

**SUPERINTENDENT'S CONTRACT  
GATEWAY REGIONAL SCHOOL COMMITTEE AND  
MELISSA MATARAZZO**

AGREEMENT made this 5th day of August 2025, by and between the Gateway Regional School District, through its duly authorized School Committee, and having its business offices in Huntington, Massachusetts, hereinafter referred to as the "Committee" and MELISSA MATARAZZO, hereinafter referred to as "Superintendent", WITNESSETH:

WHEREAS the Committee desires to engage the services of MELISSA MATARAZZO to hold the position of Superintendent; and

WHEREAS MELISSA MATARAZZO is willing and able to undertake and perform the duties and responsibilities of said position of Superintendent.

NOW THEREFORE, in consideration of the mutual agreements and considerations hereinafter set forth, the parties hereto agree as follows:

**1. DUTIES OF POSITION**

The Superintendent of Schools is the chief executive officer of the School District. In harmony with the policies of the Committee, state laws, and state board of education regulations, the Superintendent has executive authority over the school system and the responsibility for its supervision. The Superintendent has general authority to act at the Superintendent's discretion, subject to later approval by the Committee, upon all emergency matters and those as to which the Superintendent's powers and duties are not expressly limited or are not particularly set forth. The Superintendent advises the Committee on policies and plans that the Committee takes under consideration and takes the initiative in presenting to the Committee policy and planning issues for the Committee's attention.

The Superintendent or designee, as approved by the Committee, shall be expected and authorized to attend all meetings of the Committee and shall participate in all Committee deliberations. The Superintendent shall receive notice of all subcommittee meetings, and the Superintendent or designee may attend such meetings, unless the Superintendent's attendance has been reasonably required by the Committee.

**2. TERM**

The term of this contract is from AUGUST 15, 2025 through JUNE 30, 2028.

The Committee will meet in Executive Session on or before March 30, 2028, to determine whether to renew the Superintendent's contract for an additional year. If approved, the contract would be extended to June 30, 2029, or on such later date as the parties may agree. Thereafter, the Committee may determine on a yearly basis by March 30th of each year whether to renew the Superintendent's contract for an additional year. A failure by the Committee to take action on a contract extension is not considered a termination of employment but instead it will be considered as a decision not to renew the contract beyond the then existing term of the contract including any prior extensions of the contract. Once the Committee votes not to extend the



contract, or fails to act on an extension, no additional notice needs to be given, and the contract will expire upon the expiration of the existing term of the contract including any previously granted extensions.

Anything in this paragraph to the contrary notwithstanding, the provisions of section 11 shall take precedence and the Superintendent's employment may be terminated under the provisions of said section.

### **3. COMPENSATION**

Effective August 15, 2025 through June 30, 2026, the Superintendent shall be paid an annual salary of One Hundred Fifty-Five Thousand Dollars (\$155,000) (to be pro-rated based upon the August 15<sup>th</sup> commencement date) payable once every two (2) weeks. Each year thereafter (July 1, 2026 - June 30, 2027 and July 1, 2027 - June 30, 2028, the salary will be based upon a vote by the school committee, subject to the annual evaluation with an annual salary increase at least equal to the percentage salary increase provided to Unit A (Teachers).

The Superintendent 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 deposit of paychecks is mandatory.

### **4. TRAVEL AND PROFESSIONAL EXPENSES**

The Committee shall reimburse the Superintendent for business travel at the Federal I.R.S. allowable rate. The Superintendent shall be reimbursed for attendance at appropriate professional meetings for in-district and out of district travel. The above expenses are to be submitted for payment every month. The Committee will cover the costs of, and provide professional time for, enrollment into and participation in the New Superintendent Induction Program (NSIP). The Superintendent shall receive the aforementioned reimbursement for any travel associated with the out-of-district events, activities, or meetings of an educational nature and deemed by the Superintendent to be of value to the District whether sponsored by State agencies or public or private organizations or institutions. The Committee shall annually appropriate funds for travel to, attendance at, and lodging associated with local, state, or national conferences, such as the M.A.S.S./M.A.S.C Joint Conference, AASA Annual Convention, National Association of Secondary School Principal Convention, National Association of Rural School Systems Convention, or the ASCD Convention. Any out-of-state travel by the Superintendent under this paragraph must be approved in advance by the Committee.

