GATEWAY REGIONAL SCHOOL DISTRICT
NON UNION LETTER OF EMPLOYMENT

THIS AGREEMENT, is by and between the Gateway Regional School District and Heather Hannigan, the District Braillist (hereinafter referred to as "Braillist") agree to this Letter of Employment. The effective date of this agreement is the date of the last signed hereto this agreement below.

This agreement will continue in full force and effect until a successor is executed by the School District and the Braillist.

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

1. EMPLOYMENT: The Committee hereby employs Heather Hannigan as the District Braillist, and she hereby accepts employment on the following terms and conditions:

2. TERM: The Braillist shall be employed commencing August 26, 2025 and terminating on June 30, 2028.

3. COMPENSATION: The annual salary will be $29,302 effective July 1, 2025 and $30,181 effective July 1, 2026. The annual salary effective July 1, 2027 will be negotiated. Service hours will be 7 hours per day for a total of 182 days. Compensation is payable in equal installments convenient to the parties, but not less often than once every two weeks.

4. TERMINATION: In the event that the Braillist desires to terminate this contract before the term of services shall have expired, they may do so by giving at least a 60-day notice of their intention to the Superintendent. The Superintendent shall give at least a 60-day notice of its 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 Braillist 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.

5. DUTIES: The Braillist shall perform faithfully, to the best of their ability, their professional responsibilities, and other duties as may be assigned from time to time by the Superintendent of Schools, Pupil Services Director or by direction of the School Committee. Attendance at professional development will be required. This will be determined by the Pupil Services Director.

   Direct contact with students including providing instructional support may be included in working hours. Attendance in meetings and completing reports may also be included in working hours.

6. CERTIFICATION: The Braillist shall furnish and maintain throughout the term of this contract a valid and appropriate certificate determined by the Pupil Service Director.

7. BENEFITS: The Braillist shall roll over sick time from their prior position. The Braillist will receive 15 sick days and 2 personal days annually thereafter. The Committee authorizes seventy percent

(70%) of the Blue Cross/Blue Shield P.P.O. plan of the type presently available to Non-Union employees. The employer contribution to the H.M.O. Plan will be seventy-five (75%) with the employee contributing the remaining twenty-five (25%). The committee authorizes seventy-five (75%)of the term life insurance, death and dismemberment of the type presently available to Non-Union.

8. RELATIONSHIP BETWEEN THE BRAILLIST AND DIRECTOR OF PUPIL SERVICES: The Braillist shall meet with the Director of Pupil Services at least once each year for the purpose of discussing with the Director of Pupil Service their job description and performance as well as the working relationship.

9. 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 Administrator must file a demand for arbitration within thirty (30) calendar days of 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 11 day of August in the year 2025.

By: Kristen M. Sinz
Superintendent

Heather L. Harrigan
District Braillist