



**Spaulding High School
Central Vermont Career Center
Barre City Elementary and Middle School
Barre Town Middle and Elementary School**

Chris Hennessey, M.Ed.
Superintendent of Schools

A rock solid education for a lifetime of discovery

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MEMORANDUM

TO: Barre Unified Union School District Policy Committee
Chris Parker, Giuliano Cecchinelli II, Tim Boltin, Alice Farrell

DATE: March 16, 2022

RE: BUUSD Policy Committee Meeting
March 21, 2022 @ 6:00 p.m.
Remote Options: Meeting Link: meet.google.com/dmf-dowp-dyg
Phone: (US)+1 929-266-2537 PIN: 179 047 596#

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

AGENDA

1. Call to Order (Superintendent)
2. Organize
 - 2.1. Elect Chair (Chair takes over meeting)
 - 2.2. Elect Vice Chair
3. Additions/Changes to Agenda
4. Public Comment
5. Approval of Minutes
 - 5.1. Meeting Minutes of February 21, 2022
6. New Business
 - 6.1. BUUSD Policy Index Review
 - 6.2. VSBA Policy Index Review
 - 6.3. Board Goal-Setting and Evaluation (A32) (Consider) (VSBA Removed)
 - 6.4. Electronic Surveillance (F26) (Recommended) (Board Returned)
 - 6.5. Fiscal Management and General Financial Accountability (F20) (Recommended) (Board Returned)
7. Old Business
8. Other Business
9. Items for Future Agenda
10. Next Meeting Date: April 18, 2022, 6:00 pm

11. Adjournment

Parking Lot of Items:

- Role and Adoption of School Board Policies (A30) (Consider) (VSBA Changed)
- Board Member Education (A31) (Consider) (VSBA Changed)
- Communicable Disease Mitigation Measures for Students and Staff (F27) (New - Recommended - will replace F33)
- Policy of Section 504 and ADA Grievance Protocol for Students and Staff (C14) (New - Required) [1/31/22]
- Student Records (C1) (Required) Changed by VSBA
- Student Attendance (C7) (Required) Changed by VSBA
- Pupil Privacy (C8) (Required) Changed by VSBA
- Use of Restraint and Seclusion (C70) (Recommended) Changed by VSBA (Formerly C34)
- Rescind (C34) after Board Adopts (C70)
- HIPAA Compliance (B6) (Required) Removed by VSBA
- Grade Advancement (D2) (Required) Removed by VSBA
- Rescind (F33) after Board adopts (F27)
- Budgeting (F30) (Rescind after F20 gets adopted)
- Visits by Parents, Community Members or Media (E32) (Consider)
- Title 1, Part A: Parent and Family Engagement (E1) (Required) (VSBA Change 9/24/21)
- Anti-Racism Policy (C44) (TBD - New, Vetted, not VSBA Policy)
- Field Trips (D30) (Consider) (VSBA Removed 7/2020)

Under Review by VSBA

- Student Drugs and Alcohol (C2) (Required)
- Homeless Students (C13) (Required)
- Student Conduct and Discipline (C20) (Recommended)
- Selecting Library Materials (D31) (Consider)
- Selection of Instructional Materials (D32) (Consider) (Just vetted but VSBA reviewing again)

BOARD/COMMITTEE 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 UNIFIED UNION SCHOOL DISTRICT
POLICY COMMITTEE MEETING
Via Video Conference – Google Meet
February 21, 2022 – 5:30 p.m.

5.1

MINUTES

COMMITTEE MEMBERS PRESENT:

Giuliano Cecchinelli, II, Vice Chair (BC)
Tim Boltin (BC)
Andrew McMichael (BC Community Member)
Jon Valsangiacomo – (BT Community Member)

COMMITTEE MEMBERS ABSENT:

Chris Parker, Chair (BT)

OTHER BOARD MEMBERS PRESENT:

Alice Farrell

ADMINISTRATORS AND STAFF PRESENT:

Chris Hennessey, Superintendent
Luke Aither, SHS Assistant Principal

GUESTS:

Josh Howard Pietro Lynn Terry Reil William Toborg

1. Call to Order

The Vice Chair, Mr. Cecchinelli, called the Monday, February 21, 2022, meeting to order at 5:30 p.m., which was held via video conference - Google Meet.

2. Additions and/or Deletions to the Agenda

None.

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – January 17, 2022 Policy Committee Meeting

On a motion by Mr. McMichael, seconded by Mr. Cecchinelli, the Committee unanimously voted to approve the Minutes of the January 17, 2022 Policy Committee Meeting.

5. New Business

5.1 District Counsel – Policy/Procedures/VSBA Model Policies

Mr. Cecchinelli advised that District Counsel, Pietro Lynn is in attendance to provide some clarity related to policy development. Mr. Aither advised that the District is looking for differentiation between policy and procedure, noting that a number of the model policies seem to include procedures in them. Mr. Aither also reported that there are some inconsistencies between some of the VSBA Model Policies, noting that the Title IX policy conflicts with the HHB Policy. The last item is whether the District should adopt policies as written, or review them to decide what is relevant for the Barre Community. Mr. Lynn advised that there are some mandatory policies that contain both policy and procedure, and it can sometimes be confusing to define where policy ends and procedure begins. Mr. Lynn advised regarding the distinction between policy and procedure. Policy is a high level articulation of the District's goals, values, and guiding principles. The Board typically creates the expectations for the District, defining what they want achieved and what they want implemented to achieve the goals. The procedures are most often left to administration to establish and implement (e.g. many of the VSBA required and recommended policies, include a requirement that the Superintendent establish, adopt, and implement procedures that give life to the principles that are contained in the policy). Mr. Lynn noted that the Title IX and HHB policies are filled with procedures, which causes confusion. The AOE has decided that these policies must contain procedures and the inclusion of procedures is not discretionary. Not all policies include procedures. Regarding contradictory policies, Mr. Lynn acknowledged that the Title IX (sexual harassment, including sexual assault) and HHB (which includes sexual assault) policies are wholly inconsistent in terms of the process that needs to be followed. There is no clear guidance from the AOE regarding which one ought to be the one that is followed. Mr. Lynn advised that because Federal law is supreme, VSBA's advice is consistently to follow

