



Smart Start of Mecklenburg County | 601 E. Fifth Street | Charlotte, NC | 28202

TO: [Program Director]
[Teacher]

FR: Nancy Hughes, Smart Start Executive Director
Trinisha Dean, Meck Pre-K Director

DT: September ____, 2018

RE: Meck Pre-K Lead Teacher Position

This memo is to confirm the 2018-2019 salary for [teacher's name] for the Meck Pre-K lead teacher position at [name of center]. Our records indicate she has a Bachelor of Science Degree in Elementary Education and a Standard Professional II teaching license in Birth-Kindergarten [or lead teacher's credentials]. She has [#] years of experience and will be employed from September [XX], 2018 to June 12, 2019. Her 10 month salary is [fill in based on salary scale for years of experience] (XXXXX monthly).