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Doing whatever it takes to ensure success for every child.

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MEMORANDUM

TO: Barre Unified Union School District Policy Committee
Rebecca Kerin-Hutchins – Chair, Guy Isabelle – V. Chair, Giuliano Cecchinelli

DATE: September 10, 2019

RE: BUUSD Policy Committee Meeting
September 16, 2019 @ 5:30 p.m.
BUUSD Central Office

AGENDA

1. Call to Order
2. Additions to Agenda
3. Public Comment
4. Review/Approve Meeting Minutes – August 19, 2019
5. Committee Business
 - 5.1. Rotation Priority and Review Schedule
 - 5.2. List of Model Policies
 - 5.3. Discussion Regarding Acceptable Use of Electronic Resources & The Internet Policy (D3)
 - 5.4. Discussion Regarding School/Digital/Online Communications for Staff (B40)
6. Other Business
7. Items for future agenda
8. Next Meeting Date: October 21, 2019 at 5:30 pm at the BUUSD Central Office
9. Adjournment

BOARD MEETING NORMS

- Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- Make decisions based on clear information
- Honor the board's decisions
- Keep meetings short and on time
- Stick to the agenda
- Keep remarks short and to the point
- Everyone gets a chance to talk before people take a second turn
- Respect others and their ideas

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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

Model Policy Manual Update Coming This Fall

By Sue Ceglowski, VSBA Director of Legal and Policy Services

Policy adoption is one of the first tasks at hand for all school boards. After policies are in place, VSBA recommends that boards review and update policies every three years and whenever there is a change in the underlying law.

In order to provide boards with up-to-date information, VSBA updates its model policy manual using the same schedule. Currently, we are working on a comprehensive update to the model policy manual which will be available to boards later this fall. Here is a summary of the changes:

Additions to the Manual

The Agency of Education is developing a Model Policy on Electronic Communications Between School Employees and Students in collaboration with the VSBA and the Council of Independent Schools, as required by Act 5 of 2018. When the Agency issues the final version of the model policy, we will post it in the Model Policy Manual. Act 5 requires public schools and recognized and approved independent schools to adopt the policy for the 2019-2020 school year and maintain it for future school years.

Two school safety policies are in the final stages of review and are expected to be out in the early fall.

Deletions from the Manual

- B6 HIPAA Compliance – In most cases, HIPAA does not apply to school districts because the district either (1) is not a “covered entity” or (2) is a “covered entity” but maintains health information on students only in “education records” under FERPA. Districts that are not subject to HIPAA should not adopt a HIPAA compliance policy. Boards should consult with their legal counsel to determine whether their districts are subject to HIPAA.
- C28 Transgender and Gender Nonconforming Students – Removed from the manual due to conflicts in federal caselaw on the subject which is evolving rapidly. We plan to post a revised policy in the future.
- D2 Grade Advancement: Retention, Promotion & Acceleration of Students - The State Board of Education Rule which was the basis for this policy is no longer in effect. Additionally, this policy is inconsistent with proficiency-based learning.
- D30 Field Trips and F31 Emergency Closings – Contain details more suited to procedures and handbooks.
- E31 Parental Involvement – Duplicative with another model policy.

Due to changes in state and federal law and recent court decisions, we are revising a number of model policies. We recommend that boards update the following policies when the revisions are complete:

Required Policies

- B3 Alcohol and Drug Free Workplace
- B5 Employee Harassment
- C2 Student Alcohol and Drugs
- C4 Limited English Proficiency Students
- C10 Prevention of Harassment, Hazing and Bullying
- C10P Prevention of Harassment, Hazing and Bullying
- D4 Title I Comparability Policy
- E1 Parental Involvement Compacts

Recommended Policies

- A22 Notice of Non-Discrimination
- B20 Personnel Recruitment, Selection, Appointment and Background Checks
- C20 Student Conduct and Discipline
- C21 Search and Seizure of Students by School Personnel
- C24 Interscholastic Sports
- C25 Admission of Non-Resident Tuition Students
- C26 Tuition Payment
- D21 Educational Support System

Policies to Consider

- C30 Student Medication
- C34 Restraint and Seclusion
- D33 Local Action Plan

Updated Legal References

VSBA's model policies contain legal references at the end of each policy in order to provide access to the statute or rule which is the basis for the policy. When the policy manual update is complete, each model policy will have updated legal references. Boards should not include legal references in their adopted policies due to the likelihood of changes to statutes and rules.

