

**AGENCY ANNEX E
AGENCY OF EDUCATION**

I. MISSION

II. AUTHORITY

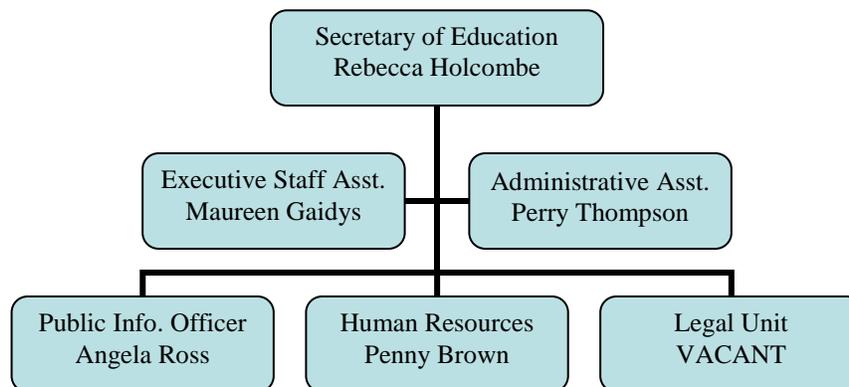
III. SITUATION AND ASSUMPTIONS

State agency and department heads and their staffs develop, plan and train to internal policies and procedures to meet preparedness, mitigation, response and recovery needs as identified in this plan including annexes, appendices, tabs and other supporting documents including the State Hazard Mitigation Plan. Training includes not only what may be accomplished within the agency but multi-level, interagency training and exercises to develop and maintain necessary capabilities.

The situation and assumptions in section ii of the Base Plan also apply.

IV. ORGANIZATION AND RESPONSIBILITIES

The following chart outlines the emergency response organization of the Agency:



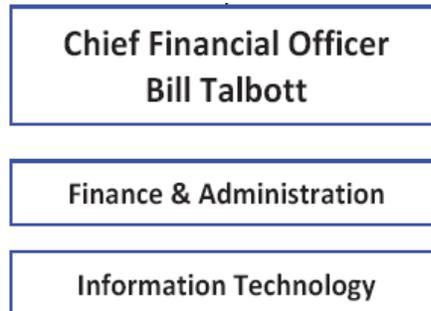
The **Secretary** is appointed by and reports to the Governor. Primary duties include overseeing the Agency of Education and the public school system.

The **Public Information Officer** manages public relations and public information inquiries for the range of constituencies interested in and served by the agency. The Web manager oversees and maintains the agency Web site, its contents and operations.

Human Resources coordinates with the State Department of Human Resources to provide personnel services for Agency of Education staff, including professional development, orientation and recruitment.

The **Legal Unit** includes the agency's general counsel, attorneys and investigators. Agency attorneys provide legal representation to the Vermont State Board of Education and Agency of Education in litigation, contract, and legislative and regulatory drafting and review. They

oversee administrative hearing processes and administrative complaint procedures required by various state and federal statutory provisions.



Finance and Administration, overseen by the *Deputy Secretary/Chief Financial Officer*:

Business Management performs the accounting, budgeting, grants management, payroll, logistics and other business management functions of the agency.

Special Education Finance provides the agency's administrative services for claiming eligible special education expenses under 16 V.S.A. Chapter 101 and the federal Individuals with Disabilities Education Improvement Act. Services include distribution of financial aid for special education, as well as the audit and monitoring requirements of these programs, as required by Act 117. This group also provides the agency's administrative services and technical assistance to school districts for claiming eligible special education expenses under 16 V.S.A. §2959(a).

School Finance administers public school funding as required by 16 V.S.A. Chapter 133, better known as Act 68, which distributes over \$1 billion to Vermont's public schools. It also collects and analyzes school expenditure and revenue data for use by policymakers and others. The team conducts training sessions for school business managers each year and works closely with the Vermont Association of School Business Officials (VASBO).

The ***Federal Fiscal Monitoring Team*** is responsible for the fiscal monitoring of school districts and other organizations receiving federal grants, and reviews all school district audits required under 16 V.S.A. §323 and §563(17). This team is also responsible for managing the agency's contracting process.

The ***School Construction*** program administers available state and federal funding for school construction and serves as a resource on school facility and maintenance issues.

