

278 Main Street  
Suite 205  
Greenfield, MA 01301



Phone: 413-475-3879  
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June 16, 2017

Dear xxxx,

On behalf of the Board of Trustees of the Massachusetts Virtual Academy at Greenfield Commonwealth Virtual School (MAVA), I am pleased to offer you employment as a member of the MAVA staff for the 2017-18 school year. Benefits and requirements associated with this position are contained within the *General Employment Policies & Guidelines*.

Please be advised that this appointment is subject to the school's continued possession of a Commonwealth Virtual School Certificate from the Massachusetts Department of Elementary and Secondary Education. In addition, any intellectual property you develop for the Massachusetts Virtual Academy at Greenfield Commonwealth Virtual School will be the property of MAVA.

Details of your appointment are as follows:

Position: HS Special Education Teacher  
School Year: 2017-2018  
Step: M4  
Salary: \$45,020.00

Please sign and return one (1) copy of this appointment letter to the Business Office no later than June 21, 2017. We look forward to working with you in the new school year.

For the Massachusetts Virtual Academy at Greenfield Commonwealth Virtual School:

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xxxxxxxxx, Ed.D., Executive Director

Date

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Employee signature

Date