

**Contract of Employment for 2023-2024 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 9th 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, 2023, to June 30, 2024*, 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, 2023 to June 30, 2024 will be *\$72,018*; 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 *\$15,000. per year 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

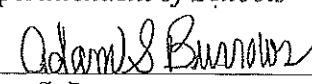


Kate Beauparlant

6/13/23

Date

Superintendent of Schools



Adam S. Burrows

06/12/2023

Date

VOLUNTOWN BOARD OF EDUCATION

An equal opportunity employer

2023-2024 Employment Agreement

School Principal

The **Board of Education** of Voluntown, Connecticut (hereinafter referred to as the "**Board**") hereby agrees to employ Amy L. Suffoletto and Amy L. Suffoletto (hereinafter referred to as "**Principal**") hereby agrees to serve as **Principal** in the Voluntown School District. The agreement is subject to the laws of the State of Connecticut.

Certification: The **Principal** shall maintain proper certification (Endorsement 092) for the duration of this agreement.

Duties: As defined by the **principal** job description, which is periodically reviewed and updated by the **Board**.

Evaluation: The Superintendent of Schools shall evaluate and assess in writing the performance of the **principal** at least annually during the term of this agreement, in accordance with the Board's teacher evaluation plan.

Work Year: The **Principal's** work year shall consist of one hundred eighty-seven (187) days (the length of the teacher work year), plus thirty (30) additional days, for a total of two hundred seventeen (217) days. At least ten (10) of those thirty (30) additional days are to be worked prior to the opening of school, ten (10) days following the closing of school, and the remaining ten (10) days worked as determined at the discretion of the Superintendent.

Compensation: July 1, 2023, to June 30, 2024 salary will be \$132,332.00.

Insurance: Health and Life Insurance benefits as provided to the certified staff, with 21.5% health insurance premium co-pay in 2023-24.

Other Leave: The **Principal** will accrue sick leave of eighteen (18) days per year, six (6) personal days, three (3) family funeral days, and three (3) family illness days. Personal, funeral, and family illness days are not accumulative. Unused sick leave will accumulate up to a maximum of one hundred and eighty (180) days.

Travel: Reimbursement at IRS rate, plus Superintendent-approved expenditures for conferences and workshops.

Retirement Plan: Up to 4% Matching 403(b) Retirement Plan.

Termination:

(A) This contract may be terminated at any time by mutual consent.

(B) This contract may be terminated by the **Board** for cause as provided by the Connecticut General Statutes, Section 10-151.

(C) The **principal** may resign by submitting thirty (30) days' written notice.

Legalities: This contract is subject to the statutes of the State of Connecticut, the policies of the **Board**, and the rules and regulations of the Connecticut State Department of Education.

The conditions stipulated above constitute the full agreement between the parties.

VOLUNTOWN BOARD OF EDUCATION

By: Kate Beuparlant
Kate Beuparlant, Chair

By: Amy L. Suffoletto
Amy L. Suffoletto, Principal

Date: 6/13/23

Date: 6/13/23

**Contract for 2023-2024 School Readiness Liaison
School Readiness Program - Voluntown, Connecticut**

Nature of Work

This is a professional position responsible for facilitating the smooth and efficient operation of the School Readiness Program for the Town of Voluntown. The School Readiness Liaison must have considerable knowledge, skill and ability in Early Childhood Development, grant writing, management, record keeping skills, and knowledge of the laws and regulations regarding school readiness programs.

Responsibilities

1. Oversee School Readiness (SR) program to assure compliance with local and state guidelines.
2. Compile and submit SR monthly reports to the State.
3. Conduct quarterly site visits to the program receiving SR funding.
4. Facilitates SR council meetings; records and distributes minutes of all proceedings.
5. Ensure community services are linked and networking opportunities are available to providers.
6. Coordinate pre-school curriculum development.
7. Attend statewide SR meetings and serve as the contact person for the Town of Voluntown.
8. Provide technical assistance to facilitate plans for transition to kindergarten.
9. Coordinate professional development activities as they relate to SR guidelines.
10. Coordinate the mini-grant program for the Quality Enhancement funding.
11. Verify accuracy of the monthly report for the DSS funded program as well as compliance with DSS policies and NAEYC accreditation standards.
12. Write the SR and Quality Enhancement Grant applications.
13. Facilitate local program RFP's: distribution, technical support, grants review process, notification, contracts, etc.
14. Complete the annual evaluation forms as required by the grant.

