

**AGREEMENT**  
**DOUGLAS SCHOOL DISTRICT**  
**AND**  
**FACILITIES MANAGER**

Agreement made this 30 day of May, 2025, by and between the Douglas School District in Worcester County in the Commonwealth of Massachusetts (hereinafter referred to as the "District") and Jeffrey R. Kollett of 28 Crownshield Avenue, Uxbridge, Massachusetts. Both parties agree that said employee (hereinafter referred to as the "Facilities Manager") shall perform the duties of Facilities 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 Jeffrey Kollett, Facilities 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, 2025 and ending June 30, 2028.

If Jeffrey Kollett does not intend to complete the terms of his contract or intends to leave the District at the end of the contract year prior to the expiration of the contract, he must notify the

Superintendent at least ninety (90) days prior to his last day of work for the District. Failure to provide the required notice may result in the forfeiture of unused vacation.

### 3. COMPENSATION

Jeffrey Kollett shall be paid a salary of Ninety Two Thousand Nine Hundred and Twenty Five (\$92,925), 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, 2026. The District may increase the Facilities Manager's salary during the term of this Agreement, if at the District's discretion, his performance as Facilities 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 Facilities 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 42. 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 Facilities 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 Facilities Manager to any position.

## 5. DUTIES

Jeffrey Kollett shall perform faithfully and to the best of his ability the duties of Facilities Manager and all other duties assigned to him under the supervision and direction of the Superintendent and his designee.

## 6. ALLOWANCE FOR EXPENSES

The District shall provide allowances for the following expenses.

- (b) Attendance at professional meetings – with prior approval

## 7. PERIODIC EXAMINATIONS

Jeffrey Kollett shall undergo a thorough general, physical examination by an internist or general medical practitioner during the term of this Agreement and at least once every two years thereafter. The Employee shall inform the Superintendent of the results of that examination. The District shall reimburse for up to 50 percent of the cost of each examination.

## 8. VACATION & HOLIDAYS

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

## 9. SICK LEAVE

Jeffrey Kollett 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, Jeffrey Kollett an additional year of

sick leave in the event that Jeffrey Kollett suffers a major or catastrophic illness or disability. No reimbursement shall be made for unused sick leave.

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

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

B. The Superintendent shall evaluate the performance of Jeffrey Kollett in writing at least once annually not later than June 1.

#### **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**

Jeffrey Kollett shall receive bereavement leave with the approval of the Superintendent.

### 13. PERSONAL LEAVE

Jeffrey Kollett shall receive up to 5 days personal leave, with the approval of the Superintendent.

### 14. TAX-DEFERRED ANNUITY

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

### 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 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.

### 17. LEAVES OF ABSENCE

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

### 18. PROTECTION

(a) Jeffrey Kollett will immediately report to the Superintendent, in writing, all cases of assault suffered by him in connection with his employment. This report will be forwarded to the Committee which will comply with any reasonable request from the manager for information in

its possession related to the incident or to the persons involved and will act in appropriate way as liaison between the Facilities Manager, police and the courts.

(b) If criminal or civil proceedings are brought against an administrator alleging that he committed any unlawful act in connection with his employment, the Committee will furnish legal counsel and pay all fees necessary to defend him in such proceedings, provided that the Facilities 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 Jeffrey Kollett, 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 Facilities Manager who has his personal property vandalized on school property, for any damage not covered by the Facilities Manager's individual insurance coverage.

#### 19. FACILITIES MANAGER RESPONSIBILITIES

Jeffrey Kollett shall fulfill all aspects of this Agreement, any exception thereto being by mutual written consent of the Superintendent or his designee and the Facilities 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).

#### 20. ENTIRE AGREEMENT

This Agreement embodies the entire understanding and agreement between the District and Jeffrey Kollett 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 Jeffrey Kollett. This Agreement shall be construed and interpreted in accordance with the laws of the Commonwealth of Massachusetts.

21. 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 30 day of May, 2025.

Jeffrey K. Kollett

Jeffrey Kollett,  
Facilities Manager

5/30/2025

Date

Paul D. Vieira

Paul D. Vieira, Ed.D.,  
Superintendent of Schools

5/30/2025

Date