

2020-2025

**AGREEMENT**

**DOUGLAS SCHOOL DISTRICT**

**AND**

**NEALY KOUANELIS-URQUHART  
ASSISTANT SUPERINTENDENT FOR STUDENT SUPPORT SERVICES**

Agreement made this 18<sup>th</sup> day of June 2020, by and between the Douglas School District in Worcester County in the Commonwealth of Massachusetts (hereinafter referred to as the "District") and Nealy Kouanelis-Urquhart Both parties agree that said employee (hereinafter referred to as the "Assistant Superintendent") shall perform the duties of Assistant Superintendent for Student Support Services as prescribed by the laws of the Commonwealth of Massachusetts and by the rules, regulations, and policies made thereunder by the Douglas School Committee.

The parties hereto agree as follows:

**1. EMPLOYMENT**

The District hereby employs Nealy Kouanelis-Urquhart as Assistant Superintendent for Student Support Services. Employee hereby accepts such employment on the following terms and conditions.

**2. TERMS**

The term of employment set by this Agreement shall be the period of five years commencing July 1, 2020 and ending June 30, 2025.

If the Superintendent does not intend to renew Nealy Kouanelis-Urquhart's contract, he must so notify the Assistant Superintendent for Student Support Services in writing by January 1, 2025.

If Nealy Kouanelis-Urquhart does not intend to complete the terms of her contract or

intends to leave the District at the end of the contract year prior to the expiration of the contract, she must so notify the Superintendent at least ninety (90) days prior to her last day of work for the District. Failure to provide the required notice may result in the forfeiture of unused vacation.

### **3. COMPENSATION**

Nealy Koumanelis-Urquhart shall be paid a salary of One Hundred One Thousand Eight Hundred Fifty Seven Dollars (\$101,857), less income tax withholding and other normal employee deductions. The salary shall be paid in equal installments in accordance with the rules of the Committee governing payment of other professional staff members employed by the Committee. This annual compensation shall be reviewed by the District on or before June 30, 2021. The District may increase the Assistant Superintendent for Student Support Services' salary during the term of this Agreement, if in the District's discretion, her performance as Assistant Superintendent for Student Support Services and/or the general economic conditions warrant such increase. Any salary adjustment made during the life of this Agreement shall be in the form of an amendment. Said amendment shall not be considered to be a new contract with the Assistant Superintendent for Student Support Services.

### **4. TERMINATION**

The Superintendent may terminate this agreement at any time for good cause and in accordance with the procedures contained in M.G. L. Chapter 71, Section 41. As used herein, "good cause" shall mean any ground which is put forth by the Superintendent in good faith and which is not arbitrary, irrational, unreasonable, or irrelevant to the task of building up and maintaining an efficient school system.

In a challenge to discharge the Assistant Superintendent for Student Support Services, the authority of the arbitrator shall be limited to an award for back pay damages for the balance of the contract term after discharge and shall not include the authority to reinstate the Assistant

Superintendent for Student Support Services to any position.

**5. DUTIES**

Nealy Koumanelis-Urquhart shall perform faithfully and to the best of her ability the duties of Assistant Superintendent for Student Support Services and all other duties assigned to her under the supervision and direction of the Superintendent and his designee.

**6. LICENSURE**

Nealy Koumanelis-Urquhart shall furnish and maintain during the term of this Agreement valid and appropriate licensure qualifying her to act in her position as required by General Laws, Chapter 71, Section 38G.

**7. ALLOWANCE FOR EXPENSES**

The District shall provide allowances for the following expenses.

- (a) Travel necessary in the performance of professional duties: \$400.00 per year
- (b) Attendance at professional meetings – with prior approval
- (c) State and regional conferences – with the approval of the Superintendent with a maximum reimbursement not to exceed \$1,000 pending available funding resources

**8. VACATION & HOLIDAYS**

Nealy Koumanelis-Urquhart will work a 12-month contract with 25 days vacation. There will be no vacation carryover. If Nealy Koumanelis-Urquhart leaves prior to the end of the fiscal year, vacation days will be pro rated for the partial fiscal year of employment. Nealy Koumanelis-Urquhart will be paid for all legal holidays as prescribed by the Douglas Public Schools Employee Benefit Manual.

**9. SICK LEAVE**

Nealy Koumanelis-Urquhart shall accrue 17 days of sick leave per annum. Any sick leave

not used during the time of this Agreement may be accumulated to a maximum accumulation of 150 days. The Superintendent may grant with School Committee approval, Nealy Koumanelis-Urquhart up to an additional year of sick leave in the event that Nealy Koumanelis-Urquhart suffers a major or catastrophic illness or disability. No reimbursement shall be made for unused sick leave.

#### **10. EVALUATIONS AND PERSONNEL FILES**

A. The Assistant Superintendent for Student Support Services will have the right, upon request, to review the contents of her personnel file. No material derogatory to the Assistant Superintendent for Student Support Services' conduct, service character, or personality will be placed in her personnel file unless the Assistant Superintendent for Student Support Services has had an opportunity to review that material. The Assistant Superintendent for Student Support Services will acknowledge that she has had the opportunity to review such material by affixing her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with contents thereof. The Assistant Superintendent for Student Support Services will also have the right to submit a written answer to such material, and her answer shall be reviewed by the Superintendent and attached to the file copy.