DRAFT

the Federal law (Title IX). Mr. Lynn advised that the VSBA has made available to districts, policies that can be adopted. Some policies are required, some are recommended, and some are 'available' (optional). Unless a policy requires specific language, districts may look at their structures, boards, and communities and make decisions regarding whether the language in the policies is appropriate for the District. Recently, the VSBA worked on the Equity Policy to create new language to better protect districts from liability and that are consistent with districts' obligations to the law under other areas. This policy is not required, and some districts have chosen to use a more robust policy. Mr. Valsangiacomo queried regarding policy vs. procedure, noting that he believes most of the VSBA policies have procedures written in as part of the policy. Mr. Valsangiacomo believes school board members are questioning the difference between policy vs. procedure, as he believes most of the VSBA Model Policies have procedures written in as part of the policy. Mr. Valsangiacomo advised that the Committee has been trying to take out/separate the procedure section from the policies, but it has been questioned, whether or not the District should be doing that. It was noted that written procedures are not keeping up with policy adoption, which poses an issue. Mr. Lynn advised that he is working on (with VSBIT) establishing procedures for districts, where the VSBA policies reference procedures. Mr. Lynn advised that there are a number of policies that do include procedures, but those policies are ones that, under the law (Federal or State), require procedures. Mr. Lynn suggests that if Federal or State laws do not require procedures be included, the procedures should be left out. Mr. Hennessey confirmed that it is the responsibility of the Superintendent and administrators to see that procedural manuals are up to date. Mrs. Poulin believes there is confusion that the Implementation section listed in the policy is procedures. Mrs. Poulin provided historical information, advising that when the District began to use VSBA Model Policies, it was determined that the Implementation sections of policies were present to give clear direction to administrators regarding what procedures need to be implemented. It was believed that the Implementation sections provide clarity to the policy, and that use of them assures that every school within the District, receives the same 'direction' from the Board, regarding what is expected of them. It was decided that the Implementation sections should be left in the policies. The VSBA web site advises that they do have a distinction between policy and procedure, and that procedures generally have a different coding section. Mrs. Poulin reiterated that it was the understanding of the Board, that the Implementation sections were not procedures, but rather were in the VSBA policies to provide clear direction to administrators regarding what procedures they need to write. Mrs. Poulin noted that the removal of some Implementation sections has been problematic (e.g. Substitute Policy - the District no longer has a policy on how substitute rates are set). Mrs. Poulin noted that the VSBA policies were not adopted verbatim, but rather were subject to minor changes to reflect things unique to the District. Mrs. Poulin believes there is confusion in that some individuals believe the Implementation section is procedures. Mr. Aither believes that the Interscholastic Sports Policy's (C24) Implementation section, which states that "The board will make determinations...." is a procedure, as it tells what will be done. Mr. Lynn is not familiar with all of the policies being discussed, or what is included in the VSBA's Implementation sections, but advised that implementation is something that administrators need to be doing and that where policy ends and procedures begin can sometimes be borderline. Mr. Lynn likened policy to an itinerary (the where to go), and that procedures are more of the 'route on how to get there'. Mr. Lynn advised that it could be that when the District is talking about implementation, it sounds like it is discussion on how the policy will be implemented, and he would suggest that may be procedure. Mr. Lynn advises Boards that one of their most important roles is to set the goals, and then judge administrators' ability to meet those goals. If goals are not met, administrators must be held accountable. One of the greatest responsibilities of Boards is to supervise and evaluate the Superintendent and hold the Superintendents accountable, and give them the freedom to do their job as contemplated by Vermont law. If they don't do a good job, they must be held accountable. Mr. Hennessey understands his responsibility and administrators' responsibility to see that procedures are up to date and that they comply with policies. Mr. Lynn advised that he has drafted a number of procedures that are going to be reviewed by VSBIT members in the near future. Mr. Lynn advised that 5 or 6 of the policies speak to some of the most 'litigation rich' areas where procedures are necessary. The procedures are being drafted to comply with the law and limit exposure to districts. Mrs. Poulin advised regarding a recently reviewed policy, where, should the implementation section be removed, the policy could be interpreted differently by different administrators (the implementation section defined what circumstances administrators needed to write procedures for). Mrs. Poulin believes that the implementation section was providing clear direction regarding what procedures need to be written by administrators. In past discussions, where it was decided to leave the implementation sections in policies, it was agreed that the implementation sections were providing clear direction to administrators, and was not actually writing the procedures for administrators. There was concern that if the policy contained only a generic policy section, the policy could be interpreted differently by different administrators (resulting in inconsistent enforcement of the policy). Mr. Lynn noted that if the Superintendent is doing their job right, each school will be informed on what is expected, and if they do not comply, the Superintendent will need to have hard conversations with building principals to make sure that they do follow expectations. If administrators do not follow expectations, (procedures written by the Superintendent), then the Board would need to have a strong conversation with the Superintendent. The procedures need to be legally compliant and need to include; the circumstances when to report students as truant, various other circumstances relating to absenteeism, and for a variety of different issues; who does reporting go to, who takes information, where is it stored, who needs to know, etc. All of these different issues need to be addressed by the Superintendent when he creates procedures and the "Board needs to see the procedures and know what they are, and then see if they are being complied with". It is the Board's responsibility to make sure that the policy is followed and that the procedures are legally compliant and are being followed. It was noted that the Board has never reviewed procedures, and that it is an understanding that most procedures are 'in people's heads', which is very concerning given the current turnover of administrators. Though the VSBA website states the importance of written procedures, and that the Board needs to follow up to assure they are in place, and though the Board asked for

DRAFT

written procedures well before COVID, the procedures have yet to be presented. It was noted that previously it was understood that the Implementation section was part of the VSBA Model Policy. If the information contained in the Implementation section of VSBA Model policies is really procedures, why is contained in the VSBA Model Policies? In response to the query, Mr. Lynn advised that he does not know what specific policy(ies) the question pertains to, and advised that he is trying to speak generically about the difference between policy and procedure and how to think about it and how to assure that procedures are consistent with policies and are legally compliant, and to assure that administrators are following them. If the District doesn't have written procedures, it is a problem, and they need to be written. Mr. Hennessey agrees that it is administrators' responsibility to see that procedure manuals are up to date and complete. Mr. Aither advised that the Committee has held discussion regarding seeing that procedures are complete and are in one easy to find place. The web site is set up to contain both policies and procedures (for each of the campuses).

