

**BARRE SUPERVISORY UNION  
POLICY COMMITTEE MEETING**  
Barre Supervisory Union – 2<sup>nd</sup> Floor Conference Area  
December 17, 2018 - 6:00 p.m.

**MINUTES**

**COMMITTEE MEMBERS PRESENT:**

J. Guy Isabelle (SHS) - Chair  
Andrew McMichael (BC)  
Jon Valsangiacomo

**COMMITTEE MEMBERS ABSENT:**

Jennifer Chioldi (BC) – Vice Chair  
Rebecca Kerin-Hutchins (BT)  
Sarah Pregent (BC)

**ADMINISTRATORS PRESENT:**

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

**GUESTS PRESENT:**

**1. Call to Order**

The Chair, Mr. Isabelle, called the Monday, December 17, 2018, meeting to order at 6:02 p.m., which was held at the Barre Supervisory Union Central Office in the 2<sup>nd</sup> Floor Conference Area.

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

None.

**3. Approval of Minutes**

**3.1 Approval of Minutes – November 19, 2018 Policy Committee Meeting**

The Committee agreed by consensus to approve the Minutes of the November 19, 2018 Policy Committee Meeting.

**4. Review of BSU Policy Manual Index**

The BSU Policy Manual Index (dated 12/14/18) was distributed. It was noted that policies F12, F13, F14, F34, G3, and G7 were reviewed at the last meeting and are slated for First Readings at the BSU Board Meeting on 12/20/18. If all First Readings are approved at the December meeting, the policies should receive final approval in January 2019. Given the timeframe involved for district approvals, and the impending merger, Mr. Pandolfo recommends that the policies not be presented to local boards for approval. The new consolidated board will decide how to proceed to assure that all policies are in effect for the merged district. If Warnings are posted at least 10 days in advance of meetings, policies may be adopted when initially presented. First and Second Readings are necessary when a 10 Warning is not possible. Mr. Pandolfo advised that policy G15 (Special Education) does not exist at the VSBA level. Policy F32 (HIV Policy) requires no action, as a policy already exists. In response to a query, it was noted that ‘vaping’ issues are covered under other existing policies.

**5. Discussion of Policies**

**5.1 D14 – Social/Digital/Online Communications for Staff**

This policy requires review and revisions prior to being presented to the Committee.

**5.2 Identification of Additional Policies for Discussion**

VSBA, SHS, BCEMS, and BTMES Policy Indexes were distributed.

All VSBA ‘required’ policies are in place at the BSU.

It was noted that policies highlighted on the VSBA listing (Sections A through F) have a policy at the BSU level. All required policies are in place.

**VSBA policies in Sections B and C (that do not already have a BSU policy), should be reviewed by the new consolidated board.**

VSBA Policies D31 (Selecting Library Materials) and D32 (Selection of Instructional Materials) are most likely at the district level, but not at the BSU level.

The Committee reviewed the SHS policy Index with the following results:

It was noted that policies highlighted on the SHS listing have a policy at the BSU level.

**Mr. Pandolfo recommends the Committee review the following SHS policies:**

**F6 (BCEMS Policies JHC and JHCD / BTMES Policy JLCD) – Student Medication**  
**F18 – (no BCEMS or BTMES policy equivalents exist) - Eighteen Year-old Students**  
**F22 –(no BCEMS policy equivalent exists – unknown if BTMES IKAB is an equivalent policy) - Student Assessment**  
**F29 – (no BCEMS or BTMES policy equivalents exist) - Student Self-Expression and Student Distribution of Literature**  
**G4 - (BCEMS Policy IIAC / BTMES Policy IJK) – Selecting Library Materials**  
**G5 – (BCMES Policy IMB / BTMES Policy IMB) - Selection of Instructional Materials and Sensitive Issues**

**The Committee may also wish to consider reviewing SHS policy ECA – Video Surveillance Policy**

SHS Policy KA – School Community Relations is covered by VSBA Model Policy E30 which has already been adopted by the BSU Board.

Mr. Aither advised that a policy relating to ‘age limit on enrollment’ is needed. VSBA will be creating a Model Policy on this issue. It was noted that statute is not clear on this issue.

