



August 12, 2022

Proposed Amendment to: Offer of Employment for 2022-23 School Year

Add the following to the Offer of Employment for 2022-23 School Year:

"Your 2022-23 through 2025-26 School Year contract includes 'catch-up compensation'. Catch up compensation will be \$30,000 paid in July 2026. Rational for this compensation includes recognition of the salary sacrifice made to ensure PCM could open and work towards financial sustainability during its startup years. This lump sum 'catch-up compensation' amount equates to having started at a locally competitive salary for a new elementary level superintendent. A data collection survey was conducted in the summer of 2022 to determine the locally competitive salary to be \$100,000. Basic salary increases from the 2023-24 through 2025-26 school year will follow the standard 2.5% cost of living increase annually. The following condition must be satisfied for the 'catch-up compensation' to be paid in July 2026: PCM must meet its financial sustainability mark of \$700,000 in the 2025-26 school year as outlined in the 6-year budget projection. This ensures the school is of sufficient financial sustainability to assume the cost of repaying debt and this 'catch-up compensation'. This 'catch-up compensation' will not be paid, even at a prorated amount, if the Head of School terminates their employment with PCM prior to August 14, 2026.

While PCM is considered an "at-will" employer, the PCM Board of Trustees guarantees that this contract will not be terminate by the board of trustees outside of gross negligence by the Head of School or continued poor performance after a growth plan has been initiated. Satisfactory growth and appraisal reviews for 2022-23 through 2025-26 school year performance based on duties and responsibilities outlined in the [HOS Position Description](#) is require for continued employment. PCM is dedicated to growth as an organization and in the growth of its students, families, and employees. To this end we are committed to ensuring personnel know where they sit in advance of the mid-year and annual reviews and working to support staff in their endeavor towards continuous growth an improvement."

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

John Cassleman  
Board Chair  
Pullman Community Montessori

Please sign below indicating your acceptance of the terms above.

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

Laylah Sullivan