

Barre City Elementary & Middle School

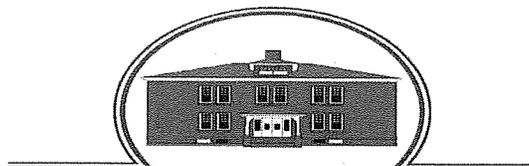
Spaulding High School

Lisa Perreault, SFO
Business Manager

Jessica Burewicz
Director of Curriculum, Instruction, and
Assessment

Donald E. McMahon, M.Ed.
Stacy Anderson, M.Ed.
Co-Directors of Special Services

Annette Rhoades
Assistant Director of Special Services



Barre Unified Union School District

120 Ayers Street, Barre, VT 05641

Phone: 802-476-5011

Fax: 802-476-4944 or 802-477-1132

www.buUSD.org

John Pandolfo

Superintendent of Schools

Doing whatever it takes to ensure success for every child.

Barre Town Middle & Elementary School

Central Vermont Career Center

Carol Marold
Director of Human Resources

Emmanuel Ajanma
Director of Technology

Lauren May
Early Education Coordinator

Jamie Evans
Director of Facilities

MEMORANDUM

TO: Barre Unified Union School District Policy Committee
Guy Isabelle, Giuliano Cecchinelli, Rebecca Kerin-Hutchins

DATE: August 14, 2019

RE: BUUSD Policy Committee Meeting
August 19, 2019 @ 5:30 p.m.
BUUSD Central Office

AGENDA

1. Call to Order
2. Organization of Committee
3. Additions to Agenda
4. Public Comment
5. Review/Approve Meeting Minutes - May 20, 2019
6. Committee Business
 - 6.1. Committee Goals and Objectives
 - 6.2. Review of BUUSD Policy Manual Index
 - 6.3. Review of Board Operation Policies discussed in May
 - 6.4. Review of change to F 23, Capitalization of Assets
7. Other Business
8. Items for future agenda
9. Next Meeting Date: September 16 or 17, 2019 ???
10. Adjournment

BOARD MEETING NORMS

- Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- Make decisions based on clear information
- Honor the board's decisions
- Keep meetings short and on time
- Stick to the agenda
- Keep remarks short and to the point
- Everyone gets a chance to talk before people take a second turn
- Respect others and their ideas

DRAFT

BARRE SUPERVISORY UNION POLICY COMMITTEE MEETING

Barre Supervisory Union – 2nd Floor Conference Area
May 20, 2019 - 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

- J. Guy Isabelle (SHS) - Chair
- Andrew McMichael (BC)
- Rebecca Kerin-Hutchins (BT)
- Sarah Pregent (BC)
- Giuliano Cecchinelli (BC)
- Paul Malone (SVS)
- Jon Valsangiacomo

COMMITTEE MEMBERS ABSENT:

- Jennifer Chioldi (BC) – Vice Chair

ADMINISTRATORS PRESENT:

- John Pandolfo, Superintendent
- Erica Pearson, Assistant Principal (BTMES)

GUESTS PRESENT:

1. Call to Order

The Chair, Mr. Isabelle, called the Monday, May 20, 2019, meeting to order at 6:01 p.m., which was held at the Barre Supervisory Union Central Office in the 2nd Floor Conference Area.

2. Additions and/or Deletions to the Agenda

None.

3. Approval of Minutes

3.1 Approval of Minutes – March 18, 2019 Policy Committee Meeting

The Committee agreed by consensus to approve the Minutes of the March 18, 2019 Policy Committee Meeting.

4. Review of BUUSD Policy Manual Index

The BUUSD Policy Manual Index (dated 05/13/2019) was distributed and reviewed. This included: (1) the 58 policies which passed a 1st reading on May 9 which had been converted directly from BSU adopted policies; (2), the 2 additional policies which passed a 1st reading on May 9 which were not direct conversions; and (3) 10 additional policies under discussion.

5. Discussion of Policies

5.1 C 41-P – Intra District School Transfer - Procedures

These procedures were discussed in detail by the Committee. John P. will revise these based on the discussion and send the revised version to the Committee, the BUUSD Board, and the Administrative Team.

