

## ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP

This AGREEMENT made and entered into this <sup>10<sup>th</sup></sup> day of July 2024, by and between LOWELL PUBLIC SCHOOLS of the CITY OF LOWELL, hereinafter referred to as "EMPLOYER", and WENDY CROCKER-ROBERGE, hereinafter "ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP."

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

1. EMPLOYMENT: EMPLOYER hereby employs WENDY CROCKER-ROBERGE as the Assistant Superintendent for School Leadership, serving in the capacity of an Assistant Superintendent, and WENDY CROCKER-ROBERGE hereby accepts employment on the following terms and conditions:

2. TERM: WENDY CROCKER-ROBERGE shall be employed for a two-year period commencing July 1, 2024 through June 30, 2026.

ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP shall no later than January 1, 2026 advise the Superintendent of Schools by written notice whether she desires to negotiate a successor agreement. Failure to so notify the Superintendent of Schools shall result in the expiration of this agreement on June 30, 2026 unless this agreement is otherwise terminated for cause as stated herein.

3. COMPENSATION:

a.) ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP shall be paid an annual salary of One Hundred Seventy-Five Thousand (\$175,000.00) for the 2024-2025 fiscal year, payable in equal installments in accordance with the policy of EMPLOYER governing payments of salary of other professional staff members in the school department.

b.) For each year of the contract ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP shall receive a 2.5% raise effective July 1 of each year beginning on July 1, 2025.

4. SEVERANCE CLAUSE: At the time of ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP'S retirement, termination, resignation, non-renewal of contract, or death, she or her estate will receive 100% of all accrued vacation and 1/3 (33 1/3%) payment of all unused sick leave, maximum payment for unused sick leave not to exceed \$35,214.78 for sick leave buyback (also see Paragraph 13 for agreed requirements to use vacation time on a yearly basis amongst other language related to vacation time).

5. TERMINATION: In the event that ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP desires to terminate this contract before the term of services shall have expired, she may do so if she gives at least sixty (60) days written notice of her intention to the Superintendent of Schools and the Superintendent of Schools accepts said resignation, otherwise, termination of employment shall be in accordance with Massachusetts General Laws, Chapter 71, Section 42, as amended by the Education Reform Act of 1993.



6. DUTIES: ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP shall perform faithfully to the best of her ability, the duties of Assistant Superintendent for School Leadership as outlined in the attached exhibit marked "A".

7. CERTIFICATE: ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP shall furnish and maintain throughout the term of this contract a valid and appropriate certificate qualifying her to act as a Superintendent of Schools in the Commonwealth of Massachusetts, as required by Massachusetts General Laws, Chapter 71, as amended by the Education Reform Act of 1993 and applicable provisions of 603 C.M.R.

8. OTHER ACTIVITIES: ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP may accept speaking, writing, lecturing, teaching, or other engagements of a professional nature as she sees fit, provided they do not derogate from her duties as Schools Officer and further provided that said activity complies with the provisions of Massachusetts General Laws, Chapter 268A.

9. REIMBURSEMENT FOR EXPENSES: EMPLOYER shall reimburse ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP for all expenses reasonably incurred in the performance of the duties under this contract in accordance with the laws of Massachusetts and the policies and ordinances of the City of Lowell. Such expenses shall include, but shall not be limited to, costs of transportation and attendance at appropriate local, state, and national meetings. All expenses associated with toll and mileage reimbursements shall be satisfied by a monthly travel allowance of Three Hundred (\$300.00) Dollars. Any additional reimbursements, including, but not limited to plane fare, room and board, meals, etc., will be based on submission of receipts. Said reimbursement shall not be construed as placing ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP in the performance of her duties (i.e. acting within the scope of her employment, while traveling to and from work). During such travel time, her employment relationship is suspended for the purposes of compensation, including but not limited to regular compensation and workers' compensation.

10. TEACHER ACADEMY INSTRUCTION: For each three credit graduate level course taught for the New Teacher Academy/Lowell Program for the City of Lowell School District ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP shall be paid a stipend of \$4,900 .00 if she has been awarded a doctorate degree prior to the start of the course, or \$3,900.00 if she has not been awarded a doctorate degree prior to the start date of the course.

11. STATE RETIREMENT SYSTEM: ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP shall be a member of the Massachusetts Teachers Retirement System as required by Massachusetts General Laws, Chapter 32, Section 2.

12. FRINGE BENEFITS: ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP shall be entitled to all insurance (medical, hospital and life) benefits and all other fringe benefits currently available to teachers, such benefits not to reduce benefits expressly provided for in this contract or to be agreed upon in the future. EMPLOYER and ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP may agree or alter



components of these benefits or to add benefits not currently available to professional personnel.

