

MEMORANDUM

TO: Superintendents
FROM: Heather Bouchey, Ph.D., Acting Secretary of Education
Emily Byrne, Chief Financial Officer
SUBJECT: Intra-district Reconfiguration
DATE: April 17, 2018

Again, we are receiving requests from several districts related to reconfiguration of schools within districts, so we are resending this information that was provided to you in July 2015.

Reconfiguring schools within a district may have an impact on those schools beyond what is determined locally. For example, reconfigurations can affect school accountability and funding.

While intra-district school configuration decisions fall under the powers and duties of Vermont's school boards, the AOE should be notified of any plans to make changes so that we can evaluate potential state-level impacts. Once changes are finalized at the local level, the AOE should be informed, so that we can update our systems. This bulletin identifies the types of changes included and the information the Agency requires.

Types of Intra-district Reconfiguration

- 1. Reconfiguring a school within existing grades of operation approved by school board**
 - a. Anticipated size of student body:
 - 1) same
 - 2) significant change
 - b. School buildings:
 - 1) Increasing buildings
 - 2) Vacating a building
 - 3) Within same building

- 2. Changing grades of operation approved by voters**
 - a. Expanding grades operated
 - b. Decreasing grades operated

- 3. Renaming a School**

Notification

In the event a school board chooses to make any of these types of changes, the Secretary of Education should be notified in writing. The letter to the Secretary must include the following details:

1. Type of reconfiguration
2. Verification of proper authorization
 - a) Attestment of Superintendent
 - b) Board minutes
 - c) Certified vote if number of grades being operated will change
3. Name of school or schools
4. Any changes to make-up of student body
5. Contacts

Thank you for your attention to this matter. If you have any questions, please contact my office at (802) 479-1030.