[Date]

[Candidate Name]

Dear [First Name]:

The purpose of this letter is to set forth the terms of your engagement as Head of [School] for Community Day Charter Public School – [Site] (hereafter called “the School”), for the school year 2021-2022 beginning on August 16, 2021 and ending on June 16, 2022. In addition, I expect you to serve in those areas where your interest and the needs of the school lie.

The School considers this a full-time job from 7:45 a.m. to 4:00 p.m. It is recognized that there is occasionally a need to schedule some meetings (to meet the schedules of parents) on regular vacations, evenings and weekends. Attendance at In-service Days is also required.

Compensation shall be made at the rate of $[salary] per annum to be paid bi-weekly.

The following benefits are available:

1. The School will pay for Workers’ Compensation Insurance.
2. The Teacher/employee shall be a member of the Teachers’ Retirement System, as required by M.G.L. C.32 Section 2. (Employees working 20 hours or more).
3. The School will pay for holidays and vacations per school calendar. Benefit days must be scheduled with the approval of the Director of Schools: 20 vacation days (which are encouraged to be taken during the scheduled school vacations and the summer), 15 days of Paid Time Off. This benefit is prorated for the duration of this contract and for employees working less than 40 hours per week.
4. The School will offer health insurance and shall pay 67% (pro-rated for reduced hours) of said insurance whereas the employee will pay 33% of said insurance (pretax). This benefit is available for employees working 21 or more hours per week. Rates are prorated for employees working less than 40 hours per week.

It is understood that no employee of the school can provide educational services and/or consultation for a fee except under the auspices and direction of The Community Group.

Notwithstanding the above provisions, either party may terminate employment without cause by providing thirty (30) days prior written notice to the other. The Chief Academic Officer may terminate employment without prior notice and without further payment obligation for acts of physical or sexual harassment or for deliberately causing physical harm to any student, parent, volunteer or staff person of the School.

This offer will be valid until [Offer Expiration Date] and is contingent upon favorable references and background check. Please sign and return one copy of this letter to my attention by this date. Do not hesitate to call me or our Human Resources Department if you have questions, 978-682-6628.

Very truly yours,



Mary Chance

Chief Academic Officer