



August 12, 2022

Re: Offer of Employment for 2022-23 School Year

Dear Laylah,

On behalf of the Pullman Community Montessori (PCM) and the PCM Board of Trustees, I am pleased to offer you the Head of School (HOS) position for the 2022-23 School Year. Your employment for the 2022-23 school year will begin on August 15, 2022 at which point you will begin earning an annual salary of \$90,000.00. You will be eligible to participate in PCM's benefit plans, such as health, dental, and vision benefits, as well as retirement to the fullest extent available to other regular, full-time employees, subject to the terms and conditions of those plans. It will be your responsibility to make certain all documents are returned before any specified deadlines. You are also eligible for paid and unpaid leave.

Your service will take place from the aforementioned date until or before August 14, 2023. Your compensation will be paid bimonthly. Pay dates are the 10<sup>th</sup> and 25<sup>th</sup> of each month. The position requires daytime work hours, but occasional evening and weekend availability may be required for special events. This is a salaried position. As such you will receive 15 days annually of paid time off (PTO) and 8 days of paid sick leave. You will also be eligible for paid and unpaid leave, as required by WA state law. You will receive 13 paid holidays: New Year's Day, MLK Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Indigenous Peoples Day, Day After Indigenous Peoples, Day before Christmas, Christmas Day, Juneteenth, and a "floating" holiday (either the day after Christmas or the day before or after the 4th of July). More details on benefits can be viewed in the [2022-23 Staff Handbook](#).

Your position is considered "exempt", meaning you are not eligible for overtime earnings, and all earnings are subject to applicable federal, state, and local taxes. You will be subject to and are expected to comply with all PCM policies, procedures, and directives included in the [2022-23 Staff Handbook](#). PCM reserves the right to modify, suspend, or eliminate any policies, procedures, directives, or benefits at any time in its sole discretion.

Laylah, I am excited to welcome you to continue with the PCM team. I look forward continuing to work with you to accomplish our mission "to prepare all students to reach their full potential for future success in high school, college, career, and life, using the rich resources of our community."

Sincerely,

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

John Cassleman  
Board Chair  
Pullman Community Montessori

Please sign below indicating your acceptance of the terms above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Laylah Sullivan