

**GATEWAY REGIONAL SCHOOL DISTRICT
ADMINISTRATIVE LETTER OF EMPLOYMENT**

THIS AGREEMENT, made as of July 1, 2023 by and between the Gateway Regional School District and Christopher Parker (hereinafter referred to as “Administrator”) agree to this Letter of Employment.

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 Christopher Parker, Director of Technology, and hereby accepts employment on the following terms and conditions:
2. TERM: The Administrator shall be employed commencing on July 1, 2023 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. WORK YEAR AND TIME: The work year of the Administrator will be on a 12 month basis between July 1 and June 30.
4. HOLIDAYS: The administrator is not expected to work on the following holidays. Holidays occurring on Saturday will be celebrated on Friday, and holidays occurring on Sunday will be celebrated on Monday. If school is in session Friday or Monday, the Administrator will be granted a floating holiday. If the day before Thanksgiving or New Years is a school day, the Administrator must work that day. If the day is a non-school day, the Administrator will have the full day off with pay.

New Year's Day	Independence Day	Christmas Day
Martin Luther King Day	Labor Day	Good Friday
President's Day	Columbus Day	Thanksgiving Day
Veterans Day	Patriot's Day	Juneteenth
Memorial Day	Day After Thanksgiving	
	Day Before Christmas	

5. COMPENSATION: The Administrator shall be paid an annual salary of \$79,950 effective July 1, 2023 through June 30, 2024. Payable in equal installments convenient to the parties, but not less often than once every two weeks or a total of twenty-six (26) pay periods during the course of a work year. The annual salary for the term of July 1, 2024 through June 30, 2025 will be \$82,349 and the annual salary for the term July 1, 2025 through June 30, 2026 will be \$84,819. Compensation will be subject to the annual evaluation.

Administrators will be provided with an online payroll deduction slip, each paycheck showing total gross earnings, itemized deductions, and net earnings for the pay period. Reimbursement for approved administrator travel will be at the federal rate as of January 1 of each year per mile. Direct deposits of paychecks will be mandatory for all administrators.

6. 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 District. The District 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.

7. DUTIES: The Administrator shall perform faithfully, to the best of their ability, the duties of Director of Technology as outlined in the job description and other duties as may be assigned from time to time by the Superintendent of Schools or by direction of the School Committee.
8. BENEFITS: The Administrator shall be entitled to employment benefits.

The Administrator will be entitled to (20) days sick leave each contract year, accumulative to two hundred (200) days.

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. The Administrator is allowed to accumulate unused vacation days up to a maximum of thirty five (35) days.

If the Administrator commits time working for the Gateway District that is clearly above and beyond normal professional obligations may receive compensatory released time at the discretion of the Superintendent of Schools.

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.

All time off must be requested and approved through the Superintendent's Administrative Assistant.

At the end of each school year the Committee will make the following payments to Administrators who have used no more than the following number of sick leave days:

Sick Leave Days	Payment
0	\$500
1	\$400
2	\$300

Administrators shall be informed at the beginning of each contract year as to the number of sick leave days they have accumulated. The School Committee may allow sick leave beyond the above limits.

Retirement:

- a. After thirty (30) years of all service in any capacity within the system or any school now in the system, an Administrator, upon retirement from Gateway, or upon their death, their estate shall be paid for accumulated unused sick leave up to a maximum of seventy-eight (78) days.
- b. After twenty-five (25) years of all service in any capacity within the system or any school now in the system, an Administrator, upon retirement from Gateway, or upon their death, their estate, shall be paid for accumulated unused sick leave up to a maximum of seventy (70) days.
- c. After twenty (20) years of all service in any capacity within the system or any school now in the system, an Administrator, upon retirement from Gateway, or upon their death, their estate shall be paid for accumulated unused sick leave up to a maximum of sixty-two (62) days.
- d. After fifteen (15) years of all service in any capacity within the system or any school now in the system, an Administrator, upon retirement from Gateway, or upon their death, their estate shall be paid for accumulated unused sick leave up to a maximum of forty-seven (47) days.
- e. If an Administrator retires from Gateway with accumulated sick time the Administrator will receive 3 days pay for each year of service in any capacity to the extent that sick leave has been earned through 14 years of service. After 14 years of service the above pay system will be applied.