B. The Superintendent shall evaluate the performance of Nealy Koumanelis-Urquhart in writing at least once annually not later than May 1 based upon 1) the mandates contained in M.G.L., Chapter 71 as amended by the Education Reform Act of 1993 (71:38) the policies of the Douglas School Committee; 3) the individual goals mutually agreed upon by Nealy Koumanelis-Urquhart and the Superintendent. The final evaluation may allocate among those items various weight as determined by the Superintendent of Schools.

**11. INSURANCE**

The District does not provide insurance. Pursuant to this Agreement health insurance benefits and options are provided by the Town of Douglas.

**12. BEREAVEMENT LEAVE**

Nealy Koumanelis-Urquhart shall receive bereavement leave with the approval of the Superintendent.

**13. PERSONAL LEAVE**

Nealy Koumanelis-Urquhart shall receive up to 5 days personal leave with the approval of the Superintendent.

**14. TAX-DEFERRED ANNUITY**

The District, at the request of Nealy Koumanelis-Urquhart and in accordance with Massachusetts law, shall withhold and transfer an amount of salary, as designated by Nealy Koumanelis-Urquhart, annually, semi-annually, or monthly, to a tax-deferred annuity program chosen by Nealy Koumanelis-Urquhart.

**15. FAMILY AND MEDICAL LEAVE**

The District will comply with the Family and Medical Leave Act of 1993.

The District will comply with the Parental Leave Act of 2015.

**16. PROFESSIONAL IMPROVEMENT**

The Assistant Superintendent for Student Support Services shall be reimbursed for the cost of courses taken in the improvement of the Assistant Superintendent for Student Support Services' professional skills with the following understanding:

(a) said course must have been approved, prior to registration, by the Superintendent of Schools

(b) said reimbursement shall not exceed a rate of \$850 annually

#### 17. PROFESSIONAL ORGANIZATIONS

The District shall provide funds for membership in two professional organizations. Any reimbursement for additional organizations must be approved in advance by the Superintendent.

#### 18. LEAVES OF ABSENCE

Leaves of absence without pay may be granted by the Superintendent for good and sufficient reasons.

#### 19. PROTECTION

- (a) Nealy Koumanelis-Urquhart will immediately report to the Superintendent, in writing, all cases of assault suffered by her in connection with her employment. This report will be forwarded to the Committee which will comply with any reasonable request from the administrator for information in its possession related to the incident or to the persons involved and will act in appropriate way as liaison between the Assistant Superintendent for Student Support Services, police and the courts.
- (b) If criminal or civil proceedings are brought against an administrator alleging that she committed any unlawful act in connection with her employment, the Committee will furnish legal counsel and pay all fees necessary to defend her in such proceedings, provided that the Assistant Superintendent for Student Support Services did not act in violation of written School Committee policy at the time of the alleged unlawful act.
- (c) If an appeal from a guilty finding is taken by Nealy Koumanelis-Urquhart, the expenses of such appeal shall not be paid for by the Committee unless approved by

vote of the Committee.

(d) The School Committee agrees to reimburse the Assistant Superintendent for Student Support Services who has her personal property vandalized on/or about school property, for any damage not covered by the Assistant Superintendent for Student Support Services' individual insurance coverage.

**20. ASSISTANT SUPERINTENDENT'S RESPONSIBILITIES**

Nealy Koumanelis-Urquhart shall fulfill all aspects of this Agreement, any exception thereto being by mutual written consent of the Superintendent or his designee and the Assistant Superintendent for Student Support Services. Failure to fulfill the obligations agreed to in this Agreement will be viewed as a violation of the Administrators' Code of Ethics and will be good cause for discharge as noted in Section 4 (TERMINATION).

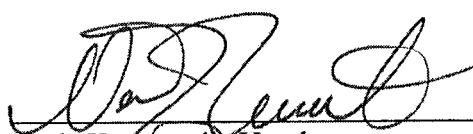
**21. ENTIRE AGREEMENT**

This Agreement embodies the entire understanding and agreement between the District and Nealy Koumanelis-Urquhart and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein except as may be provided in a writing signed by both the Committee and Nealy Koumanelis-Urquhart. This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Massachusetts.

**22. VALIDITY**

If any paragraph or part of this Agreement is invalid, it shall not affect the remainder of the Agreement; but said remainder shall be binding and effective upon both parties.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this Agreement and one counterpart thereof this 18<sup>th</sup> day of June, 2020.



Nealy Kopimanelis-Urquhart,  
ASSISTANT SUPERINTENDENT FOR  
STUDENT SUPPORT SERVICES

Date

6/18/2020



Kevin Maines,  
SUPERINTENDENT OF SCHOOLS

Date

6/25/2020