



August 7, 2024

Dear Sanday,

It is with great pleasure that we extend an offer to you for the position of English Language Arts teacher at St HOPE Leadership Academy ("SHLA") effective August 19, 2024. We are extremely impressed with your qualifications and are confident that you will be a wonderful addition to our team. Only with the commitment of each staff member can St HOPE Leadership Academy continue to be successful in our mission of ensuring that every St HOPE scholar graduates ready for high school and a life of learning and service. This letter sets forth in writing the terms and conditions of your employment.

Position. Your position will be as a full-time English Language Arts teacher at St HOPE Leadership Academy Charter School, located at 222 W. 134th Street in New York City. You are expected to report for work on August 19, 2024, unless agreed upon in advance in writing.

Salary. You will be paid at an annualized salary of \$75,000, payable in accordance with SHLA's standard payroll practices and policies. Your salary will generally be reviewed on an annual basis in accordance with the compensation procedures established by SHLA, it being understood that a satisfactory performance review is not a guarantee of a salary increase, and any salary adjustment will be determined at SHLA's sole discretion.

Benefits. As a full-time employee of SHLA, you will be eligible to participate in and receive insurance and other benefits, commensurate with other SHLA employees, under terms of SHLA's existing policies and procedures. A summary of SHLA's current benefit plans and eligibility requirements will be forwarded to you. The effective date of coverage for all insurance is the first day of the first full month following commencement of employment. SHLA reserves the right to modify, add to, or eliminate all such benefits at its sole discretion.

Paid Time Off. You will accrue a total of 10 PTO days this academic year.

Employment Relationship. You agree to abide by and comply with SHLA's policies and procedures, including those contained in the SHLA employee handbook. You expressly understand and agree that your employment with SHLA is "at will", meaning that it can be terminated at any time with or without cause or notice, at the option of either SHLA or yourself. The terms of this offer letter, therefore, are not intended to create either an express or implied contract of employment of SHLA.

Your employment is contingent upon the following:

- This offer of employment is contingent upon your successful completion of all requirements to establish the legal right to work in the United States. Under the Immigration Reform and Control Act ("IRCA"), SHLA must verify the identity and work authorization of all newly hired employees. Therefore, you will be required to complete the I-9 form upon hire. To ensure compliance with the IRCA, please bring original forms of identification with you on your first day of employment. For your convenience, we have attached a copy of the I-9 form and List of Acceptable Documents for your review. This offer is also contingent upon reference and background checks satisfactory of SHLA.

- As a teacher, you must also possess at the start of employment and maintain for the duration of your employment a valid teaching certificate, permit, or other document that meets the requirements of New York Law and any regulations promulgated thereunder. A copy of such certificate, permit or other document must be on file with SHLA, on or before your start date.
- As provided by New York Law and Regulations of the Commissioner of Education promulgated thereunder, prior to beginning date of your employment, unless specifically exempt under Part 87 of the Regulations of the Commissioner of Education, you must submit two sets of fingerprints so that the New York State Division of Criminal Justice Services and the Federal Bureau of Investigation may obtain a criminal record summary.
- As a condition to your employment, you are also required to sign the St HOPE Agreement to Arbitrate Employment Disputes and submit a complete and signed Employment Application.

Duty to Report Known or Reasonably Suspected Child Abuse. Pursuant to Title 6 of the New York Social Services Law, any child care custodian who in his or her professional capacity or within the scope of his or her employment has reasonable cause to suspect that a child has been the victim of child abuse or maltreatment must immediately, or as soon as practically possible, report by telephone or facsimile, the known or suspected instance of child abuse to the appropriate child protective agency. All oral reports must be followed by a written report to the appropriate child protective agency within forty-eight (48) hours. By signing this agreement, the employee is certifying that he or she has knowledge of this law and will comply with its provisions.

Your experience with SHLA will be very exciting and demanding. Therefore, you are expected to devote your full business time, energy, and ability in order to assure the proper and efficient performance of your work with SHLA. Your acknowledging and returning this letter will serve to confirm your acceptance of this position. The terms of this letter supersede all prior oral and written communications between you and SHLA regarding your employment. If this offer of employment is acceptable to you, please sign and date this letter below.

Sanday, I am confident that your skills and passion as a teacher will add meaningful value to our organization. I look forward to your joining us.

Sincerely,



Meghann Persenaire
Principal
St HOPE Leadership Academy Charter School
Acknowledged by:

Sanday Sacoh

Date