

Caledonia Central Supervisory Union Assessments by School District

FY25 Proposed Budget

LOCAL FUNDS (1)	Caledonia Coop	Danville	Peacham	Cabot	Twinfield	Totals	Recon	V FY24
General Assess Supt office & Board	287,871	199,919	47,426	97,241	183,728	816,185	0	237,676 FTE Increase 1.0 - Assit. Superintendent
General Assess Bus office/Fiscal	202,157	140,393	33,305	68,287	129,022	573,164	0	32,969
Education Services Curriculum Dev	100,040	69,475	16,481	33,793	63,849	283,639	0	16,926
Education Services Technology	243,301	168,966	40,083	82,186	155,281	689,816	0	43,992
Education Services Physical Health	63,152	33,081	31,125	16,091	30,402	173,850	0	16,049
Education Services Mental Health	28,384	42,575				70,959	0	6,122
Education Services Transportation	198,694	182,645	41,581	78,300	91,215	592,435	0	105,400 Bus Leases & Butler Services
Education Services Plant & Operations	-	61,734	-	168,579	245,544	475,857	0	(49,114) (3) Custodians moved to Local Budgets
Special Ed Assess SpED	1,818,875	1,031,793	195,488	677,104	624,402	4,347,662	0	FTE decrease 3.7 BUT 3rd party Contracted services including Transportation Services
	2,942,475	1,930,581	405,489	1,221,581	1,523,442	8,023,567		

FUND (6)

Food Services	190,535	73,946	47,961	121,402	84,409	518,253	0	
Fund 1 Difference from FY24	955,337	(103,805)	79,364	188,934	72,243	1,192,073		
Fund 6 Difference from FY24	58,984	30,902	14,632	19,601	57,608	181,727		CBA Wages & Benefits, Healthcare, Inflation & Repairs

FY24 Proposed Budget

LOCAL FUNDS (1)	Caledonia Coop	Danville	Peacham	Cabot	Twinfield	Totals
General Assess Supt office & Board	204,042	141,702	33,615	68,924	130,225	578,509
General Assess Bus office/Fiscal	190,529	132,317	31,389	64,360	121,601	540,195
Education Services Curriculum Dev	94,071	65,330	15,498	31,777	60,039	266,713
Education Services Technology	227,784	158,190	37,527	76,944	145,378	645,824
Education Services Physical Health	55,602	28,890	31,277	15,287	26,745	157,801
Education Services Mental Health	25,935	38,902	-	-	-	64,837
Education Services Transportation	156,932	142,913	34,133	51,030	102,027	487,035
Education Services Plant & Operations	-	52,784	-	179,217	292,970	524,971
Special Ed Assess SpED	1,032,243	1,273,357	142,686	545,109	572,214	3,565,609
	1,987,138	2,034,385	326,124	1,032,647	1,451,199	6,831,494

FUND (6)

Food Services	131,551	43,044	33,329	101,801	26,801	336,526
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School District	FY23 Budget	FTE	FY24 Budget	FTE	FY25 Budget	FTE
Location Codes						
200 Barnet	1,248,229	13.0	1,045,819	12.2	1,444,400	11.6
500 Walden	815,874	4.1	902,806	5.6	1,046,218	6.3
600 Waterford	937,984	12.6	1,001,129	13.5	1,261,788	15.9
Caledonia Coop	3,002,087	29.7	2,949,754	31.2	3,752,406	33.8
300 Danville	2,596,766	36.2	2,842,446	35.7	2,657,800	32.7
400 Peacham	470,476	4.6	458,638	5.8	517,930	5.9
700 Cabot	1,502,815	16.3	1,931,619	19.3	1,986,464	16.1
800 Twinfield	1,956,409	25.8	2,016,366	24.5	2,062,649	22.8
000;100 District wide	1,903,505	14.7	2,341,501	19.2	2,589,717	19.3
	11,432,058	127.4	12,540,324	135.7	13,566,966	130.7

16.7%

18.7%

19.1%

(5.0)



