

**A Summary of the Statutory Duties of the Electorate, School Boards, Supervisory Unions and the State Board of Education**

<b>§ 562. Powers of electorate.</b>	<b>§ 563. Powers of school boards.</b>	<b>§ 261a. Duties of supervisory union board.</b>	<b>§ 164. State board, general powers and duties.</b>
<p>At a school district meeting the electorate:</p> <p>(1) Shall conduct meetings in accordance with Roberts Rules of Order, unless other rules of order are specifically adopted at a meeting;</p> <p>(2) Shall elect a moderator at the annual meeting who shall preside at the district meetings, regulate the business thereof, decide questions of order, and make a public declaration of every vote. He may administer oaths to district officers and newly elected school board members. In his absence a moderator pro tempore shall be chosen to preside;</p> <p>(3) May elect a school district clerk at the annual meeting who shall keep a true record of all proceedings at each district meeting, certify its records, make an attested copy of any records of the district for any person upon request and tender of reasonable fees therefor, if so appointed serve as secretary</p>	<p>The school board of a school district, in addition to other duties and authority specifically assigned by law:</p> <p>(1) Shall determine the educational policies of the school district. Board policies shall be of general application to the district, shall be in writing, codified, and made available to the public. Board policies shall be adopted at regular or special school board meetings. A school board shall give public notice of its intent to adopt a board policy, stating the substance of the proposed policy, at least ten days prior to its adoption. A school board may also approve or disapprove rules and regulations proposed by the principal or superintendent for the conduct and management of public schools in the district.</p> <p>(2) May take any action, which is required for the sound administration of the school</p>	<p>The board of each supervisory union shall:</p> <p>(1) set policy to coordinate curriculum plans among the sending and receiving schools in that supervisory union. The curriculum plans shall meet the requirements adopted by the state board under subdivision 165(a)(3)(B) of this title;</p> <p>(2) take reasonable steps to assist each school in the supervisory union to follow its respective curriculum plan as adopted under the requirements of the state board pursuant to subdivision 165(a)(3)(B) of this title;</p> <p>(3) if students residing in the supervisory union receive their education outside the supervisory union, periodically review the compatibility of the supervisory union's curriculum plans with those other schools;</p> <p>(4) in accordance with criteria established by the state board, establish a plan for receiving and disbursing federal and</p>	<p>The state board shall have supervision over, and management of the department of education and the public school system, except as otherwise provided; and shall:</p> <p>(1) Establish such advisory commissions as in the judgment of the board will be of assistance to it in carrying out its duties. Advisory commission members shall serve with or without compensation at the discretion of the board but shall receive actual expenses incurred in pursuance of their duties.</p> <p>(2) Have the authority to enter into agreements with school districts, municipalities, states, the United States, foundations, agencies, or individuals for service, educational programs or research projects.</p> <p>(3) Examine and determine all appeals which by law are made to it and prescribe rules of practice in respect thereto, not inconsistent with law.</p>

