



## **SCHOOL BOARD MEETING**

### **BCEMS Library**

## **MISSION STATEMENT**

We are committed to providing a challenging educational environment that encourages high performance in a nurturing atmosphere characterized by dignity and respect.

**January 9, 2017**

**5:30 p.m.**

## **REGULAR MEETING**

## **AGENDA**

1. **Call to Order; Pledge of Allegiance**
2. **New Board Member Interview**
3. **Additions and/or Deletions to Agenda**
4. **Visitors and Communications**
5. **Approval of Minutes**
  - 5.1 **Approval of Minutes – December 12, 2016 Regular Meeting**
6. **New Business**
  - 6.1 **White Board Presentation – Lorraine Morris**
  - 6.2 **FY '18 Tuition Rate**
  - 6.3 **Open Board Positions**
  - 6.4 **First Reading Student Conduct and Discipline Policy (F1)**
  - 6.5 **First Reading Student Alcohol and Drugs Policy (F7)**
  - 6.6 **First Reading Firearms Policy (F21)**
  - 6.7 **First Reading Student Attendance Policy (F25)**
  - 6.8 **Warning for March 7, 2017 Vote**
7. **Old Business**
  - 7.1 **FY '18 Budget**
  - 7.2 **Act 46 Update**
  - 7.3 **Labor Relation Agreements**
  - 7.4 **Second and Final Reading Substitute Teachers Policy (D6)**
  - 7.5 **Second and Final Reading Volunteers and Work Study Students Policy (D7)**
  - 7.6 **Second and Final Reading Education Records Policy (F5)**
  - 7.7 **Second and Final Reading Limited English Proficiency Students Policy (F19)**
  - 7.8 **Second and Final Reading Participation of Home Study Students Policy (F23)**
  - 7.9 **Second and Final Reading Pupil Privacy Rights Policy (F27)**
  - 7.10 **Second and Final Reading Use of Restraint and Seclusion Policy (C23)**
  - 7.11 **Second and Final Reading Animal Dissection Policy (G13)**
8. **Board Reports**
  - 8.1 **Superintendent**
  - 8.2 **Principals**
  - 8.3 **Committee Reports**
  - 8.4 **Financial**
9. **Round Table/Future Agenda Items**
10. **Executive Session**
  - 10.1 **Superintendent Evaluation**
11. **Adjournment**

### **Reminders:**

**Next Barre City School Board Meeting:**  
**Next Spaulding High School Board Meeting:**  
**Next Supervisory Union #61 Board Meeting:**  
**Next Barre Town Elementary School Board Meeting:**

**February 13, 2017**  
**February 1, 2017**  
**January 19, 2017**  
**January 18, 2017**

A handwritten signature in black ink, appearing to be a stylized 'M' or 'J' followed by a flourish.

## **AGENDA PARKING LOT**

### **Ground Rules for Meetings**

Start and end meetings on time.

Members and administration will submit material in advance of meetings.

Members will be prepared for meetings.

Show mutual respect.

Listen to others and don't interrupt. People will speak when recognized. Share time so that all can participate.

We will honor brainstorming without being attached to our own viewpoint.

Be free to speak minds without fear or reprisal.

Attack the problem-no blame game.

Get consensus from board members for individual requests for information.

Make decisions based on clear information.

Identify pending issues and agreements at the end of each meeting.

Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers.



**REGULAR SCHOOL BOARD MEETING**  
Barre City Elementary and Middle School –Library  
December 12, 2016 - 5:30 p.m.

**MINUTES**

**BOARD MEMBERS PRESENT:**

Sonya Spaulding – Chair  
Jim Carrien – Vice Chair  
Tyler Smith - Clerk  
Joe Blakely – arrived at 6:21 p.m.  
Giuliano Cecchinelli, II  
C. Sedillia Jenkins  
Andrew McMichael – arrived at 5:32 p.m.

**BOARD MEMBERS ABSENT:**

Michael Deering  
Vacant Position

**ADMINISTRATORS PRESENT:**

John Pandolfo, Superintendent  
James Taffel, Principal  
Stacy Anderson, Director of Special Services  
Lisa Perreault, Business Manager

**GUESTS PRESENT:**

Video Vision Tech	Dave Delcore-Times Argus	Isabella Cecchinelli	Samantha Dean
Karen Heath	Mark Kalat	Craig Locarno	Kris Pavsek
BCEMS Students: Bella, Elias, Emily Grace, Evelyn, and Samantha			

**1. Call to Order: Pledge of Allegiance**

The Chair, Mrs. Spaulding, called the Monday, December 12, 2016, Regular meeting to order at 5:30 p.m., which was held at the Barre City Elementary and Middle School Library. The flag salute followed.

**2. New Board Member Interview**

No action taken.

**3. Additions and/or Deletions to the Agenda**

Add 6.12 Open Board Seats for March 2017 Election

**4. Visitors and Communications**

No action taken. All visitors were present for specific agenda items.

**5. Approval of Minutes**

**5.1 Approval of Minutes – November 14, 2016 Regular Meeting**

On a motion by Mr. Smith, seconded by Ms. Jenkins, the Board unanimously voted to approve, as amended, the Minutes of the November 14, 2016 Regular Meeting.

**5.2 Approval of Minutes – October 13, 2016 Tri-Board Meeting**

On a motion by Mr. Smith, seconded by Mr. Cecchinelli, the Board unanimously voted to approve, as amended, the Minutes of the October 13, 2016 Tri-Board Meeting.

**6. New Business**

**6.1 Summer Reading Program (Karen Heath)**

A document titled 'Summer Reading Highlights BCEMS 2016' was distributed. Literacy Coordinator Karen Heath addressed the

Board and advised that the new Summer Reading Program was implemented in an effort to engage students and families. The new program more actively involves students in choices of books and activities, and provides incentives for those who actively participate. The program was created with input from teachers and students and included the addition of younger grades. Younger students used a 'bingo' type system, while grades 5 through 8 participated in book groups, and selected books from a variety of chosen titles. Incentives included prizes and celebrations. The PTO generously donated \$600 towards prizes. Ms. Heath advised that staff enjoyed participating in the book groups. Students; Evelyn, Elias, Bella, Emily Grace, and Samantha advised the Board regarding their positive experiences with this program. Students enjoyed the challenges, interaction, and incentives. One student advised that though she was not able to select her 'first choice' (due to lack of interest from other students), she did enjoy the program. Mrs. Spaulding suggested continuing the incentive program throughout the school year, in an effort to encourage reading. It was noted that book groups generally consist of approximately 10 students. Ms. Heath advised that out of approximately 350 book group participants, only 20 students were not able to read their first choice book. A parent addressed the Board advising that she very much appreciated the celebrations, letter, trophy, and that reading was being celebrated. Mr. Taffel advised he was proud of the students for all their reading, and for those who were speaking publicly tonight.

#### **6.2 Fitz-Vogt Presentation**

Craig Locarno addressed the Board to advise regarding enhancements to the food service programs at BCEMS and SHS. Modifications are being made with the goal of serving more whole/fresh/local produce and meats. Less processed food is being served, breads are being baked in-house, and staff are cooking more 'scratch' meals. It is hoped that the change in food products will encourage students to eat a healthy diet and reduce the amount of food wasted. Some of the changes include using fresh hamburger, whole eggs, real maple syrup, and cutting fresh fruit in-house. Utilizing fresh foods, and in-house cooked food products, though labor intensive, should reduce overall costs. Mr. Locarno provided an overview of the menu selections/variety, and advised that he would like to make improvements to the breakfast program. It was noted that there is a 'share' table, where students can leave unwanted food (mainly fruit and milk) to help reduce the amount of 'wasted' food. Mrs. Spaulding queried regarding ideas to encourage students to eat more fruit, e.g., serving sliced apples. In response to a query from Mr. Cecchinelli, Mr. Locarno advised that printing and distribution of menus had fallen behind, but he believes that issue has been resolved.

#### **6.3 New Hire**

The resume and BSU Notification of Employment Status form for Tamara A. Jones was distributed. Mr. Pandolfo provided an overview of Ms. Jones breadth of knowledge and experience. Ms. Jones is being presented for the position of FACS teacher.

**On a motion by Mr. Carrien, seconded by Mr. Smith, the Board unanimously voted to approve the hiring of Tamara Jones.**

#### **6.4 First Reading Substitute Teachers Policy (D6)**

Copies of policies referenced in Agenda Items 6.4 through 6.11, were distributed. Mr. Pandolfo advised that these policies were recently approved by the SU Board.

**On a motion by Mr. Cecchinelli, seconded by Mr. Carrien, the Board unanimously voted to approve, as presented, the First Readings of the policies listed under Agenda Items 5.1 through 5.8; D6, D7, F5, F19, F23, F27, C23, and G13.**

Mr. Carrien queried regarding 'local' policies that will need to be rescinded. It was noted that this information will need to be researched, and identified policies will be presented to the Board for rescinding after the SU wide policies are ratified.

#### **6.5 First Reading Volunteers and Work Study Students Policy (D7)**

Approved under Agenda Item 6.4.

#### **6.6 First Reading Education Records Policy (F5)**

Approved under Agenda Item 6.4.

#### **6.7 First Reading Limited English Proficiency Students Policy (F19)**

Approved under Agenda Item 6.4.

#### **6.8 First Reading Participation of Home Study Students Policy (F23)**

Approved under Agenda Item 6.4.

#### **6.9 First Reading Pupil Privacy Rights Policy (F27)**

Approved under Agenda Item 6.4.

#### **6.10 First Reading Use of Restraint and Seclusion Policy (C23)**

Approved under Agenda Item 6.4.

#### **6.11 First Reading Animal Dissection Policy (G13)**

Approved under Agenda Item 6.4.

## **6.12 Open Board Seats for March 2017 Election**

Regardless of the outcome of the upcoming Act 46 vote, there will be vacant board seats that will need to be filled. At a minimum, the Board will remain active until at least June 30, 2017 (if Act 46 passes). Board Members were polled regarding whether or not they were running for re-election. Mr. Carrien and Ms. Jenkins, advised they would not be seeking re-election. Mrs. Spaulding and Mr. McMichael are undecided. Mr. Blakely will run for re-election. It was noted that the Board will be reduced from 9 members to 7 members in March 2017. Seats held by Mr. Cecchinelli and Mr. Smith are not up for re-election. Mrs. Spaulding announced a total of 5 vacant positions.

