



Codman Academy

CHARTER PUBLIC SCHOOL

March 7, 2019

To: ----
From: ----, Head of School
Re: FY20 Offer Letter

637 Washington Street
Dorchester, MA 02124
617.287.0700 [p]
617.287.9064 [f]
www.codmanacademy.org

We are pleased to renew your offer of employment for the 2019-2020 Academic Year at Codman Academy Charter Public School. We deeply appreciate your contributions, and we look forward to working with you to continue providing an outstanding, transformative education to prepare students for success in college, further education, and beyond!

Renewal Info

Position:	Director of Operations <i>(job description attached)</i>
Reports to:	COO
Status:	1.0 FTE, Exempt, Salaried
Current FY19 Salary:	\$75,000.00
Increase:	3%
New FY20 Salary:	\$77,250.00
New FY20 Salary Effective:	July 1, 2019 through June 30, 2020

The renewal of your position will begin on July 1, 2019 and end on June 30, 2020. Continued employment beyond June 30, 2020 will be determined in the spring of 2020 as we formulate our staffing plan for the 2019-2020 Academic Year. Unless specifically extended in writing at that time for another Academic Year, your employment with Codman Academy Charter Public School will end on June 30, 2020.

All of the contingencies in your original offer letter of employment remain in force, including providing Codman Academy 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. In addition, if your position is as an educator in the state of Massachusetts, offers of employment are contingent upon providing verification of your teaching credentials including but not limited to minimum educational requirements via transcripts, passing of required MTELs in specific subject areas according to your title and role, licensure, endorsements, certifications and fingerprinting results by your re-employment start date. Please note that Codman Academy will not be able to employ individuals who refuse to provide the information necessary or meet the minimum requirements for their role. You also acknowledge that all records, data, communications and other property entrusted or loaned to you or prepared by you during the term of this agreement are Codman Academy's property. You are required to return any material entrusted or loaned to you immediately upon termination of your employment.

Your employment is subject to Codman's financial condition, enrollment, programmatic changes, fulfilling the responsibilities of your position, and maintaining satisfactory performance, conduct, and professionalism, as determined by Codman Academy leadership. No contractual obligations exist between Codman Academy and you.

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.

To remain valid, this offer must be accepted by **March 22nd, 2019**. **Please return your signed copy to me in person or via my mailbox.** If you are interested in having a conversation about your career trajectory, please sign up for my office hours. I look forward to another successful year!

Head of School

Your signature below indicates your understanding & acceptance of this offer of employment for the 2019-2020 Academic Year at Codman Academy Charter Public School.

Director of Operations

Date