5.2 Board Operation Polices A 20, A 21, A 23, A 24, A 31, A32, A 33, A34

These VSBA model polices were reviewed by the Committee and some revisions were suggested. John P. will revise and send the revisions to the VSBA for their thoughts. Additionally, A 21 and A 23 will be sent to the Communications Committee since they relate to communication with the public.

6. Other Business

The next meeting was set for August 19, 2019 at 5:30 P.M. in the BSU Office downstairs Conference Area. This will be the first meeting of the BUUSD Policy Committee.

7. Adjournment

The Committee agreed by consensus, to adjourn at 8:00 p.m.

Respectfully submitted,
John Pandolfo

**BARRE UNIFIED UNION SCHOOL DISTRICT #97
POLICY**

CODE: A20

1ST READING: 9/12/2019
2ND READING:
ADOPTED:

Board Meetings, Agenda Preparation & Distribution

Policy

All Barre Unified Union School District Board meetings will be held in compliance with Vermont’s open meeting laws, 1 V.S.A. §§310 et seq.

Regular Meeting Schedule

Regular meetings of the board will be held at the location as indicated in the table below, on the second Thursday of the month (with a second meeting on the fourth Thursday of the month as necessary), beginning at 5:30 p.m..¹ The meeting schedule will be published and made available by the superintendent to any person on request.

Special and emergency meetings will be called by the chair on his or her own initiative or when requested by a majority of the board and shall be warned appropriately.² Only items on the agenda may be acted upon at these meetings.³

<u>Month</u>	<u>Location</u>
July	BTMES Library
August	SHS Library
September	BCEMS Library
October	BTMES Library
November	SHS Library
December	BCEMS Library
January	BTMES Library
February	SHS Library
March	BCEMS Library
April	BTMES Library
May	SHS Library
June	BCEMS Library

¹ See 1 V.S.A. §312(c)(1). “The time and place of all regular meetings....shall be clearly designated by statute, charter, regulation, ordinance, bylaw, resolution or other determining authority of the public body...”

² See 1 V.S.A. See 1 V.S.A. §312(c)(2) & (3)

³ See Robert’s Rules of Order §9. Although action on items not on the proposed agenda for regular meetings is allowed as “New Business,” boards should avoid taking action on non-agenda items at regular meetings. If necessary, emergency meetings can be called to act on matters needing immediate action.

Conduct of Board Meetings

Meetings will be conducted in accordance with Robert's Rules of Order, Newly Revised.⁴ One or more members of the board may attend and participate in a regular, special or emergency meeting by electronic or other means so long as the requirements of 1 V.S.A. §312(a)(2) are met.

Executive Sessions

Executive sessions of the board will be convened only for the purposes stated in 1 V.S.A. §313. The minutes of any meeting where an executive session takes place will reflect the specific statutory reason for convening the executive session. Board members will not make public the confidential issues discussed during an executive session.

Agenda Preparation

The superintendent will prepare proposed agendas for all meetings of the board after consultation with the board chair. Items of business may be suggested by any board member, staff member, student, or resident of the district. The inclusion of items on proposed agendas will be at the discretion of the board chair and superintendent. An item may only be added or removed from a meeting agenda as the first order of business at the meeting.⁵ Other adjustments to an agenda may be made at any time during the meeting.

Agenda Distribution

The proposed agenda, together with supporting materials, will be distributed to board members by the superintendent three days prior to regular meetings and as soon as practicable before special and emergency meetings. At least 48 hours prior to a regular meeting and 24 hours prior to a special meeting, the superintendent shall ensure that the agenda is posted in the municipal clerk's office and [two other designated physical locations in the municipality].⁶ In addition, proposed meeting agendas will be made available to any interested person upon specific request.⁷

Legal

Reference(s):

1 V.S.A. §§310 et seq. (Public meetings)

16 V.S.A. §554 (School board meetings)

⁴ See 16 V.S.A. §554(b)

⁵ See 1 V.S.A. §312(d)(3)(A)

⁶ See 1 V.S.A. §312(d)

⁷ This section of this model policy is not required. See 1 V.S.A. §312(c) and (d) for notice and warning requirements for special and emergency meetings.

