

Addendum
BUUSD Board Meeting
April 4, 2024



**Spaulding High School
Central Vermont Career Center
Barre City Elementary and Middle School
Barre Town Middle and Elementary School**

A rock solid education for a lifetime of discovery.

120 Ayers Street, Barre, VT 05641
Phone: 802-476-5011
Fax: 802-476-4944 or 802-477-1132
Website: www.buusd.org

**BUUSD Spring 24 Superintendent Search
Board and Search Committee Protocols and Agreements**

1. Keep the best interest of the school and children in mind, while balancing the needs of taxpayers.
2. Make decisions based on clear information.
3. Honor the board's/committee's decisions
4. Keep meetings on schedule
5. Stick to the agenda.
6. Keep remarks short and to the point.
7. Everyone gets a chance to take before people take a second turn.
8. Respect others and their ideas.
9. The consultant will support the committee and board with search-related work and will work with the board/committee chair on meeting agendas and processes.
10. Surprises to the board/committee or the consultant will be the exception. We agree to ask the board chair or the superintendent to place an item on the agenda instead of bringing it up unexpectedly at a meeting.
11. Board/committee requests are to be directed to the consultant.
12. Direct feedback to the board/committee chair or consultant.
13. When executive sessions are held, board and committee members will honor the confidentiality of the discussions and the private information of candidates.
14. Committee and board members will honor communications agreements related to the superintendent search. The board/committee chair or designee will be the spokesperson.
15. Only the board/committee as a whole has authority. No individual board/committee member will take unilateral action.
16. The board/committee will follow open-meeting law.
17. The board and committee will ensure the process is welcoming, respectful and follows district policy on non-discrimination.

BUUSD Superintendent Search Timeline and Process - Spring, 2024

Version Date: 4/4/24

Preferred Timeline	DRAFT - BUUSD Spring 24 Timeline	Responsibility	Task	Outcome/Status
October	March	Board Chair	Contact AOE	<input checked="" type="checkbox"/> Get permission to begin the search
October/ November	April 4, 2024	Consultant, Board	Special Board Meeting	<input type="checkbox"/> Introductions <input type="checkbox"/> Discuss the superintendent search process and timeline
October/ November	April 4, 2024	Board	Create and approve screening committee charge	<input type="checkbox"/> Identify expectations and scope of work for the screening committee; approve committee charge
October/ November	April 10, 2024	Board, Consultant, District	Identify and invite key stakeholders to serve on the screening committee; Provide broad school and community involvement and input	<input type="checkbox"/> Develop and disseminate the Superintendent Skills & Attributes Survey <input type="checkbox"/> Identify/approve committee membership <input type="checkbox"/> Provide a committee roster with emails to the consultant.
October/ November	April 4, 2024	Consultant, District, Board	Recruit candidates locally and nationally using electronic media and local networking	<input type="checkbox"/> Set salary range <input type="checkbox"/> Create and approve job postings for SchoolSpring; identify other advertising venues. Place ad.
October/ November	By April 10	District	Website	<input type="checkbox"/> Create a landing page to keep the public informed throughout the process
October/Nov ember	Week of April 15	Consultant	Welcome Screening Committee Members	<input type="checkbox"/> Welcome members schedule the initial screening committee meeting
	April 22	Consultant	Close Superintendent Skills & Attributes Survey	<input type="checkbox"/> Consolidate survey feedback for committee review
November	Week of April 22	Consultant/ Committee	First Committee Mtg.	<input type="checkbox"/> Meet to frame the search process; review the screening committee charge <input type="checkbox"/> Elect chair and clerk