Mr. Aither believes many procedures are in place and are contained in the student handbooks. The procedures in the handbooks do not have a consistent format across the District. Mr. Aither believes there is much work to be done, but believes there are written procedures in place, but they are not located in the same place. Mr. Aither believes he is hearing that when it comes to policy "less is more" and that policies should just give guidance and that the schools should determine the procedures given the various schools' population, ages, etc. Mr. Aither advised that he believes sometimes 'Implementation' is a grey word, but some policies do have sections labeled 'Procedure'. Mr. Aither advised that the Student Attendance Policy (C7) contains a section titled 'Administrative Rules and Procedures'. This section advises that "The Superintendent shall develop administrative rules and procedures to ensure the implementation of this policy", then lists issues that must be addressed in procedures. (The policy also contains a separate Implementation section). Mr. Aither does not like that the policy defines what procedures need to be written because he feels that definition 'paints administrators into a corner'. Mr. Hennessey noted that there are many procedures on the BUUSD web site, citing that there are two procedures related to Intra-District Transfer Procedures that he uses often. Mr. Cecchinelli queried whether administrators should be working on procedures while policies are in development, allowing the Board to review draft policies and procedures, assuring that when the policies are adopted, they have written procedures. Mr. Lynn believes it is a great idea to have all the work done at the same time. This method will assure the Board that written procedures will be in place. Board members have voiced concern that there is a gap between when policies are adopted and written procedures are in place. Mr. Lynn advised that this gap should not be happening. All policies that require procedures should have written procedures in place. Mr. Lynn advised that the VSBA has spent a lot of time, energy, and money creating policies, and that he and other members of his firm review the policies prior to them being made public. Mr. Lynn cautioned that the Board not make too many changes to VSBA policies, because then the Board needs to worry about whether or not the policies are legally compliant, or consistent with other obligations. Mr. Lynn reiterated his caution not to make too many changes, and if substantial changes are made, to please consult with him to have the amended policies reviewed. Mr. Lynn advised that most of the policies that require procedures indicate that the Superintendent is responsible for writing procedures. Mr. Lynn advised that the policies make it very clear, what needs to be done. Mr. Lynn advised that the policies may not be 'the be all, the end all' and the District may need to modify them some for specific situations. Mr. Valsangiacomo queried regarding when Mr. Lynn anticipates that the procedures he is developing will be complete, and queried regarding if there is a list of procedures being written, so the administrators don't start writing procedures (for the same policies). Mr. Lynn advised that his work is complete and he is waiting on VSBIT to have them reviewed by others. Mr. Lynn did advise that most of the procedures he has written are not procedures that have much 'wobble room', they are procedures that are required under Federal law. Mr. Lynn anticipates the procedures will be available within the next three weeks. Mr. Lynn advised that policies and procedures should be written to assure uniformity, predictability, equity, and fairness. Mr. Aither advised that administrators have started writing procedures intentionally, starting with procedures that are most likely to come up, particularly in the section of policies pertaining to students, because it is important that those policies are administered consistently. Mr. Aither advised that he is currently up to page 58, and has only written a handful of procedures. Mr. Aither confirmed that administrators were asked prior to COVID to write procedures. It was noted that in addition to the procedures he is writing for the high school, procedures also need to be written for the other schools (BCEMS, BTMES, CVCC, and SEA). Mrs. Poulin clarified that procedures were supposed to be posted to the web site as soon as they were written, and that posting to the web site should not be postponed until all procedure are written. Mrs. Poulin reported that there are only 9 procedures posted on the web site; two Intra District Transfer procedures (that were written by Superintendent Pandolfo when he wrote the Intra District Transfer Policy), two Administrative procedures (school closures and visits by non-school staff), and 5 Board procedures). If there are written procedures available, they should be added to the web site as soon as possible. Mr. Lynn was thanked for his assistance. Mr. Lynn will forward a copy of his FERPA procedures in the near future. Regarding next steps; Mr. Hennessey advised that he, directors, and administrators need to start working to see that procedures are written, and that those that do exist in writing are posted to the web site. Mr. Aither voiced concern that there is no defined, consistent format to be used in procedure development. Additionally, Mr. Aither advised that the student handbooks also vary between schools. In response to a query, Mr. Hennessey advised that he is not aware of other districts that have performed extensive policy/procedure work. Mrs. Farrell advised that during the transition under Act 46, there was a belief that 'like' grades (throughout the schools within the District), utilize the same policies and procedures and she would like to see policy/procedure development that is consistent amongst like grades (District-wide procedures). Mr. Hennessey agrees that consistency of expectations is very beneficial.

Mr. McMichael confirmed that he has the same understanding as Mrs. Farrell (consistency throughout the District). Mr. Aither advised that prior to the merger, the Committee performed an amazing amount of work to assure that policies were aligned and consistent, and he is very proud of the work that was accomplished. Mr. Aither did acknowledge that some procedures will differ

