



Spaulding High School  
Spaulding Educational Alternatives (SEA)  
Barre City Elementary and Middle School  
Barre Town Middle and Elementary School

## **Superintendent Candidate Screening Committee Charge**

### Screening Committee Mission

The Barre Unified Union School District Board charges the Superintendent Candidate Screening Committee with the authority and responsibility to conduct the initial superintendent screening process. This process shall start following the receipt of the Secretary of Education's permission to begin the search process and shall conclude with recommending finalist candidates to the full board. The screening committee shall strive to present up to three licensable candidates to the full board who meet the search criteria established by the board. After the initial screening process is completed, the Screening Committee shall provide information on the finalist candidates' experience, specific skills, and related background details to the Board. The full Barre Unified Union School District Board retains the authority to hire the new superintendent.

### Committee Membership

The Screening Committee shall be constituted of the following positions (9-12):

1. BUUSD Board Committee Member (s)
2. School Administrator (s)
3. BEA Representative - Teacher (s)
4. BEA Representative - Paraeducator (s)
5. Community member (s)
6. Local Business Owner/Leader (s)
7. Municipal Leader (s)
8. SHS Student (s)
9. Parent (s)

The Board will select members of the Screening Committee based on prioritization, which includes stakeholder roles, background, and experience from the list outlined above. Committee members are expected to participate fully in all aspects of the Screening Committee activities. If they fail to join 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 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 essential that each Committee member complete their own assessment of each candidate and that Committee members do not discuss the candidates with one another or others before a whole group discussion to ensure fairness and confidentiality for the candidates. The NESDEC Consultant will compile the Committee Members' ratings and comments, and other information will be gathered by the NESDEC consultant and the committee chair to inform the group's decision on what candidates the committee will interview. The Committee will then choose up to three candidates to recommend for interviews by the Barre Unified Union School 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 February 12, 2025*