

# ESSEX-CALEDONIA SUPERVISORY UNION

CONCORD-GRANBY-GUILDHALL-KIRBY-LUNENBURG-MAIDSTONE-VICTORY-WATERFORD

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Jill Peck, M.Ed.  
Superintendent

Stephen D. Sanborn, Ed.D.  
Chief of Operations

November 10, 2011

Vermont Department of Education  
120 State Street  
Montpelier, VT 05620-2501  
Attn: Commissioner Armando Vilaseca



Dear Commissioner Vilaseca:

The Essex-Caledonia Supervisory Union will have an opening July 1, 2012 for Superintendent of Schools for our district. I appreciate your taking the time to meet with me to explain our responsibilities as a board in responding to this vacancy. The Supervisory Union board voted to have me forward this request to you at our November 9<sup>th</sup> meeting.

We would like authorization from you to hire a new Superintendent for our district. Our board has been working diligently to create a job description and evaluation tool over the last several months. We believe we are ready to begin the advertisement process for the position. Please let us know as soon as possible if you have any concerns about our district moving forward with this hiring.

Should you require additional information, you may contact me at (802) 676- 3500 or by email at [vtcolby@yahoo.com](mailto:vtcolby@yahoo.com).

Sincerely,

Trevor Colby,

Essex-Caledonia Supervisory Union Board Chairperson