

January 24, 2024

Washington Central Unified Union School District
Flor Diaz Smith, Chair
1130 Gallison Hill Road
Montpelier, VT 05602

Dear Chair Diaz Smith:

I am in receipt of your letter requesting permission to search for a permanent superintendent. I am authorizing the Washington Central Unified Union School District Board (WCUUSD), pursuant to Rule 3232.2 of the Vermont State Board of Education *Manual of Rules and Practices*, and 16 V.S.A. § 241, to hire permanent superintendent for a period of one (1) year and up to five (5) years through June 30, 2029.

As the WCUUSD Board proceeds with the search for a permanent superintendent, please keep in mind that 16 V.S.A. § 241(a) requires a supervisory district or supervisory union to have the “advice of the Secretary” before employing a permanent superintendent of schools.

Accordingly, please send the resumes of the finalists for the position to Suzanne Sprague (suzanne.sprague@vermont.gov) at the Agency of Education who will coordinate the review process here.

In addition, the candidate selected by the WCUUSD Board for the position of permanent superintendent must:

- 1) have familiarity with the State Board of Education’s Rules and Practices (<https://education.vermont.gov/state-board-councils/state-board/rules>); and
- 2) be appropriately licensed on or before the first day of employment.

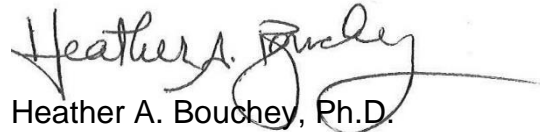
Lastly, when the WCUUSD Board is ready to offer the position of permanent superintendent to the final candidate, it must do so in writing and make the offer contingent upon the candidate satisfactorily completing a criminal record check and the abuse registry checks maintained by DCF and DAILE. A copy of the formal offer must be forwarded to the Secretary’s Office via Suzanne Sprague (Suzanne.Sprague@vermont.gov) who will coordinate the criminal and registry record check processes in accordance with state law.



It is recommended that the school district perform background checks as well.

Please contact my office should you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Heather A. Bouchey". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Heather A. Bouchey, Ph.D.
Secretary of Education

