

GATEWAY REGIONAL SCHOOL DISTRICT

LETTER OF EMPLOYMENT

THIS AGREEMENT, made as of July 1, 2024 by and between the Gateway Regional School Committee and Edward Quinn (hereinafter referred to as "Director") agree to this Letter of Employment.

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

1. **EMPLOYMENT:** The Committee hereby employs Edward Quinn as the Maintenance Director & Vehicle Maintenance for the School District, and he hereby accepts employment on the following terms and conditions:
2. **TERM:** The Director shall be employed commencing on July 1, 2024 and terminating on June 30, 2027. Any extension or renewal of this contract shall be in accordance with the provisions of the Education Reform Act.
3. **COMPENSATION:** The Director shall be paid an annual salary of \$79,107 effective July 1, 2024 through June 30, 2025 payable in equal installments convenient to the parties, but not less often than once every two weeks. The annual salary will be \$81,480 effective July 1, 2025 through June 30, 2026 and \$83,517 effective July 1, 2026 through June 30, 2027. All will be subject to the annual evaluation.
4. **TERMINATION:** In the event that said Director desires to terminate this contract before the term of services shall have expired, he may do so by giving at least a 90-day notice of his intention to the Superintendent. The Superintendent shall give at least a 90-day notice of his 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 director 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 director 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 per diem rate of compensation. If a director has been overpaid, the director shall owe the District said amount shall be deducted from the director's last paycheck. If the last paycheck is insufficient, then the director shall make payment to the District within 15 days of separation from employment for any remaining amount due. If the director has been underpaid, the District shall make payment to the director in the director's last paycheck.

5. **DUTIES:** The Director shall perform faithfully, to the best of their ability, the duties of the Director, 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 Director shall furnish and maintain throughout the term of this contract a valid and appropriate Construction Supervisor License.
7. BENEFITS: The Director shall be entitled to all of the employment benefits contained in the Custodian Workers Contract, which are incorporated into this Agreement by reference thereto, with the exception that the Director receives four (4) weeks of paid vacation.
8. 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:
 - a. You shall be entitled to 3 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 38 (including rollover of days from the prior year).
9. GROUP INSURANCE: You shall be entitled to seventy-five percent (75%) of the Blue Cross/Blue Shield H.M.O. payment. You shall be entitled to seventy-five (75%) of Life Insurance of the type currently available. Health Insurance for retirees is available based upon fifty percent (50%) of the payment as provided to all other eligible employees of the District.
10. PROFESSIONAL ACTIVITIES: The Director may accept speaking, writing, lecturing or other engagements of a professional nature as seen fit, provided they do not derogate from their duties.
11. REIMBURSEMENT FOR EXPENSES: The Committee shall reimburse the Director for all budgeted expenses reasonably incurred in the performance of their 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.
12. RELATIONSHIP BETWEEN DIRECTOR AND SUPERINTENDENT: The Director 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 Director and the Superintendent.
13. 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 16 day of June in the year 2024.

By: 
Kristen Smidy, Superintendent of Schools


Edward Quinn, Facilities Director