**BARRE UNIFIED UNION SCHOOL DISTRICT #97
POLICY**

CODE: A21

1ST READING: 9/12/2019

2ND READING:

ADOPTED:

PUBLIC PARTICIPATION AT BOARD MEETINGS

Policy

It is the policy of the Barre Unified Union District Board to encourage public participation at its meetings.

Background

Public participation is very important to the successful function of the BUUSD. The board wants to carry out its business with the benefit of public input and expertise. It also wants to keep the public informed and up-to-date on what is happening in the community's schools.

Implementation

Reasonable rules of participation may be used to insure that meetings are conducted in an orderly fashion and that the business at hand is completed in a timely manner. Such rules may take into consideration such things as length of each speaker's presentation and the number of times each speaker may comment.

Persons Who May Address the Board

1. Any district resident
2. School staff members, students and parents
3. Individuals who have been requested by the superintendent or the board to present a given subject
4. Persons who are directly affected by matters on the board agenda
5. Others at the discretion of the board

Public Comment on Agenda Items

1. The chair will ask for comments on agenda items before action is taken by the board.
2. When the number of people wishing to speak is large, the board may authorize the chair to use a speakers' list. Members of the public will be given an opportunity to sign the speakers' list, indicating which agenda item will be addressed.

Public input on items not on the agenda

1. There will be time set aside for public input on items not on the agenda at every regular, special or emergency meeting of the board.
2. The time allotted to this item will be assigned by the chair or the person responsible for organizing the agenda.
3. The chair shall rule out of order any presentation to the board which breaches the privacy or other rights of students, parents or school employees, or which does not comply with Board policy on complaints.

Legal Reference(s): 1 V.S.A. §§310 et seq. (Public meetings)

16 V.S.A. §554 (b) (School board meetings)

Cross Reference: Board Meetings Board Meeting Agenda Preparation and Distribution (A2)

**BARRE UNIFIED UNION SCHOOL DISTRICT #97
POLICY****CODE: A23**1ST READING: September 12, 20192ND READING:

ADOPTED:

COMMUNITY ENGAGEMENT AND VISION POLICY

The Barre Unified Union School District and the schools within the District are an integral part of the community. Community support is necessary for the schools' operation and achievement of excellence. The BUUSD recognizes that community support is based on a mutual exchange, a dynamic process in which the BUUSD contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the board will have a clearly articulated vision for the school district. The board will adopt a strategic plan to implement the vision which moves the district forward in its goals for student achievement. The board will closely monitor progress toward the vision and refine it as necessary.

Establishing the Vision

The board will seek community input in its consideration of the vision in a variety of settings and contexts to ensure participation that is representative of the community itself. The vision will be informed by data and research-based best practice provided by the superintendent.

Implementation

The board will strive to keep the vision at the forefront of all decision making. The board will assure that there are resources devoted to implement the strategic plan, and will receive monitoring reports on an ongoing basis to ensure effective implementation of the strategic plan. On an ongoing basis, the board will revisit the vision and strategic plan and make adjustments according to input from the community and the superintendent.

**BARRE UNIFIED UNION SCHOOL DISTRICT #97
POLICY**

CODE: A24

1ST READING: September 12, 2019

2ND READING:

ADOPTED:

BOARD/SUPERINTENDENT RELATIONSHIP

Policy

The Barre Unified Union School District Board establishes policy and governs through the policy it creates. The Superintendent manages all operations of the school system in accordance with School Board policies.

The Board recognizes and values the Superintendent's experience and expertise in instructional and administrative matters. The Superintendent recognizes and values the Board's experience in issues related to the BUUSD and the Board's connections and responsibilities to the community it represents.

The Superintendent and the Board members respect the confidentiality of communication in both directions and work toward open communication and trust. The Superintendent works only for the Board as a whole, not for any individual member. Only decisions of the Board acting as a body are binding on the Superintendent.

Board members work directly with the Superintendent and central office staff, so long as such communication is clearly not giving direction or suggesting a course of action that staff perceives as direction. When presented with citizen concerns, Board members refer them to appropriate levels of authority, in accordance with the district's policy on complaints.

The Board directs the Superintendent through written policies that prescribe the results the Board wants to achieve. The Board is realistic in setting expectations about what can be accomplished, given the school district's available resources. The Superintendent is accountable to the Board for the performance of staff.

