

**BARRE UNIFIED UNION SCHOOL DISTRICT
REGULAR BOARD MEETING**

November 11, 2021 at 5:30 p.m.

Remote Options Only for this Meeting: Click this link to join the meeting remotely:

Meeting ID: meet.google.com/vxi-arvi-mgb

Phone Numbers: (US)+1 929-777-4801 PIN: 769 689 006#

Please Note: If you attend the meeting remotely you must state your name for the record to satisfy the Open Meeting Law

AGENDA

- 5:30 1. Call to Order
- 5:35 2. Additions or Deletions with Motion to Approve the Agenda
- 5:37 3. Comments for Items Not on the Agenda
 - 3.1. Public Comment
 - 3.2. Student Voice
- 5:42 4. Consent Agenda
 - 4.1. Meeting Minutes -October 28, 2021
- 5:44 5. Current Business
 - 5.1. New Hires **[ACTION]**
 - 5.2. Resign/Retire
 - 5.3. CVCC/BUUSD Lease Agreement **[ACTION]**
 - 5.4. Recommendation: Policy (C26) Tuition Payment (Recommended) **[ACTION]**
 - 5.5. First Reading Responsible Computer Internet & Network Use (D3) (Required) **[ACTION]**
 - 5.6. First Reading Fiscal Management and General Financial Accountability (F20) (Recommended) **[ACTION]**
 - 5.7. Financial Management Questionnaire **[ACTION]**
 - 5.8. Substitute Rates
 - 5.9. FY23 Budget Draft 1
 - 5.10. Committee Structure
 - 5.11. Community Involvement Event
- 7:15 6. Old Business
 - 6.1. Amendment of the Superintendent Committee Charge **[ACTION]**
 - 6.2. COVID Update
- 7:50 7. Other Business/Round Table
- 8:00 8. Future Agenda Items
 - 8.1. Listening Session: Budget
 - 8.2. School Education Financing 101
- 8:05 9. Next Meeting Date: Cancelled Regular Board Meeting, November 25, 2021
Regular Board Meeting, December 2, 2021 at 5:30 pm **(Date Change)**
Regular Board Meeting, December 16, 2021 at 5:30 pm **(Date Change)**
- 8:06 10. Executive Session
 - 10.1. Negotiations Update
 - 10.2. Personnel Records
- 11. Adjournment

PARKING LOT OF ITEMS

- Audit
- Surplus Funds
- Changes in Articles of Agreement (Wrong Articles on State Website; Town Clerks piece)
- Evaluation: Staffing, Enrollment, Facilities, etc.
- Building Capacity at each building
- Critical Race Theory
- Anti-Racism Policy
- Legal Counsel Review - Policy (B20) Personnel Recruitment, Selection, Appointment and Background Check
- Use of Facilities: Consistent Fee Schedule and Rental Application Form
- Negotiations/Personnel Committee

MEETING NORMS

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

November 1, 2021

Dear Superintendent Chris Hennessey and Members of the BUUSD Board,

As I continue in my 24th year of service in Barre and 28th year in public education in Vermont, I look back knowing what an honor and privilege it is to work with students as a teacher and an administrator. Once again this year I have the opportunity to serve students pursuing their future through career technical education.

While I still enjoy supporting students at CVCC, with four grown children, six grandchildren and a 7th on the way, the tug is stronger every day to begin our next chapter. My wife and I have decided the "right time" is near to move closer to our family. I will be retiring from Central Vermont Career Center and public education in Vermont effective June 30, 2022.

When we leave Vermont next summer I will carry with me countless memories of students, families, and fellow educators. I will leave knowing that I have held to an unwavering commitment to students every step of the way and thankful to the many I have worked with who share that commitment.

Sincerely,

A handwritten signature in cursive script that reads "Scott Griggs". The signature is written in black ink and is positioned above the printed name.

Scott Griggs, Ed.D.