DRAFT

based on the resources of the school communities and that 100% alignment will not be possible. Students benefit from consistency, but not all procedures will be identical. Mr. Cecchinelli queried Mr. Hennessey regarding how the Board can assist with accomplishing the writing of procedures. Mr. Hennessey suggested that a timetable/work plan be developed and that a defined number of procedures be completed by specified dates. Mr. Aither suggested that administrators write procedures between First and Second Readings/adoption of policies (to assure procedures are in place at the time of adoption), and that those procedures are formatted, align with policies, and are posted on the website after policy adoption. Mr. Aither suggested that procedures that are currently documented, be posted on the web site, and that lastly, administrators should develop procedures for those existing policies which do not have written procedures. Completion of written procedures will require a defined process/timeline. In response to a query it was noted that procedures will reside in multiple areas (on-line, handbooks, and possibly other places). Mrs. Farrell stressed that the team working on procedures needs to have a clear and firm understanding of policy, procedures, and practices (which may be different school by school). Mr. Hennessey advised that there are administrators in each school that are well versed on policy and procedure. Mrs. Poulin noted that Pietro Lynn had advised that the Board needs to review procedures, and that Procedure Review may need to be added to Board Agendas (until now, the Board has never reviewed procedures). Mr. Aither believes Mr. Lynn's advise only means that the Board should be aware of procedures, but not take action and not read through each procedure and weigh in on whether or not they think the procedures are acceptable. Mr. Hennessey believes part of the work plan would involve making the procedures available to the Board, just so they know they are there. Mr. Cecchinelli interpreted Mr. Lynn's comment as being that the Board only needs to know that the procedures are there, and noted that for the Board to review the procedures would be micromanagement and take too much time. Mr. McMichael queried how the Board will know if the Superintendent is doing his job properly if they don't know the procedures and don't know if they are being followed? Mrs. Poulin suggested that the video be reviewed to provide clarity because she believes Mr. Lynn advised that the Board should be reading procedures and have assurance that the procedures are carrying out everything that is defined in the policies. Mr. Hennessey believes administrators just need to take responsibility to see that Board Members have access to procedures. Mr. Valsangiacomo believes the meeting was beneficial, and noted that the BUUSD worked very hard to get its policies in good shape (pre-merger, until now), and advised that he has reviewed other districts' web sites and has been shocked by the lack of policies and procedures. Mr. Valsangiacomo believes the District is far ahead of most districts on policy development.

6. Old Business

None.

7. Other Business

None.

8. Future Agenda Items

Items for the March 2022 Agenda:

- Work Plan for Procedure Development – Timetable
- Fiscal Management and General Financial Accountability Policy (F20)
- Role and Adoption of School Board Policies (A30)
- Board Member Education Policy (A31)
- Board Goal-Setting and Evaluation Policy (A32)

9. Next Meeting Date

The next meeting is Monday, March 21, 2022 at 5:30 p.m. via video conference.

10. Adjournment

On a motion by Mr. McMichael, seconded by Mr. Valsangiacomo, the Committee unanimously agreed to adjourn at 6:35 p.m.

