



State of Vermont
Vermont Department of Education
120 State Street
Montpelier, VT 05620-2501

November 30, 2011

Trevor Colby, Chair
Essex-Caledonia Supervisory Union Board
PO Box 255
Concord, VT 05824

Dear Mr. Colby:

I am writing to thank you for your letter of November 10, 2011 notifying me of the impending superintendent vacancy in the Essex-Caledonia Supervisory Union.

Under 16 V.S.A. §261(a) and Rule 3232.2 of the Vermont State Board of Education Manual of Rules and Practices, I have the option of recommending a study for a supervisory union boundary change to the State Board of Education. I am choosing to go with this option. The Board will consider this item at its December 20, 2011 meeting. Prior to that meeting we will send you an agenda and the item information being sent to the Board for its consideration.

Please be advised pursuant to Rule 3232.2 of the *Vermont State Board of Education Manual of Rules and Practices* that the process of recruiting a superintendent - for one or two years - may proceed. During the search process, I recommend you consider all options, including 1) maintaining the current supervisory union, 2) dissolving the supervisory union and reassigning towns to neighboring supervisory unions, and 3) pursuing the formation of a Regional Education District (RED), either singly or in concert with another supervisory union(s). (Note: St. Johnsbury is also in the process of searching for a new superintendent, which presents an opportunity for collaboration among superintendencies.). In the process of weighing these options, please consider benefits to and options for students; efficiencies to be gained (or lost); and cost savings to be derived.

As you move ahead with the search for an interim superintendent, please keep in mind the requirement of 16 V.S.A. §241(a), which states:

Each supervisory union or supervisory district board, with the advice of the commissioner, may employ a superintendent of schools (emphasis added).

In addition to the above, it is my expectation that the candidate(s) recommended:

- 1) will have familiarity with and support for the State Board and Department's Strategic Plan (http://education.vermont.gov/new/pdfdoc/board/educ_sbe_strategic_plan.pdf) and transformation initiative (<http://education.vermont.gov/new/html/dept/transformation.html>);
- 2) will be appropriately licensed or eligible for appropriate licensure for the position (<http://education.vermont.gov/new/html/maincert.html>); and

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3) will have completed Vermont's criminal record and registry check process.

Accordingly, please forward the resumés of finalists to Carol King at the Department of Education who will coordinate the review process here.

When you are ready to offer the position to the final candidate, pursuant to 16 V.S.A. § 254(b), you must do so in writing, and you must make the offer contingent upon the candidate going through the necessary background checks. Simultaneously with your contingent written offer of employment to the candidate, please fax a copy of that letter to the Vermont Department of Education's Division of Educator Quality at (802) 828-5107, so that the background checks can be completed promptly and in accordance with 16 V.S.A. §§ 254(b) and 256(a).

Sincerely,



Armando Vilaseca
Commissioner of Education

C: Mark Oettinger, General Counsel
Marta Cambra, Director, Educator Quality
Jill Peck, M.Ed., Superintendent
Stephen D. Sanborn, Ed.D., COO