Date

Name

Address

Dear Name,

This year’s annual salary revision for the position of Principal and Head of School at Four Rivers Charter Public School reflects year one of your current three-year contract, beginning July 1, 2021 and ending June 30, 2024. Your duties and responsibilities as Principal/Head of School are outlined in Appendix I of your three year contract, entitled “PRINCIPAL-HEAD OF SCHOOL Job Description June 2012” or its successor as amended by the Committee on Trustees.

Your salary for the second year of your agreement is determined by the Principal/Head of School salary schedule. You are at step \_\_\_; therefore, your salary for the coming year is $\_\_\_\_\_\_\_\_\_\_.

Your benefits include the standard benefits established yearly by Four Rivers Charter Public School for staff employed at least half-time (attached) plus:

* Health Leave: 12 days (96 hrs) per year, can carryforward to new fiscal year up to 50 days (400 hrs)
* Personal Leave: 4 days (32 hrs) per year, can carryforward up to 5 days (40 hrs)
* Vacation: \_\_\_\_\_\_\_ per year, can carryforward up to 12.5 days (100 hrs);

This annual salary revision is contingent upon your continued performance being consistent with the school’s high standards of professional competence and conduct, and with all of the rules, regulations and policies of Four Rivers Charter Public School. Subsequent years, as your contract states, is also contingent upon the continued availability of funding derived from the Commonwealth of Massachusetts charter school tuition sources.

Please acknowledge receipt and acceptance of this salary revision by signing one copy and returning it to me.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date

Chairman of the Board of Trustees

I accept this salary revision and will comply with the terms and conditions set forth and with the rules, regulations and policies of Four Rivers Charter Public School as they exist and as they might be amended in the future.

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*Signature*  Date