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Susan Kalt Moreau, Ph.D.
Deputy Superintendent of Schools

BRISTOL BOARD OF EDUCATION
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BRISTOL, CT 06011- 0450
(860) 584-7000 • Fax (860) 584-7611

October 20, 2017

Jill M. Browne
[REDACTED]
[REDACTED]

Dear Jill,

We are pleased to offer you the position of School Business Official for the Bristol Public Schools. I know that you will be a positive addition to our Central Office team.

Per our conversation, this offer of employment consists of the following:

- A salary of \$138,000 per fiscal year, July 1 through June 30, recalculated at a per diem rate of \$530.77 based upon your start date and based upon a 260 day work year.
- 22 vacation days per annum, pro-rated to your start date of December 4, 2017 [13 days through June 30, 2017]. You may carry 5 days forward by informing the Director of Human Resources. Accrued days are not paid as severance when you retire or otherwise leave the district.
- 20 sick days cumulative to 240 days. These days are not paid as severance when you retire or otherwise leave the district.
- All holidays for which the schools are closed.
- Personal time
- A long term disability policy that requires you to use all of your accumulated sick time before the policy becomes active.
- Term life insurance of \$150,000.
- You shared that you do not require health insurance.

I am attaching this offer of employment to an e-mail as well as mailing a copy to your home. Please acknowledge receipt of this offer and your acceptance by e-mail.

Once again, I know that you will find the working environment in Bristol to be a caring one and we welcome your eagerness to learn and expand your knowledge of the operations of a mid-size district.

Sincerely,

Susan Kalt Moreau, Ph.D.