## **7. Old Business**

### **7.1 FY '18 Budget Development**

Two documents were distributed; A memorandum from The State of Vermont Department of Taxes (dated 12/01/16), relating to the FY2018 forecasted education tax yield, and a copy of a letter from the State of Vermont, Department of Taxes, also dated 12/01/16, relating to general information pertaining to the calculation of the education tax yield. Mrs. Perreault distributed two additional documents; 'BCEMS Chromebooks and iPads', and the BCEMS FY18 Budget Considerations 1/30/16 document (revised 12/12/16). Mrs. Perreault provided an overview of the revised Budget Considerations document, and advised that the 'Developmental Design' will be funded by a recently received School Improvement grant. The increase in draft 1, includes projected salary increases, principle and interest payments for the new boiler, the possible addition of one elementary teacher, pre-k tuition, and the addition of a Maintenance Assistant. It is anticipated that the new Maintenance position will result in a reduction in overtime and use of substitute custodians. It was noted that salary increases, and the VSTRS Health Assessment, are costs that Administrators have no control over. Brief discussion was held regarding the education tax yield and rate. It was noted that these numbers are not controlled by the Board. The projected yield is \$10,076. This amount will be in existence until the legislature sets the final rate. Brief discussion was held regarding the education yield documents contained in the board packet. Mr. Pandolfo provided an overview of the various scenarios being presented for the purchase of education technology equipment. Discussion included the importance of providing students with adequate access to up-to-date technology, including the possibility of the creation of a 5 year plan. It was noted that the budget needs to be approved by the Board in January. The Supervisory Union will be meeting on December 15, 2016. Discussion will include budget development. SU assessments will impact the BCEMS budget. The next BCEMS Board Meeting is scheduled for January 9, 2017. If an additional meeting is required, the Board will plan to meet on January 16, 2017.

### **7.2 Act 46 Update**

Two documents were distributed; a copy of the approved Warning for 'Vote for Reconsideration of the November 8, 2016 Vote on the Formation of the Barre Unified Union School District', and a copy of the 'CERTIFICATION OF FINAL VOTE' for the Barre City Article I Act 46, November 8, 2016 vote. The revote in Barre Town is warned for January 31, 2017. Mr. Pandolfo advised that the margin of votes to approve Act 46 consolidation is 333+. Barre Town community members are trying to help educate additional community members regarding the impact of Act 46. The Act 46 Committee met on December 8, 2016 and has tentatively scheduled meetings for January 12, 2017 and February 9, 2017. The Committee would like a positive push (to pass Act 46) by community members, rather than by the Committee.

### **7.3 Labor Relation Agreements**

A document outlining the proposal status for teachers and para-educators was distributed. Mr. Pandolfo provided a status update regarding negotiations, including an overview of the proposal status document. Mr. Pandolfo advised that negotiations are taking place in open sessions and advised that all information is public. All information pertaining to negotiations can be found on a web site via a link from the Supervisory Union web page. Progress is being made in negotiations. Future meetings are scheduled.

## **8. Board Reports**

### **8.1 Superintendent**

A copy of the Superintendent's report dated December 7, 2016 was distributed. The report included information pertaining to; the status of Act 46 (set for revote on 01/31/17) and future actions relating to the revote, the Solar Agreement, and Negotiations (including a new website containing pertinent information). A copy of a letter from the VSBA dated November 18, 2016 (relating to the increase in VSBA dues) was also distributed. VSBA dues will be increasing from \$7869.74 to \$8,387.51. Mr. Pandolfo advised that VSBA dues covers costs associated with training and support, policy development, professional development, and advocacy with legislature for school board related issues. Mr. Pandolfo noted that the process for receiving credits (under the Solar Agreement) is being finalized.

### **8.2 Principals Report**

A copy of the Co-Principals' report dated December 2016 was distributed. The report included information pertaining to; literacy assessments (for grades K – 2), progress relating to units of study in reading (K – 5), alignment of literacy and math, to Common Core State Standards (for all grade levels), the Holiday Concerts (12/14/16 for grade 3, and 12/20/16 for middle school – both begin at 6:00 p.m.), and the upcoming pre-kindergarten "math event" in the multi-purpose room (12/13/16 from 3:30 p.m. until 4:45 p.m.). Mr. Taffel highlighted upcoming testing in literacy and math, as well as the upcoming winter concerts. Mr. Taffel reminded the Board that BCEMS has been selected for NEAP Assessments. Mr. Taffel announced the staff breakfast (put on by Administrators) on Friday, December 16, 2016 from 7:00 a.m. – 8:30 a.m. Board Members are welcome to join or assist at this event.

### **8.3 Committee Reports**

**Policy** – The Committee met briefly recently and continued with comparing and contrasting local policies with SU policies. The next meeting will be on December 21, 2016.

**Curriculum** – No meeting in December.

**Facility/Security** – The next meeting will be on Tuesday, December 13, 2016

**Finance** – Minutes from the December 6, 2016 meeting were distributed.

The next regular meeting will be on January 3, 2017 at 5:30 p.m. And additional meeting is scheduled for Tuesday, January 26, 2017.

**Negotiation Committee** – Reported under Agenda Item 7.3 and the Superintendent's report.

### **8.4 Financial Report**

A copy of the BCMES Expense Budget Status Report (dated 12/07/16) was distributed. The deficit of \$489,000 is mainly for Special Education, which is budgeted at the SU level. More accurate projections will be available shortly after budget season.

### **9. Round Table/Future Agenda Items**

Mrs. Anderson advised that the Unified Sports Team will begin practice after the winter break. The competition will be held on March 3, 2017 at Suicide Six. The Penguin Plunge will occur in 2017. Staff involvement is being organized.

Mr. Taffel advised that the woodchip furnace is operational and so far things have gone smoothly.

Mr. Cecchinelli highlighted the PBIS bulletin board in the hallway, and requested that a PBIS presentation be given to the Board at a future meeting.

#### **Future Meetings:**

SU Policy Committee – Tuesday, December 13, 2016 at 7:30 a.m. at the Supervisory Union

Facilities Committee – Tuesday, December 13, 2016 at 5:30 p.m. in the BCEMS Conference Room

Policy Committee – Wednesday, December 21, 2016 at 5:00 p.m. in the BCEMS Conference Room

Curriculum Committee – Monday, January 23, 2017 at 5:30 p.m. in the BCEMS Conference Room

Finance Committee – Tuesday, January 3, 2017 at 5:30 p.m. in the BCEMS Conference Room

Tuesday, January 26, 2017 at 5:30 p.m. in the BCEMS Conference Room

### **10. Executive Session**

No items were proposed for discussion in Executive Session.

### **11. Adjournment**

On a motion by Mr. Carrien, seconded by Smith, the Board unanimously voted to adjourn at 7:40 p.m.

Respectfully submitted,

Andrea Poulin

**BC Board Seats for March 2017:**

<b>Expires</b>	<b>Director</b>	<b>Current Status</b>	<b>Status for March 2017</b>
2019	Cecchinelli	Elected	Seat is filled until March 2019
2019	Smith	Elected	Seat is filled until March 2019
2019	Blakely	<b>APPOINTED</b>	<b>2 YEAR SEAT IS OPEN FOR ELECTION</b>
2018	[Chadderton]	<b>UNFILLED</b>	<b>1 YEAR SEAT IS OPEN FOR ELECTION</b>
2018	Deering	<b>APPOINTED</b>	<b>1 YEAR SEAT IS OPEN FOR ELECTION</b>
2018	McMichael	<b>APPOINTED</b>	<b>1 YEAR SEAT IS OPEN FOR ELECTION</b>
2017	Spaulding	Elected	<b>3 YEAR SEAT IS OPEN FOR ELECTION</b>
2017	Carrien	Elected	<b>SEAT IS ELIMINATED DUE TO CHARTER CHANGE (9 TO 7)</b>
2017	Jenkins	Elected	<b>SEAT IS ELIMINATED DUE TO CHARTER CHANGE (9 TO 7)</b>

**BARRE SUPERVISORY UNION #61  
POLICY**

**CODE: F1**

1<sup>ST</sup> READING: 11/17/2016  
2<sup>ND</sup> READING: 12/15/2016  
ADOPTED: 12/15/2016

BCEMS 1st Reading: 1/9/2017  
2nd Reading:  
Ratified:

**STUDENT CONDUCT AND DISCIPLINE<sup>1</sup>**

**Policy**

It is the policy of the Barre Supervisory Union to maintain a safe, orderly, civil and positive learning environment via a system of classroom and school management practices, supported by consistent, clear and fair disciplinary procedures. The goal of this policy is to create an environment where the rules for student behavior are clearly stated, are understood and accepted by students and staff, and are applied in compliance with due process requirements. This policy is to be applied in conjunction with the school's overall discipline plan developed pursuant to 16 V.S.A. § 1161a.

**Definitions**

- 1) **Weapon** means a device, instrument, material or substance whether animate or inanimate, which, when used as it is intended to be used, is known to be capable of producing death or serious bodily injury.<sup>2</sup>
- 2) **School** means any setting which is under the control and supervision of the School District. It includes school grounds, facilities, and school-sponsored events whether held

<sup>1</sup> There is no clear legal requirement for a school board policy on discipline. However, 16 V.S.A. § 1162(a) authorizes school superintendents or principals to suspend pupils for up to 10 school days "...pursuant to policies adopted by the school board..." 16 V.S.A. § 1161a requires that all schools "...adopt and implement a comprehensive plan for responding to student misbehavior..." The State Board of Education Manual of Rules and Practices includes a school quality standard that refers to a "safe and orderly school environment," and refers to the required discipline plan, but does not require a policy. The Vermont Department of Education has posted guidelines for discipline plan development and several other resources on student discipline issues on its website at [http://www.state.vt.us/educ/new/html/pgm\\_safeschools/pubs.html#resources](http://www.state.vt.us/educ/new/html/pgm_safeschools/pubs.html#resources).

<sup>2</sup> See 13 V.S.A. §4016(a)(2) for definition of "dangerous or deadly weapon."



on or off of school grounds and vehicles used to transport students to and from school or school activities.<sup>3</sup>

- 3) ***Expelled*** means the termination of educational services for the remainder of the school year or up to 90 school days, whichever is longer.<sup>4</sup>
- 4) ***Knife*** means any instrument that is capable of ready use as a stabbing weapon that may inflict bodily injury or death.

### **Student Responsibilities**

It is the responsibility of each student to contribute to a safe and productive learning environment in the school by demonstrating respect and consideration for fellow students and adults. This includes complying with all policies and rules of conduct of the school district and individual classrooms.

### **Administrative Responsibilities**

The principal, in consultation with the educational staff, will develop an overall discipline plan pursuant to 16 V.S.A. §1161a.

