

**Francis W. Parker Charter Essential School
& Theodore R. Sizer Teachers Center**
49 Antietam Street, Devens, MA 01434
Telephone (978) 772-3293 Fax (978) 772-3295
www.theparkerschool.org

March 22, 2019

NAME
Address
Address

Dear XX,

It is my great pleasure to offer you a contract for the full time position of ***Administrator*** at the Francis W. Parker Charter Essential School and Theodore R. Sizer Teachers Center, hereafter referred to as "Parker," for the fiscal period July 1, 2019 to June 30, 2020. This offer for employment is contingent upon a successful completion of the 2018-2019 school year.

Your first day of work will be August 19, 2019, the first day of faculty summer planning. In addition to your responsibilities with students and parents, teachers are expected to participate in the following professional activities with colleagues, among others: faculty meetings, division and domain meetings, information sessions and professional development activities (including Critical Friends Groups). In addition to your classroom practice, you may be assigned certain school keeping duties (e.g., taking attendance, producing reports or narratives, et al) as part of your job function; it is also expected that you will participate in certain school events (e.g., public information sessions, Back to School Night, et al) as part of your job function and faithfully execute other duties as assigned. Parker's yearly calendar includes 180 days of school and 18 days of curriculum planning. Should you be elected to the Board of Trustees, as a Teacher Trustee, you shall, as part of these terms of employment, serve as a member of the Board of Trustees of the Francis W. Parker Charter Essential School. By virtue of your position at Parker, you may be eligible for additional responsibilities with stipended compensation.

Your annual salary will be \$XXXXX paid semi-monthly on the fifteenth and last day of each month, beginning August 31st, over twenty-four pay periods. If your actual employment period does not include the full work period noted above, your pay will be calculated based upon the number of actual work days employed out of a total of 198 days. Please see the attachment for the full value of your salary plus benefits.

Parker will contribute toward the total cost of the group health insurance offered through the school. If you choose not to participate in the coverage offered, and provide acceptable proof of other coverage, you will be eligible to receive a payment of \$208 monthly. Parker will provide group life, accidental death and dismemberment, and short term disability insurance at no cost to you. The school also offers voluntary group long term disability, voluntary additional term life insurance, a 403 (b) tax-deferred savings plan, which you may contribute to, Section 125 medical and dependent care pre-tax spending accounts, and a plan for group discounts on your auto and homeowner insurance coverage. Eligible staff members are required to participate in the Massachusetts Teachers Retirement Plan.

The work we do with and on behalf of our students is the central obligation of professional practice at Parker. Absences interrupt the educational process and must therefore be held to an absolute minimum. You will be granted a maximum of four days leave for professional development and two days for personal leave. All requests for leave must be in writing and approved in advance by the Principal. Personal leave will not be used to extend a vacation and ordinarily will not be granted around school vacation and holiday periods. The school's policy on discretionary days – sick, bereavement, etc. – is to rely on the judgment of individuals. For extended absences (beyond five consecutive workdays) arrangements shall be made in advance with the Principal. If necessary in the judgment of the Principal, compensation adjustments will be made.

All records, whether personnel, financial, or student related, are to remain property of Parker. Instructional employees are required to leave a complete copy of their curriculum and assessment materials with the school upon terminating employment. Modification of this agreement shall not be valid unless in writing and signed by both the employee and the principal. This Agreement has been executed in the State of Massachusetts and shall be governed in accordance with the law of the Commonwealth of Massachusetts. This contract is contingent upon anticipated funding levels through the Commonwealth of Massachusetts' final fiscal 2020 budget. The school will conduct background checks. Your continued employment, therefore, is contingent upon a clearance of such a background investigation, as periodically required. As a School employee, you will be expected to abide by the school's rules and standards for performance and behavior. You are subject to termination at any point throughout the year by the Principal for good cause. Such circumstance would terminate this contract and you would only be paid for the actually number of days worked out of your contracted number of days.

Please return one signed copy of this contract to us by April 5, 2019 to signify your acceptance of this offer for employment. I look forward to your continued employment at the school.

Sincerely,

Todd Sumner, Principal

Date

Employee signature

Date