



School Board Policies

Current as of July 1, 2020

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ENDS

1.0 Global Ends

The Burlington School District exists so that every student will graduate having achieved their highest academic, intellectual, and personal potential, and be prepared to thrive in a global community. In achieving this goal, the district will act inclusively and equitably, recognizing the diversity of our student body.

1.1 Reducing Disparities

Reducing Disparities. The difference in academic achievement between the highest achieving and lowest-achieving student groups will decrease.

Executive Limitations

2.0 Global Executive Constraint

The Superintendent of the Burlington School District shall not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful, unsafe, imprudent, or in violation of commonly accepted educational and professional ethics and practices.

2.1. Treatment of Students and Parents/Guardians

With respect to interactions with students and parents/guardians of the Burlington School District or those applying to be students or parents/guardians, the Superintendent shall not cause or allow conditions, procedures, or decisions that are untimely, unclear, or unnecessarily intrusive.

Further, without limiting the scope of the foregoing by this enumeration, the Superintendent of the Burlington School District shall not:

1. Elicit information for which there is no clear necessity.
2. Use methods of collecting, reviewing, transmitting, or storing student/family information that fail to protect against improper access to the material elicited.
3. Fail to operate facilities with appropriate accessibility and privacy.
4. Fail to establish with students and parents/guardians a clear understanding of what may be expected and what may not be expected from the services offered.
5. Fail to inform students and parents/guardians of this policy or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their protections under this policy.

6. Fail to implement restorative practices for addressing social/behavioral issues
7. The Superintendent shall not cause or allow disparities in suspension rates between different groups.

Policy Title: 2.2. Hiring and Treatment of Staff

(a) With respect to the treatment of paid staff the Superintendent shall not:

1. Operate without written personnel rules that (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions.
2. Discriminate against any staff member for non-disruptive expression of dissent.
3. Fail to acquaint staff with the Superintendent's interpretation of their protections under this policy.
4. Allow staff to be unprepared for emergency situations
5. Cause or allow the recruitment or hiring of administrators, faculty or staff outside of the district's inclusive recruitment and hiring processes designed specifically to increase and ensure a culturally proficient and diverse work force in the District.

(b) The Superintendent shall not fail to develop, maintain, and utilize written, objective recruitment, hiring and retention systems and procedures for each category of employee in the school district, which systems and procedures shall be made available upon request. Such systems and procedures shall not fail to include a detailed and authentic stakeholder engagement process relating to hiring district employees, which engagement process shall be appropriate with respect to the type of employee to be hired. (Added 11/13/18)

(b-1) When possible, when hiring a magnet school administrator, magnet coach, or teacher for a magnet school, the Superintendent shall not fail to:

1. Attract candidates with a background in the magnet program for which they are applying.
2. State the mission of the magnet school in the advertised job description.
3. Increase the candidate pool by:
 - a. Leveraging community partners to publicize the position
 - b. Advertising on career sites related to the program of the magnet school; and
 - c. Appointing a hiring team that includes appropriate representation
 - i. For a magnet school principal, the hiring team shall not fail to include the magnet coach, a member of the faculty's leadership committee, and additional teacher from the building, a member of the building's PTO executive committee, and a representative from a community partner.
 - ii. For a magnet school coach, the hiring team shall not fail to include the school's principal, the departing magnet coach (if feasible), a member of the faculty's leadership committee, an additional teacher from the building, a member of the building's PTO executive committee, and a representative from a community partner.
 - iii. For a magnet teacher, the hiring team shall not fail to include the school's principal, the magnet coach, and a teacher from the building.

- d. For purposes of this subsection 3, “community partners” shall mean organizations, institutions or companies that are currently providing programs and/or support to the school.

