



Barnard • Bridgewater • Killbuck • Putnam • Reading • Woodstock • Woodstock Union Middle/High

496-2 Woodstock Road  
Woodstock, Vt 05091

Phone: (802) 457-1213

Fax: (802) 457-2989

## Who's' Who at Windsor Central Supervisory Union

The Windsor Central Supervisory Union #51 is administered by a superintendent, a business manager, a director of instructional support services, and a curriculum coordinator. Their work is supported by an administrative assistant, two accountants/bookkeepers, and a secretary. A special education and Title 1 compensatory staff works under the direction of the superintendent and the director of instructional support services.

**Superintendent of Schools** – The Superintendent of Schools is the Chief Executive Officer for all schools and all employees in the supervisory union. By law, the superintendent is directly responsible to the boards and is legally responsible for the supervision of all school activities and personnel. She is also responsible to the Commissioner of Education and the State Board of Education by law and reports all financial transactions within the supervisory union to them. She must submit copies of all financial transactions to the Commissioner of Education before August 15 of each year.

**Curriculum Planning and Coordination** – This legal requirement for centralized curriculum plans is accomplished through the curriculum and staff development committees under the supervision of the superintendent and the curriculum coordinator. All schools must have up-to-date curricula.

The Windsor Central Supervisory Union Board is legally responsible for the K-12 curriculum plan and its implementation for all schools and grade levels.

**Special Education and Title 1 Compensatory Education** – The supervisory union board is also responsible for receiving and disbursing all federal funds. These funds are earmarked for special education programs for children with educational disabilities and compensatory programs for children who are not performing at minimum levels in reading and math.

**State and Federal Grants** – Special state and federal grant monies for innovative programs are administered through the supervisory union.

**Professional Development** – The improvement of teacher and administrator performance, the provision of training to upgrade skills, the design and implementation of in-service and other staff development activities are coordinated, by law, by the supervisory union.

**Business Operations** – Each supervisory union must employ an individual to manage financial accounts in accordance with proper fiscal standards. All accounting operations for school districts are conducted by the supervisory union. In practice, the role of the school district

treasurer varies for each town based on agreements among all parties. Windsor Central Supervisory Union must report annually to the state on the financial condition of the district.

A treasury must be established, and both supervisory union and local town accounts must be audited regularly by an outside public accounting firm.

Some of the related financial services to member districts provided by the supervisory union are: centralized purchasing, building renovations, construction management, negotiations, transportation, heating contracts, and e-rate bidding and disbursement.

**Important Related Services** – The supervisory union office performs a variety of related services to member districts. These include but are not limited to the following:

- Selection of district staff: advertising, applications, reference checking, interviewing, recommending, correspondence, orientation;
- Criminal records checking;
- Early Essential Education Program (EEE) (0-5 years);
- Speech/Language Programs;
- District personnel management, including licensing and record keeping;
- Administration of all contractors with outside firms;
- Health insurance and benefits programs;
- Transportation accounting;
- Tuition students billing/accounting;
- Act 51 reporting annually;
- The Governor's Institutes – Arts, Science and Technology, and International Affairs;
- District-wide achievement testing, state assessments, and membership surveys;
- School board training programs;
- Membership in Vermont School Boards Association (VSBA); National School Boards Association (NSBA); Vermont Superintendents Association (VSA); American Association of School Administrators (AASA); Association of Supervision and Curriculum Development (ASCD); National School Public Relations Association (NSPRA); Vermont School Business Officials (VSBO); Council for Exceptional Children (CEC); Phi Delta Kappa (PDK);
- Supervision and administration of 11 master agreements covering over 260 staff;
- Asbestos Hazard Emergency Response Act (AHERA) monitoring;
- Legislative communication on key issues facing the district;
- Policy development and review;
- School business partnership programs;
- Strategic planning;
- Public school approval compliance and monitoring.