

**Addendum**  
**BUUSD Board Meeting**  
**January 5, 2026**



# ***BUUSD***

## ***Barre Unified Union School District***

### **BRIEFING MEMO**

**DATE SUBMITTED TO THE CHAIR/SUPERINTENDENT:**

1/2/2026

**AGENDA ITEM DESCRIPTION:**

Superintendent Search

**SUBMITTING PERSON:**

Michael Boutin

**RESOURCES NEEDED INCLUDING STAFF TIME:**

Staff time and costs associated with the superintendent search

**STAFF RECCOMENDATION:**

n/a

**BACKGROUND/SUPPLEMENTAL INFORMATION:**

In 2024 we hired JoAn Canning as a temporary superintendent. In 2025 we were able to reappoint her. She has informed us that she will not be signing the contract for another year. Therefore, we need to do a superintendent search. The board chair reached out to VSBA for the contract and AOE for approval to do the search. Both are included in the packet.

**ATTACHMENTS:**

Contract and AOE letter

**INTERESTED/AFFECTED PARTIES:**

BUUSD

**RECOMMENDED ACTION/MOTION:**

Motion to approve the VSBA contract and authorize the chair to sign.



State of Vermont  
1 National Life Drive, Davis 5  
Montpelier, VT 05620-2501  
[education.vermont.gov](http://education.vermont.gov)

[phone] 802-828-1130  
[fax] 802-828-6430

Agency of Education

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December 22, 2025

Barre Unified Union School District  
Michael Boutin, Chair  
120 Ayers Street  
Barre, VT 05641

Dear Chair Boutin:

I am authorizing the Barre Unified Union School District (BUUSD), 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 a superintendent for a period of one (1) year and up to five (5) years through June 30, 2031.

As the BUUSD 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](mailto:suzanne.sprague@vermont.gov)) at the Agency of Education who will coordinate the review process here.

In addition, the candidate selected by the BUUSD 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 BUUSD 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 DAIL. A copy of the formal offer must be forwarded to the Secretary’s Office via Suzanne Sprague ([Suzanne.Sprague@vermont.gov](mailto:Suzanne.Sprague@vermont.gov)) who will coordinate the criminal and registry record check processes in accordance with state law.

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Michael Boutin, Chair  
Barre UUSD  
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It is recommended that the school district perform background checks as well.

Please contact my office should you have any questions.

Sincerely,



Zoie Saunders, M.Ed.  
Secretary of Education



# Superintendent Search Service Agreement

Between

**Barre Unified Union School District**

And

**Vermont School Boards Association**

## BOARD CONTRACT

### I. Purpose

The Vermont School Boards Association (VSBA) and the Barre Unified Union School District (Board) mutually agree to the following terms and conditions regarding search services to fill the position of superintendent of schools.

### II. Scope of Service

The VSBA will provide comprehensive assistance to the Board in its search for a new superintendent of schools. The VSBA will assist the Board and the screening committee by facilitating meetings and organizing the search process. The VSBA agrees to:

- A. meet with members of the school leadership team and educators to establish goals for the search process and to become familiar with the culture of the district and community;
- B. assist the Board to develop a written charge for the screening committee that identifies the specific roles and responsibilities for the current superintendent, school staff, students, and community members during the search process;
- C. work with the Board to identify priorities intended to assist the screening committee to recruit superintendent candidates who possess the necessary leadership skills, attributes, and experience level established by the Board;
- D. work with the board to update priorities intended to assist the screening committee to recruit superintendent candidates who possess the necessary leadership skills, attributes, and experience level established by the board;
- E. guide the development of selection criteria, salary/benefit range, and other details for the search process;
- F. assist with planning for the inclusion of internal candidates currently employed within the district;
- G. develop with the search committee a plan for disseminating advertising materials for the search pursuant to a plan approved by the committee, including the notices of the vacancy for identified web sites, selected newspapers, education journal(s), as well as phone calls and personal communication to potential candidates. Costs associated with advertising are not included in this contractual agreement.
- H. help the screening committee and Board to keep the process moving forward in a timely and lawful manner;
- I. assist the screening committee with the initial candidate review and recommend candidates whose credentials indicate they are well-qualified for the position and should be interviewed
- J. schedule first-round interview appointments and provide assistance during the interview process;

