



LIBERTAS ACADEMY
CHARTER SCHOOL

LETTER OF AGREEMENT

THIS AGREEMENT is made by and between Libertas Academy Charter School, hereinafter referred to as “The School,” and [redacted] hereinafter referred to as the “Employee.”

1. **EMPLOYMENT:** The School employs Employee as a [redacted] in the Libertas Academy Charter School, and the Employee accepts employment on the following terms and conditions:

2. **TERMS:** Except as otherwise provided in paragraph 6 hereof, the School shall employ the Employee for the period August 9, 2021, to June 30, 2022. This Agreement may be extended automatically for successive periods of one (1) year unless the employee notifies the school in writing by June 30 of the current year of the employee’s intent to terminate the Agreement as of the end of such year.

3. **COMPENSATION:** The Employee’s compensation shall be \$ [redacted], which shall be paid incrementally during the year at regular payroll periods for the duration of Employee’s employment with the School. If the Employee’s service for the School terminates for any reason prior to the end of the year, the School shall pay the Employee such incremental compensation through the payroll period (and any fraction thereof) coinciding with the date of termination.

4. **BENEFITS:** The Employee shall be provided medical benefits (health, dental, vision) through Blue Cross Blue Shield. The School shall pay 70% of the coverage premium and the Employee 30% through payroll deduction. The School reserves the right to offer different or additional benefits to the Employee.

5. **EVALUATION:** The Employee shall perform the duties as detailed in the job description. The Employee’s manager shall meet with the Employee at least once during the year to discuss his/her job performance. The Executive Director or Principal will be part of the Employee’s overall formal annual evaluation of job performance. The Executive Director or Principal will discuss terms of future employment in the following year in the Spring of 2022.

6. **TERMINATION:** As an “at will” contract, the Employee or the School may terminate the agreement with or without cause at any time. Notice of termination must be provided in writing.

Please indicate your agreement to the foregoing by signing this letter in the space provided below.

By: _____

[redacted]

By: _____

Executive Director

DATE: _____

DATE: _____