

GATEWAY REGIONAL SCHOOL DISTRICT

ADMINISTRATIVE LETTER OF EMPLOYMENT

THIS AGREEMENT, made as of July 1, 2022 by and between the Gateway Regional School District and Deanna LeBlanc (hereinafter referred to as "Administrator") agree to this Letter of Employment and the attached document marked "A" regarding administrative compensation and benefit entitlements unless otherwise detailed in this contract.

This agreement will continue in full force and effect until a successor is executed by the School District and the Administrator.

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

1. **EMPLOYMENT:** The District hereby employs Deanna LeBlanc, Director of Curriculum, Instruction, and Assessments, and hereby accepts employment on the following terms and conditions:
2. **TERM:** The Administrator shall be employed commencing on July 1, 2022 and terminating on June 30, 2025. Any extension or renewal of this contract shall be in accordance with the provisions of the Education Reform Act.
3. **COMPENSATION:** The Administrator shall be paid an annual salary of \$114,932 effective July 1, 2022 through June 30, 2023 payable in equal installments convenient to the parties, but not less often than once every two weeks. The annual salary will be \$117,805 effective July 1, 2023 through June 30, 2024. The salary for the terms of July 1, 2024 through June 30, 2025 will be determined at a later date. All will be subject to the annual evaluation.
4. **TERMINATION:** In the event that said Administrator desires to terminate this contract before the term of services shall have expired, they may do so by giving at least a 90-day notice of their intention to the Committee. The Committee shall give at least a 90-day notice of its intention not to renew this contract.

This Agreement may be terminated at any time prior to the expiration date of the Agreement for good cause and/or for financial exigencies. In the case of financial exigencies, the superintendent may terminate the Agreement, cause a reduction of the workday or work year, or demote the Administrator to a less skilled position. If the workday or work year is reduced, there will be a corresponding proration of the salary to reflect the changed workday or work year. In the event of a demotion, the parties will negotiate the salary rate of the new position.

If the administrator leaves employment in any contract year prior to fulfilling the work year requirement contained in this agreement, a calculation shall be made to determine the amount of monies that should have been earned up to that point (i.e., how many days have actually been worked) based upon the administrator's per diem rate of compensation. If an administrator has been overpaid, the administrator shall owe the District said amount shall be deducted from the administrator's last paycheck. If the last paycheck is insufficient, then the administrator shall make payment to the District within 15 days of separation from employment for any remaining amount due. If the administrator has been underpaid, the District shall make payment to the administrator in the administrator's last paycheck.

5. **DUTIES**: The Administrator shall perform faithfully, to the best of their ability, the duties of Director of Curriculum, Instruction, and Assessments and other duties as may be assigned from time to time by the Superintendent of Schools or by direction of the School Committee.
6. **CERTIFICATION**: The Administrator shall furnish and maintain throughout the term of this contract a valid and appropriate certificate qualifying them to act as Director of Curriculum, Instruction, and Assessments in the Commonwealth, or a currently approved waiver.
7. **BENEFITS**: The Administrator shall be entitled to other employment benefits, which are incorporated into this Agreement by reference thereto, and submitted with this Agreement and marked "A". The administrator will be entitled to twenty-five (25) vacation days with the ability to roll ten(10) days over to the next year if not used. The administrator is not entitled to buy-back of any days not used.

Because the Administrator's workday is flexible and frequently extends beyond normal working hours, time off during the day for personal reasons or emergencies will be allowed without loss of pay or deduction from personal or vacation leave. Such time will be reported to the Superintendent's Administrative Assistant.

8. **PROFESSIONAL ACTIVITIES**: The Administrator may accept speaking, writing, lecturing or other engagements of a professional nature as they see fit, provided they do not derogate from their duties.
9. **REIMBURSEMENT FOR EXPENSES**: The Committee shall reimburse the Administrator for all budgeted expenses reasonably incurred in the performance of his duties under this contract. Some examples of such expenses are: costs of transportation and attendance at appropriate local, state, and national meetings and conferences and legal fees incurred as a result of any action brought against them which arises out of employment with the exception of intentional torts and criminal actions.
10. **RELATIONSHIP BETWEEN ADMINISTRATOR AND SUPERINTENDENT**: The Administrator shall meet with the Superintendent at least once each year for the purpose of discussing with the Superintendent their job description and performance as well as the working relationship between the Administrator and the Superintendent.

This Agreement shall be executed in two counterparts, each of which shall be deemed to be an original, and both of which taken together shall be deemed on and the same instrument.

IN WITNESS THEREOF, the parties have hereunto signed this Agreement and a duplicate thereof this 27th day of May in the year 2022.

By: Kristen M. Spier
Superintendent of Schools

[Signature]
Administrator