- 47 K. help the Board and screening committee formulate interview questions, and  
48 manage an effective interview process that follows the provisions of the Open  
49 Meeting Law;
- 50 L. guide the screening committee in conducting in-depth reference checks for finalist  
51 candidates that include, at minimum, telephone inquiries to their current employer,  
52 school board members, professional organizations, licensing board, and local  
53 teacher's union;
- 54 M. schedule final interview appointments and provide assistance during the selection  
55 process;
- 56 N. forward names and credentials of finalist candidates to the Vermont Secretary of  
57 Education's office for licensure compliance and reference screening;
- 58 O. organize a school and community forum for finalist candidates to meet teachers,  
59 administrators, students, parents, and community members;
- 60 P. if requested, arrange for district representatives to visit schools and communities  
61 where the finalist candidate(s) are currently employed;
- 62 Q. forward the name of the selected superintendent to the Vermont Secretary of  
63 Education for advice pursuant to 16 V.S.A. § 241, and a criminal record check and  
64 registry check pursuant to 16 V.S.A. § 254, if applicable;
- 65 R. send letters of regret and/or other correspondence necessary to complete the  
66 search process; and

67

### 68 **III. Conditions**

- 69 A. The VSBA will provide the identified search services on behalf of the Board (this may  
70 include subcontracting with a search consultant)
- 71 B. The VSBA will work with the Board and screening committee to complete the search  
72 process.
- 73 C. Candidate names will remain confidential until such time as the screening committee  
74 indicates that information is to become public.
- 75 D. The Board will approve all costs in excess of those included within this agreement before  
76 any additional costs are incurred.
- 77 E. The Board has renewed its VSBA membership in the current fiscal year.
- 78 F. The services and advice furnished by the VSBA does not constitute the provision of legal  
79 advice. The Board shall obtain any required legal opinions from its counsel.
- 80 G. The Board agrees for itself, its employees and agents not to assert any claim or institute  
81 any legal proceedings against the VSBA its officers, employees, or agents based upon  
82 services or advice furnished under this agreement. However, this paragraph does not  
83 apply to the failure on the part of the VSBA to perform the services stated within this  
84 agreement or to any intentionally wrongful act or failure to act in connection with  
85 performance under this contract. Such liability of the VSBA for failure of performance shall  
86 not exceed the amount of the fee stated within this agreement.

- 87 H. The VSBA will continue to provide oversight and quality control throughout the scope of
- 88 the search process.
- 89 I. Once the outlined search steps above have been completed, if the Board has not selected
- 90 any of the qualified candidates presented to them by the screening committee the Board
- 91 may choose to negotiate an additional contractual agreement with the VSBA to begin a
- 92 new search process for either a permanent or an interim superintendent.
- 93 J. In the event the search process is terminated early by the Board or the VSBA, notification
- 94 will be communicated in writing to all parties explaining the reason(s) for the decision and
- 95 a suggested resolution.
- 96 K. Once the search process has been completed, the VSBA will distribute and compile a
- 97 client satisfaction survey to evaluate the effectiveness of the VSBA's services provided
- 98 during the search.
- 99

100 **IV. Fees and Payment Schedule**

- 101 A. In consideration for the services described herein, the Board agrees to pay the VSBA a
- 102 fee of \$12,000 - one-half of the total fee will be due thirty (30) days after signing the search
- 103 contract, with the remainder due within thirty (30) days of completion of this agreement.
- 104
- 105 B. Provided, however, that if the Board terminates or suspends its search before making an
- 106 offer of employment to a superintendent candidate, the Board shall pay the VSBA \$200
- 107 dollars per hour for services. In the event that the Board terminates or suspends the
- 108 search, and the VSBA has not provided services resulting in a fee equal to the initial
- 109 installment paid by the Board, the VSBA will return the balance to the Board within thirty
- 110 (30) days of notification by the Board that it has terminated or suspended the search.
- 111
- 112 C. The cost of mileage, meals, and/or overnight accommodations required to complete the
- 113 services as described herein are not included in this contract.
- 114

115 **V. Duration**

116 The terms and conditions of this agreement and commitments begin on the date signed by both

117 parties and terminate upon:

- 118
- 119 1. completion of the specified search process by the VSBA; or
- 120 2. suspension of the search by the Board (Section IV.C); or
- 121 3. May 30, 2026.
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125 Sue Ceglowski, VSBA Executive Director

123 12/19/25

124 \_\_\_\_\_

125 Date

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129 Michael Boutin, Barre UUSD Board Chair

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127

128 \_\_\_\_\_

129 Date