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## BARRE UNIFIED UNION SCHOOL DISTRICT POLICY COMMITTEE MEETING

Barre Unified Union School District Central Office – First Floor Conference Area  
August 19, 2019 – 5:30 p.m.

### MINUTES

#### COMMITTEE MEMBERS PRESENT:

Rebecca Kerin-Hutchins, Chair - (BT)  
Giuliano Cecchinelli, Vice Chair - (BC)

#### COMMITTEE MEMBERS ABSENT:

J. Guy Isabelle (At-Large)  
Jon Valsangiacomo – (BT Community Member)

#### ADMINISTRATORS PRESENT:

John Pandolfo, Superintendent  
Scott Griggs, Assistant Director (CVCC)  
Pierre LaFlamme, Assistant Principal (BCEMS)  
Julie Donahue, Assistant Principal (BTMES)

#### GUESTS PRESENT:

Andrew McMichael

#### **1. Call to Order**

**Mr. Pandolfo called the Monday, August 19, 2019, meeting to order at 5:38 p.m., which was held at the Barre Supervisory Union Central Office in the First Floor Conference Area.**

#### **2. Board Organization**

**The Committee agreed by consensus to appoint Mrs. Kerin-Hutchins as Committee Chair, and to appoint Mr. Cecchinelli as Committee Vice-Chair.**

The Committee agreed to hold Committee Meetings on the third Monday of each month, at 5:30 p.m. at the BUUSD Central Office in the First Floor Conference Area.

Board level discussion will be held to determine what makes up a ‘committee member’ (voting member).

Committee Members introduced themselves and advised regarding their role in the BUUSD.

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

None.

#### **4. Public Comment**

None.

#### **5. Review/Approve Meeting Minutes – May 20, 2019**

Mr. LaFlamme advised that he was present at the meeting. Brief discussion was held regarding administrators who were present at the meeting. Mr. Pandolfo will verify who was in attendance and the draft minutes will be amended prior to finalization.

**The Committee agreed by consensus to accept, with administrator attendance amendments, the Minutes of the May 20, 2019 Policy Committee Meeting.**

#### **6. Committee Business**

##### **6.1 Committee Goals and Objectives**

Assure that required policies are implemented (Model Policies will be used whenever possible).  
Set up and prioritize an appropriate review cycle of all policies.

##### **6.2 Review of BUUSD Policy Manual Index**

A copy of the BUUSD Policy Manual Index dated 08/19/19 was distributed. Mr. Pandolfo provided an overview of the document, advising that the policies highlighted in yellow are policies being discussed for implementation at the BUUSD. Most of the highlighted policies relate to Board operations. The Committee may wish to look into some additional student policies. The coding

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structure is as follows; 1 – 19 = VSBA Required, 20 – 29 VSBA Recommended, 30 – 39 VSBA to Consider, and 40 + are not VSBA policies. Policy B40 (Social/Digital/Online Communications for Staff) will be at the top of the priority list. There is no VSBA policy relating to this issue and it will take a significant amount of time for Mr. Pandolfo to finish the draft policy, which needs to be drafted carefully to assure it does not conflict with freedom of speech laws.

## **6.3 Review of Board Operation Policies discussed in May**

Copies of the draft policies were distributed.

### A20 – Board Meetings, Agenda Preparation & Distribution Policy

The policy was reviewed and brief discussion was held.

**The Committee agreed to present a First Reading of this policy to the BUUSD Board on 09/12/19.**

### A21 – Public Participation at Board Meetings Policy

The policy was reviewed and brief discussion was held. As a Board policy on complaints does not currently exist, it was agreed that ‘Board policy’ should be changed to ‘Board procedures’ (page 2, #3). As this is a VSBA required policy, Mr. Pandolfo will confer with VSBA regarding making this change. If VSBA has no objection, the policy will be amended prior to presentation to the Board.

**The Committee agreed to present a First Reading of the amended policy to the BUUSD Board on 09/12/19.**

### A23 – Community Engagement and Vision Policy

The policy was reviewed and brief discussion was held. It was noted that the Board does not have a clearly defined vision and strategic plan. The Board’s vision and strategic plan will be developed in the near future. Mr. Pandolfo will amend the policy as discussed.

**The Committee agreed to present a First Reading of the amended policy to the BUUSD Board on 09/12/19.**

### A24 - Board/Superintendent Relationship Policy

The policy was reviewed. There were no questions from the Committee.

**The Committee agreed to present a First Reading of this policy to the BUUSD Board on 09/12/19.**

### A31 - Board Member Education Policy

The policy was reviewed. There were no questions from the Committee.

**The Committee agreed to present a First Reading of this policy to the BUUSD Board on 09/12/19.**

### A32 – Board Goal Setting & Evaluation Policy

The policy was reviewed. There were no questions from the Committee.

**The Committee agreed to present a First Reading of this policy to the BUUSD Board on 09/12/19.**

### A33 – School Visits by Board Members

The policy was reviewed. It was noted that this policy differs from the Model Policy, which does not have a bulleted list. The Committee agreed that in the bulleted section, all occurrences of ‘should’ shall be replaced with ‘will’. It was noted that the reason for a school visit (as a parent vs as a board member) is not recorded on the sign-in log.

**The Committee agreed to present a First Reading of the amended policy to the BUUSD Board on 09/12/19.**

### A34 – Board Relations with School Personnel

The policy was reviewed. There were no questions from the Committee.

**The Committee agreed to present a First Reading of this policy to the BUUSD Board on 09/12/19.**

## **6.4 Review of Change to F23, Capitalization of Assets Policy**

A copy of the existing policy (adopted 06/13/19) was distributed. A copy of the recommended policy, a revised version of F23, was distributed. A copy of the Capitalization and Depreciation of Assets Procedures was also distributed. Mr. Pandolfo provided an overview of the recent change which relates to the purchase of computers.

**The Committee agreed to present a First Reading of this policy to the BUUSD Board on 09/12/19.**

## **7. Other Business**

None.

## **8. Items for Future Agendas**

- Review Model Policies
- Create Rotation Priority and Review Schedule
- B40 - Social/Digital/Online Communications for Staff

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**9. Next Meeting Date**

**Monday, September 16, 2019 at 5:30 p.m. at the BUUSD Central Office in the First Floor Conference Area**

**10. The Committee agreed by consensus to adjourn at 6:33 p.m.**

Respectfully submitted,  
*Andrea Poulin*