

**CONTRACT OF EMPLOYMENT  
PRINCIPAL  
Town of East Longmeadow, Massachusetts**

This agreement, made as of **October 20, 2025** by and between the East Longmeadow School Committee, hereinafter referred to as the "School Committee" and **Renee Lodi**, hereinafter referred to as the "Principal."

Both parties agree that the Principal shall perform in good faith the duties and obligations of the Principal as provided by Massachusetts General Laws, the Principal Job Description (Appendix A) and the rules and policies of the School Committee. The Principal will report to and work under the direction of the Superintendent of Schools as a member of the administrative team of the system.

In consideration of the promises herein contained, the parties hereto mutually agree as follows:

1. **EMPLOYMENT:** The School Committee hereby employs **Renee Lodi** as Principal of Meadow Brook Elementary School in the East Longmeadow Public Schools and the Principal hereby accepts employment on the following terms and conditions outlined in this contract.
2. **TERM:** The term of this contract shall be for three years commencing on **July 1, 2025** up to and including **June 30, 2028**. Not later than **February 15, 2028** the Superintendent will inform the Principal whether or not he/she will enter into negotiations regarding a successor contract of employment as Principal in East Longmeadow Public Schools. Shall such notification, or a notice of nonrenewal, not be provided to the Principal by **February 15, 2028** this employment contract will renew for an additional one-year term from the end of the date of this contract.
3. **COMPENSATION:** The Principal shall be paid a salary of:
  - a. For the period of **July 1, 2025 through June 30, 2026** at an annual rate of **\$120,368**. **The pay increase will be retroactive to July 1, 2025.**

**The Principal has the opportunity to earn an additional stipend of 1% or \$1204 through accomplishing two mutually established goals with the Superintendent focused on helping the schools achieve its established SMART goals and allowing the Principal to grow professionally. Each goal when achieved would equal a stipend of .5%. The two goals once established will be attached to the contract each year. The Superintendent and Principal will review progress towards the goals at the Mid-Cycle Formative Evaluation and at the Summative Evaluation.**

- b. For the period of **July 1, 2026 through June 30, 2027** at an annual between the previous year's salary and **\$123,979** dependent upon the Superintendent's overall evaluation of the Principal, from "Unsatisfactory", "Needs Improvement", "Proficient", "Exemplary"

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- c. For the period of **July 1, 2027 through June 30, 2028** at an annual between the previous year's salary and **\$127,698**, dependent upon the Superintendent's overall evaluation of the Principal, from "Unsatisfactory", "Needs Improvement", "Proficient", "Exemplary"

Superintendent. Remote work under this provision shall be coordinated in a manner that ensures the continued effective performance of the Principal's responsibilities and the uninterrupted operation of the school.

5. ANNUAL VACATION:

a. The Principal shall earn 25 working days vacation per fiscal year. Should the contract be terminated prior to June 30<sup>th</sup> of a given year, the District would use an accrual rate of approximately 2.083 vacation days per month in order to determine the vacation days accrued up to the point of the termination of the contract. The Principal may take up to 5 of those days (on school days) during the school year, commencing September 1 of each year. The remainder will be taken during (the summer months of June, July, and August unless prior approval for another arrangement is made in writing and in advance with the Superintendent. Similar to when Ms. Lodi was an assistant principal, she may take one of the three school vacation weeks (December, February, and April) without having it count against the annual allotment of the 25 vacation days. Unused vacation days may carry over. Upon termination of the contract, the Principal will be paid for any unused vacation days up to the 40-day total. The per diem rate for vacation pay will be determined by dividing the annual salary in effect at the time by two hundred sixty (260).

6. HOLIDAYS: The Principal shall be eligible to take all state holidays plus the day after Thanksgiving and Christmas as paid holidays. The Principal may also take a half-day, paid vacation day on New Year's Eve.

7. LEAVE WITH PAY

a. The Principal will receive eighteen (18) days sick leave a year with accumulation limited to 180 days. The Principal may be awarded up to 180 additional days of sick leave WITHOUT PAY at the discretion of the School Committee. There will be no eligibility for "buy back" of unused sick leave on termination of employment.

b. The Principal will qualify for leave with pay and their account will be charged for the following reasons and under the following conditions:

1) Sick leave, for sickness or accident, the nature of which incapacitates the Principal from performing the duties of the Principal's position to the limit of the Principal's accumulated total.

2) Three (3) religious days which will not be charged to Leave With Pay.

3) Five (5) days for critical illness in the immediate family. The Superintendent may extend the number of days for justifiable reasons.

