

## AMENDMENT #1

The AGREEMENT made and entered into on the 22<sup>nd</sup> day of February of 2022, by and between LOWELL PUBLIC SCHOOLS of the CITY OF LOWELL, hereinafter referred to as "EMPLOYER", and WILLIAM SKINNER, hereinafter referred to as "ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER" is hereby amended as follows:

1. The following paragraphs shall be amended, as follows, effective July 1, 2023:
  - a. Paragraph 2 shall be amended to extend the Agreement two (2) years until June 30, 2026;
  - b. Paragraph 3 shall be amended to add the following as paragraph 3c:

"For any time period, William Skinner is appointed to serve as Interim Superintendent his annual salary shall be Two Hundred and Ten Thousand and 00/100 (\$210,000.00) Dollars, i.e. from July 1, 2023 to June 30, 2024, and the Committee shall also pay all dues and associated costs of membership in: Massachusetts Association of School Superintendents; A.A.S.A; A.S.C.D; M.A.S.C.D. and the Superintendent's Roundtable."
  - c. Paragraph 22 shall be amended by adding the following provision, "If Employer appoints another Superintendent, Interim Superintendent, or Acting Superintendent starting on July 1, 2024 after William Skinner's term as Interim Superintendent ends on June 30, 2024, it is agreed that William Skinner shall return to his position of Assistant Superintendent/Chief Schools Officer on July 1, 2024, or an equivalent position."

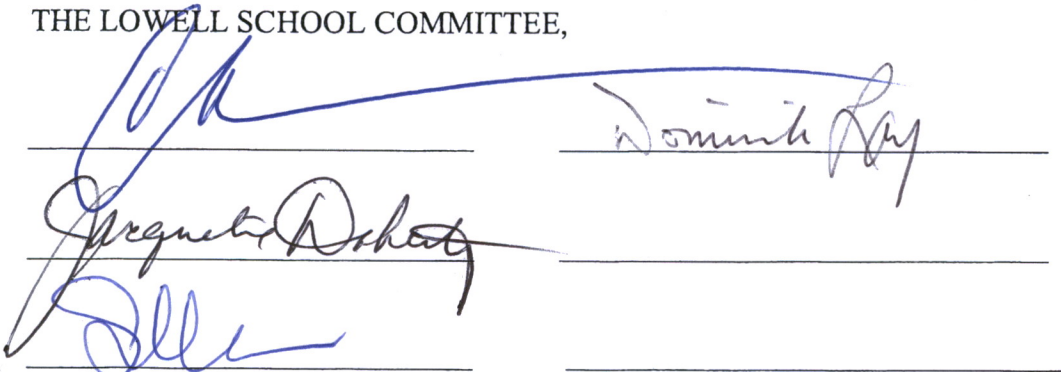
All other terms and conditions in said Agreement shall remain as set forth in the original Agreement.

The parties have hereunto signed this AMENDMENT and a duplicate and triplicate thereof, this 28th day of June in the year 2023.



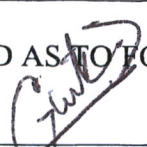
WILLIAM SKINNER

THE LOWELL SCHOOL COMMITTEE,



Three signatures are present on the line for THE LOWELL SCHOOL COMMITTEE. The first signature is a large, stylized blue ink signature. The second signature is a cursive signature in blue ink. The third signature is a cursive signature in blue ink.

APPROVED AS TO FORM:

  
Corey F. Williams, City Solicitor

Date: 7/27/23

## ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER

This AGREEMENT made and entered into this 22<sup>nd</sup> day of February, 2022, by and between LOWELL PUBLIC SCHOOLS of the CITY OF LOWELL, hereinafter referred to as "EMPLOYER", and WILLIAM SKINNER, hereinafter "ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER."

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

1. EMPLOYMENT: EMPLOYER hereby employs WILLIAM SKINNER as the ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER, and William Skinner hereby accepts employment on the following terms and conditions:
2. TERM: William Skinner shall be employed for a three-year period commencing July 1, 2021 through June 30, 2024.

ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER shall no later than January 1, 2024 advise the Superintendent of Schools by written notice whether he 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, 2024 unless this agreement is otherwise terminated for cause as stated herein.
3. COMPENSATION:
  - a.) ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER shall be paid an annual salary of One Hundred Fifty-Six Thousand Eight Hundred Twenty-Six AND 00/100 (\$156,826.00) DOLLARS for the 2021-2022 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/CHIEF SCHOOLS OFFICER shall receive a 2.25% raise effective January 1 of each year beginning on January 1, 2022.
4. SEVERANCE CLAUSE: At the time of ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER'S retirement, termination, resignation, non-renewal of contract, or death, he or his estate will receive 100% of all accrued vacation.
5. TERMINATION: In the event that ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER desires to terminate this contract before the term of services shall have expired, he may do so if he gives at least sixty (60) days written notice of his 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/CHIEF SCHOOLS OFFICER shall perform faithfully to the best of his ability, the duties of ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER as outlined in the attached exhibit marked "A".
7. CERTIFICATE: ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER shall furnish and maintain throughout the term of this contract a valid and appropriate certificate qualifying him to act as an Assistant Superintendent of the Lowell School Department 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/CHIEF SCHOOLS OFFICER may accept speaking, writing, lecturing, teaching, or other engagements of a professional nature as he sees fit, provided they do not derogate from his duties as ASSISTANT SUPERINTENDENT/CHIEF 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/CHIEF SCHOOLS OFFICER 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 AND 00/100 (\$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/CHIEF SCHOOLS OFFICER in the performance of his duties (i.e. acting within the scope of his employment, while traveling to and from work). During such travel time, his employment relationship is suspended for the purposes of compensation, including but not limited to regular compensation and workers' compensation.
10. STATE RETIREMENT SYSTEM: ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER shall be a member of the Massachusetts Teachers Retirement System as required by Massachusetts General Laws, Chapter 32, Section 2.
11. FRINGE BENEFITS: ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER 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/CHIEF SCHOOLS OFFICER may agree or alter components of these benefits or to add benefits not currently available to professional personnel.