Annually, the Board evaluates the Superintendent's performance. The Superintendent is accountable to the School Board for the achievement of the Board's goals. The Board is responsible for clearly setting forth and communicating its expectations before evaluation takes place. The Board will evaluate the Superintendent's job performance in a way that is systematic, fair, and effective.

**BARRE UNIFIED UNION SCHOOL DISTRICT #97
POLICY****CODE: A31**1ST READING: September 12, 20192ND READING:

ADOPTED:

BOARD MEMBER EDUCATION**Policy**

It is the policy of the Barre Unified Union School District to encourage and support board members' efforts to remain knowledgeable about their roles and the issues with which they deal.

Implementation

Individual board members will take advantage of opportunities to understand their roles, educational issues in general, school programs, State Department of Education functions and legislative activities. The superintendent and board chair will be responsible for assuring that information on leadership development opportunities is available to all members. New members will participate in a district orientation session and other opportunities designed to familiarize themselves with all aspects of board operation.

Members who take part in workshops and seminars offered by the Vermont School Boards Association and other organizations will be reimbursed for travel and other expenses related to participation in training activities provided prior approval is obtained from the board, and funds for these purposes are available.

Cross Reference: Board Goal-Setting & Evaluation (A32)

**BARRE UNIFIED UNION SCHOOL DISTRICT #97
POLICY****CODE: A32**1ST READING: September 12, 20192ND READING:

ADOPTED:

BOARD GOAL-SETTING & EVALUATION**Policy**

The Barre Unified Union School District Board will participate in goal-setting and self-evaluation activities developed or recommended by the superintendent at least annually.

Implementation

Particular attention will be given to board goals and performance in the following areas:

- Policy making
- Policy implementation
- Community relations
- Board interpersonal communication skills
- Board-Superintendent relations
- Fiscal/budget management
- The instructional program
- Labor relations
- Board in-service training
- Government relations

Cross Reference: Board Member Education (A31)

**BARRE UNIFIED UNION SCHOOL DISTRICT #97
POLICY****CODE: A33**1ST READING: 9/12/20192ND READING:

ADOPTED:

SCHOOL VISITS BY BOARD MEMBERS**Policy**

It is the policy of the Barre Unified Union School District to encourage school board members to become familiar with their schools, its programs and the needs of its staff and students.

Implementation

Individual board members may visit schools periodically to expand their knowledge of school programs and staff and student needs.

- Board members will complete background checks, similar to volunteers and employees
- School visits should follow prior notification to the principal
- Board members should identify when they are visiting the school in their role as a board member, versus when they are visiting the school in another role (i.e.; as parent/guardian, relative or emergency contact, professional or organizational affiliation, etc.)
- Board members should follow all school policies and procedures
- Concerns raised as a result of school visits by board members should be directed to the Superintendent

**BARRE UNIFIED UNION SCHOOL DISTRICT #97
POLICY**

CODE: A34

1ST READING: September 12, 2019

2ND READING:

ADOPTED:

BOARD RELATIONS WITH SCHOOL PERSONNEL

Policy

It is the policy of the Barre Unified Union School District to encourage school board interactions with school personnel while respecting appropriate reporting relationships.

At School Board or Committee Meetings

The board will request the Superintendent to invite school personnel to school board or committee meetings regularly to discuss student achievement relative to their programs.

Relations with the Principal

The superintendent will develop guidelines for board relations with principals and other administrators. Guidelines for board relations with principals should take into account:

1. The responsibility of the superintendent to direct the administration and coordination of educational programs in the district;
2. The periodic need of board members for information most readily available from school principals; and
3. The need to maintain a distinction between the administrative role of the principal and the policy making role of the board.

Relations with Other School Staff

1. Individual board members will communicate with staff members on matters of school business only at the direction of the board as a whole.
2. Staff participation in the development of educational and personnel policies will be encouraged and facilitated by the board
3. Board members will adhere to procedures required by board policy and Vermont law related to collective bargaining and teacher evaluation.

