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BURLINGTON SCHOOL DISTRICT PROCEDURE

PROCEDURE CODE A22PSBAR: SCHOOL BOARD ANNUAL REMUNERATION

Summary

This procedure is intended to describe how School Board members receive the annual remuneration authorized by Burlington voters on March 3rd, 2026.

Eligibility

To be eligible for annual remuneration, a person must be a duly elected member of the Burlington Board of School Commissioners (School Board).

Rates of Pay

The rate of pay established by vote of the public is $2,000.

Procedure

For the purposes of this payment, and pursuant to IRS regulation, School Board members are considered employees of the School District.

1. Burlington School District's Department of Human Resources shall set up School Board members on the District's electronic records system for the purpose of collecting required federal, state, and District information, including:
    a. W-4
    b. W-4VT
    c. Direct Deposit
    d. I-9

2. Quarterly payments will be made on the following schedule:

Quarter	Pay Schedule
April through June	July
July through September	October
October through December	January
January through March	April

3. Each payment shall be $500 unless prorated.

4. Payments shall be prorated on a monthly basis for any school board member serving less than a full year. Each month during which a person is a member of the school board for any duration shall entitle them to one-third of the $500 quarterly payment.

5. Prior to issuance of each quarterly payment, the membership of the school board shall be confirmed by the Executive Director of Finance and Operations.

Clerical Information

BSD Version:	*A22PSBAR: SCHOOL BOARD ANNUAL REMUNERATION*
Date Adopted:	*11.11.26*
Legal Reference(s):	*Declaration of Election Results (March 3, 2026)*
Policy Reference:	*Notice of Non-discrimination (A22)*