The plan will include clear guidelines for student behavior. The guidelines may include provisions for the suspension or expulsion of students who engage in misconduct on school property, on a school bus, or at a school sponsored activity when the misconduct makes the continued presence of the student harmful to the welfare of the school. The guidelines may also include provisions for the suspension or expulsion of students who engage in misconduct not on school property, on a school bus, or at a school sponsored activity where direct harm to the school can be demonstrated or where the misconduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs.<sup>5</sup>

The guidelines for student behavior will also include prohibitions against the possession by students of knives, weapons and dangerous instruments while at school, and shall allow disciplinary action up to and including expulsion for violations of the prohibition against knives, weapons and dangerous instruments that are not possessed at school as part of an educational program sponsored or sanctioned by the school.<sup>6</sup>

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<sup>3</sup> The Federal Gun Free Schools Act defines "school" as "...any setting that is under the control and supervision of the local education agency for the purpose of student activities approved and authorized by the local education agency. 20 U.S.C. § 7151(b)(f).

<sup>4</sup> 16 V.S.A. §1162(a).

<sup>5</sup> See 16 V.S.A. § 1162(a)(3)

<sup>6</sup> The "knives, weapons and dangerous instruments" prohibition in this model policy is not required by law. The possession of "dangerous and deadly weapons" on school grounds by any individual is

Behavioral expectations, and the consequences of misconduct, will be stated in the student handbook and other publications distributed to students and parents/guardians.

*Legal*

*Reference(s):*

*16 V.S.A. §1161a (discipline)*

*16 V.S.A. §1162 (suspension and expulsion)*

*20 U.S.C. §§1400 et seq.(IDEA)*

*29 U.S.C. §794 (Section 504, Rehabilitation Act of 1973)*

*VT State Board of Education Manual of Rules & Practices §4311, 4312, 4313;  
2120.8.12*

*Cross*

*Reference:*

*Board Commitment to Non-Discrimination*

*Public Complaints About Personnel*

*Interrogations or Searches of Students by Law Enforcement)*

*Officers or Other Non-School Personnel*

*Search and Seizure*

*Alcohol and Drug Abuse*

*Weapons*

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prohibited by 13 V.S.A. §4004. This prohibition does not apply to the possession of firearms in schools for "instructional or other specific purposes." 13 V.S.A. §4004(c)(2).

**BARRE SUPERVISORY UNION #61  
POLICY**

**CODE: F7**

1<sup>ST</sup> READING: 11/17/2016  
2<sup>ND</sup> READING: 12/15/2016  
ADOPTED: 12/15/2016

BCEMS 1st Reading: 1/9/2017  
2nd Reading:  
Ratified:

## **STUDENT ALCOHOL AND DRUGS<sup>i</sup>**

It is the policy of the Barre Supervisory Union that no student shall knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, or alcohol on any school property, or at any school sponsored activity away from or within the school.<sup>ii</sup> It is further the policy of the district to make appropriate referrals in cases of substance abuse.

### **Definitions**

***Substance Abuse*** is the ingestion of drugs and or alcohol in such a way that it interferes with a person's ability to perform physically, intellectually, emotionally, or socially.<sup>iii</sup>

***Drug*** means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal regulation or statute.<sup>iv</sup>

**Educational Program.** The superintendent shall work with appropriate staff members to develop and conduct an alcohol and drug abuse educational program.<sup>v</sup> The program shall be consistent with the Vermont Alcohol and Drug Education Curriculum Plan<sup>vi</sup>. If the school district is a recipient of federal Safe and Drug-Free Schools and Communities Act funds, the Act will be considered in the development of the alcohol and drug abuse educational program.<sup>vii</sup>

**Support and Referral System.** In each school the principal or his or her designee shall develop a support and referral system for screening students who refer themselves and students who are referred by staff for suspected drug and/or alcohol use and/or abuse problems.<sup>viii</sup> The support and referral system will include processes to determine the need for further screening, education, counseling or referral for treatment in each referred case.<sup>ix</sup> In addition, the principal shall establish procedures for administering emergency first aid related to alcohol and drug abuse.<sup>x</sup>

**Cooperative Agreements.**<sup>xi</sup> The superintendent shall annually designate an individual to be responsible for providing information to students and parents or guardians about outside agencies that provide substance abuse prevention services and to encourage the use of their services and programs when appropriate.

The Barre Supervisory Union has entered into cooperative agreements with both the Washington County Youth Service Bureau and Central Vermont Substance Abuse Services. These

organizations will provide substance abuse treatment to students who are referred through the school's support and referral system, or who refer themselves for treatment.

**Staff Training.** The superintendent will work with appropriate staff to provide training for teachers and health and guidance personnel who teach or provide other services in the school's alcohol and drug abuse prevention education program. The training provided will meet the requirements of State Board Rules related to staff training.<sup>xii</sup>

**Community Involvement.** The superintendent will work with school staff and community members to implement a program to inform the community about substance abuse issues in accord with State Board of Education rules.<sup>xiii</sup>

**Annual Report.** In a standard format provided by the Agency of Education, the superintendent will submit an annual report to the Secretary of Education describing substance abuse education programs and their effectiveness.<sup>xiv</sup>

**Notification.** The superintendent shall ensure that parents and students are given copies of the standards of conduct and disciplinary sanctions contained in the procedures related to this policy, and are notified that compliance with the standards of conduct is mandatory. Notice to students will, at a minimum, be provided through inclusion of these standards and sanctions in the student handbook distributed to all students at the beginning of each school year or when a student enrolls in the school.<sup>xv</sup>

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<sup>i</sup> This policy is required by 16 V.S.A. 1165(c) and SBE Rule 4212. Unless otherwise noted in the following notes, the State Board rule requires that the policy include the elements contained in this model.

<sup>ii</sup> 16 V.S.A. § 1165(a). See also 18 V.S.A. § 4237 making it unlawful for any person to sell or dispense any regulated drug to minors or to any other person on school property or property adjacent to a school.

<sup>iii</sup> Vermont State Board of Education Manual of Rules and Practices, Rule 4211

<sup>iv</sup> See definitions of narcotic drugs and hallucinogenic drugs in 18 V.S.A. §4201; and controlled substance in 41 U.S.C. §706(3) and 21 U.S.C. §812.

<sup>v</sup> 16 V.S.A. §131(9); SBE Rule 4213.1

<sup>vi</sup> SBE Rule 4212.2 *requiring that education program be consistent with this Plan.*

<sup>vii</sup> 20 U.S.C. §§7101 et seq.

<sup>viii</sup> SBE Rule 4212.3

<sup>ix</sup> SBE Rule 4212.3D.

<sup>x</sup> SBE Rule 4212.3B. SBE Rule 4212.3B requires that each "...school district policy...establish procedures for administering first aid related to alcohol and drug abuse. The procedures will define the roles of the personnel involved."

<sup>xi</sup> SBE Rule 4212.3.

<sup>xii</sup> SBE Rule 4213.2. See also SBE Rule 4212.3C.

<sup>xiii</sup> SBE Rule 4214 does not require that this paragraph be included in a school board policy. The rule does require that schools engage in community programs "...to inform the community about the school's alcohol and drug prevention education program, alcohol and drug abuse prevention issues, and community-wide responsibility for effective alcohol and drug abuse prevention." This paragraph could be included in administrative procedures developed in conjunction with this policy.

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<sup>xiv</sup> SBE Rule 4215 does not require that this paragraph be included in a school board policy. The rule does require that the school's annual report include information on substance abuse education programs. This paragraph could be included in administrative procedures developed in conjunction with this policy.

<sup>xv</sup> This section is not required by law , but could be included in a school board policy to ensure that adequate notice of the school district's policy and procedures related to alcohol and drug abuse is given to students and parents.

*Legal Reference(s):* 20 U.S.C. §§7101 et seq. (Safe & Drug-Free Schools & Communities Act of 1994)

16 V.S.A. §909 (Drug & Alcohol Abuse Prevention Education Curriculum)

16 V.S.A. 131(9) (Comprehensive Health Education)

16 V.S.A. §1045(b)(Driver Training Course)

16 V.S.A. §1165 (Alcohol and drug abuse)

18 V.S.A. §4226 (Drugs: minors, treatment, consent)

Vt. State Board of Education Manual of Rules and Practices §§4200 -4215)

*Cross Reference:* Student Conduct and Discipline (F1)

Search and Seizure (F3)

Interrogations or Searches of Students by Law Enforcement)

Officers or Other Non-School Personnel (F5)

**BARRE SUPERVISORY UNION #61  
POLICY****CODE: F21**

1<sup>ST</sup> READING: 11/17/2016  
2<sup>ND</sup> READING: 12/15/2016  
ADOPTED: 12/15/2016

BCEMS 1st Reading: 1/9/2017  
2nd Reading:  
Ratified:

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## **FIREARMS**

### **Policy**

It is the policy of the Barre Supervisory Union to comply with the federal Gun Free Schools Act of 1994 and state law requiring school districts to provide for the possible expulsion of students who bring firearms to or possess firearms at school. It is further the intent of the board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

### **Definitions**

For the purposes of this policy, the terms "firearm" "school" and "expelled" shall be defined consistent with the definitions required by state and federal law.

### **Sanctions**

Any student who brings a firearm to school, or who possesses a firearm at school shall be brought by the superintendent to the school board for an expulsion hearing.

A student found by the school board after a hearing to have brought a firearm to school shall be expelled for at least one calendar year. However, the school board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:

1. The student was unaware that he or she had brought a firearm to school.
2. The student did not intend to use the firearm to threaten or endanger others.
3. The student is disabled and the misconduct is related to the disability.
4. The student does not present an ongoing threat to others and a lengthy expulsion would not serve the best interests of the pupil.

At the discretion of the school board and administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion under this policy.

### **Policy Implementation**

An expulsion hearing conducted under this policy shall afford due process as required by law and as developed by the superintendent or his or her designee.

The superintendent shall refer to appropriate law enforcement agency any student who brings a firearm to a school under the control and supervision of the school district. The superintendent may also report any incident subject to this policy to the Department of Social and Rehabilitative Services.

The superintendent shall annually provide the Commissioner of Education with descriptions of the circumstances surrounding expulsions imposed under this policy, the number of students expelled and the type of firearms involved.

*Legal*

*Reference(s):*

*16 V.S.A. §1166 (State law pursuant to Federal law)*

*13 V.S.A. §§4004, 4016 (Criminal offenses)*

*20 U.S.C. §7151 (Gun Free Schools Act)*

*18 U.S.C. §921 (Gun Free School Zones Act of 1990)*

*20 U.S.C. §§1400 et seq. (IDEA)*

*29 U.S.C. §794 (Section 504, Rehabilitation Act of 1973)*

*Vt. State Board of Education Manual of Rules & Practices, §§4311, 4312*

*Cross Reference: Search and Seizure*

*Student Conduct and Discipline*

**BARRE SUPERVISORY UNION #61  
POLICY****CODE: F25**1<sup>ST</sup> READING: 11/17/20162<sup>ND</sup> READING: 12/15/2016

ADOPTED: 12/15/2016

BCEMS 1st Reading: 1/9/2017

2nd Reading:

Ratified:

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**STUDENT ATTENDANCE****Policy**

It is the policy of the Barre Supervisory Union to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning. Legal pupils between the ages of 6 and 16 and who are residents of the school district and non-resident pupils who enroll in school district schools are required to attend school for the full number of days that school is held unless they are excused from attendance as provided in state law. Students who are over the age of 16 are required to attend school continually for the full number of the school days for which they are enrolled, unless they are mentally or physically unable to continue, or are excused by the superintendent in writing.

