

**Spaulding High School**

*Lisa Perreault, SFO*  
Business Manager

*Jessica Barewicz*  
Director of Curriculum, Instruction,  
and Assessment

*Donald E. McMahon, M.Ed.*  
Co-Director of Special Services

*Stacy Anderson, M.Ed.*  
Co-Director of Special Services

*Annette Rhoades*  
Assistant Director of Special Services



**120 Ayers Street, Barre, VT 05641**  
Phone: 802-476-5011  
Fax: 802-476-4944 or 802-477-1132  
[www.buUSD.org](http://www.buUSD.org)

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**John Pandolfo**  
Superintendent of Schools  
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*Doing whatever it takes to ensure success for every child.*

**Central Vermont Career Center**

*Carol Marold*  
Director of Human Resources

*Emmanuel Ajanma*  
Director of Technology

*Lauren May*  
Early Education Director

*Jamie Evans*  
Director of Facilities

*Josh Allen*  
Communications Specialist

**MEMORANDUM**

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

**DATE:** October 14, 2019

**RE:** BUUSD Policy Committee Meeting  
October 21, 2019 @ 5:30 p.m.  
BUUSD Central Office, First Floor Conference Area

**AGENDA**

1. Call to Order
2. Additions to Agenda
3. Public Comment
4. Review/Approve Meeting Minutes – September 16, 2019
5. Committee Business
  - 5.1. Review of BUUSD Policy Manual Index
  - 5.2. BUUSD-VSBA Policy Comparison
  - 5.3. Consideration of Policies for Deletion
  - 5.4. Proposed Schedule for Review & Revision
    - November - Section C: Students
    - December - Section D: Instruction & Section E: School-Community
    - January - Section F: Non-Instructional Operations
    - February:- Section B: Personnel
    - March: Section A: Board Operations
6. Other Business
7. Items for future agenda

8. Next Meeting Date: November 18, 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

# DRAFT

## BARRE UNIFIED UNION SCHOOL DISTRICT POLICY COMMITTEE MEETING

Barre Unified Union School District Central Office – First Floor Conference Area  
September 16, 2019 – 5:30 p.m.

### MINUTES

#### COMMITTEE MEMBERS PRESENT:

Rebecca Kerin-Hutchins, Chair - (BT)  
J. Guy Isabelle, Vice Chair - (At-Large)  
Giuliano Cecchinelli - (BC)  
Andrew McMichael (BC Community Member) arrived at 5:40 p.m.  
Jon Valsangiacomo – (BT Community Member)

#### COMMITTEE MEMBERS ABSENT:

#### ADMINISTRATORS PRESENT:

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

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

**The Chair, Mrs. Kerin-Hutchins, called the Monday, September 16, 2019, meeting to order at 5:35 p.m., which was held at the Barre Supervisory Union Central Office in the First Floor Conference Area.**

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

None.

A 'Buy Local' policy and an overview of policy discussion at the BUUSD Board meeting will be discussed under Agenda Item 6 – Other Business.

#### **3. Public Comment**

None.

#### **4. Approval of Minutes – August 19, 2019 Policy Committee Meeting**

**On a motion by Mr. Cecchinelli, seconded by Mr. Isabelle, the Committee unanimously voted to approve the Minutes of the August 19, 2019 Policy Committee Meeting.**

#### **5. Committee Business**

##### **5.1 Rotation Priority and Review Schedule**

A document titled 'Model Policy Manual Update Coming This Fall' (by Sue Ceglowski, VSBA Director of Legal and Policy Services), was distributed. This document will also be referenced under Agenda Item 5.4. A copy of the BUUSD Policy Manual Index (dated 09/16/19) was also distributed.

Mr. Pandolfo provided an overview of the Index document, advising that policies highlighted in green are policies that had First Readings approved by the BUUSD Board on 09/12/19.

Policies highlighted in blue are policies that the VSBA plans to revise in the near future. These policies should be given priority on the rotation schedule, so that they can be revised to match the updated VSBA Model Policy versions. It is unlikely that the VSBA will have revisions completed for the October meeting.

Policies highlighted in pink are policies that the VSBA has recommended be deleted. Discussion on possible policy deletions will most likely not occur at the October meeting. It was noted that the BUUSD has adopted policies B6, D2, and D30. Policy C28 relates to transgender and gender nonconforming students. The BUUSD does not currently have a policy on this matter. BUUSD legal counsel has advised that no policy relating to transgender and gender nonconforming students should be adopted.

Mr. Isabelle requested that Mr. Pandolfo check to see if the Inter-district policy is working well or if Mr. Pandolfo, based on his experiences thus far, believes revisions need to be made.

There is no legal requirement that BUUSD policy names/titles match VSBA policy names/titles.

