will perform the directed and implied duties of his position as determined by the Superintendent and/or his designee and will expend the time and effort necessary to effectively achieve the goals and purposes of the Canton Public Schools.

7. **PERSONAL BUSINESS DAYS:**

The Dean of Students/Permanent Building Substitute will be entitled to three (3) personal business days per work year, subject to advance approval by the Superintendent as received effective September 1, 2015.

8. **REIMBURSEMENT OF EXPENSES:**

The Employer may, at the Superintendent's discretion, reimburse the Dean of Students/Permanent Building Substitute for expenses incurred in attendance at local, state, and national meetings. Professional Development expenses will be reimbursed at the discretion of the Middle School Principal. Mileage reimbursement, as approved by the Middle School Principal, will be paid at the current IRS rate.

9. **STATE RETIREMENT ASSOCIATION:**

The Dean of Students/Permanent Building Substitute shall be a member of the Massachusetts Teachers' Retirement System as required by the Massachusetts General Laws.

10. **FRINGE BENEFITS:**

The Dean of Students/Permanent Building Substitute shall be entitled to all insurance (medical, hospital, dental, and life) benefits currently available to Town employees generally.

11. **SICK LEAVE POLICY:**

The Dean of Students/Permanent Building Substitute may earn sick leave at the rate of fifteen (15) days per year as received effective September 1, 2015. This may be accumulated without limit.

12. **BEREAVEMENT LEAVE:**

In case of death during the work year of any member of the Dean of Students/Permanent Building Substitute 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 Dean of Students/Permanent Building Substitute 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 Dean of Students/Permanent Building Substitute 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. **EVALUATION/PERFORMANCE:**

The Dean of Students/Permanent Building Substitute shall fulfill all aspects of this contract. He shall be evaluated annually in writing by the Principal and/or his designee. The principal shall evaluate and assess in writing the Dean of Students/Permanent Building Substitute performance using an evaluation process consistent with the general laws. Evaluation will be based on progress made in relationship to goals that are established each fall by the Dean of Students/Permanent Building Substitute in conjunction with the Principal. 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 Principal will expect to find through the evaluation process are/is:

- 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 Dean of Students' work, feedback received from parents, faculty, and other staff members, as well as review of written material from the Dean of Students' office and the schools. Additionally, the Dean of Student will receive informal feedback from the Principal throughout the year as part of her ongoing supervision and support.

14. **CERTIFICATE:** The Dean of Students/Permanent Building Substitute shall furnish and maintain throughout the term of the contract a valid and appropriate certificate qualifying her to act as an Assistant Principal/Principal at the secondary level in the Commonwealth of Massachusetts.


15. **PAYMENT OF MEMBERSHIP DUES:** The Dean of Students/Permanent Building Substitute shall be reimburse up to \$250 (two hundred and fifty dollars) for dues paid to professional organizations.

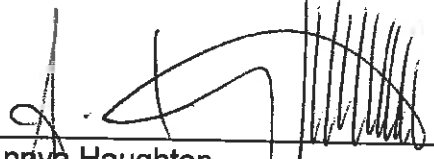
16. **ENTIRE AGREEMENT:**  
This contract embodies the entire agreement between the Employer and the Dean of Students/Permanent Building Substitute and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. No modification or addition to this 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.

17. **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.

19. **TOWN MEETING**  
The monetary provisions of this Contract are subject to approval of the Annual Town Meeting.

In witness whereof the parties sign and seal this Agreement and a duplicate thereof this 14 day of July, 2015.

  
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Jennifer Henderson  
Interim Superintendent of Schools

  
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Annva Haughton  
Dean of Students/Permanent Building  
Substitute