16 V.S.A. §§1981 et seq. (Labor Relations)

Legal Reference(s):

16 V.S.A. §§1751 et seq. (Contracts, etc.)

16 V.S.A. §§243 et seq. (Principals)

21 V.S.A. §§1721 et seq. (Municipal Labor Act)

1st READING: ~~5/9/2019~~
2nd READING: ~~6/13/2019~~
ADOPTED: ~~6/13/2019~~

6.4
Proposal change
→ 9/12/2019

CAPITALIZATION OF ASSETS

Policy

In order to provide for the proper control and conservation of Barre Unified Union School District (BUUSD) property as well as proper accounting for financial reporting purposes, the Superintendent or his or her designee shall maintain a schedule of capitalized assets reported in conjunction with BUUSD's annual audit.

Implementation

Capitalization of assets, inclusive of computing devices, equipment, general purpose equipment, information technology systems, special purpose equipment and supplies, occurs when all of the following criteria are met:

1. The asset is tangible and complete. Construction in progress is capitalized but not depreciated until construction is completed;
2. The asset is used in the operation of the district's activities;
3. The asset has a value and useful life at the date of acquisition that meets or exceeds the following:
 - ~~\$ 5,000 individual component value or bulk purchases of similar items that have an aggregate value of \$5,000 or more and one year of useful life~~
 - All buildings and land must be reported regardless of value and useful life at date of acquisition.

Assets acquired through donation will be recorded at their estimated fair market value on the date of donation and capitalized according to the criteria above.

Annual depreciation will be charged in equal amounts over the estimated useful lives of all capital assets. The assets' estimated useful life will be assigned by management in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) rulings.

Legal Reference(s): 2 CFR 200.33 Adoption of this policy is recommended by a joint VASBO/Agency of Education working group on federal grant compliance.

F23

(Recommended Policy)

CAPITALIZATION OF ASSETS

Policy

In order to provide for the proper control and conservation of (_____ School District/ Supervisory Union) property as well as proper accounting for financial reporting purposes, the Superintendent or his or her designee shall maintain a schedule of capitalized assets reported in conjunction with (_____ School District or Supervisory Union)'s annual audit.

Implementation

Capitalization of assets, inclusive of computing devices, equipment, general purpose equipment, information technology systems, special purpose equipment and supplies, occurs when all of the following criteria are met:

1. The asset is tangible and complete. Construction in progress is capitalized but not depreciated until construction is completed;
2. The asset is used in the operation of the district's activities;
3. The asset has a value and useful life at the date of acquisition that meets or exceeds the following:
 - \$ _____ (max 5,000) individual component value and one year of useful life
 - All buildings and land must be reported regardless of value and useful life at date of acquisition.

Assets acquired through donation will be recorded at their estimated fair market value on the date of donation and capitalized according to the criteria above.

Annual depreciation will be charged in equal amounts over the estimated useful lives of all capital assets. The assets' estimated useful life will be assigned by management in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) rulings.

Date Wamed:

Date Adopted:

Legal Reference(s): 2 CFR 200.33 Adoption of this policy is recommended by a joint VASBO/Agency of Education working group on federal grant compliance.

BARRE UNIFIED UNION SCHOOL DISTRICT
Barre City Elementary & Middle School
Barre Town Middle Elementary School
Spaulding High School
Central Vermont Career Center

August 13, 2019

Capitalization and Depreciation of Assets Procedures

The purpose of this procedure is to ensure that the business of Barre Unified Union School District (BUUSD) will be conducted according to the BUUSD Capitalization of Assets Policy (F23).

Capitalization - BUUSD will capitalize all assets that have both an individual purchase price or production value of \$5,000 or more, and an expected useful life of more than one year.

Capitalization method and procedure - All Capital Assets will be recorded at historical cost as of the date acquired. If historical cost is not applicable, as would be the case with donated items, the capital asset will be recorded at fair market value.

Recordkeeping - Invoices substantiating an acquisition cost of each unit of property, appraisal documents (or documentation showing how fair market was determined) and documentation of disposition will be kept for the life of the asset.

Depreciation - BUUSD will depreciate (write off / expense) the value of the asset over its useful life (which is more than one year). BUUSD will utilize the straight-line, full-month method for depreciation.