13. ANNUAL VACATION: ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP shall receive twenty-five (25) working days as annual vacation, exclusive of legal holidays. All accumulated vacation time, at the rate earned and not redeemed will be paid to the Administrator (or her estate) in the next pay period following her resignation, retirement, non-renewal, termination or death at the then effective per diem rate of pay calculated based on the actual number of days in each year the ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP is required to work. Additionally, it is also agreed that she will use at least 20 days of vacation in each year of the contract and then may submit the balance of the 25 yearly vacation days at the end of each school year for buyback pursuant to the above buyback calculation language. Additionally, after June 30, 2025, ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP shall not carry forward more than 5 days of vacation prior to her yearly allotment of 25 days being deposited.

14. SICK LEAVE: ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP shall be entitled to sick leave in an amount equal to, but not in excess of twelve (12) days of sick leave for each year of this contract and any extensions hereunder. Her unused sick leave shall be cumulative. She shall be eligible for extended sick leave benefits as are presently available to administrators and as such benefits may be amended from time to time. Notwithstanding any provision to the contrary, the School Officer will not receive any buy back for any unused sick days on her resignation, retirement, termination, or death, other than for those which were already accumulated by June 30, 2023. Consistent with the provisions in her last principal contract which was to expire on June 30, 2025, upon her resignation, retirement, or death, Wendy Crocker-Roberge or her estate will receive payment of one third (1/3) of her accumulated sick days; however, the amount that she may receive for sick leave buyback is capped at \$35,214.78 (as also previously agreed and established in paragraph 5e of Wendy Crocker Roberge's February 17, 2022 principal contract).

15. INDEMNIFICATION: The Employer hereby represents that the City of Lowell is bound by the provisions of Section 9 of Chapter 258, and Section 13 of Chapter 258 of the General Laws, which provides that the City shall indemnify and save harmless municipal officers, elected or appointed, from personal financial loss and expense including reasonable legal fees and costs, if any, in an amount not to exceed One Million Dollars, arising out of any claim, demand, suit or judgment by reason of any act or omission, except an intentional violation of civil rights of any person, if the official at the time of such act or omission was acting within the scope of her official duties or employment.

16. PERSONAL DAYS: ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP shall be granted three (3) personal days per contract year. No accumulation of personal days exists under this agreement.

17. REIMBURSEMENT FOR GRADUATE COURSEWORK: Upon acceptance and enrollment of ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP in an accredited Doctoral program of study, the School Employer shall provide payments to an institution within the Massachusetts public higher education system for up to two graduate

courses per year within the approved program of study reviewed and approved by the Superintendent of Schools for each year of the contract. The parties further agree that to be eligible for graduate reimbursement, ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP shall obtain a grade B or higher for each eligible graduate course for which she is seeking reimbursement.

18. PERFORMANCE: ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP shall fulfill all aspects of this contract. Any exceptions thereto shall be by mutual agreement between EMPLOYER and ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP in writing.

19. EVALUATION: ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP shall be evaluated by the Superintendent using the Massachusetts Department of Elementary and Secondary Education's Educator Evaluation tool.

20. ENTIRE AGREEMENT: This contract embodies the whole AGREEMENT between EMPLOYER and ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP 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 writing, signed by the party against whom enforcement thereof is sought.

21. 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.

22. The undersigned certifies under penalties of perjury that all municipal fees, including real estate taxes, due and owing to the City of Lowell, have been paid in full.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this AGREEMENT and a duplicate and triplicate thereof, this 10<sup>th</sup> day of July in the year 2024.


APPROVED:

  
\_\_\_\_\_  
William Skinner  
Superintendent

  
\_\_\_\_\_  
Wendy Crocker-Roberge

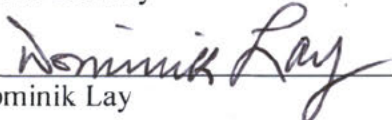


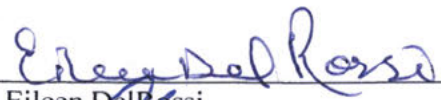
THE LOWELL SCHOOL COMMITTEE,

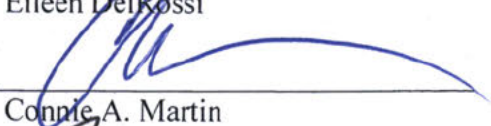
  
Daniel Rourke, Mayor

\_\_\_\_\_  
David Conway

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Jackie Doherty

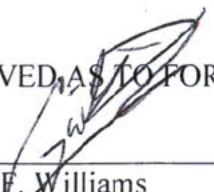
  
Dominik Lay

  
Eileen DelRossi

  
Connie A. Martin


  
Fred Bahou

APPROVED, AS TO FORM:

  
Corey F. Williams  
City Solicitor

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all tax returns and paid all state taxes required under law.

  
Signature of Individual (Mandatory)

  
Social Security #

Approval of contract or other agreement will not be granted unless this certification clause is signed by the applicant.

Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the Authority of Mass. G.L. c62C s.49A.