FACILITIES USE AND RELATED SERVICES AGREEMENT

THIS FACILITIES USE AND RELATED SERVICES AGREEMENT (“Agreement”), made this _____ day of _____, 2021, by and between the Central Vermont Career Center, (“CVCC”) and the Barre Unified Union School District (the “District”).

WHEREAS, CVCC is currently using space within the District’s property at 115 Ayers Street, in Barre, Vermont, known as Spaulding High School; and

WHEREAS, CVCC wishes to continue using said space and utilize certain school and building services, and the District wishes for CVCC to continue to use the space and to utilize certain school and building services, per the terms of this Agreement.

NOW, THEREFORE, in consideration of these premises and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

SECTION 1. Description of Facilities.

The District is the owner of certain lands and premises commonly known as Spaulding High School at 155 Ayers Street, Barre, Vermont 05641 (hereinafter the “Property”). The District hereby agrees to permit CVCC to continue to occupy and use 41,000 gross square feet plus or minus of the Property, which is the existing career center (the “Space”), upon the terms and conditions set forth in this Agreement.

SECTION 2. Effective Date and Term.

This Agreement shall commence and be effective starting July 1, 2022 (“Commencement Date”). The term of this Agreement shall be for three (3) years starting on the Commencement Date and ending June 30, 2025 (“Termination Date”). CVCC, at its sole option and upon notice to the District at least 60 days prior to the Termination Date, may extend the term for an additional two (2) years upon the same terms and conditions as set forth in this Agreement. CVCC and the District may mutually agree to a Termination Date earlier than June 30, 2025.

SECTION 3. Use Fee.

CVCC shall pay an annual Use Fee to the District based upon the sum of the following budgetary cost elements for Spaulding High School: Health, Library, and Facilities, identified in (a) – (c) of this Section. Based upon Fiscal Year 2022 costs, the total of these items is \$282,136. The Use Fee shall be paid in four (4) equal quarterly installments on the first day of July, October, January, and March during the Term, starting on the Commencement Date. The Use Fee represents a portion of certain District costs proportional to the square foot area of the Space relative to the square foot area of the Property (eighteen percent (18%) of the Property’s total square footage). The Use Fee shall be allocated among the following services provided by the District:

- (a) Health. CVCC shall pay the District eighteen percent (18%) of the District’s total annual cost of for Health Services at Spaulding High School, including use of the

- nurse's office, and nurse and nurse office services. For informational and alignment purposes, in FY '2022 18% of the above costs is \$30,281.
- (b) Library. CVCC shall pay the District eighteen percent (18%) of the District's total annual cost of for Library Services at Spaulding High School, including use of the library and related library services. For informational and alignment purposes, in FY '2022 18% of the above costs is \$19,115.
 - (c) Facility. CVCC shall pay the District eighteen percent (18%) of the District's total annual cost for Facility Use and Facility Support Services at Spaulding High School, including use of the Property's common areas, parking, building maintenance and repair, custodial services, all utilities, trash removal, composting, and recycling. For informational and alignment purposes, in FY '2022 18% of the above costs is \$232,740. The District represents and warrants that the Facility Use and Facility Support Services will be of good quality, and CVCC may periodically evaluate these services to assure they are being performed to CVCC's reasonable satisfaction.
 - (d) Telephone & Internet. The Use fees as identified herein shall not include any fees, costs or reimbursements for telephone or internet services or related technology costs or expenses.
 - (e) Student Meals. The Use fees as identified herein shall not include any fees or costs for student lunches. CVCC and the District agree that CVCC's students shall be able to participate and obtain meals on the same basis as the District provides to its high school students. CVCC shall annually meet and confer to discuss both the cost and quality of such student meals. Following such meeting CVCC and the District shall agree on the cost of said meals for the school year and quality benchmarks.

SECTION 4. Representations.