Useful Life of the various categories of assets is:

Land	N/A
Land Improvements (fencing, parking lots, walkways – landscaping Will be expensed as a period cost regardless of amount spent)	10 years
Buildings	50 years
Building Improvements, additions, and renovations	20 years
Furniture, Fixtures and Equipment	10 years
Computer Equipment and Software	5 years
Vehicles (including school buses)	5 years

Disposition of Assets – All Capital Assets will be disposed of as follows:

If the asset is no longer in working condition (and the cost of repair is prohibitive), it will be scrapped and any salvage value will be sought (scrap metal, etc.). The proceeds will be brought to the BUUSD business office for recording. If the asset has no salvage value, the business office will be informed that the asset has been disposed of with no salvage value.

If the capital asset still works and maintains some value, an advertisement will be posted on the BUUSD website and advertised in the Times Argus Newspaper. The highest bidder will be awarded the sale and the proceeds will be brought to the BUUSD business office for recording.

Inventory of Capital Assets – A physical inventory will be conducted in July of each year. The Business Office will prepare a listing of capital assets. The Director of Technology and Director of Facilities will conduct an annual inventory (checking for existence), location and condition (in working order, or not) of each capital asset. The Business Office will retain a copy of the capital asset inventory.

DEFINITIONS .

Purpose of Capitalization Policy

Capitalization Definition - Capitalization means to record the amount of an item as an asset in a balance sheet account as opposed to an expense in an income statement account. Recording costs as an asset in the balance sheet allows for the writing off (expensing) of the value of the asset over its useful life (which is more than one year) through depreciation.

Capital Asset Definition - A “Capital Asset” is defined as a unit of property that: (1) has an economic useful life that extends beyond 12 months; **and** (2) was acquired or produced for a cost of \$5,000 or more. Capital Assets must be capitalized and depreciated for financial statement purposes.

Capitalization Threshold - BUUSD establishes \$5,000 as the threshold amount for minimum capitalization.

Historical Costs of the various categories include:

Land – includes the purchase price, legal and title fees, surveying and environmental fees, appraisal, and negotiating fees.

Land Improvements – includes the purchase price, contract price, or job order costs, and any other expenditure necessary to put a structure or improvement into its intended state of operation. Additional expenditures may include professional fees, insurance premiums, and related costs incurred during the period of construction.

Buildings – includes the purchase price, contract price, and any other expenditure necessary to put a building or structure into its intended state of operation. Additional expenditures may include

professional fees, costs of fixed fixtures, insurance premiums and related costs during the period of construction.

Building Improvements – include any renovation or alteration to an existing building that **adds useful space** to the structure **or extends the facility's useful life**. Conversely, improvements that do not add useful space to the structure or extend the facility's useful life will be considered maintenance and repair and expensed.

Furniture, Fixtures and Equipment – includes the total purchase price less any applicable discounts. It also includes any ancillary payments required to place the asset in its intended state of operation.

Computer Equipment – includes the total purchase price less any applicable discounts. It also includes any ancillary payments required to place the asset in its intended state of operation. Systems (i.e. Servers) constructed that in the aggregate exceed the capitalization threshold will be capitalized. ~~A group of computers purchased at the same time, with a total price exceeding \$5,000, but with individual computers costing less than \$5,000 will not be capitalized.~~ Any piece of a system or any computer that exceeds the capitalization threshold will be individually capitalized.

Computer Software – Purchased computer software costing more than \$5,000 with a useful life of more than one year will be capitalized. Annual computer license fees or support fees, even those costing more than \$5,000, will be expensed because they do not have a useful life of more than one year.

Vehicles – includes the total purchase price less any applicable discounts or trade-in value. It also includes any ancillary payments required to place the asset in its intended state of operation.

Infrastructure – consists of long-lived capital assets that normally are stationary in nature and normally can be preserved. Infrastructure assets include roads, bridges, drainage systems, water and sewer systems, and lighting systems.

The capitalized cost includes the purchase price, contract price, or job order costs, and any other expenditure necessary to put the asset into its intended state of operation. Additional expenditures may include professional fees, damage claims, insurance premiums, and related costs incurred during the period of construction.

Construction in Progress – includes the total amount expended to date on a construction project at a given time prior to accepting the project as completed.

Improvements, additions or renovations are capitalized if the historical cost of the asset, including the improvement, addition or renovation is \$5,000 or more **and** extends the life of the asset. If costs are incurred to keep an asset in its normal operating condition and the life of the asset is not extended the costs are expensed.