

Date

Name

Salem Academy Charter School
45 Congress Street
Salem, Massachusetts 01970

Dear Name:

I am happy to offer you a 12 month contract for the position of Executive Director of the Salem Academy Charter School (“Salem Academy”). The Board of Trustees has approved the conditions as stated below.

This contract will begin on July 1, 2016 and will end no earlier than June 30, 2017. The contract is for full-time employment (a minimum of 40 hours per week) provided that your employment may be terminated by the Board of Trustees in the event of your: (i) commission of any felony; (ii) misconduct which has or may have an adverse effect upon the condition, reputation or finances of Salem Academy; or (iii) misrepresentation of any material fact in connection with your application for this position. In the event you elect to terminate your employment before the end of the agreed upon terms, you agree to reimburse Salem Academy for the reasonable cost of finding your replacement.

Your responsibilities are specified in the Executive Director Position Description, a copy of which is attached and incorporated into this agreement, and includes strategic planning, governance, management, finances, and community relations, all leading to the overall success of the school.

You will be paid an annual salary of \$000,000 during the 2016-2017 fiscal year. You will be responsible for making any retirement contribution to an account with Massachusetts Teachers’ Retirement System or to make other retirement provisions from this amount as you choose. You are eligible for contribution by Salem Academy for health insurance and dental coverage as well as life and short term disability insurance.

Your vacation time will be four weeks annually provided that you will not be permitted to take more than one week’s vacation in any given month unless expressly authorized by the Board of Trustees. You will be permitted to take standard legal holidays rather than school holidays. We offer 12 paid leave days per contract year (please see our personnel policies.)

If this letter is consistent with your understanding please indicate your acceptance of this offer by countersigning the enclosed copy hereof and returning it to me. We are pleased to continue to work with you on the evolution and enhancement of Salem Academy Charter School.

Sincerely,

Name, Chair
Salem Academy Charter School Board of Trustees

Agreed and Accepted: _____

Date: _____