

BARRE SUPERVISORY UNION
POLICY COMMITTEE MEETING

Meeting Date: December 16, 2015

Meeting Time: 7:30a.m. – 9:00a.m.

Meeting Location: BSU Conference Room

AGENDA

1. Call to Order
2. Revisions to Agenda
3. Approval of November 18, 2015 Meeting Minutes
4. Fiscal Policies
5. Special Education Policy
6. Wellness Policies
7. Other Business
8. Adjourn

Barre Supervisory Union Policy

FISCAL MANAGEMENT AND GENERAL FINANCIAL ACCOUNTABILITY

Policy

It is the policy of the **Barre Supervisory Union and its member districts (Barre Town, Barre City and Spaulding High School Union Districts, and Central Vermont Career Center)** to manage its financial affairs using generally accepted accounting practices, providing appropriate accountability, and assuring compliance with guidelines published by the Agency of Education.

Administrative Responsibilities

With the advice and consent of the Auditor of Accounts and the Secretary of Education, the Superintendent shall establish and maintain an accrual system of accounting for the proper control and reporting of school district finances and for stating the financial condition of the School Districts.

Guidelines

1. The approved budget will be the spending plan for the year. The Superintendent or his or her designee is authorized to make commitments on behalf of the organization. Expenditures in excess of \$15,000 require approval by the Board. The Superintendent shall assure that the district does not materially deviate from the approved spending plan, and shall notify the Board of significant overages in spending or significant reduction in revenue that might threaten adherence to the annual budget plan for the year.
2. The Superintendent shall arrange with the Barre Supervisory Board an annual audit of accounts by a certified public accountant.
3. The Superintendent shall establish a system of appropriate internal controls for the handling of all financial obligations and all funds and accounts.
4. The Superintendent shall provide regular information to the board regarding the status of the organization relative to expenses and revenues according to a schedule established by the Board.
5. The Board shall, annually, authorize the Superintendent or his/her designee to "examine claims against the district for school expenses and draw orders for such as shall be allowed by it payable to the party entitled thereto."
6. The bidding requirements of 16 V.S.A. §559 will be followed by the Board and its designees.

Date Warned:

Date Adopted:

Legal Reference(s): 16 V.S.A. §563 (3) (Powers of school boards)

16 V.S.A. §559 (Public bidding)

16 V.S.A. §1756 (Indemnity and insurance)

Barre Supervisory Union Policy

BUDGETING

Policy

It is the policy of the **Barre Supervisory Union and its member districts (Barre Town, Barre City and Spaulding High School Union Districts, and Central Vermont Career Center)** to develop school budget(s) that reflect the Supervisory Union and Districts' goals in improving student achievement as outlined in its strategic and annual action plans and to ensure responsiveness to community needs.

Administrative Responsibilities

The Superintendent will develop an annual calendar for budget development. The calendar will provide sufficient time for:

- Establishing a budget which aligns with priorities of the recommendations of the Principals and Directors.
- Align budget according to the goals of the Board Finance Committees.

Approval

The Board will, after public hearings and/or informational meetings adopt a budget for consideration by the electorate. The budget and special articles will be presented by the Board for approval by the electorate at the annual meeting of the District. Preparation of the Board's budget presentation and other Board strategies for explaining and supporting its budget will be a formal agenda item at a meeting of the Board prior to the annual district meeting.

Not needed!

CODE E3

FINANCIAL REPORTS AND STATEMENTS

Policy

It is the policy of the _____ School District to create financial reports and statements in accordance with generally accepted accounting practices that will allow the administration to demonstrate accountability while providing the Board with needed information.

Administrative Responsibilities

The Superintendent (business manager, treasurer) shall be responsible for submitting financial reports for all funds to the Board.