- (a) The District represents, warrants, and covenants that it has been duly authorized and has the full power, right and authority to enter into this Agreement and to perform all its obligations under this Agreement and to execute and deliver all documents required by this Agreement and neither this Agreement nor the transactions contemplated hereby constitute a violation or breach of the District's organizational documents.
- (b) CVCC represents, warrants, and covenants that it has been duly authorized and has the full power, right and authority to enter into this Agreement and to perform all its obligations under this Agreement and to execute and deliver all documents required by this Agreement and neither this Agreement nor the transactions contemplated hereby constitute a violation or breach of CVCC's organizational documents.

SECTION 5. Use and Operation.

- (a) The Space shall be used and occupied as a career center and consistent with CVCC's past and continuing use of the Space.

- (b) The Space shall not be used for any illegal purpose, nor in violation of any valid regulation of any governmental body, nor in any manner to create nuisance or trespass.

SECTION 6. Rules and Regulations.

CVCC covenants and agrees that CVCC will comply with reasonable rules and regulations set by the District from time to time, upon reasonable advance notice, for the operation of the Property.

SECTION 7. District Covenants/Repair Obligations.

- (a) The District covenants and agrees, during the Term, to keep the following reasonably clean, in good operating condition and in repair: (i) the exterior walls, load bearing elements, foundations, exterior structure of the Property; (ii) the roof of the building; (iii) the common areas that form a part of the Property; and (iv) the standard mechanical electrical, HVAC and plumbing systems, pipes and conduits serving the Space. Upon the default of the District in making such repairs and replacements, CVCC may, but shall not be required to, make such repairs and replacements and deduct all costs associated therewith from the Use Fee owed to the District pursuant to the terms of this Agreement.
- (b) The District shall furnish to the Space:
 - (i) heat, at adequate temperatures, during the usual heating season, accessible 24 hours a day, seven days a week;
 - (ii) electricity, accessible 24 hours a day, 7 days per week, sufficient to operate usual and customary office equipment including but not limited to printers, computers, monitors, peripherals, lighting, and small appliances; and
 - (iii) cool and dehumidified air, at adequate temperatures, during the usual cooling season, accessible 24 hours a day, 7 days per week.
- (c) The District shall comply with all laws, ordinances, regulations and orders which are of general applicability to all occupied space at the Property and common areas of the Property.

SECTION 8. Notices.

Any notice required to be given by the terms of this Agreement shall be deemed duly served if sent by certified mail, return receipt requested,

If to CVCC: Jody Emerson, Director
155 Ayers Street, Suite #2
Barre, VT 05641

Copy to: Christopher B. Leopold, Esq.
McNeil, Leddy & Sheahan, P.C.

271 South Union Street
Burlington, VT 05401

If to District: _____

With a copy to: _____

SECTION 9. Force Majeure.

During the Term, the District or CVCC shall not be required to perform any term, condition or covenant in this Agreement so long as such performance is delayed or prevented by force majeure, which shall mean acts of God, epidemics, hurricanes, floods, drought, or by reason of war, declared or undeclared revolution, civil commotion or strife, acts of public enemies, blockade or embargo, or by reason of any new law, proclamation, regulation, ordinance or demand by any government authority, and any other cause not reasonably within the control of the parties and which, by the exercise of due diligence, the District or CVCC is unable, wholly or in part, to prevent or overcome.

SECTION 10. Alterations, Improvements, and Additions.

CVCC shall have the right without the District's consent, at its cost and expense, to alter, improve the Space, provided that such alteration, addition or improvement does not materially reduce the value or usefulness of the Space upon expiration of the Term. Notwithstanding the foregoing, any fixtures installed by CVCC as a part of any additions or improvements, including light and electrical fixtures and any built-in furniture or equipment that has been permanently affixed to the floors, walls, or ceilings of the Space may be removed by CVCC at CVCC's cost upon termination of this Agreement and CVCC shall repair any damage resulting from such removal, reasonable wear and tear excepted. All such restorations shall be completed within sixty (60) days after the termination date of this Agreement. CVCC shall pay all costs and expenses in connection with the making of alterations. CVCC shall indemnify and hold the District harmless from and against any claims arising out of such work.