Respectfully submitted,

Andrea Poulin

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

		3/16/2022								
	77	Adopted Policies	Pending Work							
Color Code Key:	To Committee	To Board - 1st Read	To Board - 2nd Read							
SECTION	BUUSD CODE	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/UPDATE	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE	
A	BOARD OPERATIONS									
	A1	10/11/2019	5/18/2020	Board Member Conflict of Interest	Required	5/9/2019	6/13/2019		B3	
	A20	3/3/2020	5/18/2020	Board Meetings, Agenda Preparation & Distribution	Recommend	9/12/2019	10/10/2019			
	A21	3/3/2020	5/18/2020	Public Participation at Board Meetings	Recommend	9/12/2019	10/10/2019			
	A22	8/30/2020	11/12/2020	Non-Discrimination	Recommend	12/17/2020	1/14/2021		C6	
	A23	3/3/2020	5/18/2020	Community Engagement and Vision	Recommend	9/12/2019	10/10/2019			
	A24	3/3/2020	5/18/2020	Board/Superintendent Relationship	Recommend	9/12/2019	10/10/2019			
	A25	8/5/2020	9/22/2020	Delegation of Authority During State of Emergency Due to COVID-19 Pandemic	Recommend	10/8/2020	10/22/2020			
	A30	10/16/2021	1/11/2022	Role and Adoption of School Board Policies	Consider	5/9/2019	6/13/2019	VSBA Changes 10/16/21. To Cmt 3/21/22	A1	
	A31	11/6/2021	1/11/2022	Board Member Education	Consider	9/12/2019	10/10/2019	VSBA Changes 11/06/21. To Cmt 3/21/22		
	A32	10/21/2021	1/11/2022	Board Goal-Setting & Evaluation	Consider	9/12/2019	10/10/2019	VSBA Removed 10/21/21. To Cmt 3/21/22		
	A33	3/25/2009	9/12/2019	School Visits By Board Members	Consider	9/12/2019	10/10/2019			
	A34	3/25/2009	9/12/2019	Board Relationships With School Personnel	Consider	9/12/2019	10/10/2019			
Adopted	12									
B	PERSONNEL									
	B1	10/11/2019	12/10/2020	Substitute Teachers	Required	1/28/2021	2/11/2021		D6	
	B2	10/11/2019	5/18/2020	Volunteers and Work Study Students	Required	5/9/2019	6/13/2019		D7	
	B3	3/3/2020	6/2/2020	Alcohol & Drug-Free Workplace	Required	5/9/2019	6/13/2019	BUUSD version has an "Employer Responsibility" section that VSBA MP doesn't	D8	
	B4	10/11/2019	6/2/2020	Drug & Alcohol Testing: Transportation Employees	Required	5/9/2019	6/13/2019		D11	
	B5	10/20/2020	11/12/2020	Prevention of Employee Harassment	Required	12/17/2020	1/14/2021		D12	
	B6	10/1/2019	Removed	Health Insurance Portability and Accountability Act Compliance	Required	-	-	This policy was deleted in October 2019. The VSBA reasoning for deletion of the policy is that the policy is covered under statute.		
	B7	10/11/2019	6/2/2020	Tobacco Prohibition	Required	5/9/2019	6/13/2019	BUUSD version has some add'l language which can be considered for deletion	E8	
	B8	6/25/2020	11/12/2020	Electronic Communications between Employees and Students	Required	1/14/2021	1/28/2021		B40	
	B20	3/3/2020	12/10/2020	Personnel Recruitment, Selection, Appointment, & Background Check	Recommend	1/28/2021	2/11/2021	2/11/21 Adopted by Board - Mr. Wells needs to have it reviewed by Legal Counsel & report back to Board for March meeting. To Cmt 12/20 - Lawyer Vetted. Reported info to Sonya as vetted no changes 1/4/22		
	B21	3/3/2020	5/18/2020	Professional Development	Recommend	7/22/2021	8/12/2021		D2	
	B22	3/3/20	3/11/2021	Complaints About Personnel	Recommend	1/27/2022	2/10/2022			
	B30	3/29/09	12/10/2020	Staffing and Job Descriptions	Consider	Not Adopting	Not Adopting	Committee and Board Opted to Not Consider		
	B31	3/29/09	12/10/2020	Educator Supervision & Evaluation: Probationary Teachers	Consider	Not Adopting	Not Adopting	Committee and Board Opted to Not Consider		
	B32	3/29/09	12/10/2020	Personnel Files	Consider	Not Adopting	Not Adopting	Committee and Board Opted to Not Consider		
	B33	3/39/09	12/10/2020	Resignations	Consider	Not Adopting	Not Adopting	Committee and Board Opted to Not Consider		
	B40	N/A	N/A	Social/Digital/Online Communications for Staff	Does Not Exist			VSBA is working on a model policy for Electronic Communications Between Employees and Students. When this is issued we will review/adopt it and determine if we need an additional policy for other aspects of online communications.	D14	
Adopted	10	B6 removed by VSBA; B20, B22, B30, B31, B32, B33 in VSBA MPM but not adopted by BUUSD								
C	STUDENTS									
	C1	10/11/2019	6/2/2020	Student Records	Required	5/9/2019	6/13/2019	Changed by VSBA - In Cmt Parking Lot	F5	
	C2	12/3/2015	5/18/2020	Student Drugs & Alcohol	Required	5/9/2019	6/13/2019	VSBA Under Review. In Cmt Agenda Parking Lot	F7	
	C3	10/11/2019	6/2/2020	Transportation	Required	5/9/2019	6/13/2019	BUUSD version differentiates for no transportation at SHS	F9	
	C4	12/9/2020	12/10/2020	English Learners	Required	1/14/2021	1/28/2021		F19	
	C5	12/9/2020	12/11/2020	Firearms	Required	1/27/2022	2/10/2022		F21	
	C6	10/11/2019	5/18/2020	Participation of Home Study Students	Required	5/9/2019	6/13/2019		F23	
	C7	10/11/2019	6/2/2020	Student Attendance	Required			Cmt review 8/16; To board 1st read - 9/23/21; Returned to Cmt per Chris P. Changed by VSBA - In Cmt Parking Lot	F25	
	C8	10/11/2019	6/2/2020	Pupil Privacy Rights	Required	5/9/2019	6/13/2019	VSBA MP has additional language which should be included in #8 Changed by VSBA - In Cmt Parking Lot	F27	
	C9	10/11/2019	6/2/2020	Nutrition And Wellness	Required	4/23/2020	5/14/2020	BUUSD version differs from VSBA MP based on recommendation of SHAC	F28	
	C10	12/2/2015	5/18/2020	Policy on the Prevention of Hazing, Harassment and Bullying of Students	Required	5/9/2019	6/13/2019		F20	
	C10-P	12/2/2015	5/18/2020	Model Procedures on the Prevention of Hazing, Harassment and Bullying of Students	Required	5/9/2019	6/13/2019		F20-1	
	C11	3/29/2018	5/18/2020	Student Freedom of Expression in School-Sponsored Media	Required	5/9/2019	6/13/2019		F34	
	C12	9/1/2020	11/12/2020	Prevention of Sexual Harassment As Prohibited by Title IX	Required	1/14/2021	1/28/2021		C-10; C10P	
	C13	10/16/2020	11/12/2020	Homeless Students	Required	12/17/2020	1/14/2021	VSBA Under Review. In Cmt Agenda Parking Lot		
	C14	1/31/2022	2/21/2022	Policy on Section 504 and ADA Grievance Protocol for Students and Staff	Required			NEW VSBA Policy - To Cmt: 3/21/22		
	C20	3/3/2020	6/2/2020	Student Conduct and Discipline	Recommend	5/9/2019	6/13/2019	VSBA Under Review. In Cmt Agenda Parking Lot	F1	
	C21	8/30/2020	11/2/2020	Search and Seizure of Students by School Personnel	Recommend	11/12/2020	12/3/2020		F4	
	C22	3/25/2009	3/11/2021	Student Activities (Elementary)	Recommend	Not Adopting	Not Adopting	To Cmt 3/15/21, not current BUUSD Policy; Cmt 4/26/21; To Bd 5/27 recommend not adopt. Board agreed to not adopt 5/27/21		
	C23	11/28/2007	3/11/2021	Student Clubs & Activities	Recommend	5/27/2021	6/10/2021		F33	
	C24	9/18/2013	5/18/2020	Interscholastic Sports	Recommend	5/9/2019	6/13/2019		F12	
	C25	3/3/2020	6/2/2020	Admission of Non-Resident Tuition Students	Recommend	5/9/2019	6/13/2019		F14	
	C26	9/18/2013	8/31/2021	Tuition Payment	Recommend	Not Adopting	Not Adopting	Recommendation to Board to not adopt to Board 11/11. Board agreed to not adopt.		
	C27	9/18/2013	5/18/2020	Student Self-Expression and Student Distribution of Literature	Recommend	5/9/2019	6/13/2019		F29	
	C28	3/3/2020	12/10/2020	Transgender and Gender Nonconforming Students	Recommend	1/28/2021	2/11/2021			
	C29	7/21/2020	9/22/2020	District Equity Policy	Recommend	6/10/2021	6/24/2021			
	C30	6/30/2008	5/18/2020	Student Medication	Consider	5/9/2019	6/13/2019		F6	
	C31	2/10/2016	5/18/2020	Admission of Resident Students	Consider	5/9/2019	6/13/2019		F13	
	C32	2/10/2016	5/18/2020	Eighteen Year-Old Students	Consider	5/9/2019	6/13/2019		F18	
	C33	2/10/2016	5/18/2020	Student Assessment	Consider	5/9/2019	6/13/2019		F22	
	C34	3/3/2020	6/2/2020	Restraint and Seclusion	Consider	5/9/2019	6/13/2019	Rescind after C70 is Adopted	C23	
	C40	N/A	N/A	Entrance Age for Admission to Kindergarten	Does Not Exist	5/9/2019	6/13/2019		F35	
	C41	N/A	N/A	Intra-District School Transfer	Does Not Exist	4/23/2020	5/14/2020		F36	
	C42	N/A	N/A	Searches, Seizures, and Interrogation of students by Law Enforcement or other Non-School Personnel	Does Not Exist	5/9/2019	6/13/2019	To Cmt - 12/20 - Reviewed 12/20/21 by Cmt - no changes	F11	
	C43	N/A	N/A	STI and Pregnancy Prevention Policy	Does Not Exist	6/10/2021	6/24/2021		F31	
	C44	N/A	N/A	Anti-Racism Policy	Does Not Exist			New Local Policy; has been vetted - Parking lot TBD		
	C70	1/25/22	2/21/22	Use of Restraint and Seclusion	Recommended			Changed by VSBA - In Cmt Parking Lot - Formerly C34	C34	
Adopted	30	C22 is elementary only; C28 in VSBA MPM but not adopted by BUUSD								
D	INSTRUCTION									
	D1	3/3/2020	6/2/2020	Proficiency Based Learning	Required	5/9/2019	6/13/2019	BUUSD version differs from VSBA MP based on recommendation of admin	G20	