# Lowell Public School District

## ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP (1783)

### JOB POSTING

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#### Job Details

Posting ID

**1783**

Title

**ASSISTANT SUPERINTENDENT FOR SCHOOL LEADERSHIP**

Description

ABOUT LOWELL PUBLIC SCHOOLS:

The Lowell Public Schools (LPS) is one of the largest districts in Massachusetts, currently enrolling more than 14,150 students in grades PreK-12. LPS has a dedicated school community committed to serving our students and families. The Lowell Public School System provides an inspiring, engaging and empowering education by creating the "Pillars of Urban Excellence" to support and drive its vision:

- The Limitless Potential of all Teachers and Students
- School Cultures that are Welcoming, Respectful, Safe, and Healthy
- Collaborative, Professional Growth of Educators Throughout their Careers
- Partnerships with Schools, Families, and the Community
- Equity and Transparency in all our Actions and Interactions

Our school traditions and activities are enjoyed not only by our students, but by the community as well. Our students enjoy: Field Trips, Celebrations, Student Assemblies, Science Fair, Reading and Writing Events, Family Nights, Special Recognition Events, Civic and Social Justice Activities, Knowledge Bowl, Athletic Activities, Extended Day Programs and more. We provide many parent/guardian engagement activities and meetings. We encourage parents/guardians to participate.

#### **Overview:**

#### **JOB GOAL**

Assistant Superintendent for School Leadership (hereinafter "CSO") is a member of the Superintendent's Executive Cabinet and works within the Office of Teaching and Learning. The CSO is the primary rating officer for all principals and has direct responsibility for coaching and supporting principals and school-based teams to improve the quality of teaching and learning and close opportunity gaps in every classroom. The CSO also leads the district's professional development, data, performance management and student assessment functions, and is responsible for appropriate use of data and first-hand observations to become an expert on what schools need and then working with all relevant departments within the Lowell Public Schools to achieve the district's goals for each school site.

#### **PERFORMANCE RESPONSIBILITIES:**

Role as a Member of the Superintendent's Executive Cabinet

Keeps the Superintendent informed on issues, needs and operation of all school-based instructional programs.

Offers professional advice to the Superintendent on items requiring action with appropriate recommendations based on thorough study and analysis.

Interprets, supports and carries out the intent of all Lowell School

Committee policies and procedures.

#### Specific Programmatic Responsibilities

Coordinates all centralized professional development for instructional staff.

Serves as an instructional coach and primary rating officer for principals.

Develops and monitors school improvement plans with principals and school teams.

Designs and implements a system-wide performance management system,

Develops and maintains data reporting systems.

Sets concrete academic goals and tracks achievement of benchmarks for all schools.

Oversees the school system's student discipline program.

Supervises the District's Attendance Office.

Supervises the Family Resource Center.

Supervises Adult Education.

Works closely with the District's other academic and operational offices to coordinate timely and relevant supports for schools.

#### Other Responsibilities

Works with parents and the community, responding to concerns of individuals and/or community groups.

Maintains effective communication with students, staff and parents.

Works with school-based and district-wide teams.

Identifies and report of trends, needs and 'best practices' in teaching and learning.

Responds to questionnaires, surveys, and correspondence from research or professional organizations requesting information of the District's student services program.

Attends regular meetings of the superintendent's staff and serve actively to improve communication, cooperation and planning.

Attends Lowell School Committee meetings and prepare such reports for the School Committee as the Superintendent may request.

Assists in the preparation of the annual budget and recommends prudent management decisions concerning budget modification.

Acts for the Superintendent of Schools when so directed by the Superintendent.

Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent.

#### Qualification:

The successful applicant for this position must possess:

1. A master's degree or higher from an accredited college or university.
2. Licensure valid for services as a Superintendent in the Commonwealth of Massachusetts, or eligible for licensure as a Superintendent in the Commonwealth of Massachusetts.
3. At least 10 years in education, including successful teaching experience and experience as a school principal.
4. Highly developed interpersonal and organizational skills.
5. Demonstrated success in the design, implementation and assessment of school-based programs in a highly diverse urban environment.



REPORTS TO: Superintendent of Schools  
EFFECTIVE DATE OF EMPLOYMENT: July 1, 2024  
TERMS OF EMPLOYMENT: Twelve month position  
SALARY: \$165,000 to \$175,000 annually

Shift Type	<b>Full-Time</b>	Salary Range	<b>\$165,000.00 to \$180,000.00</b>
Salary Code	<b>Per Year</b>	Job Category	<b>District Administrative</b>
External Job Application	<b>Certified Application</b>	Internal Job Application	<b>Certified Application</b>
Location	<b>Central Office</b>	Posting Status	<b>Active</b>
Minimum Qualifications Screening	<b>Master's</b>		

### **Job Application Timeframes**

Internal Start Date	General Start Date	<b>05/24/2024</b>
Internal End Date	General End Date	<b>06/09/2024</b>

### **Job Pools**

Pool Name	Quantity	Requisition ID	Requisition Title
<b>Default</b>	<b>1</b>		

### **Alternate Job Contact**

Name	<b>Evan McHugh</b>	Title	<b>HR Generalist</b>
Location	<b>Central Office</b>	Phone	
Email	<b>ejmchugh@lowell.k12.ma.us</b>		

### **References**

Automatically Send Reference Check	<b>No</b>	Reference Check Form
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