SECTION 10A. Capital Assets, Fixtures and Equipment.

In full recognition of the preexisting and historical and legal relationship between them, CVCC and the District agree that the premises that are the subject of this lease include fixtures, including but not limited to, electrical fixtures, any built-in furniture, equipment, appliances, tools and other assets that are owned by CVCC, collectively to be referred to as CVCC's Capital Assets & Fixtures. Commencing no later than April 1, 2022, CVCC shall complete a full and comprehensive inventory of its Capital Assets & Fixtures which, at a minimum, shall include an item description, location, and an assessment of the estimated scope of work to remove such items from the premises and the resulting condition of the premises. The inventory shall be

provided to the District within forty-five (45) days of the inventory completion or by May 15, 2022. Within forty-five (45) days of receiving the inventory from CVCC, the District shall notify CVCC, in writing, of its acceptance of the inventory or identify specific areas of objection. The District's failure to provide such notification shall be deemed as formal acceptance of CVCC's inventory. Following such notification, CVCC and the District agree to meet and confer to reach a final comprehensive agreement on the inventory of Capital Assets & Fixtures and the scope of work and costs to remove such items, including the allocation of any costs and resulting condition of the premises following such removal. If CVCC and the District are unable to agree upon such terms, they agree to engage in expedited mediation and arbitration through the American Arbitration Association. If CVCC and the District are unable to agree upon such terms, either party may seek the intervention of the American Arbitration Association ninety (90) days after CVCC provides the inventory to the District. The arbitrator shall have full authority to determine the final inventory, scope of removal, cost and related matters in dispute.

SECTION 10B. Credit for Facility Improvements.

CVCC and the District agree that CVCC has made significant and identifiable capital improvements and renovations to the premises during the period that it has occupied the premises. The parties agree that CVCC should receive monetary recognition from the District, in the form of a monetary credit or offset, for the CVCC's capital improvements, including renovations that CVCC has made during the immediate five (5) fiscal years ending June 30, 2022. Commencing no later than April 1, 2022, CVCC shall complete a full and comprehensive listing of identifiable capital improvements and renovations it has made to the premises during the above referenced timeframe, which, at a minimum, shall include a description, location, and cost the improvement to the premises. The listing shall be provided to the District within forty-five (45) days of its completion or not later than May 15, 2022. Within forty-five (45) days of receiving the list from CVCC, the District shall notify CVCC, in writing, of its acceptance of the list or identify specific areas of objection. The District's failure to provide such notification shall be deemed as formal acceptance of CVCC's list. Following such notification, CVCC and the District agree to meet and confer to reach a final comprehensive agreement on the list of Facility Improvements and to resolve any differences between the parties regarding the list and to determine the amount of any credit or offset CVCC shall receive for the improvements. The parties shall also determine the specific manner in which any credit or offset shall be recognized and conveyed to CVCC. If CVCC and the District are unable to agree upon such terms, they agree to engage in expedited mediation and arbitration through the American Arbitration Association. If CVCC and the District are unable to agree upon such terms, either party may seek the intervention of the American Arbitration Association ninety (90) days after CVCC provides the list of the capital improvements to the District. The arbitrator shall have full authority to determine the capital improvements and donations to be recognized, the amount of any credit or offset to be provided to CVCC the manner in which any credit or offset shall be conveyed and related matters in dispute.

SECTION 10C. Donations.

