



Timothy L. Sneed
Executive Director

Joretha Lewis
Principal

August 23, 2016

John Smith
2029 Searle Rd
Springfield, MA 01075

Dear Alexander:

I am pleased to extend an offer to you for a position as a 9th grade Social Studies instructor at Baystate Academy Charter Public School (BACPS). You will report to the Principal and the term of this agreement is for the 2016-2017 academic year. This agreement expires June 30th, 2017 unless specifically renewed, in writing, for the next Academic Year.

Responsibilities will include but are not limited to developing effective lessons plans; collaborative planning, implementation, EL Education core practices and evaluating the academic progress of students' standards using standards based grading. Working hours will be from 7:30 am until 4:15pm however, as an Exempt employee, these hours may be extended from time to time based upon the needs of the School. You will also be required to facilitate a Crew, lead an enrichment club, and additional responsibilities as defined by the Principal of the School.

You will be exempt employee and your base salary will be \$42,240 subject to applicable payroll deductions and required withholdings, and will be paid in accordance with the Schools customary payroll practices. You will also receive our standard benefits that include:

- Medical Plan (70% employer contribution)
- Dental Plan (70% employer contribution)
- Long and Short Term Disability (100% employer contribution)
- Participation in the Massachusetts Teacher Retirement System
- 21 days of time off with pay (which includes Thanksgiving and Christmas breaks, spring and winter breaks, and 4 personal days)
- 6 sick days

You will be expected to be in full-time employment of BACPS, to devote substantially all of your professional time and attention, and exert your best efforts to the performance of your duties and to service BACPS diligently and to the best of your ability. You agree to abide by all BACPS policies,

practices and procedures and all legal/regulatory requirements as pertain to holding the position of a teacher in the Commonwealth of Massachusetts.

This letter is not, nor intended to be, a contract nor does it establish any contractual obligations of any type. You hereby acknowledge that your employment with BACPS is "at will" which means that either you or BACPS can end the employment relationship at any time, for any reason, or for no reason at all and this offer letter does not constitute a guarantee of employment for any specific period of time.

This offer of employment is contingent upon the following:

- Satisfactorily providing the teaching credentials and other records and information required by law, Massachusetts Department of Elementary and Secondary Education or the BACPS.
- That you have made written disclosure to BACPS of any conviction for a felony or an offense involving moral turpitude.
- You submit to a mandated fingerprinting at your expense.
- That you are legally eligible to work in the US as documented on an I-9 form.
- Receipt by BACPS of a CORI report that is satisfactory to BACPS, at BACPS's sole discretion.

Please sign and return this letter to me and also let me know if you have any questions. We look forward to a successful 2016-2017 school year.

Sincerely,



Timothy L. Sneed
Executive Director
413-366-5103
tsneed@bacps.net

I hereby accept your offer of employment on the terms set forth in this letter.

Signature

Date