



STATE BOARD OF EDUCATION

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## **Vermont State Board of Education Manual of Rules and Practices**

### **Series 1100 – State Department of Education**

#### **1100 THE STATE DEPARTMENT OF EDUCATION**

##### **1110 Establishment.**

*1111 Definition: VSA § 11(14).*

*1112 Departments: Created 3 VSA § 212.*

##### **1120 Powers and Duties.**

The powers and duties of the Department of Education are derived from the powers and duties of the State Board of Education and the Commissioner of Education. Title 16 Vermont Statutes Annotated.

##### **1130 Structure of the State Department of Education.**

The organizational structure of the Vermont Department of Education shall be as recommended by the Commissioner and approved by the State Board of Education.

##### **1140 Function of the Commissioner's Office (16 VSA § 211-212)**

The commissioner serves as chief executive officer of the state board, executes the policies of the state board, and supervises the execution of laws relating to public schools.

In addition, the commissioner serves as liaison to the legislature and the administration, to higher education and other commissions; coordinates the work of four divisions and eight interdepartmental teams, directs and coordinates communication with and information to the public and the school districts; coordinates the department's legal research and evaluation activities and sponsors conferences for school administrators and teachers.

##### **1150 Functions of the Divisions.**

*1151 Department Services.*

The division performs the following functions: handles department accounting; reports school district accounts; administers and disburses general and school construction indebtedness aid; accounts and reports federally funded projects; draws down and disburses federal funds;

accounts and bills for wards of the state; administers department personnel rules; gathers, analyzes, and reports financial and program data from the school districts of the state; and administers the child-nutrition program.

### *1152 Basic Education.*

This division is responsible for upgrading the curriculum and educational resources of Vermont's elementary and secondary schools. The bulk of its work consists of providing consultation in a variety of curriculum areas for the state's 450 public and private schools.

The Curriculum and Instruction Unit provides up-to-date expertise in the major school subject areas and makes this available to schools through on-site consultation, statewide and regional work-shops, newsletters, and curriculum guides. It also provides leadership and consultation to school principals, oversees the state's Basic Competency Program, and operates special curriculum projects in health, economics, citizenship, and drivers' education.

The Educational Resources Unit provides a variety of educational services to Vermont schools. It disseminates educational research, operates a teacher-to-teacher training program, encourages sex equity in the schools, approves private schools, and assists with school facility planning. It also maintains the state's teacher certification and placement services.

### *1153 Adult & Vocational Education.*

This division focuses on older youths and adults who want training in basic or vocational skills, usually as a means to greater economic self-sufficiency. Within this division, the Adult Education Unit assumes responsibility for the development, coordination, and delivery of educational programs for adults, including basic literacy training, the General Equivalent Diploma (GED), vocational skills training, approval of schools for veterans, operation of the state's Licensed Practical Nursing schools, comprehensive employment and training programs, and instruction for correctional center inmates.

The Secondary Vocational Education Unit supports the work of the state's 16 regional vocational centers and the associated satellite centers. The team also provides consultant expertise in a variety of vocational curriculum areas, coordinates federal and state funding, provides inservice training for teachers, works with vocational youth organizations, and ensures compliance with state and federal program standards.

### *1154 Special and Compensatory Education.*

This division assumes responsibility for meeting the special needs of Vermont's educationally disadvantaged and handicapped students. Coordination of resources and expertise benefits children who are experiencing difficulty in school, either because of handicaps or disadvantage.

The Special Education Unit assists in the development and implementation of programs for children whose education is adversely affected by physical or mental impairment. This team

provides technical support to school districts, oversees a statewide network of regional special classes, funds school districts and institutions which provide direct instructional services for handicapped children, and monitors compliance with special education regulations.

The Compensatory Education Unit assumes responsibility for students who are educationally disadvantaged -- mostly those who are behind their agemates in achievement but who are not handicapped. This team funds and maintains a compensatory education program in all superintendencies and in many private schools and institutions. It also operates statewide consultant and tutorial programs for children of migrant workers, bilingual children, and children of refugee families. On-site consultant assistance and helpful, regular monitoring of local programs is provided together with teacher training and project evaluation.

## **1160 Functions of the Interdepartmental Teams**

### *1161 Regional Teams*

The Department of Education has five regional service teams, each serving the school districts and other education related programs or personnel within a specific geographical area of the state. These teams are composed of Department consultants, each representing one of the six program units, and guided by a designated team leader. The primary functions of the teams are communication, coordination, service, advocacy and leadership for the regions, as well as, coordinating and assisting in the monitoring role of the Department. The teams also serve as an extension of department services to the education constituency in their regions and as a vehicle for the exchange of information and services within the regions.

### *1162 Department Teams*

The Department of Education has three teams which coordinate functions common to each division, budget and finance, personnel development and evaluation. These teams are composed of representatives from each of the divisions. The Budget Team coordinates the accounting, financial system and grant administration of the divisions. The Personnel Development Team coordinates inservice planning and professional development activities and serves as the core staff of the Inservice Institute. The Research and Planning Team coordinates department activities in these areas.

## **1170 Operations.**

The functions described above (1150-1156) are delegated to professional staff in the divisions (3 VSA § 214).

### *1171 Limitations.*

In its operations affecting school districts, the State Department of Education and its agents shall be limited by the powers of local electorates (16 VSA § 562), the powers of local school boards (16 VSA § 563), and the duties of superintendents (16 VSA § 242).

### *1172 Operating Policies and Procedures.*

Policies and procedures for the department are developed by the commissioner in consultation with the direct of the several divisions, subject to the requirements of Administrative Procedure (3 VSA Chapter 25) and to state board approval as required.

### *1173 Policy Affecting Schools.*

Basic policy and procedure affecting school districts, other agencies, and the public shall be developed by the department in consultation with advisory boards, councils, or committees as required, subject to state board adoption and compliance with administrative procedure requirements (3 VSA Chapter 25).

### **1180 Information and Access.**

#### *1181 Directory.*

A directory shall be published annually which includes the department, school districts, and private and higher educational agencies. It shall be distributed to all Vermont school offices and, to the extent practical, to persons requesting it.

#### *1182 Information.*

Information regarding any state board policies or regulation or any department program or procedure may be obtained by writing or calling the Office of the Commissioner:

State Department of Education  
Montpelier, Vermont 05602  
Phone 802-828-3135.

Statutory Authority: 3 V.S.A. § 212, 16 V.S.A. §§ 164

Effective Date: 1983

AMENDED: 1992 (Secretary of State Rule Log # 92-64; June 2001 \* Editor's correction only - not an amendment