Additional Assistance

If your board would like assistance, please contact the VSBA. We offer four levels of policy services to boards during the months of May - December:

- Model Policy Manual and Basic Policy Consultation
- Policy Review
- Policy Development/Plan Implementation
- Specialized Services

A. BOARD OPERATIONS								
Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
A1	Conflict of Interest	6/26/15	A20	Board Meetings, Agenda Preparation & Distribution	9/18/14	A30	Role and Adoption of School Board Policies	9/18/13
			A21	Public Participation at Board Meetings	3/25/09	A31	Board Member Education	3/25/09
			A22	Notice of Non-Discrimination	4/2/12	A32	Board Goal-Setting & Evaluation	3/26/09
						A33	School Visits by Board Members	3/25/09
						A34	Board Relations with School Personnel	3/25/09

B. PERSONNEL								
Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
B1	Substitute Teachers	01/26/16	B20	Personnel Recruitment, Selection, Appointment, and Background Checks	08/10/11	B30	Staffing and Job Descriptions	03/29/09
B2	Volunteers and Work Study Students	12/03/15	B21	Professional Development	09/18/13	B31	Educator Supervision & Evaluation: Probationary Teachers	03/29/09
B3	Alcohol and Drug Free Workplace	01/07/16	B22	Complaints About Personnel & Instructional Materials	03/25/09	B32	Personnel Files	03/29/09
B4	Drug & Alcohol Testing of Transportation Employees	12/03/15				B33	Resignations	03/29/03
B5	Prevention of Employee Harassment	01/07/16						
B6	HIPAA Compliance	12/03/15						
B7	Tobacco Prohibition	1/26/16						

C. STUDENTS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
C1	Student Records	12/03/15	C20	Student Conduct and Discipline	04/02/12	C30	Student Medication	6/30/08
C2	Student Drugs & Alcohol	12/03/15	C21	Search and Seizure of Students by School Personnel	11/12/13	C31	Admission of Resident Students	
C3	Transportation	12/03/15	C22	Student Activities (Elementary)	03/25/09	C32	Eighteen Year-Old Students	
C4	Limited English Proficiency Students	12/03/15	C23	Student Clubs & Activities (Secondary)	11/28/07	C33	Student Assessment	
C5	Firearms	01/26/16	C24	Interscholastic Sports	09/18/13	C34	Restraint and Seclusion	
C6	Home Study Students	12/03/15	C25	Admission of Non-Resident Tuition Students	09/18/13			
C7	Student Attendance	12/03/15	C26	Tuition Payment	09/18/13			
C8	Pupil Privacy	12/03/15	C27	Student Self-Expression and Student Distribution of Literature	09/18/13			
C9	Nutrition & Wellness	12/03/15						
C10	Prevention of Harassment, Hazing & Bullying Policy	12/02/15						
C10	Prevention of Harassment, Hazing & Bullying Procedures	12/02/15						

D. INSTRUCTION

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
D1	Proficiency Based Graduation Requirements	12/03/15	D20	Curriculum Development and Coordination (SU)	09/18/13	D30	Field rips	
D2	Grade Advancement	12/03/15	D21	Educational Support System	09/18/13	D31	Selecting Library Materials	
D3	Responsible Computer Internet & Network Use	01/26/16				D32	Selection of Instructional Materials	
D4	Title One Compariility	12/03/15				D33	Local Action Plan	12/07/05
D5	Animal Dissection	12/03/15						
D6	Class Size Policy	12/03/15						

E. SCHOOL-COMMUNITY RELATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
E1	Title 1 Parental Involvement Compacts	12/03/15	E20	Community Use of School Facilities	11/26/07	E30	School-Community Relations	
			E21	Distribution of Non-School Sponsored Literature in Schools	11/26/07	E31	Parental Involvement	
						E32	Visits by Parents, Community Members or Media	

F. NON-INSTRUCTIONAL OPERATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
			F20	Fiscal Management and General Financial Accountability	03/25/09	F30	Budgeting	03/25/09
			F21	Financial Reports and Statements	02/25/09	F31	Emergency Closing	03/25/09
			F22	Electronic Communications Use and Retention	08/10/11	F32	School Crisis Prevention & Response/Procedures for Bomb Threats	03/25/03
						F33	HIV Policy	03/25/03
						F34	Energy Management	06/28/09