(Added 8/20/19)

(c) Superintendent shall not recommend the hiring of a permanent or interim building leader, assistant building leader, district senior director or district director to the Board without providing the following information in written format to the Board a minimum of five (5) business days prior to seeking the Board’s approval of the hire:

1. The posted job description/specification.
2. Resume or CV of the recommended hire.
3. Summary of the candidate pool.
4. Listing of the candidates who made the final round of consideration and a summary of each candidate.
5. Listing of who interviewed the candidates.
6. Rational for the selection of the recommended hire.
7. Any other information that is pertinent to the Board’s deliberation or decision to approve the hire.
8. The communication plan for after the hiring is finalized.

(Added 11/13/18)

(d) The Superintendent shall not (except with prior Board approval):

a. Hire a permanent or interim building leader or assistant building leader without involving staff from the building or program and parents/guardians of students currently in the school/program in the vetting and interviewing process.

b. Fail to gain the best candidates due to lack of timely internal and external publication and posting of open positions.

c. Fail to appropriately communicate to staff, students, and families on hiring of building leaders and assistant building leaders, both interim and permanent.

(Added 12/11/18)

Policy Title: 2.3. Financial Condition and Activities

With respect to the actual, ongoing financial condition and activities, the Superintendent shall not cause or allow the development of financial jeopardy or material deviation of actual expenditures from Board priorities established in Ends policies.

Further, without limiting the scope of the foregoing by this enumeration, the Superintendent shall not:

1. Expend more funds than have been budgeted.

2. Incur debt in an amount greater than can be repaid by certain otherwise unencumbered revenues within sixty days.
3. Use any long-term reserves.
4. Conduct interfund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain otherwise unencumbered revenues within thirty days.
5. Allow payroll and debts to be settled in an untimely manner.
6. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
7. Spend any surplus revenues.
8. Make a single unbudgeted purchase or commitment of greater than \$25,000. Splitting orders to avoid this limit is not acceptable.
9. Allow receivables to be unpursued after a reasonable grace period.

Policy Title: 2.4. Planning and Budgeting

(a) The Superintendent must not operate without multi-year strategic plans and annual budgets that address intentional and improved Ends accomplishment along with avoidance of fiscal jeopardy.

The Superintendent must not create plans or budgets that:

1. Risk incurring those situations or conditions described as unacceptable in the Board policy "Financial Condition and Activities (2.3)."
2. Omit credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
3. Provide less for Board prerogatives during the year than is set forth in the Governance Investment Policy.
4. Fail to inform the Board and the public through the Burlington School District's Annual Report the impact of the proposed budget on district programs and staff employment. (added Feb 12, 2019)
5. Fail to provide the public in the District's annual report a comparative line item budget of revenues and expenditures over several years. (added Feb 12, 2019)
6. Fail to inform the public in the District's Annual Report the achievement of our students on state required academic tests. (added Feb 12, 2019)

(b) The Superintendent of the Burlington School District shall not fail to regularly and timely

1. disclose and educate the Board on the current budget (including providing regular and timely 'budget-to-actual' reports),
2. provide with Board with actual financials as compared to previously budgeted amounts for any concluded fiscal year, and
3. provide the Board on an ongoing basis during budget planning season (October to January) with as much detailed budget information as reasonably practicable to enable the Board:
 - i. to fully and authentically understand the budget, its categories, and details and
 - ii. to identify trends over time and
 - iii. to make fully informed decisions regarding a proposed or recommended budget or budget options.

(Added 11/13/2018)

Policy Title: 2.5. Asset Protection

The Superintendent shall not cause or allow district assets to be unprotected, inadequately maintained, or unnecessarily risked.

Further, without limiting the scope of the foregoing by this enumeration, the Superintendent shall not:

1. Allow Board members, staff and the District itself to be inadequately insured against theft and casualty losses and liability.
2. Allow un-bonded personnel access to material amounts of funds.
3. Subject facilities and equipment to improper wear and tear or insufficient maintenance.
4. Unnecessarily expose the District, its Board, or its staff to claims of liability.
5. Allow information and files to be exposed to loss or significant damage.
6. Allow for practices that do not comply with Generally Accepted Accounting Principles.
7. Compromise the independence of the Board's audit or other external monitoring or advice.
8. Endanger the District's public image, its credibility, or its ability to accomplish Ends.
9. Close any buildings as public schools.
10. Deviate from Burlington Investment Procedures or expose any Burlington School District endowments to unnecessary financial risk.
11. Initiate any legal action on behalf of the Board without express, written Board approval.

