



November 20, 2015

Dear Patricia Cracauer:

Nova Classical Academy (#4098-07), a Minnesota charter school, is pleased to offer you employment for the 2015-16 school year at the assignment below:

Assignment: Student Services Administrative Assistant
Schedule: 40 hours/week
Hourly rate: \$15.00
Duration: Start date of November 20, 2015 through the end of the school year, per the 2015-2016 school calendar

Your wages will be paid on the 15th and 30th/31st of each month, and will be paid one pay period in arrears. You will be classified as Program Support and Nova currently provides benefits as determined by the Board of Directors at full, partial, or no cost to you, depending upon your FTE status and according to the terms of the Employee Handbook.

You acknowledge that your employment under this agreement is "at-will." This means that your employment may be terminated at any time during, or at the expiration of, your one-year appointment at the sole discretion of the Academy's Board of Directors.

This offer of employment is contingent on passing a successful background check and verification of your current licensure and/or supporting credentials. The 2015-16 calendar and Employee Handbook are located on the Faculty page of the Nova website. All faculty and staff are expected to follow the policies, procedures, and expectations stated in the Employee Handbook at all times. By countersigning below, you are acknowledging that you will read the expectations set therein, and inquire for clarification, if necessary. Please acknowledge your acceptance of this offer by countersigning below and by returning an executed copy to the Business Office.

Nova Classical Academy is a school founded on the commitment to educate students in the Western tradition of Classical Education. The Board of Directors is very appreciative of your commitment and work toward the fulfillment of Nova's mission, educational aim, and vision.

Yours very truly,

Eric Williams
Executive Director

I accept this offer of employment with Nova Classical Academy.

Signature

11-20-15

Date