### **5. STATE RETIREMENT ASSOCIATION**

The Superintendent shall be a member of the Teachers' Retirement System as required by M.G.L. c. 32, § 2. Going forward in this contract all references to retirement will be determined by the regulations set forth in this law.

### **6. FRINGE BENEFITS**



The Committee will provide the Superintendent with twenty (20) days per year to be utilized as sick leave, accumulative to two hundred twenty-five (225) days. Sick leave may be used by the Superintendent in the case of the Superintendent's injury or illness, or of a family member. In recording sick leave usage, it will be noted whether the sick leave was for the Superintendent's injury or illness, or a family member.

The Committee will pay the professional membership of the Superintendent in the following organizations: Massachusetts Association of School Superintendents, American Association of School Administrators, Association for Supervision, Curriculum, and Development, Massachusetts Association of School Building Officials, National Association of Secondary School Principals, and the National Association of Rural School Systems. The Superintendent shall have the professional discretion to substitute a different professional organization for one or more of the above organizations as long as the dollar amount in any fiscal year does not exceed the total membership cost of the above organizations.

Because the Superintendent'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 paid leave accruals. Such time will be reported to the Superintendent's Administrative Assistant (or equal representative) and forwarded to the Committee upon request.

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 Committee may allow sick leave beyond the above limits.

**Holidays:**

The Superintendent 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 on Friday or Monday, the Superintendent will be granted a floating holiday. If the day before Thanksgiving or New Years is a school day, the Superintendent must work that day. If the day is a non-school day, the Superintendent will have the full day off with pay.

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



**Work from Home:**

The Superintendent may work up to ten (10) days per contract year from home when school is not in session upon the prior approval of the committee. The Superintendent and Committee will agree to a system to account for the time permitted to work from home. This benefit does not accrue year to year.

All time off, including flexible workday hours, must be requested and approved through the committee.

**Longevity:**

The parties agree to an annual longevity schedule, based upon continuous service in the District 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

**Deductions:**

The District agrees to authorize the Treasurer to make the following deductions when properly authorized by the Superintendent:

1. Deductions other than for life insurance and tax annuities shall be made equally in each of the first two paychecks of the month.
2. 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 Superintendent from making a change in the event of an emergency.
3. Health insurance program deductions will be made in the amounts determined by this Agreement. Said amounts will change without further negotiation in the event the amounts changes for all other employees.
4. Tax Sheltered Annuities will be deducted in accord with the individual annuity contract. The Superintendent must select among the three (3) offered annuities with the largest number of participation.
5. The Superintendent is eligible to participate in the school system's 403(b) plan.
  - i. The Gateway District shall annually contribute up to two percent (2%) of the Superintendent's salary to their plan if the Superintendent contributes a matching amount. This sum shall be in addition to, and not deducted from, the salary paid to the Superintendent.
  - ii. The Superintendent may contribute more money to the plan if the Superintendent so chooses, but the Gateway District will only match the annual contribution equal to the first two (2) percent of the Superintendent's salary.
  - iii. The Superintendent must complete five (5) years of service in the district before vesting in the 403(b) plan. If the Superintendent leaves employment with the Gateway District prior to completing five (5) years of

service, then the Superintendent shall only recover their 403(b) contributions. If the Superintendent leaves employment with the Gateway District after completing five years or more of service in the district (i.e., is vested) then the Superintendent shall recover all 403(b) contributions made by the Superintendent and the Gateway District.

**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 other District employees. The employer contribution to the H.M.O. plan will be seventy-five percent (75%) with the employee contributing the remaining twenty-five percent (25%).

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

When the Superintendent is eligible for Medicare, the Superintendent will no longer be able to participate in the District's health plan offering for retirees. At this time, the Superintendent will be eligible to receive from the District a fifty percent (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 one hundred percent (100%) of the premium cost.

The District authorizes seventy-five percent (75%) of the premium payment for term life insurance, death, and dismemberment of the type presently available to other District employees.

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 percent (5%) shall be retained by the District to cover administrative costs.
2. The percentage of the premium cost normally paid by the Superintendent (i.e. thirty percent (30%) P.P.O., twenty-five percent (25%) H.M.O), after the five percent (5%) 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., seventy percent (70%) P.P.O., seventy-five percent (75%) H.M.O.) shall be retained by the District.

**Temporary Leaves with Pay:**

The Superintendent will be entitled to the following leaves of absence with pay, in addition to any sick leave to which the Superintendent is entitled, provided reasonable notification is given to the School Committee Chair.