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<p>of the school board, and perform such other duties as may be required by law;</p> <p>(4) May authorize the school board to retain a public accountant, licensed in this state, to examine the accounts of the treasurer and the school board at the close of each fiscal year and at such other times whenever necessary, and report to the district whether the same are correctly cast and properly vouched;</p> <p>(5) May vote annual salaries for school board members;</p> <p>(6) May authorize the payment of actual and necessary expenses of school board members when traveling in the performance of duty;</p> <p>(7) May authorize the school board to enter into leases of real or personal property for more than three years, to purchase buildings or sites for school purposes, to locate and erect schoolhouses, and to sell, or otherwise dispose of, schoolhouses or sites for same;</p> <p>(8) Shall vote at each annual school district meeting a sum</p>	<p>district. The commissioner, with the advice of the attorney general, upon application of a school board, shall decide whether any action contemplated or taken by a school board under this subdivision is required for the sound administration of the district and is proper under this subdivision. The commissioner's decision shall be final.</p> <p>(3) Shall have the possession, care, control and management of the property of the school district, subject to the authority vested in the electorate or any school district official.</p> <p>(4) [Repealed.]</p> <p>(5) Shall keep the school buildings and grounds in good repair, suitably equipped, insured and in safe and sanitary condition at all times. The school board shall regulate or prohibit firearms or other dangerous or deadly weapons on school premises. At a minimum, a school board shall adopt and implement a policy at least consistent with section</p>	<p>state funds distributed by the department of education;</p> <p>(5) provide for the establishment of a written policy on professional development of teachers employed in the supervisory union and periodically review that policy. The policy may provide financial assistance outside the negotiated agreements for teachers' professional development activities and may require the superintendent periodically to develop and offer professional development activities within the supervisory union;</p> <p>(6) provide or, if agreed upon by unanimous vote at a supervisory union meeting, coordinate provision of the following educational services on behalf of member districts:</p> <p>(A) special education;</p> <p>(B) compensatory and remedial services; and</p> <p>(C) other services as directed by the state board and local boards;</p> <p>(7) employ a person or persons qualified to manage the</p>	<p>(4) Biennially or as required by the governor cause to be prepared a budget for all money to be expended by the department of education.</p> <p>(5) Make regulations governing the licensing and qualification of all public school teachers, administrators, and other school personnel who are subject to licensing as determined by the state board, and for the recognition of teacher or administrator licenses issued by other states which will qualify a person to teach or administer in this state, provided such other state shall recognize by substantially reciprocal regulations or laws, licenses issued by this state. A license may be revoked for cause by the state board.</p> <p>(6) Make regulations governing the attendance and records of attendance of all pupils and the department of pupils attending public schools.</p> <p>(7) Make regulations under and in accordance with chapter</p>

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<p>of money necessary for the support of public schools; and the board shall determine how the voted funds shall be expended;</p> <p>(9) May authorize the school board to borrow money by issuance of bonds, or notes not in excess of anticipated revenue for the school year;</p> <p>(10) Shall elect school board directors and other officers as are required for each class of school district;</p> <p>(11) May authorize its board of school directors to make available school facilities and equipment for specified public purposes if those purposes appear to be in the best interests of the residents of the district, due consideration being given to efficient, economical and appropriate use of the facilities and equipment.</p> <p>History</p>	<p>1166 of this title and section 4004 of Title 13, relating to a student who brings a weapon to school.</p> <p>(6) Shall have discretion to furnish instruction to pupils who have completed a secondary education and to administer early educational programs.</p> <p>(7) May relocate or discontinue use of a schoolhouse or facility, subject to the provisions of section 821 and section 822 of this title.</p> <p>(8) Shall establish and maintain an adequate system of financial disbursement, accounting, control and reporting procedures that ensures that all payments are lawful and in accordance with a budget adopted or amended by the school board. The school board may authorize a subcommittee, the superintendent of schools, or a designated employee of the school board to examine claims against the district for school expenses and draw orders for such as shall be</p>	<p>supervisory union accounts;</p> <p>(8) at the option of the supervisory union, provide the following services for the benefit of member districts according to joint agreements under section 267 of this title:</p> <p>(A) centralized purchasing;</p> <p>(B) construction management;</p> <p>(C) budgeting, accounting and other financial management;</p> <p>(D) teacher negotiations;</p> <p>(E) transportation; and</p> <p>(F) other appropriate services;</p> <p>(9) require that the superintendent as executive officer of the supervisory union board be responsible to the commissioner and state board for reporting on all financial transactions within the supervisory union. On or before August 15 of each year, the superintendent, using a format approved by the commissioner, shall forward to the commissioner a report describing the financial operations of the supervisory union for the preceding school year. The state board may withhold any state funds from</p>	<p>25 of Title 3 as necessary or appropriate for the execution of its powers and duties and of the powers and duties of all persons under its supervision and control.</p> <p>(8) Biennially make a report to the general assembly concerning its services and include therein the report of the commissioner.</p> <p>(9) Implement and continually update standards for student performance in appropriate content areas and at appropriate intervals in the continuum from kindergarten to grade 12 and methods of assessment to determine attainment of the standards for student performance. The standards shall be rigorous, challenging and designed to prepare students to participate in and contribute to the democratic process and to compete in the global marketplace. The standards shall include a standard for reading level proficiency for students completing grade three.</p>