CVCC and the District agree that over the preceding five years the District has received donations from donors with CVCC as the intended beneficiary of the donation. The parties agree that CVCC should receive the full benefit of such donations consistent with the intent of such

donors. Commencing no later than March 15, 2022, CVCC shall complete a full and comprehensive listing of identifiable donations made to or received by the District where CVCC was the intended beneficiary of the donation during the preceding five calendar years, but the full monetary amount or benefit of such donation was not directed to or will not be realized by CVCC as a result of it becoming an independent school district. The listing shall be provided to the District within forty-five (45) days of their completion or not later than May 1, 2022. Within forty-five (45) days of receiving the list from CVCC, the District shall notify CVCC, in writing, of its acceptance of the list or identify specific areas of objection. The District's failure to provide such notification shall be deemed as formal acceptance of CVCC's list. Following such notification, CVCC and the District agree to meet and confer to reach a final comprehensive agreement on the list of donations, to resolve any differences between the parties regarding the list and to determine the manner to transfer such donations to CVCC. If CVCC and the District are unable to agree upon such terms, they agree to engage in expedited mediation and arbitration through the American Arbitration Association. If CVCC and the District are unable to agree upon such terms during mediation, either party may seek the intervention of the American Arbitration Association ninety (90) days after CVCC provides the list to the District. The arbitrator shall have full authority to determine the donations and amounts to be recognized, the manner in which any donation shall be conveyed to CVCC and any related matters in dispute.

SECTION 11. Successors and Assigns.

No rights and liabilities herein given to, or imposed upon, the respective parties hereto shall extend to and bind the successors and assigns of the said parties without the prior written consent of the other, which shall not be unreasonably withheld.

SECTION 12. Construction.

This Agreement, and all matters or issues collateral hereto, is governed by the laws of the State of Vermont. If any provision of this Agreement is determined by a court to be void or unenforceable, the same will in no way affect any other provision of this Agreement. The headings of the clauses of this Agreement are solely for the purpose of convenience and are not to be used in the construction of any provision. No preference shall be given to the interpretation of this Agreement based on representation, primary language or other categorical preference. All terms shall be interpreted to require the reasonable decision and acts of the respective parties.

SECTION 13. Entire Agreement, Modification.

This Agreement contains the final and complete understanding of the parties' agreement relating to the subject matter herein contained. This Agreement supersedes all previous negotiations and agreement. This Agreement cannot be orally waived or altered in whole or in part. The captions of sections are inserted as a matter of convenience and in no way affect or define the scope or intent of this Agreement or any provision thereof.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date written above.

IN THE PRESENCE OF:

CENTRAL VERMONT CAREER CENTER

By: _____

Its: _____

STATE OF VERMONT
_____ COUNTY, SS.

This record was acknowledged before me on _____, 2021 by _____ as Authorized Agent of the Central Vermont Career Center.

Before me,

Notary Public State of Vermont
Commission Expires: 1.31.23

IN THE PRESENCE OF:

BARRE UNIFIED UNION SCHOOL DISTRICT

By: _____

Its: _____

STATE OF VERMONT
_____ COUNTY, SS.

This record was acknowledged before me on _____, 2021 by _____ as Authorized Agent of the Barre Unified Union School District.

Before me,

Notary Public State of Vermont
Commission Expires: 1.31.23

CODE C26
(Recommended)

TUITION PAYMENT

The [School District] School District will provide tuition for students attending grades [grades] in accordance with state law and the criteria outlined below.

1. Tuition will be paid to schools attended by legal pupils who are residents of the [School District] School District as defined by 16 V.S.A. §1075. Tuition payments will be made according to a schedule developed by the superintendent or his or her designee, taking into consideration any payment schedules established by receiving schools.
2. Tuition will be paid only to schools approved by the State Board of Education. Payment of tuition is made subject to the condition that the approved independent school cannot expend funds for religious worship.
3. Tuition payments will be made as follows:
 - A. Tuition payments will be made to approved receiving schools when preceded by a written application from the student and/or his or her parent or guardian. The application must be made prior to a date determined by the board/superintendent of the school year for which such payment is requested. Requests for retroactive tuition payments will not be granted unless received by a date determined by the Board/Superintendent of the school year for which retroactive payment is sought.
 - B. If an eligible pupil becomes a resident after September 1, an application for tuition will be considered by the board at its first special or regular meeting following receipt of the application and, if approved, payments will be prorated from the date of the pupil's enrollment to the end of the then current school year.
4. All tuition payments will be made directly to approved schools attended by qualified pupils.
5. The superintendent shall make recommendations to the board prior to board action on applications for tuition assistance made in compliance this policy. If the board denies tuition assistance for a student, written notification of the denial shall be sent to the student if over the age of majority, or the parent or legal guardian of a minor student, by the superintendent or designee within seven days of the decision. Unless otherwise provided by law, the Board's decision shall be final.¹
6. The superintendent shall develop procedures to ensure that a copy of the School District's tuition payment policy is provided with every tuition payment and that the check includes the following language:

“Payment made subject to the terms and conditions of the School District’s Tuition Payment policy.”

VSBA Version:	August 31, 2021
Date Warned:	
Date Adopted:	
Legal Reference(s):	16 V.S.A. §§821 et seq. (Tuition requirements)
	16 V.S.A. §1075 (Legal residence)
	Campbell v. Manchester Board, 161 VT 441, 641 A.2d 352 (1994)
	Chittenden Town School District v. Department of Education, 169 VT 710, 738 A.2nd 539 (1999)
Cross Reference:	Admission of Resident Students (C31)

¹ See 16 V.S.A. § 828 providing for appeals of school board tuition payment decisions to the State Board of Education.

**BARRE UNIFIED UNION SCHOOL DISTRICT # 097
POLICY**

CODE: D 3

1ST READING: 11/11/2021

2ND READING:

ADOPTED:

RESPONSIBLE COMPUTER, NETWORK & INTERNET USE

Purpose

The Barre Unified Union School District (BUUSD) recognizes that information technology (IT) is integral to learning and educating today's children for success in the global community and fully supports the access of these electronic resources by students and staff. The purpose of this policy is to:

1. Create an environment that fosters the use of information technology in a manner that supports and enriches the curriculum, provides opportunities for collaboration, and enhances staff professional development.
2. Ensure the district takes appropriate measures to maintain the safety of everyone that accesses the district's information technology devices, network and web resources.
3. Comply with the requirements of applicable federal and state laws that regulate the provision of access to the internet and other electronic resources by school districts.

Policy

It is the policy of the BUUSD School District to provide students and staff access to a multitude of information technology (IT) resources including the Internet. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond. However, with the privilege of access comes the responsibility of students, teachers, staff and the public to exercise responsible use of these resources. The use by students, staff or others of district IT resources is a privilege, not a right.

The same rules and expectations govern student use of IT resources as apply to other student conduct and communications, including but not limited to the district's harassment and bullying policies.

The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive or display on or over the district's computers or network resources, including personal files and electronic communications.

The superintendent is responsible for establishing procedures governing use of IT resources consistent with the provisions of this policy. These procedures must include:

1. An annual process for educating students about responsible digital citizenship. As defined in this policy, a responsible digital citizen is one who:
 - A. **Respects One's Self.** Users will maintain appropriate standards of language and behavior when sharing information and images on social networking websites and

elsewhere online. Users refrain from distributing personally identifiable information about themselves and others.