Annually, the superintendent shall ensure that the school board appoints one or more individuals to serve as the truant officer, and shall ensure that appointment is recorded with the clerk of the school district.

The superintendent shall develop administrative rules and procedures to ensure the implementation of this policy.

**Administrative Rules and Procedures**

The procedures will address the following issues and may include others as well:

- A. written excuses;
- B. tardiness;
- C. notification of parents/guardian;
- D. signing out of school;
- E. excessive absenteeism;
- F. homebound and hospitalized students;
- G. early dismissals;
- H. homework assignments;
- I. making up work

**Administrative Responsibilities**

1. The principal is responsible for maintaining accurate and up-to-date records of student attendance.



2. The principal is responsible for assuring that the school has the appropriate family information that allows the school to contact the parent(s) or guardian(s) of all students whenever necessary.

*Legal*                      *16 V.S.A. §§1121 et seq. (Attendance required)*

*Reference(s):*        *16 V.S.A. § 1125 (Truant officers)*

*VT State Board of Education Manual of Rules & Practices: §2120.8.3.3*

*Cross*  
*Reference:*            *Admission of Resident Students*

*Admission of Non-Resident Tuition Students*

<b>Barre City Elementary &amp; Middle School Comparative Tax Rate Calculations Budget Years 2017-2018</b>		
	<b>FY2017</b>	<b>FY2018</b>
<b><u>Spaulding High School Tax Rate</u></b>		
Total UHS (SHS) expenditures	12,744,370	13,189,285
Less UHS local revenues	2,588,311	2,956,595
UHS Education Spending	10,156,059	10,232,690
UHS Equalized Pupils	788.96	762.00
UHS Education Spending/UHS equalized pupils	12,873	13,429
UHS EdSpend/\$10,076 (property dollar yield)	132.695%	133.274%
Homestead Equalized Tax Rate (State determined)	1.0000	1.00
UHS Homestead Equalized Tax Rate	1.3269	1.3327
District's Equalized Pupil %	0.3119	0.3093
Equalized Homestead rate due to UHS	0.4139	0.4122
District's CLA	102.85%	101.55%
Actual Homestead rate due to UHS (SHS)	<b>0.4024</b>	<b>0.4059</b>
<b><u>Barre City Elementary/Middle Tax Rate</u></b>		
Total Elementary Expenses	13,989,665	14,686,184
Less Local Elementary Revenues	3,656,497	3,732,138
Elementary Education Spending	10,333,168	10,954,046
Elementary Equalized Pupils	875.31	869.22
Elementary Education Spending per Equalized Pupil	11,805	12,602
Elem EdSpend/\$10,076(property dollar yield)	121.690%	125.071%
Homestead Equalized Tax Rate (State determined)	1.00	1.00
Elementary Equalized Tax Rate	1.2169	1.2507
District's Equalized Pupil %	68.8100	69.0700
Elementary Equalized Rate to be assessed by city	83.7349	86.3866
District's CLA	102.8500	101.5500
Portion of elementary rate to be assessed by city	<b>0.8141</b>	<b>0.8507</b>
<b>Total Combined SHS and BCEMS tax rates</b>	<b>1.2166</b>	<b>1.2566</b>

District: **Barre City**  
County: **Washington**T011  
BarreProperty dollar  
equivalent yieldHomestead tax rate  
per \$10,076 of  
spending per  
equalized pupil

10,076

1.00

11,875

Income dollar equivalent yield per  
2.0% of household income

## Expenditures

		FY2015	FY2016	FY2017	FY2018	
1.	<b>Budget</b> (local budget, including special programs, full technical center expenditures, and any Act 144 expenditures)	\$12,511,984	\$13,575,975	\$13,989,665	\$14,686,184	1.
2.	plus Sum of separately warned articles passed at town meeting	-	-	-	-	2.
3.	minus Act 144 Expenditures, to be excluded from Education Spending (Manchester & West Windsor only)	-	-	-	-	3.
4.	<b>Locally adopted or warned budget</b>	<b>\$12,511,984</b>	<b>\$13,575,975</b>	<b>\$13,989,665</b>	<b>\$14,686,184</b>	4.
5.	plus Obligation to a Regional Technical Center School District if any	-	-	-	-	5.
6.	plus Prior year deficit repayment of deficit	-	-	-	-	6.
7.	<b>Total Budget</b>	<b>\$12,511,984</b>	<b>\$13,575,975</b>	<b>\$13,989,665</b>	<b>\$14,686,184</b>	7.
8.	S.U. assessment (included in local budget) - informational data	-	-	-	-	8.
9.	Prior year deficit reduction (included in expenditure budget) - informational data	-	-	-	-	9.

## Revenues

10.	Offsetting revenues (categorical grants, donations, tuitions, surplus, etc., including local Act 144 tax revenues)	\$2,341,467	\$3,441,475	\$3,646,497	\$3,732,138	10.
11.	plus Capital debt aid for eligible projects pre-existing Act 60	-	-	-	-	11.
12.	minus All Act 144 revenues, including local Act 144 tax revenues (Manchester & West Windsor only)	-	-	-	-	12.
13.	<b>Offsetting revenues</b>	<b>\$2,341,467</b>	<b>\$3,441,475</b>	<b>\$3,646,497</b>	<b>\$3,732,138</b>	13.

14.	<b>Education Spending</b>	<b>\$10,170,517</b>	<b>\$10,134,500</b>	<b>\$10,333,168</b>	<b>\$10,954,046</b>	14.
15.	<b>Equalized Pupils</b>	<b>895.16</b>	<b>881.60</b>	<b>875.31</b>	<b>869.22</b>	15.

16.	<b>Education Spending per Equalized Pupil</b>	<b>\$11,361.68</b>	<b>\$11,495.58</b>	<b>\$11,805.15</b>	<b>\$12,602.16</b>	16.
17.	minus Less ALL net eligible construction costs (or P&I) per equalized pupil	\$101.05	-	-	-	17.
18.	minus Less share of SpEd costs in excess of \$50,000 for an individual (per equp)	\$20.18	\$24.17	\$29.81	-	18.
19.	minus Less amount of deficit if deficit is SOLELY attributable to tuitions paid to public schools for grades the district does not operate for new students who moved to the district after the budget was passed (per equp)	-	-	-	-	19.
20.	minus Less SpEd costs if excess is solely attributable to new SpEd spending if district has 20 or fewer equalized pupils (per equp)	-	-	-	-	20.
21.	minus Estimated costs of new students after census period (per equp)	-	-	-	-	21.
22.	minus Total tuitions if tuitioning ALL K-12 unless electorate has approved tuitions greater than average announced tuition (per equp)	-	-	-	-	22.
23.	minus Less planning costs for merger of small schools (per equp)	-	-	-	-	23.
24.	minus Teacher retirement assessment for new members of Vermont State Teachers' Retirement System on or after July 1, 2015 (per equp)	NA	-	-	-	24.
25.	plus Excess spending threshold	\$16,166.00	\$17,103.00	\$11,920.02	\$17,386.00	25.
26.	plus Excess Spending per Equalized Pupil over threshold (if any)	-	-	-	-	26.
27.	plus Per pupil figure used for calculating District Equalized Tax Rate	\$11,362	\$11,496	\$11,805	\$12,602.16	27.
28.	District spending adjustment (minimum of 100%)	122.366%	121.531%	122.279%	125.071%	28.
		based on \$9,285	based on \$9,285	based on yield \$9,701	based on yield \$10,076	

## Prorating the local tax rate

29.	Anticipated district equalized homestead tax rate (to be prorated by line 30) [\$12,602.16 ÷ (\$10,076.00 / \$1,000)]	\$1.1992	\$1.2032	\$1.2228	\$1.2507	29.
		based on \$0.98	based on \$0.99	based on \$1.00	based on \$1.00	
30.	Percent of Barre City equalized pupils not in a union school district	67.61%	67.74%	68.81%	69.07%	30.
31.	Portion of district eq homestead rate to be assessed by town (69.07% × \$1.25)	\$0.8108	\$0.8150	\$0.8414	\$0.8639	31.
32.	<b>Common Level of Appraisal (CLA)</b>	102.45%	103.51%	102.85%	101.55%	32.
33.	Portion of actual district homestead rate to be assessed by town (\$0.8639 / 101.55%)	\$0.7914	\$0.7874	\$0.8181	\$0.8507	33.
		based on \$0.98	based on \$0.99	based on \$1.00	based on \$1.00	

If the district belongs to a union school district, this is only a **PARTIAL** homestead tax rate. The tax rate shown represents the estimated portion of the final homestead tax rate due to spending for students who do not belong to a union school district. The same holds true for the income cap percentage.

34.	Anticipated income cap percent (to be prorated by line 30) [(\$12,602.16 ÷ \$11,875) × 2.00%]	2.20%	2.19%	2.18%	2.12%	34.
		based on 1.80%	based on 1.80%	based on 2.00%	based on 2.00%	
35.	Portion of district income cap percent applied by State (69.07% × 2.12%)	1.49%	1.48%	1.50%	1.46%	35.
		based on 1.80%	based on 1.80%	based on 2.00%	based on 0.00%	
36.	Percent of equalized pupils at Spaulding HSUD #41	32.39%	32.26%	31.19%	30.93%	36.
37.		-	-	-	-	37.

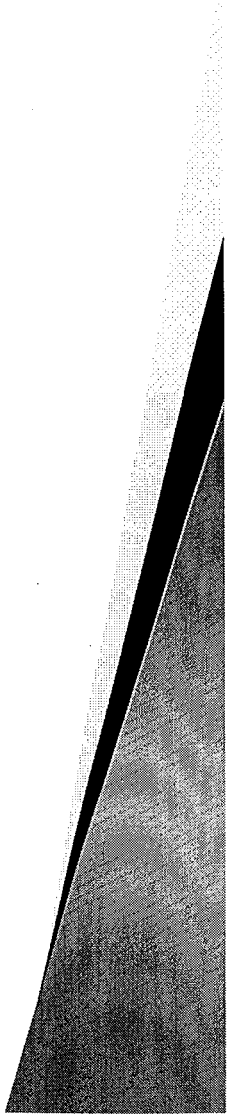
- Following current statute, the Tax Commissioner recommended a property yield of \$10,076 for every \$1.00 of homestead tax per \$100 of equalized property value. The Tax Commissioner also recommended an income yield of \$11,875 for a base income percent of 2.0% and a non-residential tax rate of \$1.550. New and updated data will likely change the proposed property and the income yields and perhaps the non-residential rate.  
- Final figures will be set by the Legislature during the legislative session and approved by the Governor.  
- The base income percentage cap is 2.0%.

