

**BARRE SUPERVISORY UNION
POLICY COMMITTEE MEETING**
Barre Supervisory Union – Conference Room
March 19, 2018 - 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Jennifer Chioldi (BC) – Vice Chair
Michael Deering (BC)
Rebecca Kerin-Hutchins (BT)

COMMITTEE MEMBERS ABSENT:

J. Guy Isabelle (SHS) - Chair

ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent
Luke Aither, Assistant Principal (SHS)
Jason Derner, Assistant Director (CVCC)
Pierre LaFlamme, Assistant Principal (BCEMS)
Erica Pearson, Assistant Principal (BTMES)

GUESTS PRESENT:

Jon Valsangiacomo

1. Call to Order

The Vice Chair, Mrs. Chioldi, called the Monday, March 19, 2018, meeting to order at 6:04 p.m., which was held at the Barre Supervisory Union Central Office in the Upstairs Conference Area.

2. Additions and/or Deletions to the Agenda

Agenda Item 3 – Change March 19, 2018 to February 19, 2018.

3. Approval of Minutes – February 19, 2018 Policy Committee Meeting

On a motion by Mrs. Kerin-Hutchins, seconded by Mr. Deering, the Committee unanimously voted to approve the Minutes of the February 19, 2018 Policy Committee Meeting.

4. Review of BSU Policy Manual Index

A copy of the BSU Policy Manual Index (dated 03/13/18) was distributed. Mr. Pandolfo advised he believes this version of the Index to be up to date and correct. Mr. Pandolfo advised that the First Reading of the Transportation policy was approved on March 15, 2018. It was noted that counsel has advised that either the Superintendent or the Board can make the annual decision regarding transportation of out of district students. The policy currently states that the Superintendent will make the decision. The SU Board has inquired regarding whether or not providing transportation to out of district students requires ‘door to door’ transportation for out of district students whose IEPs require transportation. This matter is being looked into, but it was noted that if SHS is accepting out of district tuitioned students, it would most likely be obligated to provide transportation as outlined in the IEP, even if transportation was not being provided for out of district students. If out of district students are being accepted by SHS, it is most likely that students cannot be discriminated against because of an IEP or disability.

Mr. Pandolfo advised that policies which have recently been adopted/approved by the BSU Board should be ratified by all districts by mid-April.

Policies B3, C6, and H7: It appears that these policies have not been ratified by the SHS Board. Mr. Aither will look into this and report back to the Committee.

In response to a query, it was the consensus of the Committee, to add district level policy work to the Policy Manual Index.

5. Discussion of Policies

5.1 Policies for Rescind or Consideration

SHS Team has identified:

16 policies to rescind (for both SHS and CVCC)

Approximately 19 SHS/CVCC policies that do not exist at the SU level

The BTMES Team has identified:

8 policies to be rescinded
7 policies to move to the handbook prior to rescinding,
12 policies that should be considered at the SU level
An unspecified number of policies they would like to keep, but don't believe would be SU level policies
14 policies that will be reviewed by the BTMES Board, as they seem to be more procedural than policy
4 policies relating to Special Education have been brought to Don McMahon, Director of Special Education

Mr. Pandolfo advised that there is a Special Education policy regarding following all laws and regulations. It was suggested that VSBA be contacted regarding whether or not they feel the policies are necessary. It was noted that policy G15 is not listed as a VSBA required/recommended/'to be considered' policy.

The BCEMS Team has identified:

13 policies to rescind as they are covered by statute
7 policies to rescind because there are equivalent BSU policies
5 policies that appear to be procedural
11 policies that should be considered (7 of which are Committee related)
1 policy relating to Blood borne Pathogens

Mr. Pandolfo advised that Business Manager Lisa Perreault has been in contact with VSBA and VASBO (The Vermont Association of School Business Officials regarding necessary fiscal management policies. The BSU has physical copies of fiscal policies.

Mr. Deering would like to see policies apply to all schools to offer consistency between elementary schools and a smooth transition to high school.

Each district school has policy books, but there is no single repository containing all of the districts' policies.
Each district school also has books with procedures, but there is also no single repository for districts' written procedures.

Mr. Pandolfo recommends that all policies be kept in electronic format, citing the difficulty of keeping policy manuals up to date. It was recommended that procedures also be kept in electronic format.

Brief discussion was held regarding the importance of documenting desk procedures for all jobs.

It was noted that discussion over the past few year has included the initiative to have all policies at the SU level if possible. Some policies, that are too specific to a particular school, may have to be at the district level.

Next steps include:

Each team should send an e-mail to Mr. Pandolfo, Tina Gilbert, and their Board Chair. The e-mail should contain a list of policy items for their regular April meeting. The list of policies should include; policies to be rescinded, and policies for discussion.

Review the list of VSBA Recommended Policies listed on their web site. It was noted that the BSU currently has 10 'Recommended' policies and 5 'Consider' policies.

By next month, have a number of rescinds completed. It will take a bit longer to rescind some policies because procedures need to be written.

Start a Google list of policies to be worked on. Mr. Pandolfo will start the document and share it with Committee Members.

Committee members will submit an e-mail of their policies to Mr. Pandolfo. The lists should include the policy number, name, and what type of action, if any, is to be taken and why, e.g. rescind due to statute. It is hoped that the Committee can begin working on 35 to 40 policies.

Mr. Deering would like to see most of the SU policies settled before the start of 2018/2019 school year, though it is recognized that to accomplish that goal is a large undertaking.

It was agreed that Mr. Pandolfo would have all of the policies added to the BSU Policy Manual Index. When queried regarding the data elements of the Policy Index, the Committee agreed that they do not wish to remove any data elements at this time.

The Committee agreed to cancel the April meeting. The next meeting of the Policy Committee will be May 21, 2018 at 6:00 p.m. in the BSU 2nd Floor Conference Area. The Committee will make a decision in May as to whether or not to meet on June 18, 2018.

6. Other Business

None.

7. Adjournment

On a motion by Mrs. Kerin-Hutchins, seconded by Mr. Deering, the Committee unanimously voted to adjourn at 7:05 p.m.

Respectfully submitted,

Andrea Poulin