GATEWAY REGIONAL SCHOOL DISTRICT

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

OFFICE OF THE SUPERINTENDENT

TO: Melissa McKellick

EFFECTIVE: July 13, 2026 – June 30, 2027

You are notified that you have been appointed Central Office Administrative Coordinator and Secretary to the School Committee for the Gateway Regional School District (hereafter, "Coordinator"), 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 Coordinator will be paid an annual salary of $59,000 effective July 13, 2026 through June 30, 2027, payable in equal installments convenient to the parties, but not less often than once every two weeks. Future contracts and annual salary will be determined based on evaluation results in 2026-2027.

WORK YEAR, WORK WEEK AND HOURS OF WORK: Normal workweek will consist of forty (40) hours per week. The work year will be for twelve (12) months. You will be entitled to all legal holidays.

BENEFITS: You will receive the following benefits:

1. FRINGE BENEFITS

All fringe benefits are attached to this appointment and marked attachment "A", with the exception of vacation days. The Coordinator's contract will start with thirteen (13) vacation days and then follow the attachment "A" each year thereafter.

2. 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.

3. 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.

4. 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.