- B. **Respects Others.** Users refrain from using technologies to bully, tease or harass other people. Users will report incidents of cyber bullying and harassment in accordance with the district’s policies on bullying and harassment. Users will also refrain from using another person’s system account or password or from presenting themselves as another person.
 - C. **Protects One’s Self and Others.** Users protect themselves and others by reporting abuse and not forwarding inappropriate materials and communications. They are responsible at all times for the proper use of their account by not sharing their system account password.
 - D. **Respects Intellectual Property.** Users suitably cite any and all use of websites, books, media, etc.
 - E. **Protects Intellectual Property.** Users request to use the software and media others produce.
2. Provisions necessary to ensure that Internet service providers and other contractors comply with applicable restrictions on the collection and disclosure of student data and any other confidential information stored in district electronic resources.
 3. Technology protection measures that provide for the monitoring and filtering of online activities by all users of district IT, including measures that protect against access to content that is obscene, child pornography, or harmful to minors.
 4. Methods to address the following:
 - A. Control of access by minors to sites on the Internet that include inappropriate content, such as content that is:
 - i. Lewd, vulgar, or profane
 - ii. Threatening
 - iii. Harassing or discriminatory
 - iv. Bullying
 - v. Terroristic
 - vi. Obscene or pornographic
 - B. The safety and security of minors when using electronic mail, social media sites, and other forms of direct electronic communications.
 - C. Prevention of unauthorized online access by minors, including “hacking” and other unlawful activities.
 - D. Unauthorized disclosure, use, dissemination of personal information regarding minors.
 - E. Restriction of minors’ access to materials harmful to them.
 5. A process whereby authorized persons may temporarily disable the district’s Internet filtering measures during use by an adult to enable access for bona fide research or other lawful purpose.

Policy Application

This policy applies to anyone who accesses the district’s network, collaboration and communication tools, and/or student information systems either on-site or via a remote location, and anyone who uses the district’s IT devices either on or off-site.

Limitation/Disclaimer of Liability

The District is not liable for unacceptable use or violations of copyright restrictions or other laws, user mistakes or negligence, and costs incurred by users. The District is not responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the District's electronic resources network including the Internet. The District is not responsible for any damage experienced, including, but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of information obtained through or stored on the electronic resources system including the Internet, or for financial obligations arising through their unauthorized use.

Enforcement

The district reserves the right to revoke access privileges and/or administer appropriate disciplinary action for misuse of its IT resources. In the event there is an allegation that a user has violated this policy, the school district will handle the allegation consistent with the student disciplinary policy.

Allegations of staff member violations of this policy will be processed in accord with contractual agreements and legal requirements.

Financial Management Questionnaire - BARRE UNIFIED UNION SCHOOL DISTRICT

	Yes	No	Don't know	By whom
Do you know by whom the following is maintained?				
School District Checkbook	X			Business Manager
School District receipts	X			Business Manager/Senior Accountant
Student Activity Cash/Check receipts	X			Business Manager/Senior Accountant/Bookkeepers
School District payments:	X			
Payroll	X			Payroll Lead-AP Accountant-Business Manager
Accounts Payable	X			Staff Accountant/Business Manager
Bank Deposit slips	X			Senior Accountant/Bookkeepers
Bank reconciliations	X			Senior Accountant Reviewed by Business Manager
Are all bank statement and ledger balances reconciled monthly, by whom?	X			Senior Accountant/Reviewed by Business Manager
Does someone other than the treasurer review bank reconciliations?	X			Business Manager
Are checks always written to specified payees and not to cash?	X			
Are financial records maintained in a computerized system?	X			Profund/ADS
Are all payees registered in accounting software?	X			Vendors or Employees
Are all invoices, original, on vendor letterhead or format, with individual invoice number?	X			Reviewed by Board Member
Are all payments recorded and mailed with notation to the associated invoice number?	X			
Does the School District hold current W9 forms for all vendors?	X			Filed in Business Office
Does the same individual open the mail and deposit checks?		X		Receptionist opens mail and records checks/Senior Accountant Deposits
Are pre-numbered checks used for all bank accounts?	X			ADS assigns numbers consecutively
Are unopened bank statements delivered directly to the treasurer as received?	X			Electronic Access
Have you borrowed money from the School District?		X		
Do you know of anyone who has borrowed money from the School District?		X		
Have School Board members attended financial trainings?		X		I do not believe training has taken place for all members.
Do the financial accounting personnel take regular vacations?	X			
Have you deposited School District monies anywhere other than a School District account?		X		
Have you deposited any non-School District monies into a School District account?		X		
Is it common practice for staff members to rotate responsibilities or cross train periodically?	X			Lead payroll and AP share responsibilities
Are student activity receipts deposited within 48 hours of the event?	X			Most of the time or at least weekly
Have you experienced a theft or embezzlement during the last five years?	X			Student activity funds taken by coach.
Does the School District have written policies and procedures for financial operations?	X			On website and evaluated periodically

