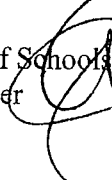


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SOUTH BURLINGTON SCHOOL DISTRICT  
Business Office

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**To:** School Board  
David Young, Superintendent of Schools  
**From:** John P. Aubin, Business Manager  
**Date:** August 8, 2017  
**Re:** Tuition Student Enrollments



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Below is a count of tuition student enrollments as we now know them:

**FHTMS**

Grade 06	1
Grade 08	7
<u>TOTAL</u>	<u>8</u>

**HIGH SCHOOL**

Grade 09	49
Grade 10	63
Grade 11	41
Grade 12	36
<u>TOTAL</u>	<u>189</u>

Be cautioned that we may have students in the enrollment pipeline that are not yet included in these numbers, and that before September some of these students may well decide to attend school in a different district. While these are the best numbers we have now, there is always a little churn in enrollments during the first few weeks of school.

If all these students actually do arrive here, and remain for the entire year, the potential tuition income would be \$3,102,356 (announced tuition of \$15,748 times 197 students). As part of the adopted budget for the 2017-18 school year, we estimated tuition income, including a 5% vacancy allowance, at \$2,674,000.



## **TRAVEL REIMBURSEMENT**

### **POLICY**

It is the policy of the South Burlington School District to reimburse the reasonable expenses for travel for school business on an actual cost basis and actual mileage basis by its employees, school board members and volunteers, to the extent that budgeted funds permit.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the South Burlington School District. The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities. Prior approval from the superintendent or his or her designee will be required.

### **IMPLEMENTATION**

Pursuant to this policy and consistent with relevant collective bargaining agreements, the superintendent or his or her designee will establish written procedures to govern the reimbursement and method of prior approval for the following: air/rail travel, meals, lodging, and mileage.

Date Policy Warned:        July 19, 2017  
Date Policy Considered:    August 2, 2017  
Date Policy Adopted:

Signed:

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Elizabeth Fitzgerald, Chair

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Martin LaLonde, Clerk

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Bridget Burkhardt

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Alex McHenry

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Steve Wisloski

## **CAPITALIZATION OF ASSETS**

### **POLICY**

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

### **IMPLEMENTATION**

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

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

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

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

Legal Reference(s): 2 CFR 200.33

Date Policy Warned: July 19, 2017  
Date Policy Considered: August 2, 2017  
Date Policy Adopted:

Signed:

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Elizabeth Fitzgerald, Chair

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Martin LaLonde, Clerk

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Alex McHenry

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Steve Wisloski

**AGENDA**  
**REGULAR SOUTH BURLINGTON SCHOOL BOARD MEETING**  
**WEDNESDAY, SEPTEMBER 6, 2017**  
**Executive Session at 6:00 P.M.**  
**Regular Meeting at 7:00 P.M.**  
**Frederick H. Tuttle Middle School Library**

- 6:00 1. Executive Session  
(For the purposes of discussing \_\_\_\_\_ where premature general public knowledge would clearly place the "Board" at a substantial disadvantage.)
- a. Discussion Regarding Labor Negotiations with Teachers and Support Staff
  - b. Consider confidential attorney-client communications made for the purpose of providing professional legal services to the school board concerning a real estate matter
- 7:00 2. Call regular meeting to order
- 7:05 3. Comments from the public regarding items not on the agenda
4. Amendments to the Agenda
- 7:15 5. Announcements
6. City and School Collaboration (Discussion)
- 7:20 7. Superintendent's Report
- 7:30 8. Master Planning and Visioning (Discussion)
- Committee Structure Update
- 8:00 9. Executive Limitations Policy Monitoring (**Action**)
- 2.1 Treatment of Parents and Guardians (continued)
  - 2.7 Asset Protection (continued)
- 8:45 10. Update on Negotiations (Discussion)
- 8:50 11. Review Topics for Other Paper Articles (Discussion)
- 8:55 12. Set Agenda for the September 13, 2017 meeting
- 9:00 13. Future Agenda Items
- EQS 2120.5 Curriculum Content (*Monitoring Report 2.10*)
  - EQS 2125 Continuous Improvement Plan  
(*Monitoring Report 2.0 and 2.10*)
  - Global Executive Constraint Community Feedback
  - SB Schools Foundation Update
    - Spirit Fund (*September 6 meeting*)
  - Update on Ends Monitoring
  - Non Union Support Staff Employee Manual

- Approval of Accounts Payable Checks over \$50,000
- Federal and State Education Policies
- Communication Enhancement
- Formal Discussion on Board Member Communication
- Leave of Absence Guidelines

9:05 14. Consider the minutes of the meetings of August 16 and August 21

9:10 15. Consent Agenda

9:15 16. Accounts Payable Orders

9:20 17. Adjournment

#### Public Comments

The district mission statement calls for “fostering family and community partnerships” as a means to helping our children achieve “a successful and responsible life.” In that spirit, the school board is working to improve its response to public comments made at board meetings.

Anyone making a comment can expect a response from the board that will fall into one of the following categories:

- a. Thank the person with no further action planned.
- b. Respond immediately by the board chair or administration.
- c. Direct the administration to contact and respond to the person.
- d. Seek clarification from the administration at a specified meeting.
- e. Add the topic to a specified future board agenda.
- f. Refer the matter to an executive session.
- g. Hold a public hearing on the matter.

#### **MISSION**

**The mission of the South Burlington School District, a community committed to excellence in education, is to ensure that each student possesses the knowledge, skills, and character to create a successful and responsible life. We will do this by building safe, caring, and challenging learning environments, fostering family and community partnerships, utilizing global resources, and inspiring life-long learning.**

Any person requiring special accommodations to attend this meeting should contact the superintendent's office at 652-7252 at least 72 hours before the meeting.