

**AGREEMENT**  
**DOUGLAS SCHOOL DISTRICT**  
**AND**  
**SCHOOL BUSINESS & OPERATIONS MANAGER**

Agreement made this 25<sup>th</sup> day of May, 2023, by and between the Douglas School District in Worcester County in the Commonwealth of Massachusetts (hereinafter referred to as the "District") and Cortney Keegan of 4 Duchess Path, Uxbridge, Massachusetts. Both parties agree that said employee (hereinafter referred to as the "Business & Operations Manager") shall perform the duties of Business & Operations Manager 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 Cortney Keegan, Business & Operations Manager. 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 three years commencing July 1, 2023 and ending June 30, 2026.

If the Superintendent does not intend to renew Cortney Keegan's contract, he must notify the Business & Operations Manager in writing by January 1, 2026.

If Cortney Keegan 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 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

Cortney Keegan shall be paid a salary of One Hundred Twenty Thousand Dollars (\$120,000) for FY 2024, 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, 2024. The District may increase the Business & Operations Manager' salary during the term of this Agreement, if at the District's discretion, her performance as Business & Operations Manager 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 Business & Operations Manager.

### 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 Business & Operations Manager, 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 Business & Operations Manager to any position.

## **5. DUTIES**

Cortney Keegan shall perform faithfully and to the best of her ability the duties of Business & Operations Manager and all other duties assigned to her under the supervision and direction of the Superintendent and his designee.

## **6. LICENSURE**

Cortney Keegan 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**

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

**9. SICK LEAVE**

Cortney Keegan 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, Cortney Keegan an additional year of sick leave in the event that Cortney Keegan suffers a major or catastrophic illness or disability. No reimbursement shall be made for unused sick leave.

**10. EVALUATIONS AND PERSONNEL FILES**

A. The Business & Operations Manager will have the right, upon request, to review the contents of her personnel file. No material derogatory to the Business & Operations Manager' conduct, service character, or personality will be placed in her personnel file unless the Business & Operations Manager has had an opportunity to review that material. The Business & Operations Manager 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 Business & Operations Manager 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 Cortney Keegan 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); 2) the policies of the Douglas School Committee; 3) the individual goals mutually agreed upon by Cortney Keegan 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**

Cortney Keegan shall receive bereavement leave with the approval of the Superintendent.

#### **13. PERSONAL LEAVE**

Cortney Keegan shall receive up to 5 days personal leave with the approval of the Superintendent.

#### **14. TAX-DEFERRED ANNUITY**

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

#### **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 Business & Operations Manager shall be reimbursed for the cost of courses taken in the improvement of the Business & Operations Manager' 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) Cortney Keegan 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 Business & Operations Manager, 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 Business & Operations Manager 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 Cortney Keegan, 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 Business & Operations Manager who has her personal property vandalized on school property, for any damage not covered by the Business & Operations Manager' individual insurance coverage.

## **20. RESPONSIBILITIES**

Cortney Keegan shall fulfill all aspects of this Agreement, any exception thereto being by mutual written consent of the Superintendent or his designee and the Business & Operations

Manager. 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 Cortney Keegan 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 Superintendent and Cortney Keegan. 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 25<sup>th</sup> day of May, 2023.

Cortney Keegan  
Cortney Keegan,  
Business & Operations Manager

5/25/2023  
Date

Paul D. Vieira, Ed.D.  
Paul D. Vieira, Ed.D.  
Superintendent

5/10/23  
Date