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	<p>allowed by it payable to the party entitled thereto. Such orders shall state definitely the purpose for which they are drawn and shall serve as full authority to the treasurer to make such payments. It shall be lawful for a school board to submit to its treasurer a certified copy of those portions of the board minutes, properly signed by the clerk and chairman, or a majority of the board, showing to whom, and for what purpose each payment is to be made by the treasurer, and such certified copy shall serve as full authority to the treasurer to make the payments as thus approved.</p> <p>(9) Shall establish with the advice and consent of the auditor of accounts and the commissioner, a system of accounts for the proper control and reporting of school district finances and for stating the annual financial condition of the school district.</p> <p>(10) Shall prepare and distribute to the electorate, not</p>	<p>distribution to a supervisory union until such returns are made.</p> <p>(10) submit to the town auditors of each member school district, on or before January 15 of each year, a summary report of financial operations of the supervisory union for the preceding school year, an estimate of its financial operations for the current school year, and a preliminary budget for the supervisory union for the ensuing school year. This requirement shall not apply to a supervisory district. For each school year, the report shall show the actual or estimated amount of state aid for special education awarded to the supervisory union, including the amount generated by, and the amount allocated to each school district within the supervisory union.</p> <p>(11) on or before June 30 of each year, adopt a budget for the ensuing school year.</p> <p>(12) if it chooses, employ a superintendent;</p>	<p>(10) Establish an information clearinghouse and accessible database to help districts share information about educational programs and practices which improve student performance. Educational programs and practices include those designed to create and sustain a safe learning environment.</p> <p>(11) If deemed advisable, determine educational standards for admission to and graduation from the public schools.</p> <p>(12) [Deleted.]</p> <p>(13) Constitute the state board for the program of adult basic education and perform all the duties and powers prescribed by law pertaining to adult basic education and to act as the state approval agency for educational institutions conducting programs of adult basic education.</p> <p>(14) Adopt rules for approval of independent schools.</p> <p>(15) Establish criteria governing the establishment of a system for the receipt, deposit, accounting and</p>

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	<p>less than ten days prior to the district's annual meeting, a report of the conditions and needs of the district school system, including the superintendent's, supervisory union treasurer's and school district treasurer's annual reports for the previous school year, a summary of the town auditor's report as to fiscal years which are audited by town auditors as required by 24 V.S.A. § 1681, a summary of the public accountant's report as to fiscal years which are audited by a public accountant, and a notice of the time and place where the full report of the town auditor or the public accountant will be available for inspection and copying at cost. Each town auditor's and public accountant's report shall comply with 24 V.S.A. § 1683(a).</p> <p>(11) Shall prepare and distribute annually a proposed budget for the next school year according to such major categories as may from time to</p>	<p>(13) employ such persons as may be required to carry out the work of the supervisory union, and dismiss any employee when necessary;</p> <p>(14) assign the superintendent or other employee to carry out the policies adopted by the school board, relating to the educational or business affairs of the school district;</p> <p>(15) identify the educational goals and objectives of the school district and prepare and adopt plans to achieve those goals and objectives;</p> <p>(16) furnish the commissioner such data and information as may be requested by the commissioner;</p> <p>(17) provide for general supervision of the public schools in the supervisory union.</p> <p>History Added 1987, No. 228 (Adj. Sess.), § 5; amended 1989, No. 202 (Adj. Sess.), § 1; No. 230 (Adj. Sess.), § 25; 1991, No. 181 (Adj. Sess.), §§ 4, 5; 1995, No. 185 (Adj. Sess.), § 83, eff. Jan. 1, 1998; 2001, No. 8, § 3.</p>	<p>disbursement of all funds by supervisory unions and school districts.</p> <p>(16) In cooperation with the commissioner, ensure that information, plans and assistance are developed by the department to aid in making technology and telecommunications available and coordinated in all school districts. The board shall develop guidelines for distribution of federal, state or private funds designated for the development or expansion of distance learning technologies. The guidelines shall encourage, consistent with any terms or conditions established by the funding source, collaboration between schools and school districts to realize economic and educational efficiencies.</p> <p>(17) Report annually on the condition of education statewide and on a school by school basis. The report shall include information on attainment of standards for student performance adopted</p>