12. ANNUAL VACATION: ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER shall receive twenty-seven (27) working days as annual vacation, exclusive of legal holidays. There shall be no limit on the amount of vacation time that can accumulate. All accumulated vacation time, at the rate earned and not redeemed, will be paid to the ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER (or his estate) in the next pay period following 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/CHIEF SCHOOLS OFFICER is required to work.
13. SICK LEAVE: ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER 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. His unused sick leave shall be cumulative. He 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 ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER will not receive any buy back for any unused sick days on his resignation, retirement, termination, or death, other than for those which were already accumulated by June 30, 2021. Consistent with the provisions in his current contract which expires on June 30, 2022, upon his or resignation, retirement, or death, William Skinner or his estate will receive payment of one third (1/3) of his accumulated sick days; however, the number of days he may apply to the 1/3 formula shall be capped at 407, the number of days he had accumulated on June 30, 2021.
14. 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 his official duties or employment.
15. PERSONAL DAYS: ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER shall be granted three (3) personal days per contract year. No accumulation of personal days exists under this agreement.
16. REIMBURSEMENT FOR GRADUATE COURSEWORK: Upon acceptance and enrollment of ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER in an accredited Doctoral program of study, 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. The parties further agree that to be eligible for graduate reimbursement, ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER shall obtain a grade B or higher for each eligible graduate course for which he is seeking reimbursement.
17. 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/CHIEF SCHOOLS OFFICER shall be paid a stipend of \$3,900.00 if he has been awarded a doctorate degree prior to the start of the course, or \$2,900.00 if he has not been awarded a doctorate degree prior to the start date of the course.
18. PERFORMANCE: ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS

OFFICER shall fulfill all aspects of this contract. Any exceptions thereto shall be by mutual agreement between EMPLOYER and ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER in writing.

19. EVALUATION: ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER shall be evaluated by the Superintendent using the Massachusetts Department of Elementary and Secondary Education's Educator Evaluation tool or another tool appropriate for this position developed by the Superintendent.

20. ENTIRE AGREEMENT: This contract embodies the whole AGREEMENT between EMPLOYER and ASSISTANT SUPERINTENDENT/CHIEF SCHOOLS OFFICER 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. RETURN CLAUSE: By executing this contract, the parties agree that the contract of the parties for William Skinner's employment as principal of the Daley Middle School shall be voided and replaced with this contract on July 1, 2021. However, up until May 30, 2022, William Skinner shall have the right to elect to return to his position of Principal of the Daley Middle School. He shall provide 2 weeks' written notice of this election to the Superintendent. Should William Skinner make this election, the terms of his principal contract for the Daley Middle School which currently expires on June 30, 2022, will be reinstated, and the terms of this contract will be voided.

23. 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 22<sup>nd</sup> day of February in the year 2022.

APPROVED:

  
Dr. Joel Boyd  
Superintendent

  
William Skinner

THE LOWELL SCHOOL COMMITTEE,

Emmanuel Sarr

Stacy L. Sh

Andre Sarr

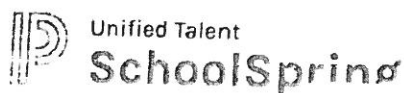
Dominik Lay

Jacqueline Doherty

APPROVED AS TO FORM:

Christine P. O'Connor

Christine P. O'Connor  
City Solicitor



# EXHIBIT A

## CHIEF SCHOOLS OFFICER

Lowell Public Schools  
Lowell, Massachusetts

### Job Details

**Job ID:** 3471980

**Application Deadline:** April 5, 2021

**Posted :** March 18, 2021

**Starting Date:** July 1, 2021

### Job 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

The Chief Schools Officer (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

# EXHIBIT A

## 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.

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.

**Position Type:** Full-time

**Positions Available:** 1

• Job Category : Online > Online

## Equal Opportunity Employer

Lowell Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

## Job Requirements

• Qualification:

The successful applicant for this position must possess:

# EXHIBIT A

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.
- Posting will remain open until filled. Start date is negotiable. Salary in the range of \$150,000 to \$160,000 depending on experience and qualifications. Contract subject to vote of Lowell School Committee.
  - At least 10 years of relevant experience preferred
  - Master degree preferred
  - Citizenship, residency or work visa required

## Contact Information

James Hall  
155 Merrimack Street 4th floor  
Lowell, Massachusetts 01862

Phone: 978 674 4325

*The content you submit, offer, contribute, attach, post, or display (each a "Submission") will viewed by other users of the service who may or may not be accurately representing who they are or who they represent. Do not include any sensitive data in your submissions. Any submission or any use or reliance on any content or materials posted via the service or obtained by you through the use of the service is at your own risk. "Sensitive data" for purposes of this section means social security or other government-issued identification numbers, medical or health information, account security information, individual financial account information, credit/debit/gift or other payment card information, account passwords, individual credit and income information or any other sensitive personal data as defined under applicable laws.*

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