**The following SHS Policies should be reviewed by the new consolidated board:**

**B1 – Board Member Education**  
**B2 – Board Goal-Setting and Evaluation**  
**C2 – Board Meetings Agenda Preparation and Distribution**  
**C3 – Public Participation at Board Meetings**  
**C4 –School Visits By Board Members**  
**C5 – Board Relations with School Personnel**

**The following policies need to be added to the web page; E23, E24, E31, and F4 should be fixed to read F3 (Search and Seizure of Students by School Personnel).**

It was noted that a ‘Transgender’ policy is not needed at this time because State and Federal Statute cover the issue. Procedures are in place to assure that State and Federal Statute are followed.

The BCEMS Policy Index was reviewed with the following results:

It was noted that policies highlighted on the BCEMS listing have a policy at the BSU level.

BCEA- Policy Committee – covered in procedures  
BCEB – Curriculum Committee – covered in procedures  
BCEC – Facilities Committee – covered in procedures  
BCED – Finance Committee – covered in procedures  
BCEE – Negotiations Committee – covered in procedures  
BF – School Board Work Sessions and Retreats – covered in procedures  
BG – Board: Staff Communications – covered in procedures  
BH – Complaints, Conflicts and Appeals – covered in procedures  
CBG-E - Superintendent Evaluation Forms - can be removed  
**G9 – Add to web page**  
GBEB – Universal Precautions for School Staff and Independent Contractors – Blood Borne Pathogens – Significant Contagious Diseases – Already covered by policy.  
GCO – Personnel Recruitment, Selection, Appointment – should be covered in HR procedures  
EEAC – Student Conduct on Buses – covered in building procedures  
**JA - (BTMES Policy JEB) – Entrance Age for Admission to Kindergarten – Review policy before June**  
JC – Admission of Resident Students – Policy F13 is being presented to the BSU Board  
JECB – Admission of Non-Resident Students - Policy F14 is being presented to the BSU Board  
JHC – Managing Students with Life Threatening Allergies – See SHS Policy F6  
JHCD – Management of Student Medication – See SHS Policy F6  
IIAC – Selecting Library Materials – See SHS Policy G4

IIB – Homework Policy – currently being reviewed by a subcommittee of the BSU Curriculum Committee  
IMB – Teaching About Controversial/Sensitive Issues – See SHS Policy G5  
KA – School Community Relations - is covered by VSBA Model Policy E30 which has already been adopted by the BSU Board.  
KHA – Donated Funds, Materials, Equipment and Services – covered in procedures  
KHC – Distribution/Posting of Materials – covered in procedures  
KLA – Procedures for Handling Complaints – covered in procedures  
**FFA – School Memorials – Have Pierre LaFlamme identify if this needs to be addressed**

The BTMES Policy Index was reviewed with the following results;

It was noted that policies highlighted on the BTMES listing have a policy at the BSU level.

