

HILLTOWN COOPERATIVE CHARTER PUBLIC SCHOOL

Re: Appointment for the 2016-2017 School Year

Dear

The Board of Trustees is pleased to appoint you to the position of _____ at Hilltown Cooperative Charter Public School for the 2016-2017 school year. This appointment is contingent upon sufficient enrollment and funding by the Commonwealth of Massachusetts and a satisfactory CORI review. Your salary for this _____ position is \$_____, to be paid every two weeks. Please refer to the Personnel Handbook for information regarding benefits and employment conditions.

This letter of agreement covers 192 days of work, (180 school days and 12 planning and professional development days, partially funded by our Title 2 grant). The first scheduled day of work is August ____, 2016.

To accept, please sign and return the enclosed copy of this letter to the office by July 1, 2016. We look forward to an exciting and fulfilling school year.

Personnel Committee, Board of Trustees

Date

Employee

Date

**I Industrial Parkway
Easthampton, MA 01027
413-529-7178
www.hilltowncharter.org**