

GATEWAY REGIONAL SCHOOL DISTRICT

ADMINISTRATIVE LETTER OF EMPLOYMENT

THIS AGREEMENT, made as of July 16, 2025, by and between the Gateway Regional School District (hereinafter referred to as "School District") and Todd Gazda (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 School District hereby employs Todd Gazda, Interim Principal at Chester Elementary for the School District, and the Administrator hereby accepts employment on the following terms and conditions:
2. **TERM:** The Administrator shall be employed commencing on July 16, 2025 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 shall consist of 205 total work days. Non-work days can be used during the school year with the approval of the Superintendent. The Administrator is not expected to work on the following holidays.

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

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

Days off will be requested and approved through the Superintendent's Administrative Assistant.

4. **COMPENSATION:** The Administrator shall be paid a salary of \$109,000 effective July 16, 2025 through June 30, 2026. Payable in equal installments convenient to the parties, but not less often than once every two weeks.

The Administrator 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.

5. **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 the Administrator's intention to the Committee. The School District 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 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 the Administrator has been overpaid, the Administrator shall owe the School 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 fifteen (15) days of separation from employment for any remaining amount due. If the Administrator has been underpaid, the School District shall make payment to the Administrator in the Administrator's last paycheck.

6. DUTIES AND RESPONSIBILITIES: As the educational leader and manager of Chester Elementary School, the Administrator shall supervise the operation of the school and school property, and shall be responsible, subject to review and prior approval of the Superintendent and consistent with budgetary provision and Committee personnel policy for hiring and assignment of all teachers, instructional or administrative aides and other personnel, and for terminating all such personnel. The Administrator shall also faithfully and effectively comply with expectations and perform the duties outlined in the Job Description for Gateway Regional School District Principal and other duties as may be assigned from time to time by the Superintendent of Schools or by direction of the School Committee.
7. GOALS: As a condition of employment, by November 1, the Administrator must develop and submit to the Superintendent for review and agreement a statement of personal and professional improvement goals. Also, the Administrator must update with the School Council and submit to the Superintendent the educational goals and a multi year plan for improvement of the school.
8. CERTIFICATION: The Administrator shall furnish and maintain throughout the term of this contract a valid and appropriate certificate qualifying the Administrator to act as Principal in the Commonwealth, or a currently approved waiver.
9. BENEFITS AND DEDUCTIONS: The Administrator shall be entitled to employment benefits.

The Administrator will be entitled to fifteen (15) days sick leave each contract year, accumulative to two hundred (200) days.

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.

The Administrator may work up to ten (10) days from home when students are not in the building upon the prior approval of the Superintendent. The Superintendent and Administrator will agree to a system to account for the time permitted to work from home. This benefit does not accrue year to year.

At the end of each school year the School District will make the following payments to the Administrator if the Administrator has used no more than the following number of sick leave days in a contract year:

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

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

The Committee agrees to authorize the Treasurer to make the following deductions when properly authorized by the Administrator:

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 individual 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.
4. 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.

The Committee 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%).

The Committee authorizes seventy-five percent (75%) 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 percent (5%) shall be retained by the Committee 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 Committee (i.e. 70 % P.P.O., 75% H.M.O.) shall be retained by the Committee.

10. 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 one's immediate supervisor.
- 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 Committee 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.

11. 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. 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.
- b. All requests for extension or renewal of leaves will be applied for and granted in writing.

12. 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 Committee will reimburse Administrators 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 Committee 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.

13. 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.

The Committee recognizes and encourages participation at conferences and conventions. Attendance at conferences and conventions must be approved by the Superintendent of Schools or their designee.

All Administrators will have the right to discuss their evaluation report with the Superintendent. Observations of the work performance will be conducted openly on all Administrators and copies of the evaluation reports will be furnished to the Administrator evaluated.

14. REIMBURSEMENT FOR EXPENSES: The Committee shall reimburse the Administrator 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.

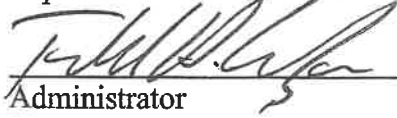
15. RELATIONSHIP BETWEEN ADMINISTRATOR AND SUPERINTENDENT: The Administrator shall meet with the Superintendent at least once each year for the purpose of discussing with the Superintendent their job description and performance as well as the working relationship between the Administrator and the Superintendent.

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 20th day of June in the year 2025.

By: Kourtney M. Smith

Superintendent of Schools

A handwritten signature in black ink, appearing to read "F. M. ...", is written over a horizontal line.

Administrator