August 12, 2022

Re: Offer of Employment for 2023-24, 2024-25, 2025-26 School Year

Dear Laylah,

On behalf of the Pullman Community Montessori (PCM) and the PCM Board of Trustees, I am pleased to continue your offer of employment as the Head of School (HOS) for the 2023-24 School Year. I am also pleased to extend this offer for the 2024-25 and 2025-26 School Year under the parameters that are outlined in this Employment Agreement. Your employment for the 2023-24 school year will begin on August 15, 2022 at which point you will begin earning an annual salary of $92,700.00. 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, 2026. Your compensation will be paid bimonthly. Pay dates are the 10th and 25th 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 [2023-24 Staff Handbook.](https://mypcm21.box.com/s/jdy65zxc5xqbwoomju2uh54ne5odbtg5)

Your 2022-23 through 2025-26 School Year contract includes ‘catch-up compensation’. Catch up compensation will be $30,000 paid out 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](https://mypcm21.box.com/s/9r6631hkmj2cuevncry1bqv7t81o4paa) 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.

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 [2023-24 Staff Handbook.](https://mypcm21.box.com/s/jdy65zxc5xqbwoomju2uh54ne5odbtg5) 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beverley Wolff

Board Chair

Pullman Community Montessori

Please sign below indicating your acceptance of the terms above.

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

Laylah Sullivan