

MARBLEHEAD COMMUNITY CHARTER PUBLIC SCHOOL
17 Lime Street, Marblehead, MA 01945
Tel: 781.631.0777 Fax: 781.631.0500

May 14, 2021

Ms. X X,

This letter is intended to set forth the terms of engagement for Ms. X X as a Math/Science Department Chair, After School Program Coordinator, Student Council Advisor and Math/Science Teacher at the Marblehead Community Charter Public School for the school year beginning August 1, 2021. Ms. X is expected to teach one Enrichment class during the course of the school year. The Head of School shall assign scheduled working hours.

The Marblehead Community Charter Public School agrees to employ Ms. X for the period commencing August 1, 2021 and ending July 31, 2022.

Ms. X agrees to diligently and competently perform the duties and responsibilities set forth in the Faculty/Staff Handbook as an employee at the Marblehead Community Charter Public School.

Ms. X shall maintain throughout the term of this Employment Agreement a valid and appropriate educator's license qualifying her for the position in which she is serving as required by the Massachusetts Department of Elementary and Secondary Education.

For the term of this Employment Agreement, compensation shall be paid twice a month for the twelve-month period at \$2,861.66 per pay period, with the first payment to be made August 15, 2021, and with successive payments on the 15th and last business day of each month for an annualized rate of \$68,680.00. The job performance of Ms. X shall be evaluated periodically but not less than annually by the Head of School or his designee.

Ms. X will be a member of the Massachusetts Teachers' Retirement System. Participation in other retirement and/or tax sheltered annuity programs is at the discretion of the employee.

Medical insurance shall be made available to Ms. X under the terms of a plan offered by a state certified medical insurance carrier selected by MCCPS. The school shall pay 75% of said medical insurance and Ms. X shall pay 25% of said medical insurance premium. There is no cash equivalent if the employee declines this benefit.

Ms. X shall be enrolled in, and covered by, the school's short and long term disability program. Complete policy details are available in the Business Office and an abbreviated Statement of Coverage appears in the Faculty Handbook.

Ms. X shall be entitled to forty (40) paid vacation days during the Employment Agreement year, which shall be taken only when school is not in session. Unused vacation days may neither be carried forward into the next Employment Agreement year nor anticipated before

the start of the Employment Agreement year, nor will extra compensation be paid for unused vacation days. In addition, Ms. X shall have all holidays recognized by the school and made available to any other Marblehead Community Charter Public School employee. After three (3) consecutive days of absence, medical verification may be required.

The Head of School shall promptly refer to Ms. X for her study and recommendation suggestions and/or criticisms brought to his attention and which the Head of School believes Ms. X should address. Ms. X shall investigate and consider the same and respond thereon to the Head of School.

Any complaint or grievance by Ms. X concerning the terms and conditions of her employment shall first be pursued in a timely manner through the applicable internal complaint/grievance procedures established by the Marblehead Community Charter Public School.

In the event that any dispute or disagreement regarding any aspect of the employment of Ms. X by the Marblehead Community Charter Public School is not resolved via the internal complaint/grievance procedure, both parties agree to submit such dispute or disagreement to binding arbitration under the rules of the American Arbitration Association or other mutually agreed upon alternative dispute resolution service in the Commonwealth of Massachusetts.

Ms. X should be familiar with and comply with the general, educational, and personnel policies of the school as amended from time to time.

The Head of School may terminate Ms. X's employment without prior notice and without further payment in the event that Ms. X commits any dishonest or fraudulent act against the school. In addition, the Head of School may terminate Ms. X's employment for incompetence or dereliction of duty. In the event of termination, applicable procedures in the current Faculty/Staff handbook or other written policy in effect at the time of termination shall be followed.

IN WITNESS WHEREOF, the undersigned agree to the terms set forth in this letter of agreement.

Signed:

Ms. X X Date

Dr. Peter Cohen, Head of School Date