



DERBY PUBLIC SCHOOLS

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Dr. Matthew J. Conway, Jr.
Superintendent of Schools

January 11, 2018

Jane E. Viebranz
26 Falmouth Drive
Shelton, CT 06484

Dear Mrs. Viebranz,

As previously stated in responding to your request dated January 3, 2018, I cannot approve your request for leave. If I were to permit employees to take extended personal leave above and beyond contractual limits at their discretion, students would be subjected to frequent and unpredictable disruptions of their education and many would be left without services. In reading the last sentence of your most recent letter it could be interpreted that you plan to take the time off regardless of whether such leave is approved. With that said, I have a responsibility to inform you, should you take that action, that based on that action, you will be subject to discipline, up to and including termination for insubordination and job abandonment. While we value you and what you do for our kids, I hope you understand I have a responsibility to every employee and every child we are responsible to serve."

Sincerely,

Dr. Matthew J. Conway, Jr.
Superintendent of Schools

cc: Mario Ciccarini, Principal, Bradley School
Annie McDonald, Union Representative
Personnel File