



04/15/17

Dear -,

The Board of Trustees and I are pleased to offer you an at-will position at the Christa McAuliffe Charter School as the Executive Director for the 2017-18 school year. Your full-time employment will begin on July 1, 2017. You will report to the Board of Trustees and be expected to perform the major responsibilities identified in the job description with the highest degree of competence, diligence, and effort.

Your annual compensation will begin at \$123,000 per year, paid \$5125 twice monthly. You will be eligible for annual salary increases based upon your performance. Additionally:

- As a full-time hire you are eligible for medical and dental insurance. Depending on your plan selection, McAuliffe will cover up to 75% of the annual premium. You will also receive Short Term/Long Term Disability and Life Insurance (Specifics Outlined in our Benefits at a Glance Package).
- You will be eligible to accrue 9 personal days annually.
- You may also participate in benefits programs that do not include an employer contribution but are provided through group rates and payroll withholdings. These include enhanced life insurance and a 403b retirement savings plan.
- Subject to approval, McAuliffe will reimburse you for reasonable business expenses that are necessary for and incurred in the performance of your job functions.

We are confident that with your skills, training, passion, and experience, you will make an invaluable contribution to the McAuliffe community.

Sincerely,

Richard Voos, Chairperson
Board of Trustees, Christa McAuliffe Charter School

Acknowledgement and Acceptance:

I hereby accept this offer of employment with the Christa McAuliffe Charter School based upon the terms and conditions set forth above and agree to abide by all relevant laws, Board of Trustees policies, and administrative rules and regulations that apply to my position. I acknowledge that no other promises or inducements, whether oral or in writing, have formed the basis of my acceptance of this offer.

Signature

Date

cc: Matt Ehrenworth, Director of Business & Operations