	Yes	No	Don't know	By whom
Does each Town and School District official have copies of these policies and procedures?	X			On website
Is there a standard procedure to ensure that gate receipts reflect the event's attendance?	X			Ticket Accountatbility form is required
Is interest in School District accounts apportioned to each account?	X			
Have there been any changes in authorized signatures during the fiscal year?	X			Unified Accounts-Carol Dawes is Treasurer
Has a signature stamp ever been used for any School District account?	X			Treasurer uses signature stamp
Do you have pre-numbered receipt books for cash payments?	X			At SHS
Have you attended trainings on recordkeeping?	X			
Are any School District financial records maintained in manual form?		X		
Do you maintain separate pages, columns or running balances for each fund?	X			
Are checks written by the same individual who approves payments?		X		
Do you participate in any business which does business with the School District?		X		
Does any employee that you know of participate in any organization as a vendor?	X			SHS PE Teacher/CVCC DM Teacher
Have you questioned if the lifestyle of any associate reflects their normal income?		X		
Are bank accounts and fund balances reconciled on a monthly basis?	X			
Does the School District loan money to town employees?		X		

As a signer below, I certify to the best of my knowledge that the answers provided in this self-assessment questionnaire are an accurate representation of the operation of the school district of Barre, Vermont.

Preparer: *Lisa Perreault* Printed Name: Lisa Perreault

Title: Business Manager, BUUSD Date submitted: November 11, 2021

As an official of the BUUSD, I certify that the board has reviewed this questionnaire within two months of receiving it from the superintendent.

Name: _____ Title: _____ Date: _____

Title 16 : Education Chapter 005 : Secretary Of Education Subchapter 002 : Superintendents (Cite as: 16 V.S.A. § 242a) § 242a. Internal financial controls (a) The superintendent or his or her designee shall annually, on or before December 31, complete and provide to the supervisory union board and to all member district boards a copy of the document regarding internal financial controls made available by the Auditor of Accounts pursuant to 32 V.S.A. § 163(11). (b) The supervisory union board shall review the document provided by the superintendent within two months of receiving it. (Added 2011, No. 155 (Adj. Sess.), § 29.)

Community members on BUUSD school board committee guidelines

2 community members may be appointed for each committee, 1 from Barre City and 1 from Barre Town

Community members that have been appointed to the committee by the BUUSD board will be granted voting privileges

Open seats will be advertised for *2 weeks* (not part of the original motion-please determine length of posting for applicants) and applicants will submit letters of interest to the BUUSD board. The board will discuss and appoint community members to the committees.

The terms of the community members serving on the BUUSD school board committees will end on the date of the annual board reorganization in March.

Questions to answer:

Can a community member serve on multiple committees?

Can a community member serve multiple terms by applying each year to serve on a committee? Should there be a limit?

Should we add that interested community members would need to be interviewed by the board?

Should there be any guidelines regarding expectation of participation or the appointment will be revoked and a new community member appointed?

Community members serving on the board's committees will be unpaid volunteers. Will they need to be fingerprinted and undergo a background check?

Community Service Forum
Labor Hall, 46 Granite Street
Sunday, November 21, 2021
1:30 - 3:30 pm

Have you ever wondered about volunteering your time, expertise, and voice to help make Barre a better place? Do you think maybe serving on a City or Town committee might be interesting?

Join us to learn about serving your community in City and Town government, whether as an elected official, volunteering on a committee, or in other capacities. Current and former officeholders and committee members will talk about the rewards of service and answer any questions you might have about stepping up.

The event is sponsored by the Greater Barre Democrats, but is strictly nonpartisan and focused on encouraging people to participate in local government.

Questions? Contact barredemocrats@gmail.com or visit www.barredemocrats.org