Policy - Self Assessment

	Fully Achieved	Mostly Achieved	Partially Achieved	Beginning to Achieve	Don't know/ unsure
Our policies ensure alignment of school district action with the Board's vision.					
Our policies clearly describe the Board's intent and leave implementation details to the superintendent.					
Our policies are compliant with state and federal requirements.					
Our policies identify measurable outcomes or objectives, where appropriate.					
Our policies lead to fair, reasonable, consistent and objective treatment of issues.					
Stakeholder representatives (school board, senior leadership, district staff, school staff, employee organizations, parents, community advocates and students) play a meaningful role in the policy development process.					
The superintendent has developed administrative procedures that are aligned to appropriate board policies.					
We have a policy review protocol that ensures that every policy in our manual is reviewed every 4-5 years.					

** Adapted from Essential Work of Vermont School Boards, VSBA, p.22*

**BARRE UNIFIED UNION SCHOOL DISTRICT # 097
POLICY**

CODE: D 3

**1ST READING: 5/9/2019
2ND READING: 6/13/2019
ADOPTED: 6/13/2019**

**ACCEPTABLE USE OF ELECTRONIC RESOURCES & THE INTERNET
POLICY****Statement of Purpose**

This policy outlines the proper and acceptable use of all aspects of electronic resources in the Barre Unified Union School District (BUUSD) . Electronic resources enhance school curriculum and improve teaching and learning. It is important to remember that use of those resources is a privilege and carries with it responsibilities for all involved.

Responsibilities

All users will assume full liability – legal, financial or otherwise- for their use of electronic resources on school grounds or while engaged in school-approved activities.

Privacy

Authorized BUUSD IT staff may inspect any materials created on, transmitted by, or stored on BUUSD electronic resources for any reason at any time without prior notice. BUUSD staff has the right to remove inappropriate materials and make referrals to school administration for disciplinary action. There should be no expectation of privacy.

Acceptable Uses

The BUUSD provides information technology for **educational purposes only**. Information technology extends the classroom, and all school rules and policies apply.

- a) All users must abide by rules of network etiquette. They should be polite and considerate and use appropriate behavior, language and graphics at all times.
- b) Teachers may allow individuals to use email and web tools for strictly educational purposes. The use of blogs, podcasts, other web tools and social networking sites is considered an extension of the classroom. Any speech or graphics that are considered inappropriate in the classroom are also inappropriate in all online uses. If the teacher wants to use resources normally blocked by the BUUSD, that teacher may apply to the BUUSD Director of Technology for temporary or extended access.
- c) Personal electronic devices will not be connected directly or via BUUSD wireless access point to the BUUSD network, without the permission of the BUUSD Director of Technology. Such requests will be granted only under special circumstances.
- d) No personal addresses, phone numbers, or last names of students will be given out. No identifiable photographs of students may be published electronically without prior written parental consent.

Copyright and Fair Use

All users will respect copyright laws for print, media, and software licensing agreements and will adhere to accepted standards for academic integrity.

Acceptable Use Policy Violations

Involvement in the following or similar activities will result in disciplinary action.

- a) Intentional circumvention of the firewall or other protection measures. This includes internet access by students through any means other than the BUUSD firewall while on BUUSD grounds.
- b) Hacking, including accessing, storing, transferring, altering, deleting, installing or downloading files without authorization.
- c) Use that causes harm to others or damage to property.
- d) Use that does not respect the rights of others, including threatening, obscene, harassing, bullying, hate-speech, or abusive language or images.
- e) Use for commercial ventures.
- f) Use that invades or violates the privacy of another user.
- g) Misrepresenting oneself as another user.
- h) Involvement in any activity prohibited by law. Such activity is considered a crime under state and/or federal law and may be referred to the appropriate legal authorities.

Disciplinary Action May Include

- a) Cancellation or restriction of access privileges.
- b) Additional disciplinary action, as determined by school administration.
- c) Legal action.
- d) In the case of staff, termination of employment.

Internet Safety

As required by statute, the BUUSD filters Internet content. The BUUSD monitors users' online activities through direct observation and technological means. The BUUSD or its member schools are not liable for online content.

1. IMPLEMENTATION

The BUUSD Director of Technology will coordinate with building administrators to issue rules and procedures for the implementation of the above policy.

Legal References: *20 U.S.C. § 6777 et seq. (Enhancing Education Through Technology Act)*
 47 U.S.C. §254 (Children's Internet Protection Act)
 47 CFR §54.520 (CIPA Certifications)

Original Policy Adopted - June, 2000