



Tredyffrin/Easttown School District

Human Resources

November 22, 2013

Jeanne Pocalyko
636 Parkwood Drive
York, Pennsylvania 17404

Dear Jeanne,

The Board of School Directors ("Board") is very pleased to offer you the position of Director of Personnel in the Tredyffrin/Easttown School District ("District"). This letter is designed to ensure that you have a clear understanding of your position as well as your compensation and benefits package.

- 1) **Position and Responsibilities:** Your position will be Director of Personnel. The responsibilities of this position are described in TESD Administrative Regulation 2123 and are meant to include duties, incidental, necessary and appropriate to carry out the responsibilities of your position.
- 2) **Reporting Relationship:** You will report directly to the Superintendent of Schools. Please be advised that the District reserves the right to change your reporting relationship in its sole discretion and consistent with operational needs and strategic priorities of the District.
- 3) **Effective Date:** on or before January 27, 2014
- 4) **Compensation:** Your base annual compensation will be One Hundred and Sixty Seven Thousand dollars (\$167,000), less necessary taxes and withholdings, paid bi-weekly.
- 5) **Employee Benefits:**

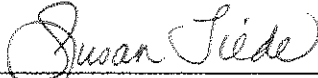
You shall receive all benefits referred to as "Group Benefits" contained in the District's Act 93 Agreement in effect during your employment as Director of Personnel, including any revisions to the Plan adopted during your employment as Director of Personnel.

6) **Proprietary/Confidentiality Information and Nondisclosure:** You acknowledge a duty of confidentiality owed to the District. You shall not, nor shall any corporation, partnership, or other business entity or person owned or controlled by you, directly or indirectly, at any time during or after your employment by the District, disclose or make accessible to anyone, use, or retain in writing or any other medium, without the express authorization of the District, any Confidential or Proprietary Information of the District. You hereby acknowledge that the Confidential or Proprietary Information is the property of the District, that you shall not duplicate or make use of any such Confidential or Proprietary Information other than in pursuit of the District's activities, and that, upon termination of employment for any reason, you shall deliver to the District, without further demand, all copies thereof, in any medium whatsoever, which are then in your possession. For purposes of this Agreement, Confidential or Proprietary Information shall mean all types of proprietary data and confidential information of the District, which is not legitimately in the public domain, including, but not limited to, all compensation or financial information, student lists, employee files, bid documents, contract forms and other books, records or files relating to the District's business.


We look forward to your contributions to the District. Please let me know if you have any questions or concerns. If you accept this offer, please sign both copies below and return one copy to me as soon as possible.

Sincerely,

Tredyffrin/Easttown School District

By: 
Susan Tiede
Director of Personnel

ACKNOWLEDGED AND AGREED:

Name: 
Jeanne Pocalyko

Date: 11/22/13