(Added 11/13/2018)

Policy Title: 2.6. Emergency Superintendent Succession

To protect the Burlington School District from loss of Superintendent services, the Superintendent shall not permit there to be fewer than two other executives sufficiently familiar with the Burlington School Board and Superintendent issues and processes to enable either or both in combination to take over with reasonable proficiency as an interim successor.

Policy Title: 2.7. Compensation and Benefits

With respect to employment, compensation, and benefits to non-unionized employees, consultants, contract workers, the Superintendent shall not cause or allow jeopardy to financial integrity or to public image.

Further, without limiting the scope of the foregoing by this enumeration, the Superintendent shall not:

1. Change the Superintendent’s own compensation and benefits.
2. Promise or imply permanent or guaranteed employment.
3. Establish or change compensation and benefits that deviate materially from the geographical or professional market for the skills employed.
4. Create greater obligations over a longer term than revenues can be safely projected, and in all events subject to losses in revenue.

Policy Title: 2.8. Communication and Support to the Board

The Superintendent shall not cause or allow the Board to be uninformed or unsupported in its work.

Further, without limiting the scope of the foregoing by this enumeration, the Superintendent shall not:

1. Neglect to submit monitoring data required by the Board (see policy 3.4 on monitoring Superintendent performance) in a timely, accurate, and understandable fashion, directly addressing the provisions of Board policies being monitored.
2. Allow the Board to be unaware of any actual or anticipated noncompliance with any Ends or Executive limitations policy, regardless of the Board’s monitoring schedule.
3. Neglect to submit unbiased decision information required periodically by the Board or let the Board be unaware of relevant trends.
4. Allow the Board to be unaware of any significant incidental information it requires, including anticipated media coverage, threatened or pending lawsuits, and material internal and external changes.

5. Allow the Board be unaware if, in the Superintendent's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Management Delegation, particularly in the case of Board behavior that is detrimental to the work relationship between the Board and the Superintendent.
6. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and incidental.
7. Allow the Board to be deprived of a workable mechanism for official Board, officer, or committee communications.
8. Deal with the Board in a way that favors or privileges certain Board members over others except when responding to officers or committees duly charged by the Board.
9. Allow the Board to do its work without the necessary items on its consent agenda. Necessary items are those decisions delegated to the Superintendent yet required by law, regulation or contract to be Board-approved, along with applicable monitoring information.
10. Allow the Board to be unaware of any significant legal, regulatory or financial matter, finding, decision, or agreement. (Added 10/15/19)

Policy Title: 2.9. School District Organization Chart

The Superintendent shall not fail to create, maintain, update and make available upon request a current organization chart of the school district that clearly depicts and describes the organization structure of the Burlington School District (the central office, each school, etc.) and the relationships and relative ranks of all employees and independent contractors.
(Added 11/13/18)

Policy Title: 2.10. School Scorecards

The Superintendent shall not fail to develop, maintain and regularly share with the Board an objective and detailed scorecard or rubric that tracks and measures the progress and success of each of our schools in achieving our Global Ends.
(Added 11/13/2018)

Policy Title: 2.11. Stakeholder Communication

The Superintendent shall not fail to take all reasonable and prudent actions with respect to non-employee stakeholder interactions and communications that are typical for similar and highly effective organizations.

Further, without limiting the scope of the foregoing by this enumeration, the Superintendent shall not fail to:

1. keep students, families, staff, and the community informed about district matters
2. communicate short-term and long-term district and school strategic plans describing initiatives and programs to achieve Board ends policies
3. provide the public, parents, and students relevant information on student progress toward achieving the Global Ends
4. use multiple communication channels including, but not limited to:
 - a. phone calls directly to students and families
 - b. emails directly to students and families
 - c. school newsletters
 - d. press releases to media outlets
 - e. social media
 - f. articles and publications in traditional media
 - g. in-person meetings

(Added 4/9/2019)

Board Management Delegation

Policy Title: 3.0 . Global Governance-Management Connection

With the exception of the Board’s mandatory duties as prescribed by city charter and state law, and except as necessary to carry out the Board’s committee work, and except as otherwise permitted elsewhere in these policies, the Board’s operational connection to the District and its conduct will be through the Superintendent.