1. Two (2) days for personal reasons with notice given to the School Committee Chair at least twenty-four (24) hours in advance of leave, except in cases of emergency. At the end of each school year any unused personal days will be compensated at a rate of one hundred dollars (\$100) per unused day.
2. In the event of the death in the immediate family of the Superintendent, they will be granted up to five (5) days at any one time to arrange for and attend said service. The immediate family of the Superintendent is defined as spouse, life partner, child, (including pregnancy loss), parent, parent in-law, legal guardian, grandchild, sibling, and shall include 'step' relationships listed herein.
3. Up to three (3) days at any one time to arrange for and attend the funeral in the event of death of the Superintendent's sister-in-law, brother-in-law, daughter-in-law, son-in-law, niece, nephew, grandparent.
4. Similar leave of one (1) day will be granted in the event of the death of other members of the Superintendent's family including aunt, uncle, and 1<sup>st</sup> cousin.
5. Notwithstanding paragraphs 1 and 2, the Superintendent shall not be eligible to receive leave under this article for the period of time that the Superintendent is receiving Workers' Compensation benefits, or while on an unpaid status.
6. Such time as is necessary to comply with Selective Service Examinations and Reserve Duty in the Armed Forces.
7. The Superintendent 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.
8. The District agrees to make up the difference in wages between normal pay and compensation for jury duty, exclusive of travel or other allowances.

#### **Leaves of Absence Without Pay:**

All leaves of absences without pay imply that if the Superintendent is to return to the system, there must be a vacancy that the Superintendent is qualified to fill.

1. A leave of absence of up to one (1) year may be granted to the Superintendent, after three (3) years of continuous employment within the system. Accrued benefits, including unused sick leave, will be restored to the Superintendent upon return and the Superintendent will be returned to a substantially equivalent position. Benefits will not accrue during the leave of absence.
2. Other leaves of absences without pay may be granted by the School Committee.
3. 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.
4. All requests for extension or renewal of leaves will be applied for and granted in writing.

#### **7. RETIREMENT SEVERANCE**



In the event the Superintendent retires before the last effective date of this contract or any extensions hereunder, the Superintendent shall receive the payment as described below:

- a. After thirty (30) years of service, upon retirement from Gateway, or upon 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 service, upon retirement from Gateway, or upon 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 service, upon retirement from Gateway, or upon 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, upon retirement from Gateway, or upon death; their estate shall be paid for accumulated unused sick leave up to a maximum of forty-seven (47) days.
- e. If the Superintendent retires from Gateway with accumulated sick time the Superintendent will receive three (3) days' pay for each year of service to the extent that sick leave has been earned through fourteen (14) years of service. After fourteen (14) years of service the above pay system will be applied.

#### **8. ANNUAL VACATION**

The Superintendent shall be entitled to a yearly vacation entitlement of twenty-five (25) workdays with the right to carry over ten (10) days from the prior year for a total not to exceed thirty-five (35) days at any time.

#### **9. CERTIFICATE**

The Superintendent must maintain for the entire term of this contract a valid and appropriate certificate qualifying the Superintendent to act as Superintendent of the District in the Commonwealth as required by M.G.L. c. 71, § 38G. Loss or revocation of this certificate at any time shall automatically void the contract, and the Superintendent shall automatically be terminated without any right to any of the severance benefits contained herein.

#### **10. EVALUATION FORMAT**

The Committee shall evaluate the performance of the Superintendent in writing in accordance with an evaluation instrument developed by the Committee after requesting and reasonably incorporating input from the Superintendent which clearly articulates the goals, objectives, and standards by which the Superintendent's performance is measured. Such instrument shall be considered as part of and incorporated by reference in this document.

The evaluation format shall be objective and provide for a rating system both as to overall performance and as to the specific criteria set forth in the evaluation format.

The Committee shall meet and discuss the evaluation format with the Superintendent, and subsequently, provide the Superintendent with a written copy of the document.



The Committee shall evaluate the performance of the Superintendent in writing in accordance with applicable DESE regulations at 603 CMR 35.00.