# Proposed Expense Budget

▶ \$13,986,184 + \$700,000 grants

Total \$14,686,184

Increase of \$671,519 or 5.04%



**Barre City Elementary and Middle School FY18 Budget Considerations 11/30/16**

**REVISED 1/4/17**

**Unaudited Fund Balances:**

**General/Tax Stabilization: \$590,314 - \$282,000 (assigned to FY17 Budget)  
= \$308,314 Reserve Funds**

**Capital Improvement: \$159,082**

- **Contract negotiations-salary/benefits, others-PENDING**
- **VSTRS Health Assessment-12 teachers @\$1,097=\$13,164**
  - **Title 16, 1944d. EMPLOYER ANNUAL CHARGE FOR TEACHER HEALTH**
    - **The employer of teachers who become members of the State Teachers' Retirement System of Vermont on or after July 1, 2015 shall pay an annual assessment for those teachers' health and medical benefits. The assessment shall be the value, as approved annually by the Board of Trustees based on the actuary's recommendation**
- **Article to extend loan to 10 years-Principal/Interest payment**
  - **Title 24, 1786, 1756, & 1755 Borrowing for public improvements and capital assets, Submission to voters, Notice of meeting, authorization**
    - **\$60,000/\$12,480**
- ~~**Add 1 FTE elementary teacher salary/benefits - \$65,000**~~
- **Add 1 FTE preschool paraeducator salary/benefits - \$25,000**
  - **This position will assist with mid-day bus runs, resulting in savings from transportation supervision, and will assist with increase enrollment and student needs in pre-k.**
- **Increase Pre-k tuition - \$25,550, estimated 42 pre-k students at FY18 tuition rate of \$3,178**
- **Add in the 1.25 FTE for Reading Recovery previously grant funded - \$85,000**
- **Responsive Classroom \$15,000 and ~~\*\*Developmental Design \$20,000~~ - Previously grant funds (SIG FUNDED)**
- **Technology Education - Increase Equipment \$4,500**
- **Enrichment - Increase Contracted Services-\$4,500 (performances, mentor coord. Everybody Wins, BYMP**

- Add Maintenance Assistant position, reduce substitutes and overtime to off-set majority of (\$25,000). Salary/benefits \$37,000 (\$12,000 new money)
- Add dedicated line item for Security - \$10,000
- Increase technology equipment line which was reduced last year \$65,000
- Transportation for afterschool programs and athletics - \$8,000
- Instructional supplies increase - \$22,000
- Field trips - \$5,000
- Roof repairs-Use Capital Improvement Fund-Prioritize
- Sidewalk and driveway repairs-Defer for a few years

**BSU—Transp. & Special Education--1% increase approved by BSU Board 12/15/16**

- BCEMS - Add 1 FTE Special Educator – off set by paraeducator support (caseloads range from 16-23)
- BCEMS - Increase contracted educational services off set by decrease in tuitions
- BCEMS - Add 1 Behavior Interventionist-decrease contracted services
- BCEMS - Reduce bus rider wages \$14,000 additional para in preschool to ride mid-day

**\*\*** Improving conditions in schools is imperative, and one now documented way to achieve this is through effective professional development focused on character education as a model for classroom management and instructional support. Developmental Designs gives us this framework.

Three factors were found to be in place that were positively related to effective professional development resulting in positive teaching and learning outcomes: the professional development must be sustained for at least two years and strategies used in the classroom for more than 1.5 years with 75% or more teachers in the school participating. We are budgeting funding for this PD to continue for year two.

By implementing school- and teacher-driven character education professional development at high levels over an extended period of time, high-poverty schools can succeed. After participating in this training, teachers were found to base classroom management approaches on research-based strategies, and they incorporated these strategies into everyday instructional methods. When this is accomplished by 75% or more of teachers in any given middle grades school for more than 1.5 years, statistically significant improvements in behavior, attendance, and achievement can be documented." (Hough 2011, 137)

From *The Middle Grades Research Journal*, Fall 2011 Issue

All BC middle school staff are in support of continuing this work and implementation of these strategies.

Thank you for your support.

## 2017 Comparison of Education Spending/Equalized Pupils in Neighboring/Comparable Schools

DISTRICT	Equalized Pupils	Ed. Sp/EPs
BCEMS PK-8	875.31	\$11,862
BTMES PK-8	795.94	\$11,860
East Mont. PK-6	183.93	\$19,856
Berlin PK-6	176.01	\$15,890
Rutland Town PK-8	527.56	\$13,688
Orange PK-8	164.60	\$11,805
St. Johnsbury PK-8	1119.29	\$12,541

<b>BCEMS FY18 BUDGET DRAFT 1/4/17-NO ADDITIONS</b>			
<b>FY17</b>	<b>FY18 Budget</b>	<b>Variance</b>	<b>%</b>
<b>\$13,314,665</b>	<b>\$13,986,184</b>	<b>\$671,519</b>	<b>5.04%</b>
Remove 1 FTE Teacher	\$ -		
Remove 1 FTE Para-Preschool	\$ 25,000.00		
Remove RC & DD	\$ 15,000.00		
Remove Tech. Ed. Equip	\$ 4,500.00		
Remove Enrichment Cont. Serv.	\$ 4,500.00		
Remove Maint. Assist. (new money)	\$ 12,000.00		
Remove Security line	\$ 10,000.00		
Remove Technolgy Equip-reduced last year	\$ 65,000.00		
Transportation for Athletics	\$ 8,000.00		
Instructional Supplies	\$ 22,000.00		
Field Trips	\$ 5,000.00		
<b>Additions</b>	<b>\$ 171,000.00</b>	<b>\$500,519.00</b>	<b>3.76%</b>



# Barre City Elementary and Middle School BC EXPENSE BUDGET STATUS REPORT

Report # 23659

Statement Code: BOARD BC

FY17

Account Number / Description	ADOPTED BUDGET 7/1/2016 - 6/30/2017	Y-T-D EXPENSES 7/1/2016 - 6/30/2017	ENCUMB 7/1/2016 - 6/30/2017	REMAINING BALANCE 7/1/2016 - 6/30/2017
5200 Fund Transfers	\$50,000	\$0	\$0	\$50,000
1193 SHARED SRVC DUE FROM SHS	\$0	\$266	\$0	\$(266)
1100 General Instruction	\$425,485	\$141,157	\$224,329	\$59,999
1100 General Instruction	\$4,588,746	\$1,992,964	\$2,646,149	\$(50,367)
1410 Extra Curricular	\$40,920	\$16,971	\$84	\$23,865
2113 Behavioral Support	\$256,995	\$94,525	\$109,181	\$53,289
2120 Guidance Services	\$298,533	\$124,188	\$172,029	\$2,316
2130 Health Services / PT	\$125,739	\$48,604	\$74,663	\$2,472
2140 Psychological Services	\$149,543	\$48,316	\$28,513	\$72,714
2210 CURRICULUM	\$16,100	\$6,913	\$0	\$9,187
2220 Library Services	\$168,060	\$68,671	\$80,945	\$18,444
2225 TECHNOLOGY	\$142,876	\$86,943	\$40,966	\$14,967
2310 SCHOOL BOARD	\$92,220	\$57,027	\$25,709	\$9,484
2321 Office of the Superintendent	\$491,623	\$286,780	\$204,843	\$0
2410 Office of the Principal	\$499,428	\$287,572	\$214,604	\$(2,748)
2490 School Resource Officer	\$68,320	\$32,687	\$0	\$35,633
2523 Fiscal Services	\$36,000	\$0	\$0	\$36,000
2600 FACILITIES	\$951,926	\$475,277	\$360,831	\$115,818
2711 TRANSPORTATION	\$578,374	\$24,495	\$589,964	\$(36,085) ✗
1200 SPECIAL ED INSTR	\$3,276,235	\$737,243	\$2,538,992	\$0
1201 Special Education Instruction	\$0	\$366,212	\$506,539	\$(872,751) ✗
1202 ESY / Extended School Year - Sum Schl	\$0	\$23,129	\$0	\$(23,129) ✗
2100 STUDENT SUPPORT SRVC	\$587,153	\$202,218	\$384,935	\$0
2150 Speech/Language Services	\$0	\$9,875	\$15,665	\$(25,540) ✗
2420 Special Education Administration	\$190,302	\$121,068	\$97,355	\$(28,121)

Paras - Budgeted in BSU

# Barre City Elementary and Middle School BC EXPENSE BUDGET STATUS REPORT

Report # 23659

Account Number / Description	ADOPTED BUDGET	Y-T-D EXPENSES	ENCUMB	REMAINING BALANCE
	7/1/2016 - 6/30/2017	7/1/2016 - 6/30/2017	7/1/2016 - 6/30/2017	7/1/2016 - 6/30/2017
2711 TRANSPORTATION	\$80,910	\$22,100	\$98,989	\$(40,179) <i>A</i>
1214 EEE DIR INSTR	\$155,177	\$45,008	\$155,020	\$(44,851) <i>Admin Assist.</i>
2423 EEE ADMIN	\$44,000	\$34,422	\$9,578	\$0
GRAND TOTAL	\$13,314,665	\$5,354,631	\$8,579,883	\$(619,849)

