

GATEWAY REGIONAL SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT

TO: James Hayes

EFFECTIVE: August 18, 2025 – June 30, 2028

You are notified that you have been appointed Central Office Administrative Assistant and Secretary to the School Committee for the Gateway Regional School District, subject to the rules and regulations of the School Committee; the directives and assignments from the Superintendent, and the laws and regulations of the Commonwealth of Massachusetts pertaining to public schools and their administration.

COMPENSATION: The Central Office Administrative Assistant will be paid an annual salary of \$48,000 (prorated) effective August 18, 2025 through June 30, 2026. Payable in equal installments convenient to the parties, but not less often than once every two weeks. The annual salary will be \$49,200 effective July 1, 2026 through June 30, 2027. The salary effective July 1, 2027 through June 30, 2028 shall be negotiated.

BENEFITS: You will receive the following benefits:

1. WORK YEAR, WORK WEEK AND HOURS OF WORK

Normal workweek will consist of thirty (30) hours per week when students are in season, twenty (20) hours during the summer and school vacations. The work year will be for twelve (12) months. You will be entitled to all legal holidays.

2. FRINGE BENEFITS

All fringe benefits are attached to this appointment and marked "A".

3. GROUP INSURANCE

See attachment "A". Health Insurance for retirees is available based upon fifty percent (50%) of the payment as provided to all other eligible employees of the District.

4. PROFESSIONAL DAY/WORKSHOP

One (1) day shall be granted per year to attend a professional meeting or workshop subject to the prior approval of the Superintendent of Schools.

5. WORKER'S COMPENSATION

You shall be entitled to Worker's Compensation benefit for injuries suffered in the performance of your duties in accordance with Chapter 152§69 of the General Laws of Massachusetts.

6. TERMINATION OF AGREEMENT

This agreement may be terminated 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 Administrative Assistant 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 non-union 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 non-union has been overpaid, the non-union shall owe the District said amount shall be deducted from the non-union's last paycheck. If the last paycheck is insufficient, then the non-union shall make payment to the District within 15 days of separation from employment for any remaining amount due. If the non-union has been underpaid, the District shall make payment to the non-union in the non-union's last paycheck.

7. INVALIDITY


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

8. ARBITRATION:

Any controversy or claim relating to any term or condition of this agreement or breach thereof shall be settled and determined by arbitration. The parties agree that they shall utilize the American Arbitration Association (AAA) for such arbitration, which shall be carried out pursuant to the rules of AAA pertaining to arbitration of disputes under individual employment contracts. The Central Office Administrative Assistant must file a demand for arbitration within thirty (30) calendar days of the date the Central Office Administrative Assistant first became aware of the basis for filing, or within thirty (30) calendar days of the date when the Central Office Administrative Assistant 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 Central Office Administrative Assistant 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.

8.29.25

Date



Melissa Matarazzo, Superintendent of Schools

8/29/25

Date



James Hayes, CO Administrative Assistant