				<input type="checkbox"/> Establish ground rules <input type="checkbox"/> Establish timeline, meeting schedule
December	Combine with first meeting	Consultant/Committee	Second Committee Mtg.	<input type="checkbox"/> Review Superintendent Skills & Attributes Survey <input type="checkbox"/> Develop qualities to look for in a superintendent, review/rating criteria <input type="checkbox"/> Begin the process of developing questions for candidates <input type="checkbox"/> SchoolSpring training as needed
1st week of January	Week of April 29	Consultant/Committee	Third Committee Mtg.	<input type="checkbox"/> Identify viable candidates based on search criteria and candidate materials <input type="checkbox"/> Create interview structure <input type="checkbox"/> Finalize questions for candidates. Ensure all questions and statements are legal.
2nd week of January	Week of April 29	Consultant	Schedule semi-finalist interviews with committee	<input type="checkbox"/> Schedule semi-finalist interviews with committee
3rd week of January	Week of May 6	Consultant/Committee	Fourth Committee Mtg.	<input type="checkbox"/> Semi-finalist interviews; identify up to 3 finalists
4th week of January		Consultant	Conduct detailed reference checks; Inform candidates of status	<input type="checkbox"/> Conduct detailed reference checks, <input type="checkbox"/> Inform candidates of status
5th week of January/ Early Feb	Week of May 13	Consultant / Committee	Fifth Committee Mtg.	<input type="checkbox"/> Review reference checks <input type="checkbox"/> Notify the board of finalists
January		Board	Approve Final Board Interview Process	<input type="checkbox"/> Set dates, possible inclusion of stakeholder interview groups; site visits, etc. <input type="checkbox"/> Finalize interview structure/timeline; select interview questions; ensure all questions and statements are legal
February	May 22	Consultant/Committee/Board	Meeting and Interview Finalists and Select Candidate	<input type="checkbox"/> Possible school visits/forums for staff and community to meet the final candidates <input type="checkbox"/> Final interviews with the Board

				<input type="checkbox"/> Board review of finalist application materials, reference checks <input type="checkbox"/> Identify top candidates related to search criteria
February	End of May, early June	Board	Reach an Agreement with the Candidate	<input type="checkbox"/> Negotiate contract
February	End of May early June	Board Chair	Notify AOE	<input type="checkbox"/> Obtain permission to hire from the Secretary of Education; AOE Background check
End of February, early March	End of May, early June	Board	Sign contract. Seal the deal	<input type="checkbox"/> Sign contract <input type="checkbox"/> Announce and celebrate!
April	June/July	Board	Create a transition process with the outgoing and incoming superintendents	<input type="checkbox"/> Establish seamless leadership transition
Summer	Summer	Board	Ensure the new superintendent and board develop an effective working relationship	<input type="checkbox"/> With the new superintendent, set superintendent, board, and district goals; create an effective evaluation process during the summer; require feedback no later than 6 months after employment starts <input type="checkbox"/> If applicable, support the new superintendent in obtaining a mentor



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Superintendent Screening Committee Charge Spring, 2024

Screening Committee Mission

The Barre Unified Union School District Board charges the Superintendent Screening Committee with the authority and responsibility to conduct the initial superintendent screening process. The Secretary of Education has granted permission to begin the search process. The Screening Committee's work shall start as soon as the committee has been appointed and an organizational meeting can be convened and shall conclude with recommending finalist candidates to the full board. The Screening Committee shall work with the VSBA Consultant, Tracy Wend, to complete the screening process. The Screening Committee shall strive to present up to three licensable candidates to the full board that meet the search criteria established by the board. The Screening Committee shall provide information on the finalist candidates' experience, specific skills, and related background details to the Board following completion of the initial screening process but shall not rank order the candidate list. The full Barre Unified Union School District Board retains the authority to hire the new superintendent.

Committee Membership

The Screening Committee shall be constituted as follows:

- 2 Board Members
- 1 Building Administrator
- 1 Central Office Staff Member
- 1 Teacher
- 1 Support Staff Member

for a total of 7 members.

The Board will select members of the Screening Committee based on prioritization that includes roles, background, and experience from the list outlined above. Committee members will be expected to participate in all aspects of the screening committee activities fully. If they fail to participate by missing two meetings or fail to follow the committee rules and charges, their appointment will be revoked, and a new committee member will be appointed.