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

		3/16/2022								
77		Adopted Policies	Pending Work							
Color Code Key:	To Committee	To Board - 1st Read	To Board - 2nd Read							
SECTION	BUUSD CODE	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE	
	D2	10/1/2019	Removed	Grade Advancement, Promotion, Acceleration, and Retention of Students	Required	-	-	Deleted in October 2019. This policy, which used to be required by statute, is no longer applicable because of Proficiency Based Grading/Graduation Requirements.		
	D3	8/1/2019		Acceptable Use of Electronic Resources & the Internet	Required	11/11/2021	12/2/2021	Adopted and updated on website	G11	
	D4	12/3/2015		Title I Comparability	Required	5/9/2019	6/13/2019	Awaiting VSBA Revision	G12	
	D5	10/11/2019	6/2/2020	Animal Dissection	Required	5/9/2019	6/13/2019		G13	
	D6	10/11/2019	5/18/2020	Class Size	Required	4/23/2020	5/14/2020		G14	
	D7	10/11/2021	11/8/2021	Special Education	Required	12/2/2021	12/16/2021		D40	
	D20	9/18/2013	5/18/2020	Curriculum Development and Coordination	Recommend	5/9/2019	6/13/2019		G1	
	D21	9/18/2013		Educational Support System	Recommend	5/9/2019	6/13/2019	Awaiting VSBA Revision	G7	
	D22	8/5/2020	9/22/2020	Modes of Instruction During State of Emergency Due To COVID-19 Pandemic	Recommend	10/8/2020	10/22/2020			
	D30	July 2020	6/2/2020	Field Trips	Consider	4/23/2020	5/14/2020	Removed by VSBA - Cmt. Review 11/16/2020 - Committee will discuss in the spring 2021. (BUUSD version differs from VSBA MP based on recommendation of admin) In Cmt Agenda Parking Lot	G3	
	D31	not indicated	6/2/2020	Selecting Library Materials	Consider	5/9/2019	6/13/2019	VSBA Under Review. In Cmt Agenda Parking Lot	G4	
	D32	not indicated	6/2/2020	Selection of Instructional Materials and Sensitive Issues	Consider	5/9/2019	6/13/2019	VSBA MP does not include Sensitive Issues section, consider revising BUUSD; To Cmt 10/11. To Cmt 12/20 - Lawyer Vetted but back on VSBA as Under Review. Back to Parking lot until VSBA completes review.	G5	
	D40	N/A	N/A	Special Education	Does Not Exist	12/2/2021	Rescinded 12/16/21	To Board: Rescinded D40 - Board Adopted D7 12/16/21	G15	
Adopted	12	D2 removed by VSBA, D33 is outdated								
E SCHOOL-COMMUNITY RELATIONS										
	E1	9/24/2021	11/8/2021	Title I, Part A Parental Involvement	Required	5/9/2019	6/13/2019	VSBA Changes 9/24/21. In Cmt Agenda Parking Lot	H7	
	E20	12/21/2020	1/12/2021	Community Use of School Facilities	Recommend	5/9/2019	6/13/2019	Cmt 2/15/21 - No changes; website updated w/o Legal Notices/Footnotes. Supt. and Admin team will develop uniform and consistent fee schedule and rental application form.	H3	
	E30	not indicated	6/2/2020	School-Community Relations	Consider	5/9/2019	6/13/2019		H30	
	E31	7/2020		Parental Involvement	Removed	none	none	VSBA Removed 7/2020 - BUUSD never adopted.		
	E32	8/2009	11/8/21	Visits by Parents, Community Members or Media	Consider			To Cmt: 12/20/21 - Tabled to Parking Lot		
Adopted	3	E21, E31, E32 in VSBA MPM but not adopted by BUUSD								
F NON-INSTRUCTIONAL OPERATIONS										
	F1	3/20/2019	5/18/2020	Travel Reimbursement Policy	Consider	5/9/2019	6/13/2019		E11	
	F20	3/25/2009	5/18/2020	Fiscal Management & General Financial Accountability	Recommend	5/9/2019	6/13/2019	Board back to Cmt: 12/20/21 - Lisa Perreault reviewed & attended. (Rescind F30 after Board Adopts); To Board 1/13/22 1st Read; Board returned to Cmt 3/21/22	E1	
	F22	9/17/2020	11/12/2020	Electronic Communications Use and Retention	Recommend	1/28/2021	2/11/2021			
	F23	11/3/2016	5/18/2020	Capitalization of Assets	Recommend	9/12/2019	10/10/2019		E23	
	F24	11/6/2016	5/18/2020	Prevention of Conflict of Interest in Procurement	Recommend	5/9/2019	6/13/2019		E24	
	F25	10/24/2019	11/8/2021	Access Control	Recommend	1/27/2022	2/10/2022			
	F26	10/24/2019	4/19/2021	Security Cameras (Electronic Surveillance Policy)	Recommend			legal counsel reviewed, Luke edit aligned w/editing Protocols; return to Cmt 10/11. Edited version back to Cmt 11/15. Add to Cmt Agenda 12/20/21 (Rescind F41 after Board Adopts); To Board 1/13/2022 1st Read; Board returned to Cmt 3/21/22	F41	
	F27	2/17/2022	2/21/2022	Communicable Disease Mitigation Measures for Students and Staff (Recommended)	Recommend			NEW VSBA Policy - To Cmt: 3/21/22	F33	
	F30	3/25/2009	5/18/2020	Budgeting	Consider	5/9/2019	6/13/2019	Rescind after F20 gets adopted.	E2	
	F31	7/1/2020		Emergency Closings	Removed	None	None	VSBA Removed 7/2020 - Never adopted by BSU		
	F32	3/25/2009	11/8/2021	School Crisis Prevention and Response	Consider			To Cmt: 12/20/2021 Table - Luke Modify, have vetted, and return		
	F33	3/25/2009	5/18/2020	HIV Policy	Consider	5/9/2019	6/13/2019	Rescind after F27 gets adopted.	F32	
	F40	N/A	N/A	Scholarship Awards Policy	Does Not Exist	5/9/2019	6/13/2019		E31	
	F41	F26	3/11/2021	Video Surveillance Policy	F26	5/9/2019	6/13/2019	Committee 4/26/21; Rescind when F26 is adopted by the Board	E32	
Adopted	10	F21, F22, F25, F26, F31, F33 in VSBA MPM but not adopted by BUUSD								