4) Five (5) days for death in the immediate family or household. The Superintendent may extend the days for justifiable reasons and also may approve attendance at funerals for other than members of the immediate family or household. Three (3) days for each such death in the immediate family will not be deducted from the Principal's Leave With Pay account. The definition of immediate family includes mother, father, sister, brother, spouse, child, mother-in-law, father-in-law, foster parent, significant other, or guardian.

5) Two (2) personal business days for reasons approved by the Superintendent, including, but not limited to, legal matters not involving school, attending graduations, and other personal or family matters of major importance or concern. Except in emergencies, the Principal will give notice to the Superintendent in writing, on the form provided for this purpose, at least one day in advance of the day to be taken. In an emergency, the Principal will give verbal notification to the Superintendent, but will submit a written statement on the approved form upon return. Up to three (3) additional personal business days may be approved by the Superintendent, at his discretion, consistent with the above notice provisions.

6) Any other purpose that the Superintendent shall approve in writing in advance.

Level Two: If the grievance is not resolved to the satisfaction of the Principal at Level One or if no decision is rendered after ten (10) days from the presentation at Level One, the Principal may refer the grievance to the Superintendent of Schools in writing. Within fourteen (14) days after submission of the grievance, the Superintendent will meet with the Principal in an effort to settle the grievance.

Level Three: If within twenty (20) days after submission at Level Two above, the Superintendent has not rendered a written decision or the grievance is not resolved to the satisfaction of the Principal, he/she may request in writing to the Secretary of the School Committee that the matter be placed on the agenda of the next regularly scheduled School Committee meeting. In the event that no meeting is scheduled a meeting will be held at the School Committee level within ten (10) days from submission of the grievance to the Secretary of the School Committee. The School Committee will render its decision to the Principal in writing within fifteen (15) days after said meeting.

Level Four: If the grievance is not resolved to the satisfaction of the Principal, upon receipt of the written decision from the School Committee, the Principal may determine that the grievance is meritorious and that submitting it to arbitration is in the best interests of the East Longmeadow Public Schools. If so, the Principal may, by giving written notice to the School Committee, submit the grievance to binding arbitration within fifteen (15) days after receipt of the written decision from the School Committee. Within ten (10) days after such written notice of demand for arbitration, the School Committee and the Principal will agree upon a mutually acceptable arbitrator and will obtain a commitment from said arbitrator to serve. It is hereby noted that the services of the State Board of Conciliation and Arbitration are available to municipal employers and employees for this purpose. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association by either party. If the services of the American Arbitration Association are used, the parties will be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator. The arbitrator so selected will confer with representatives of the School Committee and the Principal and hold hearings promptly and will issue her decision not later than twenty (20) days from the date of the close of the hearing or, if oral hearings have been waived, then from the date the final statements and proofs are submitted to him. The arbitrator's decision will be in writing and will set forth her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which violates the terms of this Contract or except for clarification of the point at issue to modify, alter, add to, or subtract from the provisions of this Contract. The award and decision made in any such arbitration shall be final and binding upon the School Committee and the Principal. The direct expenses, if any, of such arbitration shall be shared equally by the School Committee and the Principal but each party shall bear its own expenses for the preparation and presentation of its case.

- c. If a Principal does not file a grievance in writing with the Superintendent within ten (10) days after the Principal knew or should have known of the act or conditions on which the grievance is based, then the grievance will be considered as waived. Furthermore, if the next step in the grievance procedure is not acted upon within the number of days specified or within ten (10) days where no time limit is specified, then the grievance shall be considered as waived. A dispute as to whether a grievance has been waived under this paragraph will be subject to the grievance procedure at Level 4.
- d. No written communication, other document, or record relating to any grievance shall be filed in the personnel file maintained by the Public Schools of East Longmeadow for any Principal involved in presenting such grievance.
- e. If the School Committee or the Superintendent shall have a grievance against the Principal on the basis that he is not abiding by the terms of this Contract, the Superintendent shall meet with the Principal at the most informal level possible to discuss the grievance. If the Superintendent cannot settle the grievance to her satisfaction, the Principal shall meet with the School Committee within ten (10) days following receipt of a written request for such a meeting. This request will include a written statement of the grievance. If, after fifteen (15) days the School Committee is not satisfied with the disposition of the grievance, it may, by giving written notice to the

at appropriate state and national meetings and conferences. All spending shall be approved in advance. Reimbursement shall not exceed \$2,000.00.

- b. The Principal will be reimbursed, or direct payment shall be made, for expenses related to short-term or long-term disability insurance and life insurance. The Principal shall select the policy or policies and shall present invoices or proof of payment to the Superintendent for reimbursement and/or direct payment. Reimbursement and/or payment for these expenses shall not exceed \$3,000.00 per year.
- c. The Principal will be reimbursed or direct payment shall be made for dues to up to three (3) state and national administrators' organizations appropriate to his/her position approved in advance by the Superintendent. Reimbursement and/or payment for these expenses shall not exceed \$1,000.00.