The Committee shall complete a draft evaluation of the Superintendent by June 30 of each year. A summary or composite of the individual draft evaluations compiled by Committee members shall be prepared by the Committee Chairperson or designee, signed by the Superintendent, and placed in the Superintendent's personnel file. A composite draft will then be provided to the Superintendent. In the event that the Committee determines in the draft under the evaluation format, that the performance of the Superintendent is deficient in any respect, the Committee shall describe in writing in detail specific instances, where appropriate, said deficient performance. The evaluation shall include recommendations as to areas of improvement in all instances where the Committee deems performance to be deficient. In order for any instance of a performance deficiency to be relied upon by the Committee or a member, such instance must have been first raised to the Superintendent at the time the issue first came to the attention of, or within a reasonable time thereafter, the Committee or Committee member, whichever the case may be, so as to afford the Superintendent timely notice and opportunity to respond. A final evaluation shall incorporate the Superintendent's response to the committee draft, if any, which may be modified after consideration of the Superintendent's response. The Superintendent shall sign the draft, whose signature shall not necessarily indicate agreement with the content thereof, but rather an acknowledgment of receipt of the document. In any event, the Superintendent's response shall be attached to the draft or final evaluation and placed in the Superintendent's personnel file. A failure to respond to the Committee draft within 15 calendar days of receipt shall mean the Superintendent accepts the evaluation as written.

#### **11. TERMINATION, ARBITRATION, & INDEMNIFICATION**

The parties may, by mutual consent, terminate the contract at any time.

The Superintendent may terminate this contract upon written notice of ninety (90) days.

Where good cause exists, the Committee may discharge the Superintendent upon a majority vote of the entire Committee, thereby terminating this contract prior to the expiration date stated above. "Good cause" is defined as any reason put forth by the committee which is not arbitrary, unreasonable, or unrelated to the efficient operation of the school district and includes, inefficiency, incompetency, incapacity, conduct unbecoming a superintendent, or insubordination provided the Superintendent has been informed in writing of the charge or charges and cause or causes for the proposed discharge and has been provided with copies of all documents on which the committee intends to rely in support of termination and has been given an opportunity for a hearing during which the Superintendent may be represented by counsel before the Committee prior to official action being taken. Said hearing shall be convened in Executive Session at the discretion of the Superintendent as discharge invariably affects a Superintendent's reputation and character which, given the duties of a Superintendent are inextricably linked to performance. The Committee shall provide fifteen (15) days written notice



of said hearing with the aforesaid statement of charges in sufficient detail to place the Superintendent on notice of the basis for such intended action and copies of all relevant documents on which the Committee intends to rely for such action.

The Superintendent may appeal a vote to terminate to binding arbitration by filing a demand to arbitrate with the American Arbitration Association, within thirty (30) days of the Committee vote to terminate, which shall conduct the arbitration in accordance with the AAA Rules of Labor Arbitration then in effect. In no case shall an arbitrator award or order reinstatement if the termination was not for good cause but may enter an award for damages for breach of contract.

The Superintendent does not waive any additional rights the Superintendent may have under the Law or Statute.

The Committee shall at all times indemnify and hold harmless the Superintendent to the maximum extent and in accordance with the terms of MGL c. 258. The Superintendent shall comply with all obligations to assist in any litigation instituted in which the statutory indemnification is applicable provided, however, that upon cessation of the employment relationship the Superintendent shall be compensated for such assistance in any day or part thereof during which such assistance is rendered at the then effective per diem rate of pay or the said rate at the time of separation from employment. This indemnification provision shall survive the expiration of this employment agreement or the cessation of the employment relationship by any means or cause.

#### **11. PERFORMANCE**

The Superintendent shall fulfill all aspects of this contract. Any exceptions thereto shall be by mutual agreement between the Committee and the Superintendent in writing.

#### **12. INVALIDITY**

If any paragraph, section, or part of this contract is invalid it shall not affect the remainder of said contract but said remainder shall be binding and effective on all parties.

#### **13. ENTIRE AGREEMENT**

This contract embodies the entire contract between the Committee and the Superintendent and that there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. The contract will not be changed except by a letter signed by the party against whom enforcement thereof is sought.

This contract supersedes and takes the place of any Agreement that may have been entered into at any previous time between the Gateway Regional School Committee and the Superintendent of Schools.

IN WITNESS WHEREOF, the parties have hereunto signed and sealed this contract and a duplicate thereof this day of August 5, 2025.





Chairperson, Jason Forgue  
Gateway Regional School Committee



Superintendent of Schools, Melissa Matarazzo  
Gateway Regional School District