VSBA Pending Policies on Agenda

	<u>NEW Policies (VSBA)</u>	STATUS
D7	Special Education	Board Adopted – 12/16/21
F27	Communicable Disease Mitigation Measures for Students and Staff (Recommended) [2/17/22]	Replaces F33 – Cmt Parking Lot
C14	Policy on Section 504 and ADA Grievance Protocol for Students and Staff (Required) [1/31/22]	Cmt Parking Lot
	<u>Policies Recently Changed</u>	
E1	Title 1, Part A: Parent and Family Engagement (Required) [9/24/21]	Cmt Parking lot
A30	Role and Adoption of School Board Policies (Consider) [10/16/21]	Cmt Parking Lot
A31	Board Member Education (Consider) [11/6/21]	Cmt Parking Lot
E20	Community Use of School Facilities [12/21/2020]	Supt/Admin team will develop uniform and consistent fee schedule and rental application form.
C4	English Learners (Was - Limited English Proficiency Students) [12/9/20]	Board Adopted – 01/28/22
C5	Firearms [12/9/20]	Board Adopted – 2/10/22
C7	Student Attendance (Required) [2/15/22]	Cmt Parking Lot
C1	Student Records (Required) [2/8/22]	Cmt Parking Lot
C70	Use of Restraint and Seclusion (Recommended) [1/25/22]	Formerly C34 - Cmt Parking Lot
C8	Pupil Privacy (Required) [1/17/22]	Cmt Parking Lot
	<u>Policies REMOVED recently</u>	
D30	Field Trips [July, 2020]	Cmt Parking Lot
C26	Tuition Payment (Recommended) [08/31/2021] (not a policy in the BUUSD)	Board Not Adopting
A32	Board Goal-Setting and Evaluation (Consider) [10/21/2021]	To Cmt 3/21/22
B6	HIPAA Compliance (Required)	Cmt Parking Lot – no VSBA Date
D2	Grade Advancement (Required)	Cmt Parking Lot – no VSBA Date
	<u>Policies “UNDER REVIEW”</u>	
C2	Student Drugs and Alcohol (Required)	Pending review by VSBA
C13	Homeless Students (Required)	Pending review by VSBA
C20	Student Conduct and Discipline (Recommended)	Pending review by VSBA
D31	Selecting Library Materials (Consider)	Pending review by VSBA
D32	Selection of Instructional Materials (Consider)	Pending review by VSBA

A. BOARD OPERATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
A1	Conflict of Interest	10/11/19	A20	Board Meetings, Agenda Preparation & Distribution	03/03/20	A30	Role and Adoption of School Board Policies	10/16/21
			A21	Public Participation at Board Meetings	03/03/20	A31	Board Member Education	11/06/21
			A22	Notice of Non-Discrimination	08/30/20	A32	Board Goal-Setting & Evaluation	Removed
			A23	Community Engagement and Vision	03/03/20	A33	School Visits by Board Members	03/25/09
			A24	Board/Superintendent Relations	03/03/20	A34	Board Relations with School Personnel	03/25/09

B. PERSONNEL

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
B1	Substitute Teachers	10/11/19	B20	Personnel Recruitment, Selection, Appointment, and Background Checks	03/03/20	B30	Staffing and Job Descriptions	03/29/09
B2	Volunteers and Work Study Students	10/11/19	B21	Professional Development	03/03/20	B31	Educator Supervision & Evaluation: Probationary Teachers	03/29/09
B3	Alcohol and Drug Free Workplace	03/03/20	B22	Complaints About Personnel & Instructional Materials	03/03/20	B32	Personnel Files	03/29/09
B4	Drug & Alcohol Testing of Transportation Employees	10/11/19				B33	Resignations	03/29/09
B5	Employee Unlawful Harassment	10/20/20						
B6	HIPAA Compliance	Removed						
B7	Tobacco Prohibition	10/11/19						
B8	Electronic Communications between Employees & Students	6/25/20						

C. STUDENTS

Required Policies			Recommended Policies			Policies to Consider		
CODE	Policy	Updated		Policy	Updated		Policy	Updated
C1	Student Records	10/11/19	C20	Student Conduct and Discipline	Under Review	C30	Student Medication	06/30/08
C2	Student Drugs & Alcohol	Under Review	C21	Search and Seizure of Students by School Personnel	08/30/20	C31	Admission of Resident Students	02/10/16
C3	Transportation	10/11/19	C22	Student Activities (Elementary)	03/25/09	C32	Eighteen Year-Old Students	02/10/16
C4	English Learners	12/09/20	C23	Student Clubs & Activities (Secondary)	11/28/07	C33	Student Assessment	02/10/16
C5	Firearms	12/09/20	C24	Interscholastic Sports	09/18/13	C34	Restraint and Seclusion	03/03/20
C6	Home Study Students	10/11/19	C25	Admission of Non-Resident Tuition Students	03/03/20			
C7	Student Attendance	Under Review	C26	Tuition Payment	Removed			
C8	Pupil Privacy	Under Review	C27	Student Self-Expression and Student Distribution of Literature	09/18/13			
C9	Nutrition & Wellness	10/11/19	C28	Transgender and Gender Nonconforming Students	Under Review			
C10	Prevention of Harassment, Hazing & Bullying Policy	12/02/15	C29	District Equity Policy	07/21/20			
C10-P	Prevention of Harassment, Hazing & Bullying Procedures	12/02/15						
C11	Student Freedom of Expression	08/01/19						
C12	Prevention of Sexual Harassment as Prohibited by Title IX	09/01/20						
C13	Homeless Students	Under Review						