Work Year: July 1, 2023 - June 30, 2024, to be appointed *by the Board of Selectmen*

Work Week: Flexible hours based on implementing priorities and goals.

Annual Stipend: Stipend of \$10,000.00 (\$9857.08 wages/\$142.92 FICA/Medicare) paid in 3 (three) installments on 11.9.23, 2.15.24 and 5.30.24. Please note that adjustments will need to be made to the stipend if there is a change in the total of the grant or if this grant is discontinued. The current grant for School Readiness Liaison is a total of \$10,000.00 for the stipend including any state and federal deductions.

Benefits: No other benefits available under this contract. There will be an 8.25% deduction for a TRB (Teachers' Retirement Board) contribution.

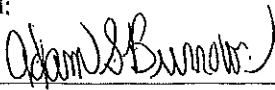
Immediate Supervisor: Superintendent of Schools.

Secondary Supervisor: Voluntown School Readiness Council

Evaluation: Will be completed annually.

This contract is per mutual agreement and in accordance with Connecticut State Education Laws, the Board of Education, the Board of Selectmen, the requirements of the School Readiness Grant, and the availability of grant funding.

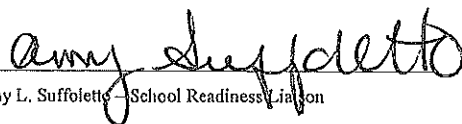
Signed:



Adam S. Burrows, Superintendent of Schools

6/15/23

Date



Amy L. Suffoletto - School Readiness Liaison

6/13/23

Date

VOLUNTOWN BOARD OF EDUCATION

An equal opportunity employer
2023-2024 Employment Agreement
Director of Student Services

The Board of Education of Voluntown, Connecticut (hereinafter referred to as the "Board") hereby agrees to employ **Lloyd A. Johnson and Lloyd A. Johnson** (hereinafter referred to as "Director of Student Services") hereby agrees to serve as **Director of Student Services** in the Voluntown Elementary School. The agreement is subject to the laws of the State of Connecticut and has been adjusted to comply with the TRB or Teacher Retirement Board 45% guidelines.

Certification: The **Director of Student Services** shall maintain proper certification (Endorsement 092) for the duration of this agreement.

Duties: As defined by the **Director of Student Services** job description, periodically updated by the Board.

Evaluation: The Superintendent of Schools shall evaluate and assess in writing the performance of the **Director of Students Services** at least annually during the term of this agreement, in accordance with the Board's teacher evaluation plan.

Work Year: The **Director of Student Services** shall work a total of one hundred and four (104) days per year. It is intended that there shall be flexibility in consultation with the Superintendent in the scheduling of days.

Compensation: The **Director of Student Services** salary from **July 1, 2023** to **June 30, 2024** will be **\$61,205.00** based on a 104-day work year and will comply with TRB rules.

Benefits: The Board will contribute up to \$15,000.00 per year toward the cost of health insurance.

Travel: Reimbursement at IRS rate, plus Superintendent-approved expenditures for conferences and workshops.

Termination:

- (A) This contract may be terminated at any time by mutual consent.
- (B) This contract may be terminated by the Board for cause as provided by the Connecticut General Statutes, Section 10-151.
- (C) The **Director of Student Services** may resign by submitting thirty (30) days' written notice.

Legalities: This contract is subject to the statutes of the State of Connecticut, the policies of the Board, and the rules and regulations of the Connecticut State Department of Education.

The conditions stipulated above constitute the full agreement between the parties.

VOLUNTOWN BOARD OF EDUCATION

By: Kate Beauparlant
Kate Beauparlant, Chair

By: Lloyd A. Johnson
Director of Student Services

Date: 6/13/23

Date: 6/15/2023