Function Codes		FY23 Budget	FTE	FY24 Budget	FTE	FY25 Budget	FTE
2310;2318;2321	District wide break out						
2520	Supt office & Boards	522,566	3.0	578,509	3.0	816,185	4.0
2210;2213	Bus office/Fiscal	544,095	5.0	540,195	5.0	573,164	5.0
2225	Curriculum Dev	247,481	1.7	266,713	1.7	283,639	1.8
2132	Technology	425,486	4.0	645,824	6.0	689,816	6.0
1200;211	Health Services	-	-	120,152	2.4	135,055	2.4
	SpED	163,877	1.0	190,108	1.1	91,858	0.1
		1,903,505	14.7	2,341,501	19.2	2,589,717	19.3

Add'l: 2.6 add'l SpED paras
Less: SpED Paras, Pyschologist & SLP

Less: SpED Paras, Pyschologist & SLP
Less: SpED Paras, Pyschologist & SLP

FTEs down

	Increase
Staff - C&B; plus Asst. Super	237,676
Staff - C&B; Audit Fees, etc	32,969
Staff - C&B; Supplies & Services	16,926
Staff - C&B; Site Licenses, etc	43,992
LNAs - C&B - District Wide	14,903
Did not backfill Asst SpED director (VH)	(98,250)

Caledonia Central Supervisory Union Budget Summary

FY25 -Draft

For Fiscal Year: 2022-2023 2022-2023 2023-2024 2024-2025

Revenue	FY23	FY23	FY24	FY25	Increase/ (Decrease)	Comments
<u>SU Wide Activities</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>		
1943 Tuition- SpED Excess Cost	150,000	177,233	100,000	100,000	0	LEA Excess Cost Reimb
1510 Interest Income	0	1,554	0	0	0	
1941 Special Ed Assessment-SU	3,342,433	2,954,339	3,565,609	4,347,662	782,053	
1931/34 General Assessment-SU	1,066,661	1,013,630	1,118,704	1,389,349	270,645	Reimbursable from SDs
1941 Educational Services - SU	1,870,179	2,020,465	2,147,181	2,286,556	139,375	Reimbursable from SDs
1990 Miscellaneous Revenue	0	0	0	0	0	
Local:	6,429,273	6,167,220	6,931,494	8,123,567	1,192,073	
3150 State Transportation Aid	417,617	384,942	510,800	464,175	(46,625)	VT - AOE Trans Reimb dropped to 46%
3201 Census Block Grant (ACT 173)	3,481,624	3,756,255	3,696,035	3,570,586	(125,449)	ACT 173 Less Reimb in FY24/25
3202 Special Ed Reimbursement	0	0	0	0	0	
3203 Special Ed Extraordinary	1,093,548	1,294,322	1,402,000	1,373,642	(28,358)	ACT 173 Less Reimb in FY24/25
3205 State Placed Reimbursement	0	0	0	0	0	
3308 Voc Trans - TUS	10,000	39,608	0	35,000	35,000	
5200 Interfund Transfer	0	29,511	0	0	0	UVM iTeam Admin revenue
5400/5720 Prior Year / VSBIT Refunds	0	93,232	0	0	0	Refunds from prior yr
State/Other	5,002,789	5,597,870	5,608,835	5,443,403	(165,432)	(165,432)
Sub Total	11,432,062	11,765,090	12,540,329	13,566,970	1,026,641	
FTE	127.4		135.7	130.7		
Totals	11,432,062	11,765,090	12,540,329	13,566,970	1,026,641	