D. INSTRUCTION

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
D1	Proficiency Based Graduation Requirements	03/03/20	D20	Curriculum Development and Coordination (SU)	09/18/13	D30	Field Trips	Removed 07/2020
D2	Grade Advancement	Removed	D21	Educational Support System	09/18/13	D31	Selecting Library Materials	08/01/09
D3	Responsible Computer Internet & Network Use	08/01/19				D32	Selection of Instructional Materials	08/01/09
D4	Title One Comparability	12/03/15				D33	Local Action Plan	12/07/05
D5	Animal Dissection	10/11/19						
D6	Class Size Policy	10/11/19						
D7	Special Education	10/11/21						

E. SCHOOL-COMMUNITY RELATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
E1	Title 1, Part A Parent and Family Engagement	09/24/21	E20	Community Use of School Facilities	12/21/20	E30	School-Community Relations	08/01/09
			E21	Distribution of Non-School Sponsored Literature in Schools	11/26/07	E31	Parental Involvement	Removed 07/2020
						E32	Visits by Parents, Community Members or Media	08/01/09

F. NON-INSTRUCTIONAL OPERATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
F1	Travel Reimbursement	08/01/19	F20	Fiscal Management and General Financial Accountability	03/25/09	F30	Budgeting	03/25/09
			F21	Financial Reports and Statements	02/25/09	F31	Emergency Closing	Removed 07/2020
			F22	Electronic Communications Use and Retention	09/17/20	F32	School Crisis Prevention & Response/Procedures for Bomb Threats	03/25/09
			F23	Capitalization of Assets	11/03/16	F33	HIV Policy	03/25/09
			F24	Prevention of Conflict of Interest in Procurement	11/06/16			
			F25	Access Control	10/24/19			
			F26	Security Cameras	10/24/19			

**BARRE UNIFIED UNION SCHOOL DISTRICT #097
POLICY****CODE: A32**1ST READING: 9/12/2019
2ND READING: 10/10/2019
ADOPTED: 10/10/2019

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 curriculum
- Labor relations
- Board in-service training
- Government relations

Cross Reference: Board Member Education (A31)

6.4

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

CODE: F26

**1ST READING:
2ND READING:
ADOPTED:**

ELECTRONIC SURVEILLANCE

Policy

The BUUSD recognizes the value of electronic surveillance for monitoring activity on school property. It is the policy of the Barre Unified Union School District (BUUSD) to use passive electronic surveillance to assist with the safety and security of the school community.

All video recording is subject to District policies and state and federal law, including the provisions of the Family Education Rights and Privacy Act (FERPA).

Use

Electronic surveillance is used to deter crime and enforce violations of the District's rules and policies, as well as state and federal law. Security devices and measures such as, but not limited to, video cameras, motion detectors and alarms may be installed in any or all school buildings, or in school transportation vehicles to protect school property. Outside lighting and/or video surveillance devices may be installed and maintained at each school building to provide illumination and observation of the immediate grounds.

Camera Placement

The security camera system will be installed in public areas only. These areas may include school buses, grounds, athletic areas, exterior entrances or exits to school buildings, stairwells, corridors, cafeterias, and lobbies. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy, such as restrooms, locker rooms, private offices, and nurse's offices.

Security

Only a designated employee or agent of the BUUSD will install surveillance cameras. Only designated school officials shall have access to the camera equipment and software. Only these school officials shall handle the software or copies of video segments. Video copies shall be stored in a secure area until the end of the current school year, or until the statute of limitations has been reached for a specific policy or law. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and state and federal law.

Viewing of Live Video

Video monitors used to view live video should not be located in a position that enables public viewing. Live video may only be viewed by school administrators, school officials, school staff members, or school resource officers with a legitimate need, as required by their position

and role. This also includes employees or agents responsible for the technical operations of the system (for technical purposes only).

Video Recordings

Video recordings may only be viewed by school administrators, school officials, or school staff members with a direct involvement with the recorded contents of the specific video recording. This also includes employees or agents responsible for the technical operations of the system (for technical purposes only). Law enforcement personnel and parents and guardians may be permitted to view video recordings on a case-by-case basis, consistent with the requirements of state and federal law.

Use of Video Recordings for Disciplinary Action

Video recordings may be used as a basis for disciplinary action consistent with District policies and state and federal law.

Retention of Video Recordings

A copy of a video recording shall be made and maintained until resolution of an incident which results in a long-term suspension, student injury, or there is a prospect of a legal claim against the district. The copy of the video recording shall be sent to the Superintendent or designee to be kept in a secure location. The district shall comply with all applicable state and federal laws related to record creation, retention, and destruction.

1ST READING: 5/9/2019
2ND READING: 6/13/2019
ADOPTED: 6/13/2019

FISCAL MANAGEMENT AND GENERAL FINANCIAL ACCOUNTABILITY

1. POLICY

It is the policy of the Barre Unified Union School District (BUUSD) (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.

2. 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~~ **\$150,000** 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 or designee shall arrange with the BUUSD Board an annual audit of accounts by a certified public accountant.
3. The Superintendent shall be responsible for establishing a system of appropriate internal controls for the handling of all financial obligations and all funds and accounts.
4. The Superintendent or designee 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 entitles thereto.”
6. The bidding requirements of 16 V.S.A. §559 will be followed by the Board and its designees.