

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525



Jennifer P. Byars
Superintendent of Schools

jennifer.byars@amityregion5.org
203.392.2106

June 19, 2019

Mr. James Saisa
Amity Regional School District No. 5
25 Newton Rd.
Woodbridge, Ct. 06525

Dear Jim,

This letter will serve as notification and confirmation of your employment/assignment for the 2019-2020 school year as Director of Facilities at the annual salary of \$117,392.40. This position includes a Safety & Emergency Management stipend in the amount of \$5,500.00, which will be included in your bi-weekly pay. This is a one-year appointment subject to annual review.

The High Deductible Health Plan (HDHP) is the only insurance option offered.

Reminder: To maintain consistency in protocol between union and non-union staff, please note the following conditions of your employment:

Regarding applicable holidays for your respective position: In order to qualify for holiday leave (pay), an eligible employee shall have worked on the last regularly scheduled workday prior to and the next regularly scheduled workday following the holiday, unless the employee is out of work due to a previously approved vacation day, jury duty or funeral leave. In the case of jury duty, the employee may qualify for paid leave upon presenting proof of service upon his/her return to work.

Regarding Personal Days: Personal days may not be used before or after a school holiday or school recess without the permission of the Superintendent.

Thank you for your hard work and dedication to the Amity community.

Very truly yours,

A handwritten signature in blue ink that reads "Jennifer P. Byars". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jennifer P. Byars, Ed.D.
Superintendent of Schools

Cc: Terry Lumas, Kathy Kovalik, JoAnn Gentile, Personnel File