		FY23	FY23	FY24	FY25		
Direct Instruction - Gen Ed		Function 1100					
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
100	Salaries	70,391	0	0	0	0	
200	Benefits	39,100	0	0	0	0	
600	Supplies - ESSERS II	0	0	0	0	0	
		109,491	0	0	0	0	
Special Education Instruction		Function 1200		Program		211	
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
100	Salaries	2,863,481	2,993,778	3,266,044	3,316,503	50,459	3.7 FTE DECREASE
200	Benefits	1,280,899	1,150,500	1,509,036	1,439,321	(69,715)	
300	Professional Services	1,132,000	1,106,770	1,079,000	1,285,500	206,500	3rd Party - Extraordinary
400	Property Services	0	0	0	0	0	
500	Other Services	1,391,300	1,346,111	1,281,800	1,367,000	85,200	Tuition- Extraordinary
600	Supplies	31,500	20,939	22,750	22,250	(500)	
700	Equipment	1,000	0	0	0	0	
800	Other	0	0	0	0	0	
		6,700,180	6,618,099	7,158,630	7,430,574	271,944	
Extra /Co-Curricular		Function 1420					
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
200	Benefits	0	0	0	0	0	
		0	0	0	0	0	
Mental & General Health Services		Function 2120 / 2132					
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
100	Salaries	31,827	38,428	158,779	163,122	4,343	
200	Benefits	30,730	27,697	63,859	81,687	17,828	
		62,557	66,125	222,638	244,809	22,171	
Psychological Services		Function 2140		Program		211	
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
100	Salaries	79,568	79,568	81,955	81,955	0	Assumes MJ replacement
200	Benefits	27,379	31,274	29,606	31,921	2,315	Assumes MJ replacement
300	Professional Services	12,500	16,445	13,500	95,000	81,500	ADD'L 3rd Party Services - SpED
600	Supplies	1,500	2,258	1,500	2,000	500	
		120,947	129,544	126,561	210,876	84,315	
Speech & Language		Function 2150		Program		211	
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
100	Salaries	399,840	361,575	367,191	412,881	45,690	Assumes BL replacement
200	Benefits	83,610	68,889	78,239	116,103	37,864	Assumes BL replacement
300	Professional Services	66,750	6,716	48,000	127,000	79,000	ADD'L 3rd Party Services - SpED
400	Property Services	0	0	0	0	0	
500	Other Services	6,500	4,873	7,500	6,750	(750)	
600	Supplies	5,400	904	4,750	7,250	2,500	
700	Equipment	0	0	0	0	0	
800	Other	0	0	0	0	0	
		562,100	442,958	505,680	669,984	164,304	
Occupational Therapy		Function 2160		Program		211	
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
100	Salaries	150,027	211,587	214,583	222,362	7,779	
200	Benefits	49,524	68,357	91,431	78,439	(12,992)	
300	Professional Services	20,500	452	16,500	3,500	(13,000)	
400	Property Services	0	0	0	0	0	
500	Other Services	100	2,199	2,500	2,500	0	
600	Supplies	1,500	3,468	1,750	2,500	750	
700	Equipment	0	0	0	0	0	
800	Other	0	0	0	0	0	
		221,651	286,062	326,764	309,301	(17,463)	

Physical Therapy		Function 2170		Program 211		
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
300	Professional Services	100,250	99,603	91,900	95,500	3,600
600	Supplies	3,000	0	3,000	0	(3,000)
		103,250	99,603	94,900	95,500	600

Curriculum Development SPED		Function 2210		Program 211		
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
200	Benefits - Tuition Reimb	6,000	12,558	4,500	11,500	7,000
300	Professional Services	7,750	3,757	10,500	15,000	4,500
		13,750	16,315	15,000	26,500	11,500

Curriculum Development		Function 2210				
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
100	Salaries	154,910	152,645	146,230	167,265	21,035
200	Benefits	57,571	68,519	73,483	81,874	8,391
300	Professional Services	5,000	2,619	5,000	5,000	0
400	Property Services	0	0	0	0	0
500	Other Services	8,500	4,383	8,500	11,000	2,500
600	Supplies	3,500	2,028	5,500	5,500	0
700	Equipment	0	0	0	0	0
800	Other	3,000	2,073	3,000	3,000	0
		232,481	232,267	241,713	273,639	31,926

Staff Training		Function 2213				
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
300	Professional Services	15,000	4,240	25,000	10,000	(15,000)
		15,000	4,240	25,000	10,000	(15,000)

Technology Supervision		Function 2225				
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
100	Salaries	220,419	275,812	334,086	348,120	14,034
200	Benefits	112,317	148,117	181,238	220,196	38,958
300	Professional Services	250	0	250	250	0
400	Property Services	0	0	0	0	0
500	Other Svcs-Licenses fees	80,000	125,522	110,250	85,250	(25,000)
600	Supplies	12,500	7,564	20,000	36,000	16,000
700	Equipment	0	0	0	0	0
800	Other	0	0	0	0	0
		425,486	557,015	645,824	689,816	43,992