(Amended 11/13/2018)

Policy Title: 3.1. Unity of Control

Only officially passed motions of the Board are binding on the Superintendent. Accordingly:

1. Decisions or instructions of individual Board members, officers, or committees are not binding on the Superintendent except in rare instances when the Board has specifically authorized such exercise of authority.
2. Deleted (Amended 11/13/2018)

Policy Title: 3.2. Accountability of the Superintendent

The Superintendent is the Board’s only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Superintendent. Accordingly:

1. The Board will never give instructions to persons who report directly or indirectly to the Superintendent.
2. (Deleted 11/13/2018)

3. The Board will view successful Superintendent performance as demonstrated by accomplishment of Board-stated Ends and avoidance of Board-proscribed means.

Policy Title: 3.3. Delegation to the Superintendent

(Amended 10/15/19)

The Board will instruct the Superintendent through written policies that prescribe the District's Ends to be achieved and describe situations and actions to be avoided, allowing the Superintendent to use any reasonable interpretation of these policies. Accordingly:

1. The Board will develop policies instructing the Superintendent to achieve specified results for specified recipients at a specified cost. These policies will be developed systematically from the broadest, most general level to more defined levels and will be called Ends policies. All issues that are not Ends issues as defined here are means issues.
2. The Board will develop policies that limit the latitude the Superintendent may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Executive Limitations policies. The Board should avoid prescribing organizational means delegated to the Superintendent.
3. As long as the Superintendent uses any reasonable interpretation of the Board's Ends and Executive Limitations policies, the Superintendent is authorized to establish all further procedures, make all decisions, take all actions, establish all practices, and pursue all activities. Such decisions of the Superintendent shall have full force and authority as if decided by the Board.
4. The Board may change its Ends and Executive Limitations policies, thereby shifting the boundary between Board and Superintendent domains. By doing so, the Board changes the latitude of choice given to the Superintendent. (Amended 10/15/19)

Policy Title: 3.4. Monitoring Superintendent Performance

(Amended 5/19/20)

Systematic and rigorous monitoring of Superintendent job performance will be solely against the expected Superintendent job outputs: District accomplishment of Board policies on Ends and District operation within the boundaries established in Board policies on Executive Limitations. A formal evaluation of the superintendent by the Board will occur annually by cumulating the regular monitoring data provided during the year and the Board's recorded acceptance or non-acceptance of the reports and identifying performance trends evidenced by that data. Accordingly:

1. Monitoring allows the Board to determine the degree to which Board policies are being met. Information that does not do this will not be considered to be monitoring information.
2. The Board will acquire monitoring information by one or more of three methods:

- a. by internal report, in which the Superintendent explains his or her interpretation of the policy being monitored, and provides a rationale for this interpretation, metrics for its achievement, and any other compliance information to the Board;
 - b. by external report, in which an external, disinterested third party selected by the Board assesses compliance with Board policies; or
 - c. by direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.
3. For every internal report:
- a. The Board will judge: (a) the reasonableness of the Superintendent's interpretation and (b) whether data demonstrate accomplishment of the interpretation.
 - b. The standard for compliance shall be any reasonable Superintendent interpretation of the Board policy being monitored. The Board is the final arbiter of reasonableness but will always judge with a "reasonable person" test rather than with interpretations favored by Board members or by the Board as a whole.
4. For every report, the Board will deliberate and decide on one of the following courses of action:
- a. Approve the monitoring report as submitted as evidence that the Superintendent is in compliance with the associated policy.
 - b. Declare the Superintendent as partially in compliance with the associated policy. The Board may direct the Superintendent to come into compliance.
 - c. Declare the Superintendent as not in compliance with the associated policy. The Board may direct the Superintendent to come into compliance.
 - d. For internal reports, the Board may request that the Superintendent update the report and resubmit it at a future time for the board's review.
5. All policies that instruct the Superintendent will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method but will ordinarily depend on a routine annual schedule.
6. Nothing in these policies shall preclude the Board from setting district priorities and Superintendent goals, from time to time, ideally not less frequently than annually. Such priorities and goals should be set in such a way as to be measurable, to the extent reasonably practical under the circumstances. (Added 11/13/18)