# Barre Supervisory Union

## BSU EXPENSE BUDGET STATUS REPORT

Report # 19847

Statement Code: BOARD BSU

*FY17 Special Ed + Transp.*

Account Number / Description	ADOPTED BUDGET 7/1/2016 - 6/30/2017	Y-T-D EXPENSES 7/1/2016 - 6/30/2017	ENCUMB 7/1/2016 - 6/30/2017	REMAINING BALANCE 7/1/2016 - 6/30/2017
2210 CURRICULUM DEVELOPMENT	\$133,641	\$84,525	\$80,193	\$(31,077)
2225 TECHNOLOGY	\$570,291	\$327,397	\$231,855	\$11,039
2310 BOARD OF EDUCATION	\$66,045	\$41,088	\$27,980	\$(3,023)
2319 BOARD OTHER SERVICES	\$0	\$5,648	\$450	\$(6,098)
2320 SUPERINTENDENT OFFICE	\$354,601	\$199,419	\$155,923	\$(741)
2423 EARLY ED ADMIN	\$0	\$690	\$0	\$(690)
2520 BUSINESS OFFICE SERVICES	\$409,770	\$248,523	\$190,218	\$(28,971)
2600 PLANT OPERATION & MAINTENANCE	\$58,050	\$121,464	\$113,922	\$(177,336)
2711 SPED STUDENT TRANSPORT	\$0	\$1,048	\$0	\$(1,048)
1191 BC SHARED STAFF SERVICES	\$0	\$4,116	\$0	\$(4,116)
1192 BT SHARED STAFF SERVICES	\$0	\$6,221	\$8,883	\$(15,104)
1193 SHS SHARED STAFF SERVICES	\$0	\$10,961	\$17,761	\$(28,722)
1250 VT CRIME VICTIMS REIMB REVENUE	\$0	\$30	\$0	\$(30)
2423 EARLY ED ADMIN	\$88,000	\$73,986	\$63,324	\$(49,310)
2700 STUDENT TRANSPORT	\$39,222	\$5,892	\$0	\$33,330
2700 STUDENT TRANSPORT	\$1,078,643	\$224,621	\$412,821	\$441,201
1200 SPED DIRECT INSTRUCTION	\$6,886,420	\$2,579,249	\$3,867,321	\$439,850
1202 SPED ESY - EXTENDED SCHOOL YEAR	\$56,550	\$29,183	\$136	\$27,231
1204 GRANITE ACADEMY	\$238,185	\$23,483	\$37,661	\$177,041
1205 SPED ACT PROGRAM	\$123,191	\$67,377	\$103,786	\$(47,972)
2130 HEALTH SERVICE	\$119,165	\$13,198	\$15,611	\$90,356
2140 PSYCHOLOGICAL SERVICES	\$365,302	\$135,279	\$206,660	\$23,363
2144 GAP PSYCH	\$86,779	\$33,410	\$53,095	\$274
2149 SPED DEVELOPMENTAL	\$31,132	\$15,091	\$35,793	\$(19,752)
2150 SPEECH & LANG SRVC	\$849,310	\$298,407	\$483,850	\$67,053

# Barre Supervisory Union

## BSU EXPENSE BUDGET STATUS REPORT

Report # 19847

Account Number / Description	ADOPTED BUDGET	Y-T-D EXPENSES	ENCUMB	REMAINING BALANCE
	7/1/2016 - 6/30/2017	7/1/2016 - 6/30/2017	7/1/2016 - 6/30/2017	7/1/2016 - 6/30/2017
2152 SPED DEVELOPMENTAL	\$49,000	\$2,415	\$0	\$46,585
2160 OCCUPATIONAL THERAPIST	\$110,290	\$70,794	\$163,800	\$(124,304)
2210 CURRICULUM DEVELOPMENT	\$3,000	\$0	\$0	\$3,000
2420 SPED ADMIN	\$353,980	\$165,205	\$138,256	\$50,519
2421 SPED DISTRICT ADMIN	\$124,500	\$66,683	\$56,979	\$838
2424 GAP ADMIN	\$10,000	\$0	\$0	\$10,000
2425 ACT ADMIN	\$6,257	\$228	\$312	\$5,717
2711 SPED STUDENT TRANSPORT	\$138,095	\$35,638	\$7,903	\$94,554
1204 GRANITE ACADEMY	\$80,551	\$0	\$0	\$80,551
1214 EEE - ESSENTIAL EARLY EDUCATION	\$225,682	\$45,627	\$71,341	\$108,714
1215 EEE - ESY EXTENDED SCHOOL YEAR	\$13,075	\$3,071	\$0	\$10,004
2420 SPED ADMIN	\$5,213	\$2,802	\$2,390	\$21
2425 ACT ADMIN	\$5,429	\$0	\$0	\$5,429
GRAND TOTAL	\$12,679,369	\$4,942,769	\$6,548,224	\$1,188,376

**BARRE SUPERVISORY UNION #61  
POLICY**

**CODE: D6**

1<sup>ST</sup> READING: 9/15/2016  
2<sup>ND</sup> READING: 11/17/2016  
ADOPTED: 11/17/2016

BCEMS: 1st Reading: 12/12/2016  
2nd Reading: 1/9/2017  
Ratified:

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**SUBSTITUTE TEACHERS**

1. **Policy**

It is the policy of the Barre Supervisory Union to employ substitute educators who will meet the minimum qualifications outlined by Vermont Standards Board for Professional Educators (VSBPE) Rule, as well as the additional requirements established by this policy.

2. **Qualifications**

No person will be placed on the qualified substitute list unless that person has graduated from high school.

3. **Unlicensed Persons**

An unlicensed person may be employed as a substitute teacher for up to 30 consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for emergency or provisional licenses as provided in VSBPE Rules 5350 and 5360.

4. **Licensed Educators**

A substitute teacher who is licensed but not appropriately endorsed for the position for which he or she is employed may fill a position for thirty consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for an additional thirty days for specific substitute teachers, or for provisional licenses as provided in VSBPE Rule 5350.

5. **Administrative Responsibilities**

A list of qualified substitute teachers, organized by grade level and subject, will be developed by the Superintendent or his or her designee for all schools in the District.

The Superintendent or his or her designee will conduct an orientation session for substitute teachers each year, including information on the prevention, identification, and reporting of child sexual abuse, as required by 16 V.S.A. 563(a). Each teacher under contract will compile a packet of information containing pertinent substitute teacher information as defined by the Principal.

Substitute teachers will be paid per diem wages as determined by the Superintendent from year to year. Distinctions in pay level may be made based on the need for the substitute teacher to prepare lessons and assess and record student progress, on the length of service and on the credentials of the substitute teacher.

*Legal Reference(s):*    *Vt. Standards Board for Professional Educators Rules §§5381 et seq.*

*16 V.S.A. §558 (Employment of school board members)*

*16 V.S.A. §251 et seq. (Access to Criminal Records)*

*Cross Reference:*    *Personnel: Recruitment, Selection, Appointment and Criminal Records Checks*

**BARRE SUPERVISORY UNION #61  
POLICY**

**CODE: D7**

1<sup>ST</sup> READING: 9/15/2016  
2<sup>ND</sup> READING: 11/17/2016  
ADOPTED: 11/17/16

BCEMS: 1st Reading: 12/12/2016  
2nd Reading: 1/9/2017  
Ratified:

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## **VOLUNTEERS AND WORK STUDY STUDENTS**

The Barre Supervisory Union recognizes the valuable contributions made to the schools by volunteers and work study students. Appropriate supervision of volunteers and work study students will enhance their contributions as well as fulfill the responsibility that the school district has for the education and safety of its students.

### **1. Definitions**

For purposes of this policy and administrative rules and procedures developed pursuant to this policy:

**Volunteer** means an individual not employed by the school district who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits.

**Work Study Student** means a post secondary student who receives compensation for work performed at a school operated by the district as part of a work experience program sponsored or provided by the college or university at which he or she is enrolled. A student working toward a teaching credential who is placed as a student teacher at a district school is not a work study student.

### **2. Policy**

The superintendent shall develop administrative rules and procedures to ensure that volunteers and work study students are appropriately screened prior to entering into service in the school district, and that only volunteers and work study students who have been screened and approved by the superintendent have extended unsupervised contact with students. The screening process utilized by the school district shall minimally include a name and birth date check with the Vermont Internet Sex Abuse Registry for any person being considered for service as a work study student. A person who is on the Vermont Internet Sex Offender Registry shall not be eligible to be a work study student.

*Legal Reference(s):* 16 V.S.A. §260

**BARRE SUPERVISORY UNION #61  
POLICY**

**CODE: F5**

1<sup>ST</sup> READING: 9/15/2016  
2<sup>ND</sup> READING: 11/17/2016  
ADOPTED: 11/17/16

BCEMS: 1st Reading: 12/12/2016  
2nd Reading: 1/9/2017  
Ratified:

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## **EDUCATION RECORDS**

### **1. Policy**

The Barre Supervisory Union recognizes the importance of keeping accurate and appropriate education records<sup>i</sup> for students as part of a sound educational program and is committed to act as trustee of this information, maintaining these records for educational purposes to serve the best interests of its students.

The principles of accuracy and confidentiality underlie all policies and procedures for the collection, maintenance, disclosure and destruction of education records. It is the policy of the district to protect the confidentiality of education records and release information only as permitted by law. Annually or when the student enrolls, the district will inform<sup>ii</sup> parents, guardians, and students eighteen years and older of their right to inspect, review, and seek amendment of the student's education records. The district will inform parents guardians, and students eighteen years and older of items considered directory information through notices distributed at the beginning of each school year or when a student enrolls.<sup>iii</sup>

The building principal will be the custodian of all education records in a given school. The superintendent has overall responsibility for education records throughout the district and for assuring that adequate systems are in place to maintain such records and to provide parents with access to them in accordance with state and federal law. The Superintendent is responsible for developing procedures to assure the consistent implementation of this policy. The procedures shall comply with all federal and state laws and regulations governing access to and the collection, maintenance, disclosure and destruction of education records.

### **2. Definitions**

All terms used in this policy, and the procedures developed for the implementation of this policy, shall be defined, where applicable, as those terms are defined in the Family Educational Rights and Privacy Act and in the federal regulations promulgated pursuant to that Act.<sup>iv</sup>

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<sup>i</sup> A "record" means any information recorded in any way, including but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm and microfiche. The term "education records" means those records that are (1) directly related to a student, and (2) maintained by the school district, a school within the district, or a party acting for the school district or a school within the school district. It does not include a teacher's notes that are in the teacher's sole possession and shared only with a substitute teacher. 20 U.S.C. 1232g; 34 C.F.R. 99.3.

<sup>ii</sup> School districts are required to find an effective way to notify parents whose primary language is not English. 34 C.F.R. §99.9.



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<sup>iii</sup> *The Family Educational Rights and Privacy Act allows schools to designate certain information as "directory information" and release it after providing public notice of the categories of information it seeks to release. "Directory information" includes, but is not limited to, a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Additional information may be released with specific parental consent. 12 U.S.C. §1232g; 34 C.F.R. §99.3.*

<sup>iv</sup> *12 U.S.C. §1232g; 34 C.F.R. §99.3.*

*Legal Reference(s): 20 U.S.C. §§1232g (Federal Family Educational Rights and Privacy Act of 1974)  
20 U.S.C. § 7908  
16 V.S.A. 563(27) (NCLBA Armed Forces Recruiter/Higher Education Access)  
34 C.F.R. Part 99  
1 V.S.A. §317 (Definitions)  
15 V.S.A. §670 (Non-custodial parents)  
33 V.S.A. §5536a (Juvenile court records)  
VT State Board of Education Manual of Rules and Practices §2120.8.3.3*

**BARRE SUPERVISORY UNION #61  
POLICY**

**CODE: F19**

1<sup>ST</sup> READING: 9/15/2016  
2<sup>ND</sup> READING: 11/17/2016  
ADOPTED: 11/17/16

BCEMS: 1st Reading: 12/12/2016  
2nd Reading: 1/9/2017  
Ratified:

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## **LIMITED ENGLISH PROFICIENCY STUDENTS**

### **Policy**

It is the policy of the Barre Supervisory Union to ensure that students whose primary or dominant language is not English, and who therefore have limited-English proficiency (LEP), have equitable access to school programs as required by law.

