GATEWAY REGIONAL SCHOOL DISTRICT

Blandford Chester Huntington Middlefield Montgomery Russell
12 Littleville Road, Huntington, MA 01050

GATEWAY REGIONAL SCHOOL DISTRICT

ADMINISTRATIVE LETTER OF EMPLOYMENT

THIS AGREEMENT, made as of August 15, 2026 by and between the Gateway Regional School Committee and Meaghan McConnell (hereinafter referred to as "Manager") 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 Meaghan McConnell as the Cafeteria Manager for the Gateway Regional School, and Meaghan McConnell hereby accepts employment on the following terms and conditions:

2. TERM: The Manager shall be employed commencing on August 15, 2026 and terminating on August 14, 2027. Any extension or renewal of this contract shall be in accordance with the provisions of the Education Reform Act.

3. COMPENSATION: The Manager shall be paid $22.41 per hour effective August 15, 2026 through August 14, 2027, payable in equal installments convenient to the parties, but not less often than once every two weeks. The work year shall consist of 182 days as determined by the Food Service Director.

4. TERMINATION: In the event that said Manager 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 her intention to the Committee. The Committee shall give at least a 60-day notice of its intention not to renew this contract.

   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 Manager 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.

5. DUTIES: The Manager shall perform faithfully, to the best of their ability, the duties of Manager, and other duties as may be assigned from time to time by the Superintendent of Schools or by direction of the School Committee. The Manager shall demonstrate consistent attendance and provide medical documentation for all absences categorized as sick days.

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

7. PROFESSIONAL ACTIVITIES: The Manager may accept speaking, writing, lecturing or other engagements of a professional nature as they see fit, provided they do not derogate from her duties.

8. REIMBURSEMENT FOR EXPENSES: The Committee shall reimburse the Manager 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.

9. RELATIONSHIP BETWEEN MANAGER AND THE FOOD SERVICES DIRECTOR: The Manager shall meet with the Food Services Director at least once each year for the purpose of discussing with the Food Services Director her job description and performance as well as the working relationship between the Manager and the Food Services Director.

10. 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 21th day of August in the year 2026.

By: _____
Superintendent of Schools

_____
Cafeteria Manager