Committee Process

The Screening Committee is authorized to work with the VSBA consultant to prepare, distribute, and review candidate materials using electronic resources, and to conduct first-round applicant interviews.

Each Screening Committee member will be expected to review all candidates applying for the Superintendent position and assess and rate each applicant. It is important that each Committee member complete their own

assessment of each candidate, and that Committee members not discuss the candidates with one another, or others, before a full group discussion to ensure fairness and confidentiality for the candidates.

The Committee members' individual ratings and comments will be put together by the VSBA Consultant, possibly together with other information gathered by the VSBA Consultant, to inform the group's decision of what candidates the Committee will interview as semi-finalists. The Committee will interview semi-finalists and then choose up to 3 finalist candidates to recommend for interviews by the BUUSD Board.

Screening Committee members shall agree to keep all applicant information confidential. The Board will publicly announce the list of finalist candidates once references have been completed following the first round of interviews. The Screening Committee Chair is responsible for communications between the committee and the District Board Chair.

All Screening Committee meetings shall be advertised and open to the public. However, the Screening Committee shall review candidate materials and deliberate in executive session, complying with Vermont Open Meeting Law requirements. The Screening Committee shall keep meeting minutes and send a copy to the Board Clerk within five days following each Screening Committee meeting.

Adopted by the Barre Unified Union School District board on:



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DRAFT Barre Unified Union School District Superintendent Job Posting - April 2024

The Barre Unified Union School District (BUUSD) is seeking an experienced education leader to serve as its next Superintendent. The successful candidate will be someone with the ability to engage all stakeholders around a common vision that promotes high levels of academic, social, and emotional growth in an educational environment that values opportunity and success for each student. BUUSD is seeking someone who is a team player with demonstrated administrative and leadership skills, and the ability to lead a coordinated educational program, preschool through adult. The candidate must be eligible for a Vermont Superintendent license. The position begins on July 1, 2024.

BUUSD: A rock solid education for a lifetime of discovery.

The Barre Unified Union School District comprises four distinct schools: two elementary/middle schools; one high school; and Spaulding Educational Alternatives.

Barre City Elementary and Middle School currently enrolls approximately 900 students in grades PreK-8. Barre Town Middle and Elementary School has approximately 860 students enrolled in grades PreK-8. Spaulding High School and Spaulding Educational Alternatives have a student population of approximately 850.

Barre City and Barre Town, incorporated separately, are located in the heart of Central Vermont in Washington County. Barre City has approximately 8,800 residents and is the 3rd largest city in Vermont (after Burlington and Rutland). Barre Town is home to four villages, including East Barre, Websterville, Graniteville, and South Barre, with a population of approximately 7,800.

The greater Barre area has often been referred to as the "Granite Capital of the World" due to its world-famous granite quarries and long history in the granite industry. Barre also offers convenient downtown shopping, a variety of recreational opportunities, great schools, and diverse housing opportunities, making it a great place to live and raise a family. As an integral part of the Barre-Montpelier urban area, Barre residents enjoy all the conveniences of an urban

area while living in some of the state's most beautiful rural environments.

For more information about our district, please visit: buusd.org

Candidates with a proven track record in the following areas will receive priority consideration:

- Successful relevant experience in educational leadership
- Excellent community engagement skills
- Leadership skills that foster a professional community of educators committed to continuous improvement, effective professional development, and a focus on student learning.
- Strong fiscal and operational management skills
- Knowledge of and commitment to practices that are inclusive and support equality of educational opportunity and culturally responsive practices
- Consensus, collaboration, and capacity-building skills
- Open and flexible mindset

Interested applicants should apply online through schoolspring.com. Submit a letter of interest, resume, 3 current letters of recommendation, copies of transcripts, and proof of licensure or eligibility for licensure. Only complete applications will be considered.

Salary Range: \$ ###,### to \$###,###

Resumé reviews will begin on **DATE**, 2024, and will continue until the position is filled. All inquiries should be directed to Tracy Wrend, VSBA Search Consultant at tracy.wrend@gmail.com