9. LONGEVITY: The parties agree to an annual longevity schedule, based upon continuous service in the District as an Administrator is as follows:

6 continuous years of service to 10 years of service:	\$2,700
11 continuous years of service to 15 years of service:	\$3,100
16 continuous years of service to 20 years of service:	\$3,600
21 or more years of service:	\$4,100

10. DEDUCTIONS: The District agrees to authorize the Treasurer to make the following deductions when properly authorized by the Administrator:

- a. Deductions other than for life insurance and tax annuities shall be made equally in each of the first two paychecks of the month.
- b. Payments will be made to the Polish National Credit Union by the District Treasurer within seven (7) working days of the withholding. Changes in deductions requested by the employee will be limited to September and January. This does not preclude the individual from making a change in the event of an emergency.
- c. Health insurance program deductions will be made in the amounts determined by this Agreement.

- d. Tax Sheltered Annuities will be deducted in accord with individual annuity contract. Newly hired administrators must select among the three (3) offered annuities with the largest number of participation.
- e. All Administrators shall be eligible to participate in the school system's 403(b) plan.
 - i. The Gateway District shall annually contribute up to two (2) percent of the Administrator's salary to their plan if the administrator contributes a matching amount. This sum shall be in addition to, and not deducted from, the salary paid to the Administrator.
 - ii. The Administrator may contribute more money to the plan if the Administrator so chooses, but the Gateway District will only match the annual contribution equal to the first two (2) percent of the Administrator's salary.
 - iii. The Administrator must complete five (5) years of service as an administrator in the district before vesting in the 403(b) plan. An administrator with less than five (5) years of service as an administrator in the district who leaves the system shall only recover their 403(b) contributions. An Administrator with five years or more of service as an administrator in the district (i.e. is vested) who leaves the system shall recover all 403(b) contributions made by them and the Gateway District.

12. INSURANCE: The District authorizes seventy percent (70%) of the premium payment of the Blue Cross/Blue Shield P.P.O. plan of the type presently available to administrators. The employer contribution to the H.M.O. plan will be seventy-five percent (75%) with the employee contributing the remaining twenty-five (25%).

Health Insurance for Retirees: Employees, as of September 1, 1996, will be entitled to participate in the District's offering of group health insurance for retirees. The plan will commence on August 31, 1999, and the employer contribution will be 50% of the premium with the employee contributing the remaining 50%. If the employee is not on the District's health insurance plan at the time of the retirement, the Administrator will not subsequently be able to participate in the retiree health insurance plan. A surviving spouse of a retiree may continue on the group health insurance plan provided the surviving spouse contributes 100% of the cost of the premiums until such time as the surviving spouse is eligible for social security benefits.

When the employee is eligible for Social Security benefits, the employee will no longer be able to participate in the District's health plan offering for retirees. At this time the employee will be eligible to receive from the District a 50% contribution of the premium for any supplemental coverage including Medex Gold. A surviving spouse who seeks supplemental coverage, including Medex Gold, will be required to pay 100% of the premium cost.

The District authorizes seventy-five (75) percent of term life insurance, death and dismemberment of the type presently available to administrators.

In the event a premium refund or rebate is received from the health insurance plan, it shall be distributed as follows:

1. The first five (5) percent shall be retained by the District to cover administrative costs.
2. The percentage of the premium cost normally paid by employees (i.e. 30% P.P.O., 25% H.M.O), after the five (5) percent reduction, shall be paid in equal shares to all Gateway employees enrolled in the current health insurance plan based on their membership.

3. The percentage of the premium cost normally paid by the District (i.e. 70 % P.P.O., 75% H.M.O.) shall be retained by the District.

11. TEMPORARY LEAVES WITH PAY: The Administrator will be entitled to the following leaves of absence with pay, in addition to any sick leave to which the Administrator is entitled, provided reasonable notification is given to the Superintendent.

- a. Two (2) days for personal reasons with notice given the Superintendent or one's immediate supervisor at least twenty-four (24) hours in advance of leave, except in cases of emergency. At the end of each school year administrators with unused personal days will be compensated at a rate of one hundred dollars (\$100) per unused day.
- b. Up to five (5) days at any one time, to arrange for and attend a funeral in the death of the Administrator's spouse, partner, parent, step-parent, legal guardian, child, step-child and up to three (3) days at any one time to arrange for and attend the funeral in the event of death of the administrator's brother, step-brother, sister, step-sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandparents and grandchildren.
- c. Similar leave of one (1) day will be granted in the event of the death of other members of the Administrator's family including aunt, uncle, niece, nephew, and 1st cousin. In the event of death of other persons as close as family, one (1) day may be granted at the discretion of the Superintendent of Schools.
- d. Such time as is necessary to comply with Selective Service Examinations and Reserve Duty in the Armed Forces.
- e. At least one day each contract year for the purpose of visiting other schools or attending meetings or conferences of an educational nature, subject to the approval of the Superintendent.
- f. Administrators will receive up to three (3) days leave of absence each school year with pay for religious purposes. Such leave is to be in addition to any other leave provisions contained herein.
- g. The District agrees to make up the difference in an Administrator's wages between normal pay and compensation for jury duty, exclusive of travel or other allowances.