DBG – Budget Adoption Process – covered in Business Office procedures  
DBI – Budget Implementation - covered in Business Office procedures  
DCA – Tax Anticipation Notes - covered in Business Office procedures  
DCB Debt Limitation Long-Term Debt - covered in Business Office procedures  
DD – Grants - covered in Business Office procedures  
DFA – Revenues From Investments - covered in Business Office procedures  
DH – Bonded Employees and Officers - covered in Business Office procedures  
DHA – Contracts/Signing Authority - covered in Business Office procedures  
DFA – Revenues From Investments - covered in Business Office procedures  
DH - Bonded Employees and Officers - covered in Business Office procedures  
DHA – Contracts/Signing Authority - covered in Business Office procedures  
DI – Fiscal Accounting and Reporting - covered in Business Office procedures  
DID – Inventories - covered in Business Office procedures  
DIE – Audits/Financial Monitoring - covered in Business Office procedures  
DJA – Purchasing Authority - covered in Business Office procedures  
DJB – Purchasing Procedures - covered in Business Office procedures  
DJG – Vendor Relations - covered in Business Office procedures  
DJH – Leasing - covered in Business Office procedures  
DKA – Payroll Procedures/Schedules - covered in Business Office procedures  
DN – School Properties Disposition - covered in Business Office procedures  
**EBCA – Emergency/Disaster Plans – Erica Pearson to research and report back to the Committee**  
**EBCB – Safety Drills – Erica Pearson to research and report back to the Committee**  
**EBCC – Threats and Disruptions to School Operations – Erica Pearson to research and report back to the Committee**  
EBCD – Severe Weather Related Emergencies – covered in procedures  
EBCE - School Closing and Cancellations – covered in procedures  
EBCE-R – School Closings and Cancellations-Procedures – covered in procedures  
ECAB – Access to Building – covered in procedures  
ECAC – Vandalism – covered in procedures  
ECAD – School & Personal Property Replacement/Restitution – covered in procedures  
EFC – Free & Reduced Price Food Services – covered in procedures  
**GBA – Open Hiring/Equal Employment Opportunity & Affirmative Action– Erica Pearson to research and report back to the Committee**  
**GBEA – Staff Ethics/Conflict of Interest– Erica Pearson to research and report back to the Committee**  
**GBGA – Staff Health– Erica Pearson to research and report back to the Committee**  
**GBJ – Personnel Records and Files– Erica Pearson to research and report back to the Committee**  
**GBJA – Confidential Information and Disclosure of Information (incl. with GBJ) – Erica Pearson to research and report back to the Committee**  
**GCAAA – Employing Teachers (Contracted Personnel) – Erica Pearson to research and report back to the Committee**  
**GCAAD – Student Teachers– Erica Pearson to research and report back to the Committee**  
**GCFB – Hiring of Administrative Staff– Erica Pearson to research and report back to the Committee**  
**GCFC – Certification and Credential Requirements– Erica Pearson to research and report back to the Committee**  
**GCG – Substitutes for Employees– Erica Pearson to research and report back to the Committee**  
IGDJ – Interscholastic Sports – Policy F12 is being presented to the BSU Board  
IHB – Educational Support System – Policy G7 is being presented to the BSU Board  
IHOA – Field Trips and Excursions – Policy G3 is being presented to the BSU Board  
IJK – Library and Instructional Materials – See SHS Policy G4  
**IKAB – Report Cards/Progress Reports – not known if this is equivalent to SHS Policy F22 – research necessary**  
IMB – Teaching About Controversial/Sensitive Issues – See SHS Policy G54  
**JEB – Entrance Age – See BCEMS Policy JA (review before June)**  
JECB – Admission of Non-Resident Students (BSU Policy F14 being presented to the BSU Board)

JH – Student Interrogations, Searches & Arrests – BSU Policy F11 is in place

JLCD – Administering Medicines to Students – See SHS Policy F6

KFB-E – Use of School Facilities – Form – may be covered in BSU Policy H3 (Community Use of School Facilities)

**BSU Policies B3, C6, F11, G9, G12, and H7 may need to be added to the BTMES website.**

The Committee may wish to recommend to the new consolidated board, that the VSBA coding system be adopted by the new district. (Code Structure: 0 – 19 = Required, 20 – 29 Recommended, 30 – 39 Consider, and use 40 - 49 as unique to the district).

#### **6. Other Business**

The Committee agreed not to meet in January. The regular meeting date falls on a holiday, and rescheduling is difficult due to the number of other meetings already scheduled.

The Committee will meet on Monday, February 18, 2019 at 6:00 p.m. at the BSU in the Second Floor Conference Area.

The Committee will meet on Monday, March 18, 2019 at 6:00 p.m. at the BSU in the Second Floor Conference Area.

Policies ‘approved’ at the February meeting will be presented (to the BSU Board) as First Readings in March 2019, with approval slated for April 2019.

Policies ‘approved’ at the March meeting will be presented (to the BSU Board) as First Readings in April 2019, with approval slated for May 2019.

It is a goal of the Committee, to have all policies approved by the BSU Board by May 2019.

#### **7. Adjournment**

**The Committee agreed by consensus, to adjourn at 7:05 p.m.**

Respectfully submitted,

*Andrea Poulin*