



September 10, 2015

Dear Stephanie Kraft :

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: Activities Administrative Assistant  
Schedule: 27.5 hours/week  
Hourly rate: \$16.00  
Duration: Start date to be determined thru June 17, 2016, per the 2015-2016 school calendar

Your wages will be paid on the 15<sup>th</sup> and 30<sup>th</sup>/31<sup>st</sup> 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 is on the faculty page of the school website. The Employee Handbook will be made available prior to the start of the 2015-16 school year. 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

9/10/2015

Date