In addition to the methods of monitoring Superintendent job performance outlined in Policy 3.4(1)-(5), the Board also may monitor Superintendent job performance by determining the degree to which the Superintendent has achieved the Board's district priorities and Superintendent's goals, measured over a reasonable amount of time. (Added 11/13/18)

Governance Process

Policy Title: 4.0. Global Governance Commitment

The purpose of the Board, on behalf of Burlington, is to see to it the Burlington School District (a) achieves appropriate results for students at an appropriate cost (as specified in Board Ends policies) and (b) avoids unacceptable actions and situations (as prohibited in Board Executive Limitations policies).

Policy Title: 4.1 Governing Style

The Board will govern lawfully, observing the principles of the Policy Governance model, with an emphasis on (a) outward vision rather than an internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of Board and superintendent roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactivity rather than reactivity. Accordingly:

1. The Board will cultivate a sense of group responsibility. The Board, not the staff, will be responsible for excellence in governing. The Board will be the initiator of policy, not merely a reactor to staff initiatives. The Board will not use the expertise of individual members to substitute for the judgment of the Board, although the expertise of individual members may be used to enhance the understanding of the Board as a body.
2. The Board will direct, control, and inspire the District through the careful establishment of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term Ends, not on the administrative or programmatic means of attaining those Ends. Board values will be drawn from the diverse values of the community informed by sources both internal and external to the District.
3. The Board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect for the distinction between its role and that of the Superintendent, and ongoing improvement of Board governance processes. Although the Board can change its Governance Process policies at any time, it will scrupulously observe those currently in force.
4. Continual Board development will include orientation of new Board members in the Board's Governance Process and periodic Board discussion of process improvement.
5. The Board will allow no officer, individual, or committee of the Board to hinder or serve as an excuse for not fulfilling group obligations.
6. The Board will monitor and discuss the Board's process and performance on a regular basis, but not less than quarterly. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board-Management Delegation categories.

Policy Title: 4.2. Board Job Description

Specific job products of the Board, as an informed agent of the ownership, are those that ensure appropriate District performance. The Board has direct responsibility to:

1. Hire, negotiate a contract with, set compensation for, and evaluate the Superintendent.
2. Create and maintain the linkage between the community and the District Administration to represent the informed voice of the community. This linkage will include:
 - a. Seeking input regarding community values on issues of Ends and ethics.
 - b. Educating the community on issues impacting the district.
 - c. Reporting to the community on district performance.
 - d. Ensuring the community and other stakeholders who bring non-Board issues to the Board are courteously and respectfully referred to the appropriate process for getting their issue addressed by the District.
3. Create and maintain written governing policies that realistically address the broadest levels of all Board and District decisions and situations.
 - a. Ends: District outcomes, impacts, benefits, recipients, and their relative worth (what good for which recipients at what cost).
 - b. Executive limitations: constraints on executive authority that establish the boundaries within which all executive activity and decisions must take place.
 - c. Governance process: specification of how the Board conceives, carries out, and monitors its own task.
 - d. Board-management delegation: how power is delegated and its proper use; the Superintendent's role, authority, and accountability.
4. Be familiar with all required policies in effect.
5. In addition, the Board's job description includes the exercise of all the Board's statutory rights, duties and obligations as required or allowed by city charter and state law. (Added 11/13/2018)

Policy Title: 4.3. Board Meetings

(Substantially amended 10/15/19)

The Board will follow a strategic work plan and annual agenda and will use practices to ensure meetings are efficient and fair.

