



August 26, 2025

XXXX

Dear XXX,

Old Sturbridge Academy Charter Public School (“OSACPS”, “the Employer”) is pleased to offer you a renewal of your employment as the Head of School, effective August 1, 2025.

This agreement is for the 2025-2026 academic year, which begins on August 1, 2025, and ends on July 31, 2026. Beginning on August 1, 2025, your participation in all orientation, in-service training, and professional development programs are required before the first day of academic instruction. In addition, you will be required to attend/participate in all Student-Led Conferences, the Celebration of Learning, as well as Curriculum and Expedition Nights. This Agreement expires on July 31, 2026, unless specifically renewed, in writing, for the 2026- 2027 Academic Year. Your working 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 annual compensation will be \$XXXXX, which will be 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, full-time, salaried role. Your compensation may be subject to adjustment from time to time. However, you will be paid through the last day worked if you voluntarily resign or are involuntarily separated from 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 for the entire year (August 1 – July 31) for employees who work through the final day of the academic year; however, if you voluntarily resign or are involuntarily terminated, your benefits will be terminated on the last day of the month in which the resignation or involuntary separation from employment occurs.

Paid Time Off:

This position is eligible for the Charter School’s paid federal holidays/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.

Holidays & School Breaks:

As an Academic employee, you are expected to follow the school calendar, including any required staff meetings and professional development days.

You will be responsible for conforming to all of the DESE program and OSA board requirements around certification applicable to your position. You must provide a certificate prior to the start of the school year. Should your certification 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 set forth 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,

James Donahue
Executive Director

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

Signature

Date