

## GATEWAY REGIONAL SCHOOL DISTRICT

### ADMINISTRATIVE LETTER OF EMPLOYMENT

THIS AGREEMENT, made as of July 1, 2021, by and between the Gateway Regional School Committee and Stephanie Fisk (hereinafter referred to as "Assistant Superintendent for Finance & Operations") agree to this Letter of Employment and the attached document marked "A" regarding administrative compensation and benefit entitlements.

This agreement will continue in full force and effect until a successor is executed by the School District and the Assistant Superintendent for Finance & Operations.

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

1. **EMPLOYMENT:** The Committee hereby employs Stephanie Fisk, Assistant Superintendent for Finance & Operations for the School District, and hereby accepts employment on the following terms and conditions:
2. **TERM:** The Assistant Superintendent for Finance & Operations shall be employed commencing on July 1, 2021 and terminating on June 30, 2026. Any extension or renewal of this contract shall be in accordance with the provisions of the Education Reform Act.
3. **COMPENSATION:** The Assistant Superintendent for Finance & Operations shall be paid an annual salary of \$120,338 effective July 1, 2021 through June 30, 2022. Payable in equal installments convenient to the parties, but not less often than once every two weeks. The annual salary will be \$123,346 effective July 1, 2022 through June 30, 2023 and \$128,861 effective July 1, 2023 through June 30, 2024. The annual salary will be \$134,623 effective July 1, 2024 through June 30, 2025; and \$140,623 July 1, 2025 through June 30, 2026 will be subject to the annual evaluation.

The Assistant Superintendent for Finance and Operations will be paid a \$15,000 stipend for each year of the contract for fulfilling the duties of Safety and Compliance Officer.

4. **TERMINATION:** In the event that said Assistant Superintendent for Finance and Operations 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 her 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 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 Assistant Superintendent for Finance & Operations shall perform faithfully, to the best of their ability, the duties of Assistant Superintendent for Finance & Operations, and other duties as may be assigned from time to time by the Superintendent of Schools or by direction of the School Committee.
6. BENEFITS: The Assistant Superintendent for Finance & Operations shall be entitled to other employment benefits, which are incorporated into this Agreement by reference thereto, and submitted with this Agreement and marked "A".

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.

7. PROFESSIONAL ACTIVITIES: The Assistant Superintendent for Finance & Operations may accept speaking, writing, lecturing or other engagements of a professional nature as they see fit, provided they do not derogate from their duties.
8. REIMBURSEMENT FOR EXPENSES: The Committee shall reimburse the Assistant Superintendent for Finance & Operations for all budgeted expenses reasonably incurred in the performance of her 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.
9. RELATIONSHIP BETWEEN ASSISTANT SUPERINTENDENT FOR FINANCE & OPERATIONS AND SUPERINTENDENT: The Assistant Superintendent of Finance & Operations 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 Assistant Superintendent for Finance & Operations and the Superintendent

10. BENEFIT FLEXIBILITY:

Notwithstanding any provisions of this contract to the contrary, to the extent permitted by MGL c. 32 and 32B and any regulations promulgated thereunder and any other laws and regulations related hereto, it is agreed as follows:


- I. The administrator shall be entitled to **(5)** additional paid vacation days annually. Said days shall be prorated between the date of execution of the contract and the next July 1. In no case shall the total allowable vacation days for a year exceed 43 (including rollover of days from the prior year).

Notwithstanding the foregoing, if the provisions of this Section conflict with, or are not in accordance with MGL c. 32 and 32B and any regulations promulgated thereunder and all other laws and regulations whether state or federal, than appropriate adjustments shall be made by the administrator in order to comply therewith, and the administrator shall indemnify, defend and hold the School Committee and Gateway District harmless and against any claims related thereto.

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 15<sup>th</sup> day of July in the year 2021.

By:   
Superintendent of Schools

  
Assistant Superintendent for Finance & Operations