

# GATEWAY REGIONAL SCHOOL DISTRICT

## ADMINISTRATIVE LETTER OF EMPLOYMENT

THIS AGREEMENT, made as of July 1, 2025, by and between the Gateway Regional School Committee and Dr. William Sullivan (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 Committee hereby employs William Sullivan, Principal at Gateway Regional School 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 1, 2025 and terminating on June 30, 2030. 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 based on the following schedule:

\$126,000	effective July 1, 2025 through June 30, 2026
\$129,000	effective July 1, 2026 through June 30, 2027
\$133,000	effective July 1, 2027 through June 30, 2028
\$137,000	effective July 1, 2028 through June 30, 2029
\$141,000	effective July 1, 2029 through June 30, 2030

The salary will be 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 travel will be at the federal rate as of January 1 of each year per mile. Direct deposit of paychecks is mandatory.

year and had not used any vacation days, then the Administrator would be paid for twelve and a half (12.5) vacation days.

Compensatory Time: If the Administrator commits time working for the District that is clearly above and beyond normal professional obligations, then the Administrator may receive compensatory time at the sole discretion of the Superintendent of Schools.

Work From Home Incentive: The Administrator may work up to ten (10) days from home when school is not in session 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.

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 including flexible work day hours must be requested and approved through the Superintendent's Administrative Assistant.

Sick Leave Incentive: At the end of each school year, the Committee will make the following payment to the Administrator if the Administrator has used no more than the following number of sick leave days:

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.

Retirement Incentive:

- a. After thirty (30) years of all service in any capacity within the system or any school now in the system, the Administrator, upon retirement from the District, 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, the Administrator, upon retirement from the District, 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, the Administrator, upon retirement from the District, 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, the Administrator, upon retirement from the District, 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 the Administrator retires from the District with accumulated sick time, the Administrator will receive three (3) days pay for each year of service in any capacity to the extent that sick leave has been earned through fourteen (14) years of service.

14. 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 to the Superintendent at least twenty-four (24) hours in advance of leave, except in cases of emergency. At the end of each school year, the Administrator will be compensated at a rate of one hundred dollars (\$100) per unused personal day.
  - b. In the event of the death in the immediate family of the Administrator they will be granted up to five (5) days at any one time to arrange for and attend said service. Immediate family of the Administrator 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.
  - c. Up to three (3) days at any one time to arrange for and attend the funeral in the event of death of the employee's sister-in-law, brother-in-law, daughter-in-law, son-in-law, niece, nephew, grandparent.
  - d. Similar leave of one (1) day will be granted in the event of the death of other members of the employee's family including aunt, uncle, and 1<sup>st</sup> cousin.
  - e. 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.
  - f. Such time as is necessary to comply with Selective Service Examinations and Reserve Duty in the Armed Forces.
  - g. 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.
  - h. The Administrator 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.
  - i. The Committee agrees to make up the difference in the Administrator's wages between normal pay and compensation for jury duty, exclusive of travel or other allowances, up to three (3) days per year.
15. LEAVES OF ABSENCES WITHOUT PAY: All leaves of absences without pay require that the Administrator is to return to work with the District at the conclusion of the leave.
- a. Leaves of absences without pay may be granted for up to one (1) year by the Committee after three (3) years of continuous employment within the District. Accrued benefits, including unused sick leave, will be restored to the Administrator upon the Administrator's return and such Administrator will be returned to a substantially equivalent position. Benefits will not accrue during the leave of absence.
  - b. 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.
  - c. All requests for extension or renewal of leaves will be applied for and granted/denied in writing.
16. INDEMNIFICATION: The Administrator will report, as soon as possible, all cases of assault suffered by them in connection with their employment to the Superintendent.

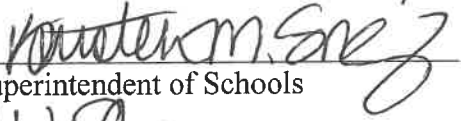
Whenever the Administrator is absent from school as a result of an accident or injury arising out of and in the course of employment, the Administrator will, if all conditions are met, be paid their full salary less any amount paid under Workers' Compensation, in accordance with Chapter 152 s. 69 of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

the date the Administrator first became aware of the basis for filing, or within thirty (30) calendar days of the date when the Administrator should have known of the basis for filing a demand for arbitration. The thirty (30) calendar day period shall begin as of the date the Administrator receives final notice of the termination. The arbitrator may enter an award for compensation due under the contract, but the arbitrator does not have authority to order reinstatement.

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

Seventh day of July in the year 2025.

By:   
Superintendent of Schools  