### **Implementation**

The superintendent or his or her designee shall be responsible for developing and implementing procedures to comply with federal and state laws, which define standards for serving LEP students.

*Legal Reference(s): 42 U.S.C. §§2000 d et seq. (Title VI of the Civil Rights Act of 1964); 20 U.S.C. 6801 et seq. (English Language Acquisition, Enhancement, and Academic Achievement Act)*

*20 U.S.C. § 7801(25) (Definition of Limited English Proficiency)*

*34 C.F.R. Part 100*

*9 V.S.A. §4502 (Discrimination, public accommodations)*

*Vermont State Board of Education Manual of Rules and Procedures §1250*

**BARRE SUPERVISORY UNION #61  
POLICY**

**CODE: F23**

1<sup>ST</sup> READING: 9/15/2016  
2<sup>ND</sup> READING: 11/17/2016  
ADOPTED: 11/17/16

BCEMS: 1st Reading: 12/12/2016  
2nd Reading: 1/9/2017  
Ratified:

## **PARTICIPATION OF HOME STUDY STUDENTS<sup>i</sup>**

### **Policy**

It is the policy of the Barre Supervisory Union to comply with the requirements of Act 119 of 1998 by allowing home study students to participate in courses, programs, activities, and services and use school educational materials and equipment.

The Superintendent will develop administrative procedures that comply with rules promulgated by the Vermont State Board of Education as is necessary to implement this policy.

*Legal Reference(s): 16 V.S.A. 563 (24) (Powers of school boards)*

*Vermont State Board of Education Manual of Rules & Practices §§4400, 9200.3.1, 2367*

*20 U.S.C. §§1400 et seq. (IDEA)*

*34 C.F.R. §§ 300.450-2, 76.650-662*

*Cross Reference: Policy Dissemination, Administration & Review (A3)*

<sup>i</sup> 16 V.S.A. 563(24). School boards are required to "... 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." *See also* SBE Rules 4400-4405.

**BARRE SUPERVISORY UNION #61  
POLICY**

**CODE: F27**

1<sup>ST</sup> READING: 9/15/2016  
2<sup>ND</sup> READING: 11/17/2016  
ADOPTED: 11/17/16

BCEMS: 1st Reading: 12/12/2016  
2nd Reading: 1/9/2017  
Ratified:

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## **Pupil Privacy Rights<sup>1</sup>**

### **Policy**

It is the intent of the Barre Supervisory Union to comply with the provisions of the federal Pupil Privacy Rights Amendment (PPRA)<sup>2</sup> and Vermont State Board of Education Rules<sup>3</sup> governing the administration of certain student surveys, analyses or evaluations.<sup>4</sup>

### **Administrative Responsibilities**

The superintendent of his or her designee shall develop administrative procedures to ensure school district compliance with applicable federal and state laws related to pupil privacy. The administrative procedures shall include provisions related to the following legal requirements.<sup>5</sup>

1. The right of parents or eligible students to inspect surveys created by third parties before administration or distribution of the surveys to students;
2. Any applicable procedures for granting request by a parent for access to such survey within reasonable time after a request is received;
3. Arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the items listed in the federal Pupil Privacy Rights Amendment;<sup>6</sup>
4. The right of a parent to inspect any instructional material used as part of the educational curriculum for the parent's child, and any applicable procedures for granting access to such material within a reasonable time after the request is received.<sup>7</sup>
5. The administration of physical examinations or screenings that the school district may administer to a student;<sup>8</sup>

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<sup>1</sup> This policy is required by the Federal Protection of Pupil Rights Act, 20 U.S.C. §1232h; Vermont State Board Manual of Rules and Practices, Rule 2120.8.12(f).

<sup>2</sup> See 20 U.S.C. 1232h.

<sup>3</sup> See Vermont State Board of Education Rule 2120.8.12(f).

<sup>4</sup> The federal law and state regulations requiring board policies on this subject are in some instances limited to surveys, analyses or evaluations funded in whole or in part by the U.S. Department of Education. See 20 U.S.C. § 1232h(c)(1). At the board's discretion, the protections provided by this policy could be expanded to include all surveys conducted by the school district, regardless of the survey's funding source.

<sup>5</sup> See 20 U.S.C. §1232h(c)(1).

<sup>6</sup> See 20 U.S.C. §1232h(c)(1)(B) for the list of eight items that must be included.

<sup>7</sup> See 20 U.S.C. §1232h(c)(1)(C).

<sup>8</sup> See 20 U.S.C. §1232h(c)(1)(D).

6. The collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information, including arrangements to protect student privacy in the event of such collection, disclosure or use.<sup>9</sup>
7. The right of a parent of a student to inspect any instrument used in the collection of personal information under subparagraph (6) above, and any applicable procedures for granting a request for such inspection within a reasonable time after receiving the request;<sup>10</sup>
8. Provisions to ensure that parents are notified of the school district policies and procedures adopted to comply with federal and state laws and regulations governing pupil privacy, including, but not limited to, notification of activities involving the collection of personal information from students, the administration of surveys containing items specifically listed in the Pupil Privacy Rights Amendment.<sup>11</sup>

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<sup>9</sup> See 20 U.S.C. §1232h(c)(1)(E).

<sup>10</sup> See 20 U.S.C. §1232h(c)(1)(F)

<sup>11</sup> See 20 U.S.C. §1232h(c)(2).

**BARRE SUPERVISORY UNION #61  
POLICY**

**CODE: C23**

1<sup>ST</sup> READING: 9/15/2016  
2<sup>ND</sup> READING: 11/17/2016  
ADOPTED: 11/17/16

BCEMS: 1st Reading: 12/12/2016  
2nd Reading: 1/9/2017  
Ratified:

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## **Use of Restraint and Seclusion<sup>1</sup>**

### **Section 1. Statement of Purpose**

1.1 It is the policy of this supervisory union that students not be subjected to inappropriate restraint or seclusion as defined by Vermont State Board of Education Rule 4500. It is the supervisory union's intent to create and maintain a positive and safe learning environment, and promote positive behavioral interventions and supports in supervisory union schools. This policy is further intended to assist in creating a common understanding within the supervisory union of appropriate interventions by supervisory union staff.

**Section 2. Definitions.** The following terms, as defined in State Board Rule 4500.3, shall apply to this policy.<sup>2</sup>

2.1 **Behavioral Intervention Plan** means a plan that details strategies to address behaviors that impede learning, or are ongoing, and do not readily respond to general intervention or classroom management techniques, by teaching pro-social skills and other positive replacement behaviors. The plan may include positive strategies, program or curricular modifications, and supplementary aids and supports required to address problem behaviors.

2.2 **Chemical Restraint** means a drug, medication or chemical used on a student to control behavior or restrict movement that is not:

- a. Prescribed by a student's licensed physician for the standard treatment of a student's medical or psychiatric condition; and
- b. Administered as prescribed by the licensed physician.

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<sup>1</sup> This model policy supersedes former model policy F26 on Restrictive Behavioral Intervention. It is intended to assist districts in ensuring compliance with the provisions of State Board of Education Rule 4500 on Restraint & Seclusion, which were adopted by the State Board at its February, 2011 meeting and will be effective on August 15, 2011. The State Board Rules do not require adoption of a policy by individual school boards, however the VSBA recommends that boards consider adopting a policy, based on this model, that requires compliance with the Rule 4500 and establishes criteria for the development of administrative procedures to implement practices consistent with the Rule.

<sup>2</sup> Each of the terms defined in this model policy is defined in State Board Rule 4500.3. At the board's option, the policy could refer to the Rule as the source for definitions of terms used in the policy. Including the definitions in the body of the policy might provide greater assurance that school staff will apply the correct definitions when implementing the policy and rules.

**2.3 Functional Behavioral Assessment** means the analysis of a student's behavior patterns before, during, and after rule-breaking or other inappropriate behavior for the purpose of guiding the development of a behavioral intervention plan.

**2.4 Mechanical Restraint** means the use of any device or object that restricts a student's movement or limits a student's sensory or motor functions unless under the direction of a healthcare professional for medical or therapeutic purposes. The term does not include devices implemented by trained school personnel, or utilized by a student for the specific and approved therapeutic and safety purposes for which such devices were designed including:

- a. Restraints for medical immobilization,
- b. Adaptive devices or mechanical supports used to achieve proper body position, balance or alignment;
- c. Vehicle safety restraints including a seat belt or harness used for balance or safety on a car or bus; or
- d. Seat belts in wheelchairs or on toilets.

**2.5 Parent** means:

- a. A biological or adoptive parent of the child;
- b. A legal guardian of the child;
- c. A person acting in place of a biological or adoptive parent, including a grandparent, stepparent or other relative with whom the child lives, or a person legally responsible for the child's welfare;
- d. A foster parent or developmental home provider who has been appointed the educational surrogate parent by the Educational surrogate Parent Program; or
- e. An educational surrogate parent.

**2.6 Physical Escort** means the temporary touching or holding, without the use of force, of the hand, wrist, arm, or back of a student who is exhibiting minimal resistance for the purpose of directing movement from one place to another.

**2.7 Physical Restraint** means the use of physical force to prevent an imminent and substantial risk of bodily harm to the student or others. Physical restraint does not include:

- a. Momentary periods of physical restriction by direct person-to-person contact, accomplished with limited force and designed either
  - i. to prevent a student from completing an act that would result in potential physical harm to himself/herself or another person; or
  - ii. to remove a disruptive student who is unwilling to leave the area voluntarily;
- b. The minimum contact necessary to physically escort a student from one place to another;
- c. Hand-over-hand assistance with feeding or task completion; or
- d. Techniques prescribed by a qualified medical professional for reason of safety or for therapeutic or medical treatment.

**2.8 Positive Behavioral Interventions and Supports** means an approach to preventing and responding to targeted behavior that:

- a. Is based on evidence-based practices;
- b. Is proactive and instructional, rather than reactive;
- c. Can operate on individual, group, classroom, or school wide levels;
- d. Includes a system of continual data collection; and
- e. Relies on data-driven decisions.