18. EDUCATIONAL DEVELOPMENT AND IMPROVEMENT:

- a. The Superintendent may authorize the attendance of the Principal at workshops, seminars, conferences or other professional improvement sessions. This approval shall be with or without pay and may be with or without partial or full payment for reasonable expenses.
- b. The School Committee will pay up to \$650.00 for graduate level courses in a contract year (July-June) for job-related courses approved in advance by the Superintendent of Schools.

19. STATE RETIREMENT ASSOCIATION: The Principal shall be a member of the Teachers' Retirement System as required by Massachusetts General Laws.

20. FRINGE BENEFITS: Except as specifically provided in this agreement, the Principal shall be entitled to all insurance (medical, hospitalization, and life) benefits accorded to other administrators in the East Longmeadow Public Schools.

21. PERSONAL INJURY: Whenever a Principal is absent from school as a result of personal injury occurring in the course of employment, the Principal is entitled to Workers' Compensation wage payment and regular salary to the extent of his/her Leave with Pay account. The number of days charged to the Principal's Leave With Pay account in such circumstances will be the proportion that the amount of sick leave actually paid bears to the full salary for a given period.

22. PROTECTION: The Principal will immediately report in writing to the Superintendent all cases of alleged criminal conduct or violation(s) of civil rights suffered by or allegedly committed by the Principal in connection with employment.

23. PERFORMANCE: The Principal shall fulfill all aspects of this contract. Any exceptions thereto shall be by mutual agreement in writing between the Superintendent and the Principal.

24. SERVICE RECOGNITION FOR RETIREMENT:

- a. A Principal notifying the School Committee as soon as possible but not later than June 30<sup>th</sup> of the school year prior to retirement who has completed a minimum of 20 years of satisfactory teaching or administrative service, the last 10 of which have been in the teaching or administrative service of the East Longmeadow Public Schools, will receive an additional amount of \$9,500.00 during the last year prior to retirement.
- b. In lieu of the above and upon the same notification and employment requirements, a Principal may elect to receive the above \$9,500.00 in a lump sum in that Principal's final pay.

Further, it is the policy of the East Longmeadow Public Schools to prohibit unlawful discrimination on the basis of sex, including, but not limited to, sexual harassment as defined in Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and M.G.L. ch. 151B.1, sec. 1 (18). Sexual harassment is also prohibited in the workplace by M.G.L. ch. 151A, sec. 25. All persons have the right to be free from sexual harassment (M.G.L. ch. 214, sec. 1.); therefore, sexual harassment in any form is strictly forbidden in school, on school grounds, or at school-related activities.

27. **ENTIRE AGREEMENT:** This contract embodies the whole agreement between the Superintendent and the Principal and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. The contract may not be changed except by a written statement signed by the party against whom enforcement thereof is sought.
28. **INVALIDITY:** If any paragraph, part of, or rider to this agreement is invalid, it shall not affect the remainder of said agreement, but said remainder shall be binding and effective against all parties.

This agreement shall be executed in two counter parts, each which shall be deemed to be an original, and both of which taken together shall be deemed one and the same instrument.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this agreement and duplicate thereof this 20<sup>th</sup> day of October, in the year 2025.

Renee Lodi  
Renee Lodi, Date  
Principal

Gordon C. Smith 10/20/25  
Gordon C. Smith Date  
Superintendent of Schools

Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience. Also, see Certificates.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Employees must possess and maintain Massachusetts Administrator Certification from the Department of Education in elementary or secondary education.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

**EVALUATION OF PERFORMANCE:** the Superintendent at least once per year will evaluate the employee. The evaluation will be based upon annual performance with indicators ranging from "fails to meet expectations", "satisfactory", "meets/sometimes exceeds expectations" and "outstanding". See administrator evaluation form.

2. Applies research on adult learning and development to design and provide for effective professional development.
3. Fosters effective professional development based on research and models of desired practice including time for reflection, planning, problem solving and collaboration; repeated practice and feedback; and respect for individual adaptations.
4. Encourages collegial approaches to professional development including mentoring, peer coaching, study groups, and group planning and problem-solving.
5. Involves staff in identifying professional development needs.
6. Monitors, documents, and assesses staff professional development activities.
7. Supports staff sense of self-worth; recognizes and encourages teacher initiatives; celebrates individual and collective achievements.
8. Ensures that growth of staff results in student learning and development.

