



April 8, 2016



Dear [REDACTED]

It is with incredible excitement that I write this letter and offer you a position at Bridge Boston Charter School (the "School", "the Employer"), as our **Math Teacher – Grade 4** beginning **August 1, 2016**. I have no doubt that your passion and commitment will make the ultimate difference in helping our students succeed. The purpose of this letter is to summarize the terms of your employment with the School should you accept our offer. I think that you will be a fabulous addition to the team at the School.

In this role, you will report directly to [REDACTED] **the Principal**, and your duties will include, but are not limited to, the following:

Responsibilities

- Developing and implementing curriculum and daily lesson plans
- Delivering dynamic and creative instruction
- Identifying students who are not meeting benchmarks and planning appropriate interventions
- Administering frequent assessments and addressing findings
- Mentoring a teaching fellow
- Meeting and communicating with parents/guardians
- Serving as an advisor for a group of students
- Collaborating with other teachers and the Principal
- Having a strong work ethic and committing to doing whatever it takes for students to excel, including:
 - Committing to a school day of 7:00 am-3:30 pm, with one day per week until 5:00
 - Performing duties outside the classroom to contribute to safe, calm, and consistent school culture
- Responsible for other duties that may be assigned to you by the Executive Director or the Principal



Your classification:

- Full Time Employee, FTE = 1.0
- Exempt, Salary, Academic
- Academic Year 2015-2016, which begins August 1st and ends June 30th

Your benefit package:

- You will be eligible to participate in Bridge Boston's Faculty Benefit Plan commencing on **August 1, 2016**.
- Health Coverage; 70% Employer Paid for Individual, Dual, and Family Plan
- Life & AD&D Insurance; 100% Employer Paid
- Short Term/Long Term Disability Coverage; 100% Employer Paid
- Employee Assistance Program; 100% Employer Paid
- HRA Benefit Plan and Section 125 Plan (Flexible Spending & Dependent Care)
- MTRS Pension Plan or OBRA Retirement Plan (based on eligibility)
- Paid Holidays (12)
- Paid School Breaks; accordingly to school calendar and Principal
- The Employer reserves the right to amend the non-salary benefits provided to the employee upon notice to the employee

Please Note: Benefit Package is subject to change upon renewal of benefits for the new school year 2016-2017. The above benefit list represents what is currently being offered to our employees in the school year 2015-2016 and may change for employees of Bridge Boston in the future. The benefits made available by Bridge Boston, and the rules, terms, and conditions for participation in such benefit plans, may be changed by Bridge Boston at any time and from time to time without advance notice.

Your wage information:

- Please report to Bridge Boston on **August 1, 2016**.
- All employees are paid on the 15th and last day of each month, for the prior 15 day workweek. Your first pay period will cover **August 1st** through **August 14th** and will be paid on **August 14, 2016**.
- Your regular semi-monthly wages will be \$██████ (annualized at \$██████), less all applicable taxes and withholdings, per pay period for as long as the agreement remains in effect.
- **This offer of employment is contingent upon the following:**
 - Providing proof of your Bachelor degree awarded to you, on or before August 1, 2016
 - Passing of the MTELs on or before June 30, 2016 in the following subject areas: Communication and Literacy and Math (based on the grade level & subject you teach), and SEI endorsement.

Your employment is subject to Bridge Boston's financial condition, enrollment, programmatic changes, fulfilling the responsibilities of your position, and maintaining satisfactory performance, conduct, and professionalism, as determined by Bridge Boston leadership.



In accepting this offer of employment you agree to devote your full business time, best efforts, skill, knowledge, attention, and energies to the advancement of Bridge Boston's business and interests and to the performance of your duties and responsibilities as a full-time employee of Bridge Boston. You represent that you are not bound by any employment contract, restrictive covenant or other restriction preventing you from carrying out your responsibilities for Bridge Boston, or which is in any way inconsistent with the terms of this letter. In accepting this offer, you also agree to keep confidential all non-public information concerning Bridge Boston which you acquire during the course of your employment with the School.

Please be advised that this letter serves only as confirmation of the terms of our offer for employment, and is not a contract of continued employment. If you accept Bridge Boston's offer of employment, your employment with Bridge Boston will be entirely at-will. This means that Bridge Boston may terminate your employment at any time, with or without notice, and that you may similarly terminate your employment with Bridge Boston at any time. Although your job duties, title, compensation and benefits, as well as Bridge Boston's personnel policies and procedures, may change from time to time, the at-will nature of your employment may only be changed by a written agreement signed by you and the Executive Director, which expressly states the intention to modify the at-will nature of your employment.

This offer supersedes any and all prior representations, understandings, proposals, negotiations, agreements, and commitments, oral or written, regarding your employment with Bridge Boston. This at-will agreement constitutes the entire agreement between the parties relating to the subject matter of its agreement and supersedes all prior agreements and understandings, whether written or oral, between the parties relating to such subject matter. The terms of this agreement may be amended or modified only by written instrument executed by both the Executive Director and the employee.

If you accept Bridge Boston's offer of employment, you agree that you will not undertake any additional employment (whether part time or full time) while employed at the School without receipt of prior written approval from the Executive Director, especially where it affects your commitment to the School.

This offer is contingent on your providing Bridge Boston with the legally required proof of your identity and authorization to work in the United States, as well as the requisite background and reference checks. Please note that Bridge Boston will not be able to employ individuals who refuse to provide the information necessary to complete background checks; you will be asked to fill out a CORI release form and I-9 forms that must be turned in to the Human Resource Department, or its designee, by the end of the first three (3) business days of your date of hire, or our employment relationship with you may be terminated. The Immigration Reform and Control Act require employers to verify the employment eligibility and identity of new employees.

In case any provision of this agreement shall be invalid, illegal or otherwise unenforceable, the validity, legality and enforceability of the remaining provisions shall in no way be affected or impaired thereby. The resolution of any disputes under this letter will be governed by Massachusetts law.



BRIDGE BOSTON

CHARTER SCHOOL

If this letter correctly sets forth the initial terms under which you will be employed by the School, please sign, scan, and email back a copy of this letter, indicating your acceptance of this offer. To remain valid, this offer must be accepted by **April 15, 2016**. **Please email your signed copy to [REDACTED]**

The team of Bridge Boston joins me in welcoming you. I look forward to working with you in doing whatever it takes to ensure that our students are prepared to maximize their potential in high schools, colleges and the world beyond.

Welcome!



Executive Director

By signing below, you are acknowledging and accepting this offer of at-will employment:



Date