General Admin		Function 2310		Programs 100 & 211		
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
100	Salaries	750	435	500	500	0
200	Benefits	50	32	50	50	0
300	Professional Services	21,250	16,527	21,000	21,000	0
500	Other Services	12,000	13,320	12,000	14,000	2,000
800	Other	9,000	10,634	10,500	11,000	500
		43,050	40,947	44,050	46,550	2,500

Negotiations		Function 2318				
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
300	Professional Services	20,000	7,498	20,000	20,000	0
600	Supplies	0	0	0	0	0
		20,000	7,498	20,000	20,000	0

Superintendents Office		Function 2321					
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
100	Salaries	257,372	272,424	279,454	399,698	120,244	New Asst. Super
200	Benefits	102,444	99,178	112,555	178,987	66,432	New Asst. Super
300	Professional Services	7,500	13,792	9,000	15,000	6,000	Prof Dev Increase (Asst Super)
400	Property Services	47,500	57,903	63,250	68,250	5,000	
500	Other Services	29,500	67,466	33,500	69,500	36,000	DocuSign License & Travel (2nd Super)
600	Supplies	9,950	11,281	8,200	9,700	1,500	
700	Equipment	0	0	0	0	0	
800	Other	6,000	7,448	8,500	8,500	0	
		460,266	529,492	514,459	749,635	235,176	

Special Education Services Admin		Function 2420		Program 211			
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
100	Salaries	90,177	93,660	95,790	12,670	(83,120)	Did not Replace Asst Dir. Of SpED (VH)
200	Benefits	41,050	37,008	45,818	13,188	(32,630)	Did not Replace Asst Dir. Of SpED (VH)
300	Professional Services	4,500	8,338	5,000	5,000	0	
400	Property Services	0	6,099	0	6,000	6,000	
500	Other Services	7,000	23,264	14,500	22,000	7,500	
600	Supplies	3,750	4,469	3,500	3,500	0	
700	Equipment	0	0	0	0	0	
800	Other	1,750	2,500	2,500	2,500	0	
		148,227	175,337	167,108	64,858	(102,250)	

Fiscal Services		Function 2520					
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
100	Salaries	325,224	333,210	340,845	361,846	21,001	
200	Benefits	155,371	133,792	140,350	155,818	15,468	
300	Professional Services	33,000	27,180	35,500	28,000	(7,500)	
400	Property Services	10,000	0	0	0	0	
500	Other Services	1,000	4,414	2,000	4,000	2,000	
600	Supplies	13,500	6,762	13,500	13,500	0	
700	Equipment	0	0	0	0	0	
800	Other	6,000	9,441	8,000	10,000	2,000	
		544,095	514,799	540,195	573,164	32,969	

Plant Operations		Function 2600					
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
100	Salaries	318,801	394,038	354,274	308,714	(45,560)	3 FTEs Moved to District Level
200	Benefits	143,162	167,396	170,697	167,143	(3,554)	
500	Other Services	0	4,907	0	0	0	
600	Supplies	0	4,825	0	0	0	
		461,963	571,166	524,971	475,857	(49,114)	

Transportation		Function 2711					
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>	
100	Salaries	232,026	228,894	213,607	242,737	29,130	
200	Benefits	114,488	86,793	112,479	94,394	(18,085)	
300	Professional Services	1,500	4,537	4,500	5,500	1,000	
400	Property Services	156,790	195,675	171,730	230,250	58,520	Lease Increases w/WC Cressley
500	Other Services	435,760	399,941	399,000	429,610	30,610	New Contract w/Butler
600	Supplies	48,000	92,349	84,000	70,500	(13,500)	
700	Equipment	0	0	0	0	0	
800	Other	2,250	888	1,750	1,750	0	
		990,814	1,009,075	987,066	1,074,741	87,675	

Transportation Voc

		Function 2713				
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>
100	Salaries	0	0	0	0	0
200	Benefits	0	0	0	0	0
600	Supplies	0	0	0	0	0
		0	0	0	0	0

Transportation Extra

		Function 2721				
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>
100	Salaries	0	15,542	10,000	15,250	5,250
200	Benefits	0	1,460	765	1,615	850
500	Other Services	0	0	0	0	0
		0	17,002	10,765	16,865	6,100