## **II. EFFECTIVE ORGANIZATIONAL LEADERSHIP**

The effective administrator creates a self-renewing organizational environment that consistently focuses on enabling all students to achieve at high levels.

### **A. The administrator applies research and organizational leadership skills.**

1. Applies concepts of organizational behavior and organizational development in daily work.
2. Analyzes the environment in which decisions are made and predicts the impact of those decisions on organizations accurately.
3. Stimulates the development of new programs in areas where changing conditions or new professional insights encourage new approaches.
4. Identifies opportunities to improve the organization's performance.

### **B. The administrator demonstrates communication skills that are clear, direct, and responsive.**

1. Communicates the school's vision, goals, needs and accomplishments to students, school personnel, families, and the community.
2. Facilitates communication that yields results through teamwork, consensus, and inquiry.
3. Makes use of reliable and professional sources of data, information, and analysis, including the use of technologies, to understand relevant professional issues.
4. Demonstrates understanding of a speaker's point of view, opinions, and ideas even if they are different, new, or oppositional.
5. Presents ideas clearly and concisely in writing. Adapts form and language to the audience (e.g., students, teachers, parents).
6. Presents facts and ideas orally in individual and group situations; uses language that is clear, concise, and appropriate to the person or group.
7. Presents facts and ideas clearly and concisely using visual and symbolic representations.
8. Presents facts and ideas clearly and concisely using appropriate technologies.
9. Communicates so that language and nonverbal cues are consistent, not conflicting.

### **C. The administrator creates a positive, informed climate for collegial teaching and learning.**

1. Understands the elements of a strong school culture for adults and is committed and prepared to strengthen them.
2. Applies theories of human development, adult learning, and motivation to develop a community of learners.
3. Provides an environment and culture where creativity, exchange of ideas, responsible risk-taking, and experimentation are shared, valued, and practiced.
4. Builds a culture within the student body and staff that promotes learning.
5. Creates a school climate that gives a sense of well-being and safety.
6. Inspires in others a desire for growth and development.

### **D. The administrator facilitates constructive change.**

1. Uses approaches to organizational change, including processes for school-based management and school restructuring.
2. Exhibits openness to new ideas from others; demonstrates originality in developing policies and procedures.
3. Is receptive to new ideas and change, yet understands the need for stability in schools and society.

### **E. The administrator plans for, models, and encourages collaboration and shared decision-making.**

1. Develops, participates in, and maintains systems of shared decision making with department and/or school colleagues and the larger school community.
2. Involves others in setting and accomplishing goals; recognizes when a group requires direction and uses appropriate intervention styles.
3. Provides appropriate time and resources for collaborative planning.

### **F. The administrator applies strategic planning techniques that foster systemic approaches and result in sound decisions.**

1. Applies knowledge of human development, organizational development, and pedagogy to decision-making in the allocation of resources such as personnel, time, space, materials, and budget.
2. Develops and implements long and short-term plans for educational program improvement, professional development, resource allocation, enrollments, and facilities consistent with the school and district mission.
3. Assesses current reality, considers implications of solutions, and acts in the best interest of students.

1. Communicates and interacts with parents, community groups and related service agencies in culturally appropriate ways and involves them in the education of students.
2. Enlists volunteers to support instructional needs.

**C. The administrator interprets, articulates, and promotes the vision, mission, programs, activities, and services of the school/district.**

1. Communicates the school's vision, goals, needs, and accomplishments to students, school personnel, parents, and the community.
2. Deals with the media effectively to communicate to the public.
3. Provides information to parents and the community through handbooks, brochures, fact sheets and other handouts available at the school or office.
4. Meets with appropriate community groups in the attainment of objectives.

**VI. FULFILLMENT OF PROFESSIONAL RESPONSIBILITIES**

The effective administrator models professional behaviors that contribute to addressing the needs of students.

**A. The administrator demonstrates enthusiasm for his/her own learning.**

1. Demonstrates that life-long learning and professional development are necessary for self and others.
2. Keeps abreast of current educational research and exemplary practices in area of expertise.
3. Considers input from others as a basis for deciding to improve his/her practice and demonstrates a willingness to grow.
4. Develops and implements a professional development plan based upon self and external evaluation.

**B. The administrator demonstrates and promotes an atmosphere of respect for self and others.**

1. Demonstrates tolerance for alternative perspectives and encourages contributions from groups that challenge traditional thinking.
2. Demonstrates sensitivity to differences in learning needs, modes of expression, and social and cultural backgrounds.

**C. The administrator models ethical behavior.**

1. Interacts with others in a professional manner consistent with his/her role.
2. Accepts responsibility for his/her own actions.