GATEWAY REGIONAL SCHOOL DISTRICT

LETTER OF EMPLOYMENT

THIS AGREEMENT, made as of July 1, 2026, by and between the Gateway Regional School Committee and Amber Boutilier (hereinafter referred to as "Food Service Director") agree to this Letter of Employment.

In consideration of the promises herein contained, the parties hereto mutually agree as follows:

1. EMPLOYMENT: The Committee hereby employs Amber Boutilier Food Service Director for the School District, and she hereby accepts employment on the following terms and conditions:

2. TERM: The Food Service Director shall be employed commencing on July 1, 2026, and terminating on June 30, 2028. Any extension or renewal of this contract shall be in accordance with the provisions of the Education Reform Act.

3. COMPENSATION: The Food Service Director shall be paid an annual salary of $61,800 effective July 1, 2026 through June 30, 2027, payable in equal installments convenient to the parties, but not less often than once every two weeks. The annual salary effective July 1, 2027 through June 30, 2028, will be based on the annual evaluation. The work year shall consist of 195 days.

4. TERMINATION: In the event that said Food Service Director 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 her intention to the Superintendent. The Superintendent shall give at least a 90-day notice of his 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 Food Service Director 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 Food Services Director 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 Food Services Director's per diem rate of compensation. If the Food Services Director has been overpaid, the Food Services Director shall owe the District said amount and said amount shall be deducted from the Food Services Director's last paycheck. If the last paycheck is insufficient, then the Food Services Director shall make payment to the District within 15 days of separation from employment for any remaining amount due. If the Food Services Director has been

underpaid, the District shall make payment to the Food Services Director in the Food Services Director's last paycheck.

5. DUTIES: The Food Service Director shall perform faithfully, to the best of their ability, the duties of Food Service Director, and other duties as may be assigned from time to time by the Superintendent of Schools or by direction of the School Committee.

6. CERTIFICATION: The Food Service Director shall furnish and maintain throughout the term of this contract a valid and appropriate certificate qualifying them to act as Food Service Director in the Commonwealth, or a currently approved waiver.

7. BENEFITS: The Food Service Director shall be entitled to all of the employment benefits contained in the Cafeteria Workers' Contract, which are incorporated into this Agreement by reference thereto.

8. GROUP INSURANCE: You shall be entitled to seventy-five percent (75%) of the Blue Cross/Blue Shield H.M.O. payment. You shall be entitled to seventy-five percent (75%) of Life Insurance of type currently available. Health Insurance for retirees is available based upon fifty percent (50%) of the payment as provided to all other eligible employees of the District.

9. PROFESSIONAL ACTIVITIES: The Food Service Director may accept speaking, writing, lecturing or other engagements of a professional nature as they see fit, provided they do not derogate from their duties.

10. REIMBURSEMENT FOR EXPENSES: The Committee shall reimburse the Food Service Director 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.

11. RELATIONSHIP BETWEEN FOOD SERVICE DIRECTOR AND SUPERINTENDENT: The Food Service Director 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 Food Service Director and the Superintendent.

12. 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 17 day of August in the year 2026.

By: _____ 7/7/26
Superintendent of Schools Date

_____ 8/17/26
Food Service Director Date