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Agency of Education

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) 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) who will coordinate the criminal and registry record check processes in accordance with state law.

December 22, 2025
Michael Boutin, Chair
Barre UUSD
Page 2

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

