

1 **Superintendent Search Service Agreement**

2 Between

3 **Barre Unified Union School District**

4 And

5 **Vermont School Boards Association**

6  
7 **BOARD CONTRACT**

8  
9 **I. Purpose**

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

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14 **II. Scope of Service**

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

- 18
- 19 A. meet with members of the school leadership team and educators to establish goals  
20 for the search process and to become familiar with the culture of the district and  
21 community;
  - 22 B. assist the Board to develop a written charge for the screening committee that  
23 identifies the specific roles and responsibilities for the current superintendent,  
24 school staff, students, and community members during the search process;
  - 25 C. work with the Board to identify priorities intended to assist the screening committee  
26 to recruit superintendent candidates who possess the necessary leadership skills,  
27 attributes, and experience level established by the Board;
  - 28 D. work with the board to update priorities intended to assist the screening committee  
29 to recruit superintendent candidates who possess the necessary leadership skills,  
30 attributes, and experience level established by the board;
  - 31 E. guide the development of selection criteria, salary/benefit range, and other details  
32 for the search process;
  - 33 F. assist with planning for the inclusion of internal candidates currently employed  
34 within the district;
  - 35 G. develop with the search committee a plan for disseminating advertising materials  
36 for the search pursuant to a plan approved by the committee, including the notices  
37 of the vacancy for identified web sites, selected newspapers, education journal(s),  
38 as well as phone calls and personal communication to potential candidates. Costs  
39 associated with advertising are not included in this contractual agreement.
  - 40 H. help the screening committee and Board to keep the process moving forward in a  
41 timely and lawful manner;
  - 42 I. assist the screening committee with the initial candidate review and recommend  
43 candidates whose credentials indicate they are well-qualified for the position and  
44 should be interviewed
  - 45 J. schedule first-round interview appointments and provide assistance during the  
46 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.
- 122

123 

124 \_\_\_\_\_

125 Sue Ceglowski, VSBA Executive Director

123 12/19/25

124 \_\_\_\_\_

125 Date

127 

128 \_\_\_\_\_

129 Michael Boutin, Barre UUSD Board Chair

127 1/5/2025

128 \_\_\_\_\_

129 Date

01/19/2026 MB