



August 25, 2025

XXXXXX

Dear XXXX,

Old Sturbridge Academy Charter Public School (“OSACPS”, “the Employer”) is pleased to offer you employment as an Assistant Principal, effective August 1, 2025.

Your employment begins on August 1, 2025. We anticipate that your employment will continue through July 31, 2026.

Beginning on Monday, August 18, 2025, your participation in all orientation, in-service training, and professional development programs is required before the first day of academic instruction. In addition, you will be required to attend/participate in all Professional Development, Student-Led Conferences, the Celebration of Learning, as well as Curriculum Night. The school building will be open beginning August 11, 2025. The first day of the 2025-2026 school year is Tuesday, August 26, 2025. The work hours will be Monday 7:30 a.m. – 4:00 p.m., Tuesday–Friday 7:30 a.m. – 3:15 p.m.

Compensation Information:

Based on your experience, your compensation will be based on an annualized salary of \$XXX paid biweekly over twenty-six pay periods, and is subject to deductions for taxes and other withholdings as required by law. Your position is an exempt, 12-month, full-time, salaried role. Your compensation may be subject to adjustment from time to time. In the event your employment ends before July 31, 2026, your final paycheck will reflect only the compensation earned through your last day of employment.

Benefits Information:

This position is eligible for School-offered benefits summarized in the Benefits-at-a-Glance document. The OSACPS reserves the right to change employee benefits at any time the school chooses. Benefit coverage is provided during the term of your employment. If your employment ends before July 31, 2026, whether due to resignation or termination, your benefits will end on the last day of the month in which your employment ends.

Paid Time Off:

This position is eligible for the Charter School’s paid sick/personal time off program. You are eligible for twenty-four (24) personal hours and sixty-four (64) sick hours per school year. You are also eligible to accrue one hundred and twenty (120) hours of vacation time per year to be used over the summer. Old Sturbridge Academy Charter Public School reserves the right to change employee paid time off programs at any time the School chooses. This is only a summary of any discrepancies between the information provided with this summary and the actual terms of such policies, contracts, and plan documents shall be governed by the terms of such policies, contracts, and plan documents. Please refer to the Handbook for further details.

Holidays & School Breaks:

As a school employee, you are expected to work on all days designated as school or workdays on the School calendar, including any required staff meetings and professional development days. You are not required to work on days designated as school breaks on the school calendar.

You will be responsible for conforming to all of the DESE program, state regulations and OSA board requirements around certification applicable to your position. You must provide proof of licensure prior to the start of the school year. Should your



licensure lapse at any point during this contract term, your job and employment at OSA may be in jeopardy.

Your employment with OSACPS will be “at will,” meaning that either you or OSACPS may terminate your employment at any time and for any reason, with or without cause. Although your job duties, compensation, and benefits, as well as the School’s personnel policies, procedures, and practices, may change from time to time, the “at will” nature of your employment may only be changed by an express written agreement approved by the Board of Directors. This letter is not a contract or guarantee of employment for a definite time.

All OSA staff are required to satisfy the duties and responsibilities outlined in the employee’s job description, to complete all tasks, and satisfy all deadlines assigned by the Head of School and the Board of Trustees necessary to fulfill the mission of OSA, the OSA Employee Handbook, and all other OSA policies, procedures, and directives in effect now or hereafter instituted. By signing below you acknowledge your awareness of, and obligation to adhere to, the same. As an employee, you are expected to devote your full time and energy during your working hours to the position for which you have been hired; including the completion of all position requirements through the last day of this agreement.

All offers and appointments are subject to OSACPS’s financial condition, enrollment, and programmatic changes. In case any provision of this agreement shall be invalid, illegal, or otherwise unenforceable, the validity, legality, and enforceability of the remaining provisions shall not be affected or impaired. The resolution of any disputes under this letter will be governed by Massachusetts law.

Sincerely,
Head of School

Please sign and date to signify your acceptance of this offer of employment within three (3) business days.

Signature

Date