

Monitor Progress Toward the Vision

Overview

The Board is accountable to the community to ensure that the district makes reasonable progress in achieving outcomes for students and that the system operates in compliance with all policies, laws, and regulations. In order to meet this obligation, the Board needs to regularly monitor both of these areas. In order for administrators to be able to produce evidence related to these areas, the Board should clearly identify the student learning outcomes and system operations outcomes it expects, based on the Board's vision, policy, strategic plan and goals.

Roles and Responsibilities in Monitoring

School Board

1. Establishes an accountability process with measurable criteria, and assures an annual review.
2. Participates in work sessions to understand accountability measures, including data analysis; and how the board, administration, and staff should use this information.
3. Ensures that the superintendent's evaluation includes accountability measures.
4. Ensures effective and timely communications on the accountability system and progress.
5. Ensures funding to implement accountability measures.
6. Evaluates itself on board goals related to student achievement and system operations.
7. Uses student achievement results to drive decision making.
8. Ensures compliance to state accountability measures

Superintendent

1. A- Recommends an accountability process to the board based on the district's strategic plan, standards, and other important factors.
B- Leads an annual review of the accountability process, and recommends changes based on student performance.
2. Plans periodic training for the board on accountability measures, including the use and application of data.
3. A- Ensures staff evaluations are linked to accountability measures.
B - Works with the board to identify accountability measures to be used in the superintendent's evaluation.
C - Requires professional development on the accountability process.
4. Analyzes data and other accountability measures and presents explanation in a "user friendly" way to the board and to the community.
5. Ensures data and accountability measures are used at district/school level to set instructional priorities.
6. Works with board to develop its evaluation process.
7. A - Assures an annual report is developed containing data on student achievement and district performance data related to goals and standards.
B - Reports all information related to improved student achievement and makes recommendations for needed changes.
8. Makes the board aware of any state-mandated reporting requirements for student learning. Ensures adherence at district and school levels. Shares data concerning state mandates with the board.

* Adapted from *Key Work of School Boards*, National School Boards Assn., 2015

Monitoring Policies and Plans

In order to monitor progress toward the vision, the school board will use the following policies and/or plans:

1. Fiscal Management and General Financial Accountability ([F20](#))
2. Policy Review Schedule
3. Strategic Plan – benchmarks for student learning and for systems operations
4. Superintendent Evaluation Process

The board will carry out its monitoring function by receiving a report on one of the policies and/or plans above at each meeting of the board.

Monitoring Self-Assessment

	Fully Achieved	Mostly Achieved	Partially Achieved	Beginning to Achieve	Don't know/ unsure
Our district has an accountability system and clear goals and objectives for progress.					
Our district publishes an annual report of progress that includes data from prior years.					
Our district ensures effective and timely communications on the accountability system and progress.					
The Board receives data from other districts that are similar to ours in order to compare progress.					
The Board examines district data by gender, race, and socioeconomic status to measure the success of all students.					
The Board uses student achievement benchmarks to make decisions and establish district priorities.					

Adapted from *Key Work of School Boards*, National School Boards Assn., 2015

Example Schedule for Policy Review

This template can be used to plan the continuous review of district policy on a four year cycle. The VSBA recommends that all policies be reviewed every 3-5 years. This table can be adapted for a longer or shorter review period.

Year 1 Quarter 1	Year 1 Quarter 2	Year 1 Quarter 3	Year 1 Quarter 4
Board Operations Policies • • •	Student Policies • • • •	Instruction Policies • • •	School-Community Relations Policies • •
	Personnel Policies • • • •		Non-Instructional Operations Policies • •
Year 2 Quarter 1	Year 2 Quarter 2	Year 2 Quarter 3	Year 2 Quarter 4
Board Operations Policies • • •	Student Policies • • • •	Instruction Policies • • •	School-Community Relations Policies • •
	Personnel Policies • • • •		Non-Instructional Operations Policies • •
Year 3 Quarter 1	Year 3 Quarter 2	Year 3 Quarter 3	Year 3 Quarter 4
Board Operations Policies • • •	Student Policies • • • •	Instruction Policies • • •	School-Community Relations Policies • •
	Personnel Policies • • • •		Non-Instructional Operations Policies • •
Year 4 Quarter 1	Year 4 Quarter 2	Year 4 Quarter 3	Year 4 Quarter 4
Board Operations Policies • • • •	Student Policies • • • •	Instruction Policies • • •	School-Community Relations Policies • •
	Personnel Policies • • • •		Non-Instructional Operations Policies • •

CODE F21

(Recommended)

FINANCIAL REPORTS AND STATEMENTS

Policy

It is the policy of the _____ School District to create financial reports and statements in accordance with generally accepted accounting practices that will allow the administration to demonstrate accountability while providing the board with needed information.

Administrative Responsibilities

The superintendent (business manager, treasurer) shall be responsible for submitting financial reports for all funds to the board.

The treasurer's report shall be made monthly and include:

1. Cash on hand at the beginning of the month
2. Receipts by service
3. Disbursements during the month
4. Cash balance on hand at the end of the month
5. Reconciliation with bank statements

The financial report will be made monthly and include:

1. Appropriation Accounts
 - Original appropriation
 - Authorized transfers and adjustments
2. Revised appropriations
 - Expenditures to date
 - Outstanding encumbrances
 - Unencumbered balance
3. Revenue Accounts
 - Estimated revenues
 - Amounts received to date
 - Revenues estimated to be received during the balance of the fiscal year

Date Warned:

Date Adopted:

Legal Reference(s): 16 V.S.A. §563 (Powers of school boards)

*Cross Reference: Fiscal Management and Financial Accountability
Budgeting*

CODE F1
(Recommended)

FISCAL MANAGEMENT AND GENERAL FINANCIAL ACCOUNTABILITY

Policy

It is the policy of the _____ School District to manage its financial affairs in a fair and open manner using acceptable financial practices and providing appropriate accountability.

Administrative Responsibilities

With the advice and consent of the auditor of accounts and the Vermont Commissioner 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 district.

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 in accordance with the budget appropriations in amounts not to exceed \$ _____. For expenditures in excess of that amount, or expenditures of over \$ _____ not planned for in the budget, approval for purchases must be made by the board.
2. The superintendent shall have authority to transfer funds for planned expenses between two line items in the budget up to an amount not to exceed _____% of the lesser of the two.
3. The superintendent shall arrange an annual audit of accounts by a certified public accountant.
4. Employees handling large sums of money will be properly bonded.
5. Inventories of supplies, materials and instructional equipment will be maintained and reviewed on an annual basis.
6. The bidding requirements of 16 V.S.A. §559 will be followed by the board and its designees.
7. A system will be established for managing miscellaneous accounts such as fees, fines, penalties, book losses, breakage and sale of equipment and materials.
8. At the school level, the Principal will be responsible for overseeing all student accounts.

Date Warned:

Date Adopted:

Legal Reference(s): 16 V.S.A. §563 (3) (Powers of school boards)

16 V.S.A. §559 (Public bidding)

24 V.S.A. §832 (Bonding requirements)

16 V.S.A. §1756 (Indemnity and insurance)

Vt. State Board of Education Manual of Rules & Practices §3250

Cross Reference: Budgeting

Financial Reports and Statements