1. The Board will create, and modify as necessary, an annual calendar that includes
 - a. tasks and events related to its workplan
 - b. a Board training schedule
 - c. a monitoring schedule (which will ordinarily include attention to all policies over the course of the year)
 - d. the Superintendent evaluation and compensation decisions as outlined in our Board-Management Delegation policies
2. Board meeting agendas.
 - a. The Board Chair is responsible for scheduling Board meetings, setting the meeting agenda, and ensuring that the meeting is warned, in consultation with the Vice Chair, Clerk, Superintendent and other Board members as appropriate.
 - b. Commissioners who wish to add an item to the agenda for an upcoming Board meeting must make a request in writing to the Chair. The request may be sent at any time.
 - c. Meeting materials and documents should be posted five calendar days in advance of a regular meeting to allow for sufficient time for Commissioners to review them
 - d. Items may be moved out of the consent agenda section at the request of any commissioner prior to approval of the agenda. No motion or vote of the Board is required with respect to a request to move an item out of the consent agenda. When a member of the Board requests that an item be moved out of the consent agenda, the Chair shall decide where to place that item on the agenda.
 - e. Board meetings should prioritize Board deliberation and decision-making.

Policy Title: 4.4. Board Officers and their method of selection

(Substantially amended 11/13/2018)

(Amended 6/9/2020)

1. To promote efficient and consistent work by the Board, the Board selects three officers: Chair, Vice-Chair and Clerk. The Chair and Vice-Chair must be members of the Board and shall be elected. The Clerk shall be elected by the Board.

(a) These officers are selected annually during a public meeting (called the "Organizational Meeting") in early April. A Commissioner who is senior in length of continuous service and does not intend to submit their name to be considered for an office is responsible for scheduling the meeting on or after the first Monday in April, setting the agenda, calling the meeting to order, and facilitating the election of Chairperson.

(b) Nominations will be made from the floor and seconded.

(c) Elections are by roll call. A nominee must receive a majority vote of the members present (and not abstaining) for election to office. If no nominee receives a majority vote, another round of voting is required until a majority is achieved.

(d) The order of business will be:

- i. Call meeting to order
- ii. Oath of Office by elected commissioners
- iii. Approval of the agenda
- iv. Election of the Chair, who immediately takes office and chairs the remainder of the meeting
- v. Election of the Vice Chair
- vi. Election of the Clerk
- vii. Other business

(e) Deleted.

(f) Deleted.

(g) Deleted.

(h) Deleted.

(i) Should any office become vacant between organizational meetings, at the next scheduled Board meeting, the Board will elect via roll call a commissioner to serve in place of the vacated officer until a further vacancy of office or the next Organizational meeting

(j) The Board may remove an officer from office by roll call vote only when not fewer than three-quarters of all sitting commissioners vote in favor of removal. If an officer is removed from office, an election will be held immediately as set forth above to fill such office.

2. **Board Chair:** The Chair, a specially empowered member of the Board, ensures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties. Accordingly:

(a) The assigned result of the Chair's job is that the Board behaves consistently with its own rules and those legitimately imposed on it from outside the District by charter, statute or regulation. li) The Chair will ensure that the Board fulfills its obligations and work to improve the Board's performance.

(b) The Chair may represent the Board to outside parties in announcing Board-stated positions and in stating chair decisions and interpretations within the area delegated to her or him and report such activity at the next meeting of the Board.

(c) The Chair may delegate this their authority but remains accountable for its use.

- (d) The Chair has no authority to make decisions about policies created by the Board within Ends and Executive Limitations policy areas. Therefore, the Chair has no authority to supervise or direct the Superintendent.
- (e) The Chair is empowered to chair Board meetings with all the commonly accepted powers of that position, such as ruling and recognizing.
 - i. Meeting discussion content will consist solely of issues that clearly belong to the Board to decide or to monitor according to Board policy.
 - ii. Information that is neither for monitoring performance nor Board decisions will be avoided or minimized and always noted as such.
 - iii. Deliberation will be fair, open, and thorough but also timely, orderly, and kept to the point.

