

**Contract of Employment for 2021-2022 between the Voluntown, Connecticut  
Board of Education and the Superintendent of Schools**

Whereas the Board unanimously voted to appoint Adam S. Burrows as the Superintendent at a regular meeting of the Board held on the 9<sup>th</sup> day of February in 2006, *and updated his annual evaluation in May 2020*; and whereas, Adam S. Burrows has accepted such employment. This agreement is subject to the laws of the State of Connecticut and has been adjusted to comply with TRB or Teacher Retirement Board 45% guidelines, the parties agree as follows:

**Section 1 - Duties:**

The Superintendent of Schools is the chief executive officer of the Board. In harmony with the policies of the Board of Education, State Laws, and State Board of Education regulations, the Superintendent has executive authority over the school system and the responsibility for its supervision. He has the general authority to act at his discretion, subject to later approval by the Board of Education, upon all emergency matters and those as to which his powers and duties are not expressly limited or are not particularly set forth. He advises the Board on policies and plans that the Board takes under consideration, and he takes the initiative in presenting to the Board policies and planning issues for the Board's attention.

**Section 2 - Term:**

The term of employment shall be from *July 1, 2021, to June 30, 2022*, on a part time basis. For the purposes of the Contract, part time is defined as two days per week, annually. It is intended that there shall be flexibility in the scheduling of the days and it is agreed that the Superintendent and the Chair will work to establish a reasonable schedule. Either party shall have the right to cancel this Agreement at any time upon written notice of ninety calendar days. If cancelled by either party, the Superintendent shall be entitled only to the accrued salary up to the date of leaving the district.

**Section 3 - Compensation:**

Salary from July 1, 2021 to June 30, 2022 will be *\$68,219* based on a 104-day work year and will comply with TRB rules.

**Section 4 - Reimbursement for Expenses:**

For the use of his automobile on school business, the Superintendent shall be reimbursed at the IRS mileage rate on vouchers to be submitted by him. Subject to the availability of funds, the Superintendent shall be reimbursed for any reasonable expenses incurred in connection with membership in professional organizations and attendance at professional meetings and/or conferences.

**Section 5 - Benefits:**

The Board will contribute up to *\$1,000 per month toward the cost of health insurance*.

**Section 6 - Evaluation:**

The Board shall evaluate and assess in writing the performance of the Superintendent at least annually during the term of this agreement. The Superintendent shall submit to the Board a recommended format for the evaluation. This assessment shall be reasonably objective and related to the goals and objectives of the District for the year in review. The criteria will document: board-superintendent relations, community relations, personnel relations, educational program, business matters, professional leadership, and personal qualities. The Board and Superintendent will work together in good faith to develop and adopt a mutually agreeable evaluation format.

*Board of Education Chair*

*Kate Beauparlant*  
*Kate Beauparlant*

*5/14/21*  
*Date*

*Superintendent of Schools*

*Adam S. Burrows*  
*Adam S. Burrows*

*5/24/2021*  
*Date*