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	<p>time be prescribed by the commissioner. Any proposed budget shall show all revenues and expenses, and shall state the specific amount of any deficit incurred in the most recently closed fiscal year and how the deficit was or will be remedied. The proposed budget shall be prepared and distributed at least ten days before a sum of money is voted on by the electorate.</p> <p>(12) Shall employ such persons as may be required to carry out the work of the school district and dismiss any employee when necessary. The school board shall consider the recommendation of the superintendent before employing or dismissing any person.</p> <p>(13) Shall prepare annually, on or before August 5, a report for the school district containing, on forms prescribed and furnished by the commissioner, a classified statement under oath of the actual cash expenditures of the school district for the</p>	<p>Annotations</p>	<p>under subdivision 164(9) of this section, number and types of complaints of harassment or hazing made pursuant to section 565 of this title and responses to the complaints, financial resources and expenditures, and community social indicators. The report shall be organized and presented in a way that is easily understandable by the general public and that enables each school to determine its strengths and weaknesses. The commissioner shall use the information in the report in determining whether students in each school are provided educational opportunities substantially equal to those provided in other schools pursuant to subsection 165(b) of this title.</p> <p>(18) Ensure that Vermont's students, including students enrolled in secondary technical education, have access to a substantially equal educational opportunity by developing a system to evaluate the equalizing effects of Vermont's</p>

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	<p>preceding school year for school purposes, and such other information as the commissioner prescribes. Such report shall be prepared in triplicate, one copy shall be retained by the superintendent, and one copy shall be sent to the school district clerk and the other sent to the commissioner on or before August 15. A district shall not be entitled to receive any portion of school money distributed by the state unless such returns are made.</p> <p>(14) Shall provide, at the expense of the district, subject to the approval of the superintendent, all text books, learning materials, equipment and supplies.</p> <p>(15) Shall exercise the general powers given to a legislative branch of a municipality.</p> <p>(16) May execute contracts on behalf of the school district, including contracts providing for binding arbitration, by its chairman or any person designated whose appointment is recorded in the minutes of the board.</p>		<p>education finance system and school quality standards under section 165 of this title.</p> <p>Beginning in school year 2000 and every five years thereafter, or more often if requested by the general assembly, the state board shall report to the general assembly concerning the results of this evaluation and recommendations for change if needed.</p> <p>(19) Develop, in consultation with the secretary of state, and make available to school boards, sample ballot language for items which may be voted on by Australian ballot and for which no statutory language exists.</p> <p>History</p>

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	<p>(17) Shall employ a public accountant at least once in each period of three years to audit the financial statements of the school district and the average daily membership count submitted by the district to the department of education under subdivisions 4001(1)(A) and (B) of this title. The school board may authorize an audit in conjunction with another school district or supervisory union. The provisions of this subdivision shall not apply if the town has voted to eliminate the office of auditor under section 2651b of Title 17 and an audit of the school district's accounts under section 1681 of Title 24 is performed by a public accountant. The audit options provided in this subdivision notwithstanding, an audit of the average daily membership count submitted by the district to the department of education shall be included.</p> <p>(18) [Repealed.]</p> <p>(19) Shall allow any high school student, who meets the</p>		

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	<p>academic requirements of the high school, to graduate and receive a diploma in less than four years.</p> <p>(20) Shall establish policies and procedures designed to avoid the appearance of board member conflict of interest.</p> <p>(21) Shall have the authority to engage in short-term borrowing to cover the costs of those portions of projects approved by the state board and which will be reimbursed by the state board under sections 3447-3456 of this title but which payments will be delayed. However, the board shall borrow under this subdivision only amounts which it would receive if the state board could fund its obligation and may borrow no earlier than the time it would have received the funds. The state shall not pay for costs of borrowing funds under this subdivision.</p> <p>(22) May apply for grants and may accept and expend grants or gifts. The board shall include, in its annual report, a</p>		

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	<p>description of all grants or gifts accepted during the year and associated expenditures.</p> <p>(23) May, at the expense of the district, present informational materials to the electorate on any matter to be voted. However, such materials shall be limited to those that are reasonably designed to inform, educate and explain to the electorate the board's position on the matter.</p> <p>(24) Shall adopt a policy which, in accordance with rules adopted by the state board of education, will integrate home study students into its schools through enrollment in courses, participation in cocurricular and extracurricular activities and use of facilities.</p>		