The treasurer's report shall be made monthly and include:

1. Cash on hand at the beginning of the month
2. Receipts by service
3. Disbursements during the month
4. Cash balance on hand at the end of the month
5. Reconciliation with bank statements

The financial report will be made monthly and include:

1. Appropriation Accounts
 - o Original appropriation
Authorized transfers and adjustments
 - o Revised appropriations
 - o Expenditures to date
 - o Outstanding encumbrances
 - o Unencumbered balance
2. Revenue Accounts
 - o Estimated revenues
 - o Amounts received to date
 - o Revenues estimated to be received during the balance of the fiscal year

Code E1
4
At monthly
Finance Mtg.

Date Warned:

Date Adopted:

Legal Reference(s): 16 V.S.A. §563 (Powers of school boards)

Cross Reference: Fiscal Management and Financial Accountability (E1)

**BARRE SUPERVISORY UNION
POLICY COMMITTEE**

November 18, 2015 Meeting Minutes

Committee members present:

Dotty Ricks, representing Spaulding High School
Kristin McCarthy, representing Barre Town Middle and Elementary School
Anita Ristau, representing Barre City Elementary and Middle School for Leslie Walz
John Pandolfo, Committee Chair and Superintendent
Lisa Perreault, BSU Business Manager

Committee members absent:

Leslie Walz

1. Call to Order

The meeting was called to order at 7:35p.m. at the BSU Conference Room.

2. Revisions to Agenda

There was one addition to the agenda.

- o Discussion of Policy and Model Procedures on the Prevention of Harassment Hazing, and Bullying of Students, codes F20 and F20-1

3. Approval of Meeting Minutes

On a motion by Kristin McCarthy, seconded by Dotty Ricks, the minutes of the September 30, 2015 meeting were accepted unanimously as presented. Anita Ristau abstained.

4. Role and Adoption of School Board Policies, code A-1

- The committee discussed how this policy should be revised at the SU level to allow for BSU approved policies to be ratified, or alternately edited as necessary then adopted, at the individual district level. John will draft the revisions and bring to the BSU Board on December 10 for a first reading.

5. Policy and Model Procedures on the Prevention of Harassment Hazing, and Bullying of Students, codes F20 and F20-1

- Model Policy and Procedures were issued by the Agency of Education in May, 2015. We have been told to adopt these documents virtually verbatim. SHS has adopted the Policy (F20) and is in the process of adopting the procedures (F20-1). Barre Town has modified its pre-existing procedures to fit the newly issued ones but will revisit adopting verbatim. Barre City will confirm if it has begun the process of adopting the new model documents. John will prepare F20 and F20-1 to bring to the BSU Board on December 10.

6. Fiscal Policies
 - Lisa Perrault joined the meeting. Lisa explained that the VSBA model policies E1, E2, and E3 have likely not been revised in a while and may change based on what she has heard at VASBO meetings.
 - The committee discussed the preference to still follow these three model policies until VSBA issues new models.
 - Lisa will review the policy she proposed in September/October in light of this preference, and return to the committee in December with a recommendation.
7. Special Education Policy
 - On November 12, the BSU Board remanded this back to the Policy Committee, based on the belief that most of the Implementation section was not necessary, and in part not correct. John had spoken with Don McMahon, who agreed that the Policy Section and the link to the Vermont State Special Education Guide should be sufficient. The committee will revisit this in December when Leslie Walz is present and plan to bring to the BSU Board for a new 1st reading in January.
8. Wellness Policies
 - This was tabled until the next meeting.
9. Other Business
 - There was no other business raised..
10. Adjourn

On a motion by Kristin McCarthy, seconded by Dottye Ricks, the Committee voted unanimously to adjourn at 8:50 p.m.

The next meeting will be held on Wednesday, December 16; 7:30 – 9:00 am at the BSU office.
The agenda will be

1. Call to Order
2. Revisions to Agenda
3. Approval of November 18, 2015 minutes
4. Fiscal policies
5. Special Education Policy
6. Wellness Policies
7. Other Business
8. Adjourn

Respectfully submitted,
John Pandolfo