12. LEAVES OF ABSENCES WITHOUT PAY: All leaves of absences without pay imply that if the Administrator is to return to the system, there must be a vacancy that the Administrator is qualified to fill.

- a. A leave of absence of up to one (1) year may be granted to the Administrator, after three (3) years of continuous employment within the system. Accrued benefits, including unused sick leave, will be restored to them upon their return and such Administrator will be returned to a substantially equivalent position. Benefits will not accrue during the leave of absence.
- b. Other leaves of absences without pay may be granted by the School Committee.
- c. FMLA/MPLA - The Committee shall abide by the provisions of the Family Medical Leave Act (FMLA) and M.G.L. c. 149 § 105D (the so-called Massachusetts Parental Leave Act (MPLA)). The Committee's policies regarding the above-referenced laws will be posted in each administrative office. Leaves eligible under FMLA and MPLA shall run concurrently with any contractual leave, and the more liberal of the provision shall apply.
- d. All requests for extension or renewal of leaves will be applied for and granted in writing.

13. INDEMNIFICATION: The Administrator will report, as soon as possible, all cases of assault suffered by them in connection with their employment to the Superintendent of Schools.

Whenever the Administrator is absent from school as a result of an accident or injury arising out of and in the course of employment the Administrator will, if all conditions are met, be paid their full salary less any amount paid under Workers' Compensation, in accordance with Chapter 152 s. 69 of the General Laws of Massachusetts.

The District will reimburse the Administrator for clothing or personal property damaged or destroyed will be reimbursed subject to a \$100 deductible for each incident if not covered by other employee coverage and the cost of medical, surgical or hospital service incurred as the result of an injury sustained in the course of their employment will be paid in accordance with the provision of worker's compensation insurance.

If a civil proceeding or criminal complaint is brought against an Administrator alleging that the Administrator committed an assault in the course of their employment, the District will furnish legal counsel to defend them unless their action was willful, wanton, malicious or otherwise removed from indemnification under Chapter 258, Section 9 of the General Laws of Massachusetts.

14. GOALS: As a condition of employment, by November 1, the Administrator must develop and submit to the Superintendent at least two goals of professional improvement for review and agreement. At least one goal must align with the approved District Strategy Plan.
15. PROFESSIONAL KNOWLEDGE/CERTIFICATION: It is the Administrator's professional responsibility to maintain throughout the term of this contract valid and appropriate knowledge to perform the duties of the district's Technology Director. If the Department of Elementary and Secondary Education offers a certification area as Director of Technology, it is the Administrator's responsibility to complete the necessary training and obtain the license within 2 years of it becoming available.
16. PROFESSIONAL ACTIVITIES AND EDUCATIONAL IMPROVEMENT: 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 with the approval of the Superintendent.

The District recognizes and encourages participation at conferences and conventions. Attendance at conferences and conventions must be approved by the Superintendent.

17. REIMBURSEMENT FOR EXPENSES: The Committee shall reimburse the Administrator for all budgeted expenses reasonably incurred in the performance of 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.
18. EVALUATION AND SUPERVISION: 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.

The Administrator will be evaluated on an annual basis unless the Superintendent recommends that the evaluation be bi-annual. The Administrator has the right to discuss their evaluation report with

the Superintendent. Observations of the work performance will be conducted throughout the evaluation period and copies of the evaluation reports will be furnished to the Administrator.

- 19. MENTORING: If the Administrator is asked and accepts a role to be a mentor for another administrator, the Administrator will be paid a stipend of \$1400.
- 20. EDUCATION: The Administrator will be offered a salary commensurate with their degree and experience. Upon obtaining an advanced graduate degree after being hired as an administrator in the Gateway Regional School District, the Administrator may request to negotiate a salary increase with the Superintendent.
Master's = \$3,500 C.A.G.S.= \$5,000 Doctorate= \$6,500

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

20 day of JUNE in the year 2024.

By: [Signature]
Superintendent of Schools

[Signature]
Administrator