Transportation SPED

		Function 2711		Program	211	
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>
100	Salaries	0	8,924	0	28,923	28,923
200	Benefits	0	778	0	4,374	4,374
400	Property Services	0	2,781	0	3,000	3,000
500	Other Services	196,750	432,353	366,000	547,000	181,000
600	Supplies	0	52	3,000	1,000	(2,000)
		196,750	444,888	369,000	584,297	215,297

Extraordinary Transp costs way up

Subgrant ESSERS II to Districts

		Function 5500				
<u>Object</u>	<u>Title</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Incr/(Dcrs)</u>
930	Subgrant Transfer	0	0	0	0	0
		0	0	0	0	0

Grand Totals

11,432,058	11,762,431	12,540,324	13,566,966	1,026,642
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Compensation up	\$200K	CBA
Benefits up	\$50K	
SpED Contracted Services	\$271K	
SpED Contracted Transportation	\$182K	
Regular Transportation	\$90K	
Superintendent Office	\$230K	
	<u>\$ 1,023,000</u>	99.6%

Code E10

Custodial Credit Risk Policy

Description - Custodial Credit Risk is the risk that a government will not be able (1) to recover deposits if the depository financial institution fails or (2) to recover the value of investments or collateral securities that are in the possession of an outside party if the counterparty to the investment or deposit transaction fails.

Deposits - It is the policy of the Caledonia Central Supervisory Union and all of its member school districts to mitigate custodial credit deposit risk by either (a) fully insuring funds with the Federal Deposit Insurance Corporation (FDIC) or (b) fully collateralizing uninsured deposits under a security pledge agreement with its strategic banking partner requiring the pledged assets to be held in the district's name.

Investments - It is the policy of the Caledonia Central Supervisory Union and all of its member school districts to mitigate custodial credit investment risk by either (a) requiring the district to hold the investment in its possession or (b) requiring that the investment be held in the name of the district by the party in possession of the investment

Date Warned:

Date Adopted:

Code E11

Interest Rate Risk Policy

Description -Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The fair value of debt securities with fixed interest rates naturally decreases as the market rate of interest on debt securities of comparable quality increases. This risk can be avoided if the debt securities are held to maturity by the investor.

Investment Policy - It is the policy of the Caledonia Central Supervisory Union and all of its member school districts to mitigate Interest rate risk for investments in debt securities held as assets by the districts. Interest rate risk mitigation factors should include (1) requiring the majority of debt instruments to be obligations of the U.S. Treasury or a Federal agency with short-term average maturity and (2) investing in debt instruments that will be held to maturity.

Date Warned:
Date Adopted:



Superintendent Candidate Screening Committee Charge

Screening Committee Mission

The CCSU 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 work with the VSBA Consultant to complete the screening process. The Screening Committee shall strive to present [OPTIONS: (up to three licensable candidates); (at least two licensable candidates); etc.] to the full board that meet the search criteria established job posting. 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 CCSU Board retains authority to hire the new superintendent.

Committee Membership

The Screening Committee shall be constituted as follows:

- 2 building level administrators
- 2 Teachers
- 2 Support Staff
- 2 central office professionals
- 2 parents
- 2 community members

for a total of X members.

The Board will select members of the Screening Committee based on prioritization that includes stakeholder roles, background and experience from the list outlined above.

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. The Committee will then choose up to X candidates to recommend for interviews by the CCSU 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 and candidates have been notified following the first round of interviews. The Screening Committee Chair is responsible for communications between the Consultant and the SU Board Chair.

All Screening Committee meetings shall be warned 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 Caledonia Central Supervisory Union Board on October 16, 2023.

Superintendent Candidate Screening Committee Charge

The CCSU 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 work with the VSBA Consultant 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 job posting. 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 CCSU Board retains authority to hire the new superintendent.

Committee Membership

The Screening Committee shall be constituted as follows:

- 2 building level administrators
- 2 central office administrators
- up to 3 teachers
- up to 3 support staff
- up to 3 parents
- up to 3 community members

Ideally, the Board will select members with representation from every school, but minimally with representation from every district.

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. The Committee will then choose up to 3 candidates to recommend for interviews by the CCSU 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

and candidates have been notified following the first round of interviews. The Screening Committee Chair is responsible for communications between the Consultant and the SU Board Chair.

All Screening Committee meetings shall be warned 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.

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