Postsecondary Approval reviews credit-bearing programs and degree-granting schools offering postsecondary education in Vermont. With advice from the Vermont Higher Education Council (VHEC), the State Board grants certificates of approval for up to five years.

The ***Information Technology (IT)*** division serves the agency in its networking, system development, and data administration needs.



Education Services, overseen by the *Deputy Secretary for Transformation and Innovation*

Integrated Support for Learning: Content, grade level, special education, educational support system, special populations and programs, safe school and school improvement coordinators work together to create integrated teams of consultants with expertise in providing support to schools in implementing evidence-based practices, school-wide improvement models, and prevention models to improve instruction and learning for every child in Vermont. The Integrated Support for Learning Team is organized into two divisions: the PK-8 Division and the High School and Adult Division. The integrated staff from both divisions focuses efforts on the practices and models shown to be most effective in leading to high-quality learning opportunities and systems for students. Overlap in workgroup and team structures exists as work is organized to prioritize capacity building at a supervisory union and regional level to ensure sustained implementation of appropriate strategies designed to accomplish the outcomes outlined above. School support staff work closely with supervisory unions and districts to provide technical assistance and support as necessary.

General Supervision and Monitoring: We work to provide proactive, coherent oversight to schools and supervisory unions by bringing monitoring and regulatory oversight teams from many of our programs together in one division to create a comprehensive approach to monitoring for federal and state regulatory compliance. Best practices in focused monitoring are applied across programs, and multidisciplinary teams are deployed to increase monitoring capacity and provide a coherent approach to monitoring at the school and supervisory union level. Teams focus on building SU/regional capacity for federal programs and state regulatory implementation, internal monitoring expertise and problem solving to ensure sustained compliance. Monitoring teams interface directly with school support and improvement teams to strengthen the effectiveness of preventive efforts, action planning and remediation.

Educator Quality (comprises Licensing and Professional Standards): Well-prepared, supported educators and leaders in the field are essential, as we know that this makes a significant difference in the educational lives of our students. High-quality teaching standards tied to evidence-based teaching practices provide a foundation for teacher and administrator preparation and ongoing professional development. The Educator Quality Division focuses on developing standards that build a career continuum focused on teacher and leader effectiveness, while also working on developing an evaluation system for teachers and leaders. They provide professional licensure to Vermont educators, and work with the Vermont Standards Board for Professional Educators (VSBPE).

Research, Standards, and Assessment: High-quality research, standards and assessments provide a framework for teaching and learning. Ongoing research into best practice and learning outcomes continually informs the standards development and implementation process. The Research, Standards and Assessment team engages educators in the field and facilitates all schools in adopting and implementing the K-12 Common Core State Standards in mathematics and English language arts, as well as on the development of a comprehensive assessment of the Common Core. The latter work is done in collaboration with 31 other states participating in the SMARTER Balanced Assessment Consortium (SBAC). This team will maintain the NECAP and NAEP assessment systems concurrently during the transition period. Additionally, this team will be engaged with other divisions in analyzing the effectiveness of instructional practices and implementation of current and future research findings.

The Agency is a support agency for State Support Function #1 (Transportation), #2 Communications), #5 (Emergency Management, Recovery & Mitigation), #6 (Mass Care, Housing, Emergency Assistance & Human Services), #8 (Health & Medical Services) and State Support Function #14 (Public Information) and assumes the responsibilities as outlined in those annexes.

V. IMPLEMENTATION

This Annex will be implemented with the assigned responsibilities by means of direct coordination from the Commissioner, Department of Public Safety or Director, VEM with the Commissioner and/or upon the order of the Governor within the framework of the State Emergency Operations Plan (SEOP).

VI. ADMINISTRATION

The Secretary is responsible for the overall emergency response of the Agency.

VII. CONTINUITY OF GOVERNMENT

In accordance with the provisions of Title 20, “agency heads will in addition to any deputy authorized pursuant to law, designate by title three emergency interim successors and specify their order of succession. These designations shall, each year, be reviewed and revised, as necessary, to ensure their current status.”

Line of succession for the Agency is as follows:

Deputy/Assistant Commissioner/Secretary

Chief Financial Officer

General Counsel

Human Resources Director