



June 1, 2017

Dear Paul Schwinn:

It is with great pleasure that we extend an offer to you for the position of **Part-Time Instructional Coach** for Capitol Collegiate Academy (Capitol Collegiate) effective **June 1, 2017** at a salary of **\$40,000** per year. We look forward to your leadership in our organization. Only with the commitment of each staff member can Capitol Collegiate Academy be successful in our mission to prepare students in grades kindergarten through eight to compete, achieve, and lead in high school, in college, and in life. This letter sets forth in writing the terms and conditions of your employment.

Position. This combined position is full time and will be based at Capitol Collegiate Academy.

Salary. You will be paid a salary at an annualized rate payable in accordance with Capitol Collegiate's standard payroll practices and policies, and in-line with the salary provided at similar organizations. Your salary will generally be reviewed on an annual basis in accordance with the compensation procedures established by Capitol Collegiate, it being understood that a satisfactory performance review is not a guarantee of a salary increase, and any salary adjustment whether an increase or decrease is determined solely at Capitol Collegiate's discretion.

Benefits. As a part-time employee of Capitol Collegiate, you will not be eligible to participate in and receive insurance and other benefits.

Paid Time Off. You will accrue sick time as outlined in the most updated version of the employee handbook, accrued in equal parts over the academic school year. You will be entitled to fixed and floating holidays according to Capitol Collegiate's annual holiday calendar. If your employment ends, you will not be compensated for any accrued but unused sick time.

Employment Verification. To ensure compliance with the Immigration Reform and Control Act, please bring original forms of identification with you on or before your first day of employment.

Employment Relationship. This offer of employment is contingent upon your successful completion of all requirements to establish the legal right to work in the United States within three (3) business days of your date of hire. To ensure compliance with the Immigration Reform and Control Act, please bring original forms of identification with you on or before your first day of employment. This offer is also contingent upon reference and background checks satisfactory to Capitol Collegiate. Capitol Collegiate conducts regular reviews of the criminal backgrounds of its employees and reserves the right to void this employment offer if the result of such reviews is unsatisfactory.

Employment Relationship. You agree to abide by and comply with Capitol Collegiate's policies and procedures, including those contained in the Capitol Collegiate employee handbook. You expressly understand and agree that your employment with Capitol Collegiate is "at will," meaning that it can be terminated at any time with or without cause and with or without notice, at the option of either Capitol Collegiate or yourself. The terms of this offer letter, therefore, do not and are not intended to create either an express or implied contract of employment with Capitol Collegiate. No representations to the contrary are authorized or valid, unless obtained in writing and signed by the Executive Director or Principal.

Your employment is contingent upon the following:

- You must provide proof of eligibility for employment in the United States in compliance with the Immigration Reform and Control Act (I-9 Form) by your first day of employment.
- If you have not done so already, you must submit two sets of fingerprints to the Department of Justice and Federal Bureau of Investigation for the purpose of obtaining a criminal record summary prior to the beginning date of employment as provided by the California Education Code. You must also submit to Capitol Collegiate, proof that you have been found free from active tuberculosis prior to the beginning date of employment as provided by Education Code section 49406.

All of the above requirements as well as additional paperwork will be outlined, with due dates, in a separate packet.

Other Provisions. 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 Capitol Collegiate. As a condition to your employment, you are required to sign the Capitol Collegiate Agreement to Arbitrate Employment Disputes and submit a complete and signed Employment Application.

Duty to Report Known or Reasonably Suspected Child Abuse. California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By signing this agreement, the employee is certifying that he or she has knowledge of California Penal Code section 11166 and will comply with its provisions.

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 Capitol Collegiate regarding your employment. If this offer of employment is acceptable to you, please sign and date this letter below. We are confident that your leadership will add meaningful value to our organization and we look forward to your continuing on with us in this new role.

Sincerely,

Cristin Fiorelli
Principal
Capitol Collegiate Academy

Please indicate your agreement with the foregoing by signing this letter in the space provided below.

By: _____
Employee

By: _____
Principal

Date

Date