3. **Vice Chair:** The Vice Chair shall perform the duties of the Chairperson should the Chair be unavailable, or as otherwise delegated by the Chairperson.

- (a) The Chair shall be recognized as unavailable when physically outside of the State or otherwise temporarily unable to take up the issue at hand.
- (b) In case of the resignation or death of the Chairperson, the Vice Chair shall perform such duties as are imposed on the Chairperson until such time as the Board shall select a new Chairperson

4. **Clerk:** The Clerk shall keep a written record of the proceedings of the Board and publish them according to statute. The Clerk may delegate some or all of their delegable responsibilities to staff who are not Board members, but the Clerk remains accountable for the records to be kept and published appropriately.

Policy Title: 4.5. Board Members' Code of Conduct

The Board commits itself and its members to ethical and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

- 1. Members must demonstrate loyalty to the District, unconflicted by loyalties to staff, outside organizations, or any personal interests as Parents or Guardians.
- 2. In order to comply with the obligations thus imposed, the Board and its members will adhere to the following standards:
 - a. Board members will be familiar with, and adhere to, those provisions of Vermont education law which define School Board powers and govern Board member compensation and public bidding processes.

- b. A Board member will do nothing intended to leave the impression that his or her position on any issue can be influenced by anything other than a fair presentation of all sides of the question.
3. Members will be properly prepared for, attend, and participate fully in all Board meetings and trainings.
4. Members will support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the member's personal position on the issue.

Policy Title: 4.6. Board Committee Principles

(Amended 11/13/2018)

Board committees, when used, will be used to help the Board accomplish its work.

Accordingly:

1. Deleted.
2. In the event that the Board creates a committee, committee expectations and authority will be clearly stated to make sure they do not conflict with authority delegated to the Superintendent
3. The committee will not have the power to act for the Board but will make recommendations to the Board. Committee recommendations and reports will become an official part of Board minutes.

Policy Title: 4.7. Governance Investment

Because good governance is essential to the successful achievement of the District's Ends, the Board will invest in its governance abilities.

1. Appropriate funds shall be allocated each year to ensure that at minimum, Board skills, methods, and supports will be sufficient to ensure governing with excellence.
 - a. Training will be used to orient new members, as well as to maintain and increase existing member skills and understandings.
 - b. Outside monitoring assistance will be arranged so that the Board can exercise confidence in its control over District performance. This includes, but is not limited to, financial audits.
 - c. Outreach mechanisms will be used as needed to ensure the Board's ability to listen to the community's viewpoints and values.
2. The Board will establish its Board budget for the next fiscal year when budget parameters are established.

Overarching Policies

(Added 11/13/2018)

Policy 5.1. Nothing in these policies shall limit or prohibit the Board from exercising the Board's authorities, rights and duties under applicable law, including without limitation the Board's right to take direct action by resolution consistent with Robert's Rules of Order and the Board's enabling legislation, found in Articles 57 through 60, inclusive, of the City of Burlington municipal code. Any policy that attempts to limit or prohibit the Board from exercising its statutory authority, rights or duties is invalid and unenforceable.

Policy 5.2 Notwithstanding anything to the contrary in these policies, Board members may make requests for information or documents from the Superintendent (and committee chairs may make such requests directly to that committee's assigned staff member). The Superintendent shall reasonably and timely comply with such requests, unless the Superintendent reasonably believes the request to be unduly burdensome, unreasonable or inappropriate, in which case, the Superintendent shall refer such request to the Board Chair, who shall determine whether such request is unduly burdensome, unreasonable or inappropriate.

In the event the Board Chair determines such information request to be unduly burdensome, unreasonable or inappropriate, nothing shall preclude the requesting Board member from making a public records request under applicable law as if such Board member were a member of the general public.

Policy 5.3. Notwithstanding anything to the contrary in these policies, Board members may communicate directly with school district employees.