



Clear Paths. Bright Futures. No Limits.

50 South Main Street, West Hartford, CT 06107
Phone: (860) 561-6600

June 9, 2023

Dr. Andrew Morrow
161 Sterling Drive
Newington, CT 06111

Dear Andy:

On behalf of the West Hartford Board of Education, I am pleased to confirm in writing your assignment as the Assistant Superintendent for Administration for the 2023-24 school year, and to describe your conditions of employment, as follows:

Salary: Your base salary is the sum of (a) \$203,464 payable in equal installments on regular pay dates as established by the Board, plus (b) an additional sum of \$10,173 as to which amount you will arrange to have an elective deferral deducted from your salary on a pre-tax basis as permitted under Section 403(b)(12)(A)(ii) of the Internal Revenue Code, as amended, and then contributed toward the purchase of a 403(b) annuity with a tax-sheltered annuity company of your choice, plus (c) a stipend of \$4,000 in recognition of your doctorate.

An additional sum of \$10,173 to 403(b) in recognition of ten years of service as part of the Executive Team.

Work year: All regular workdays except for holidays on which the Central Office is closed.

Benefits: The Board will pay for single plan health and dental insurance benefits, disability insurance plan, and group life insurance premiums as presently provided to certified administrators.

Mileage reimbursement: You shall be reimbursed for the mileage involved in traveling at the prevailing IRS rate.

Retirement benefits: Upon retirement or death (a) you will be paid the equivalent of one-half (1/2) of your total accumulated unused sick leave, with the maximum paid not to exceed seventy-five (75) days at the rate of 1/220 of your annual salary.

Fringe benefits: You will be entitled to holidays, sick leave, and personal leave as presently provided to certified administrators.

You will be entitled to ten (10) vacation days during school vacation periods and twenty (20) vacation days during the summer recess.

Annually, you may roll-forward up to five (5) vacation days that were earned but unused to the next fiscal year. You may elect not to use or roll-forward up to ten (10) days of vacation leave each fiscal year and instead receive a lump sum payment for such unused vacation at your regular rate of pay. Such amount, if any, shall be included in your W-2 earning.

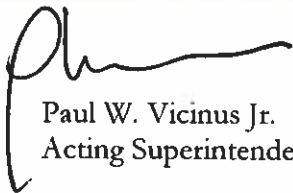
Upon separation from employment, you shall be paid for any accrued and unused vacation time up to a maximum payout of seventy-five (75) days at your regular rate of pay.

Term:

This assignment is for the 2023-24 school year, and you are subject to reassignment during this year only by mutual agreement or for just cause. Your continuing employment is subject to the provisions of the Teacher Tenure Act, Connecticut General Statutes § 10-151. Should you choose to retire or otherwise resign your employment, you will provide at least sixty (60) days written notice in advance.

On behalf of the West Hartford Board of Education, I wish to thank you for your continuing contributions to the West Hartford Public Schools. Please sign and date in the spaces provided below to accept this assignment on the conditions set forth above.

Sincerely,



Paul W. Vicinus Jr.
Acting Superintendent of Schools

I accept the conditions of employment set forth above.



Dr. Andrew Morrow

Date

6/12/23