**2.9 Prone Physical Restraint** means holding a student face down on his or her stomach using physical force for the purpose of controlling the student's movement.

**2.10 School** means a learning environment receiving public funds or over which the Vermont Department of Education has regulatory authority.

**2.11 School Personnel** means individuals working in schools as defined in 4500.3(10) who are employed by the school or who perform services for the school on a contractual basis, and school resource officers, while acting in that capacity.

**2.12. Seclusion** means the confinement of a student alone in a room or area from which the student is prevented or reasonably believes he or she will be prevented from leaving. Seclusion does not include time-out where a student is not left alone and is under adult supervision.

**2.13 Substantial Risk** means an imminent threat of bodily harm where there is an ability to enact such harm. Substantial risk shall exist only if all other less restrictive alternatives to defuse the situation have been exhausted or failed or the level of risk prohibits exhausting other means.

**2.14 Supine Physical Restraint** means holding a student on his or her back using physical force for the purpose of controlling the student's movement.

**2.15 Student** means a student enrolled in a school as defined in paragraph 2.10.

### **Section 3. Policy**

**3.1** The superintendent or his or her designee shall develop administrative procedures to ensure supervisory union compliance with the requirements of Vermont State Board of Education Rule 4500. The administrative procedures shall include at least the components in 3.2 through 3.10.

**3.2** Prohibitions against the imposition on students of mechanical or chemical restraints by school personnel and contract service providers.<sup>3</sup>

**3.3** Prohibitions against the imposition on students of physical restraint in circumstances designated as impermissible by State Board of Education rules.<sup>4</sup>

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<sup>3</sup> See Vermont State Board of Education Manual of Rules and Practices Rule 4501.1.



3.4 Restrictions on the use of physical restraint and seclusion to circumstances allowed by State Board of Education rules, including provisions that allow the inclusion of restraint or seclusion as part of a student's individual safety plan only when that plan meets the conditions set forth in State Board of Education rules, and provisions that require the termination of restraint or seclusion, and the monitoring of students subjected to restraint or seclusion, as established by State Board of Education rules.<sup>5</sup>

3.5 Procedures to ensure that only school personnel or contract service providers who are trained in the use of restraint and seclusion are authorized to impose restraint or seclusion unless, due to the unforeseeable nature of the danger of a particular circumstance, trained personnel are not immediately available.<sup>6</sup>

3.6 Processes to ensure that impositions of restraint or seclusion are reported to school administrators, parents, superintendents and the Commissioner of the Vermont Department of Education under circumstances and within the time limitations required by State Board of Education rules.<sup>7</sup>

3.7 Processes to ensure that each school in the supervisory union maintains written records of each use of restraint and seclusion in accordance with the requirements of State Board of Education rules.<sup>8</sup>

3.8 Procedures to ensure that each school in the supervisory union implements follow-up procedures that are consistent with the requirements of State Board of Education rules.<sup>9</sup>

3.9 Annual notification procedures to ensure that each school in the supervisory union informs school personnel and parents of students enrolled in the school of the policies and procedures pertaining to the use of physical restraint and seclusion, and the intent of the school to emphasize the use of positive behavioral interventions as well as supports and its intention to avoid the use of physical restraint or seclusion to address targeted student behavior.<sup>10</sup>

3.10 Processes for the filing, investigation and resolution of complaints by school personnel or parents regarding the use of restraint or seclusion, including the designation of school officials who are authorized to receive complaints. The procedures for resolving complaints shall require that any complaint regarding the use of restraint or seclusion is investigated and written findings are issued within thirty (30) days of the complaint's receipt. If a complaint regarding the use of

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<sup>4</sup> See SBE Rule 4501.2.

<sup>5</sup> See SBE Rule 4502.

<sup>6</sup> See SBE Rules 4502.3 and 4502.4.

<sup>7</sup> See SBE Rule 4503.

<sup>8</sup> See SBE Rule 4504.

<sup>9</sup> See SBE Rule 4505.

<sup>10</sup> See SBE Rule 4506.

restraint or seclusion is unresolved at the school building level, it shall be directed to the superintendent in accordance with the supervisory union's complaint processes.<sup>11</sup>

#### **Section 4. Implementation**

The superintendent shall ensure that appropriate staff are provided training by programs recommended by the Vermont Department of Education unless he or she submits a plan to the Commissioner of Education demonstrating how a training program not recommended by the Department of Education contains the elements required of recommended programs and meets the purposes of the State Board of Education rules on restraint and seclusion.<sup>12</sup>

The superintendent shall report annually to the Board on the implementation of the administrative procedures required by this policy, and shall include in his or her report recommendations for changes, if any, to related school supervisory union policies or procedures.<sup>13</sup>

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<sup>11</sup> See SBE Rule 4507

<sup>12</sup> See SBE Rule 4509, 4510.

<sup>13</sup> 16 V.S.A. 563 authorizes, but does not require, boards to approve administrative rules and regulations. Likewise, the provision for annual reports from the superintendent in this model policy is not required by state law.

**BARRE SUPERVISORY UNION #61  
POLICY****CODE: G13**

1<sup>ST</sup> READING: 9/15/2016  
2<sup>ND</sup> READING: 11/17/2016  
ADOPTED: 11/17/16

BCEMS: 1st Reading: 12/12/2016  
2nd Reading: 1/9/2017  
Ratified:

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**Animal Dissection**

It is the intent of the Barre Supervisory Union to comply with the requirements of Act 154 of 2008 regarding the right of students to be excused from participating in or observing activities involving the dissection or vivisection of animals. Students enrolled in district schools shall have the right to be excused from participating in any lesson, exercise or assessment requiring the student to dissect, vivisect or otherwise harm or destroy an animal or any part of an animal, or to observe any of these activities, as part of a course of instruction.

**1. Definition**

As used in this policy, the word "animal" means any organism of the kingdom animalia and includes an animal's cadaver or the severed parts of an animal's cadaver.

**2. Alternative Education Method**

A student who is excused under this policy shall be provided with alternative methods through which he or she can learn and be assessed on material required by the course. The alternative methods shall be developed by the teacher of the course, in consultation with the principal if necessary.

**3. Discrimination**

No student shall be discriminated against based on his or her decision to exercise the right to be excused afforded by this policy.

**4. Procedures**

The superintendent shall develop and implement procedures to ensure compliance with the provisions of Act 154 of 2008. The procedures shall include provisions for the timely notification to each student enrolled in the course and to the student's parent or guardian of the student's right to be excused from participating in or observing the lesson and the process by which a student may exercise this right.

# BARRE SUPERVISORY UNION DISTRICT #61

Barre City Elementary  
and Middle School

*John Pandolfo*  
Superintendent of Schools

*Rick McCraw, M. Ed.*  
Director of Curriculum, Instruction,  
& Assessment

Spaulding High School and  
Barre Technical Center Campus

120 Ayers St.  
Barre, VT 05641  
802-476-5011  
FAX: 802-476-4944

*Lisa Pervault*  
Business Manager  
*Donald McMahon*  
Special Services Director

Barre Town Middle  
and Elementary School

*Diane Stacy*  
Technology Director  
*Sandra Cameron M.Ed, MCT*  
Director of Early Education  
*Jamie Evans*  
Director of Facilities

*Doing whatever it takes to ensure success for every child.*

January 3, 2017

TO: The Members of the Barre City School Board

RE: Superintendent's Report

Please accept the following report to the Barre City School Board:

(1) Wood Chip Boiler

- Repairs on the wood chip boiler are underway this week from the December 15 incident. The boiler will be hydro tested Wednesday, with the state boiler inspector present. We expect first start-up since the incident to happen either Thursday or Friday after students are dismissed.

(2) Act 46 Study Committee

- The Barre Town revote for Article 1 has been scheduled for Tuesday, January 31 and will be warned by the Barre Town Clerk. I have requested that the town clerk provide information on what the cost to the district will be when she has that figure.
- The Barre SU website homepage has a link to an Act 46 page with details from each meeting as well as general resources related to Act 46 (<http://bsuvt.org/joomla/index.php/act-46>)

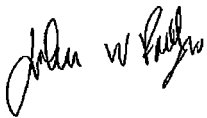
(3) Negotiations

- Paraeducator negotiations last met on December 5, and meet again on January 11.
- Teachers negotiations last met on December 14 and meet again on January 17.
- We are planning to schedule custodial negotiations in January.
- Minutes, agendas, and documents from meetings are posted on the BSU website at: <http://bsuvt.org/joomla/index.php/about-the-bsu/meetmins/2-uncategorised/42-bsunegotiations>

(4) Legislative Breakfast

- The legislative session begins in January 4. I would like to schedule a legislative breakfast for late January or early February, possibly on a Monday morning to accommodate the legislator's schedule.

Respectfully Submitted,



John Pandolfo  
Superintendent of Schools

## CO-PRINCIPALS' REPORT

JANUARY 2017

It was good to be back in school and resume a normal routine after the December break. The children and the staff seem ready to meet the challenges and opportunities that this new year brings.

While the Primary Observation Early Literacy Assessments were administered to all K-2 children in December, we do not yet have the summative reports to present to you. We will plan to include them in our February report. During the month of January we administer mid-year literacy and math assessments to children in grades K-8.

On Tuesday, December 20, 2016, the band and chorus groups in grades 5-8 performed their winter concert to a gymnasium full of family and friends. Their performance was wonderful. Our school can be proud of the commitment and dedication of these students and our band/chorus director, Ms. Morgan Matthews!

Mr. James Weselcouch, our new elementary music teacher, brought a group of 4th grade students to local nursing homes and to the Berlin Mall to sing. They were well received and greatly appreciated by their audiences! In addition, on December 14 our 3rd grade children performed a holiday concert, directed by Mr. Weselcouch, which was also well received by the audience.

At our January 16 Staff Development Day, work will focus on revising our Common Core aligned literacy instructional units as well as our implementation of the Engage New York math program. Our behavioral support staff will spend part of their day engaged in case reviews of children who continue to struggle with behavioral challenges despite the existence of well implemented behavior plans. In addition, they will spend some time reviewing the purpose/goal of our planning rooms and revising the procedures we have in place to achieve that goal.

We continue to offer an after school art program, called "Young Rembrandts" for interested children in grades 1-4. This program meets once a week for 8 weeks, giving students an opportunity to expand upon the art work they do during their regular art classes at school. It is taught by one of our library para-educators, Ariel Pascoe.

Our current student enrollment count is as follows:

Prek	118 (includes those in approved community centers)
Kinder.	105
Grade 1	91
Grade 2	81
Grade 3	96
Grade 4	81
Grade 5	92
Grade 6	73
Grade 7	88
Grade 8	80
Total	905

Respectfully,

Jackie Ramsay-Tolman

James Taffel