# DRAFT

Mr. Pandolfo advised that the VSBA recommends removing legal references from policies. Mr. Pandolfo will contact the VSBA to confirm whether or not they plan to leave legal references in their Model Policies, and will also query VSBA regarding why they are making the recommendation to remove legal references.

As required by Act 5 of 2018, the AOE (in collaboration with the VSBA and the Council of Independent Schools), is writing a Model Policy on 'electronic communications between school employees and students'. This policy will need to be adopted by the BUUSD in the 2019 – 2020 school-year. VSBA will provide additional information in the future.

Additionally, the VSBA has advised that 2 school safety policies are close to being finalized, and will be published in the near future.

## 5.2 List of Model Policies

Two documents were distributed; a document listing Model Policies, sorted by category, and a document titled 'Policy – Self Assessment'. Mr. Pandolfo provided an overview of the Model Policies listing, advising that he will contact VSBA to inquire about why policies A23 and A24 are not on the list. The Committee should discuss whether or not to adopt all of the 'recommended' policies. The Committee and administrators may wish to review the list to see if all of the policies are necessary, or if some of them are covered by documented procedures. It was noted that the BUUSD does not have policies that are equivalent to VSBA policies B20, B22, B30, B31, B32, and B33 (all of which related to personnel matters). The BUUSD has not adopted all of the 'recommended' or 'to be considered' Community Relations and Non-Instructional Operations' policies. Discussion of these policies should be added to a future agenda. Brief discussion was held regarding the Policy Self-Assessment document, which has been deemed a useful tool for policy creation, adoption, and review.

In preparation for the next meeting, Mrs. Kerin-Hutchins will cross-reference the BUUSD Policy list to the VSBA Policy list.

## 5.3 Discussion Regarding Acceptable Use of Electronic Resources & Internet Policy (D3)

A copy of the policy was distributed. Mr. Pandolfo advised that this is the policy that staff and students need to adhere to. Mrs. Kerin-Hutchins wants assurance that there is 'balance' on what can be posted on-line. Mrs. Kerin-Hutchins would also like assurance that student pictures that are posted on-line do not include pictures of students whose parents have opted out of having pictures posted. Mr. Pandolfo provided a brief overview of procedures being utilized to assure that 'opt out' students' pictures are not published. It was noted that the Technology Director advises of changes that require policy revision.

## 5.4 Discussion Regarding School/Digital/Online Communications for Staff (B40)

A document titled 'Model Policy Manual Update Coming This Fall' (by Sue Ceglowski, VSBA Director of Legal and Policy Services), was distributed under Agenda Item 5.1. This Committee will discuss the new VSBA Model Policy once it is written. The Committee may wish to include the Technology Director in the discussion.

## 6. Other Business

Mrs. Kerin-Hutchins provided a brief overview of the policies that were presented to the BUUSD Board for approval of first readings, including minor amendments that were recommended and agreed upon at the Board meeting.

Mr. Isabelle queried whether or not the BUUSD should consider a 'buy local' policy. This question is being raised in response to discussion held at the last BUUSD Board meeting. It was noted that there is no policy that requires the BUUSD to always accept bids from local businesses. For budgetary reasons, the lowest bid is usually the bid that is accepted, although other factors also play a role in the decision making process. There will be an update at a future Board meeting, and then it will be decided if a policy needs to be considered. There is no Model Policy relating to 'buying local'.

## 7. Items for Future Agendas

- VSBA Recommended Policies
- VSBA To Be Considered Policies
- Policies for Deletion
- School/Digital/Online Communications for Staff (B40)

## 8. Next Meeting Date

The next meeting is Monday, October 21, 2019 at 5:30 p.m. at the BUUSD Central Office, First Floor Conference Room.

## 9. Adjournment

**On a motion by Mr. Isabelle, seconded by Mr. Cecchinelli, the Committee unanimously voted to adjourn at 6:40 p.m.**

Respectfully submitted,  
*Andrea Poulin*

10/11/2019  
69 policies

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

SECTION	BUUSD CODE	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	OLD BSU CODE
<b>A BOARD OPERATIONS</b>							
	A1	Board Member Conflict of Interest	Required	5/9/2019	6/13/2019		B3
	A20	Board Meetings, Agenda Preparation & Distribution	Recommend	9/12/2019	10/10/2019		
	A21	Public Participation at Board Meetings	Recommend	9/12/2019	10/10/2019		
	A22	Non-Discrimination	Recommend	5/9/2019	6/13/2019	VSBA is planning to revise by early November	C6
	A23	Community Engagement and Vision	Recommend	9/12/2019	10/10/2019		
	A24	Board/Superintendent Relationship	Recommend	9/12/2019	10/10/2019		
	A30	Role and Adoption of School Board Policies	Consider	5/9/2019	6/13/2019		A1
	A31	Board Member Education	Consider	9/12/2019	10/10/2019		
	A32	Board Goal-Setting & Evaluation	Consider	9/12/2019	10/10/2019		
	A33	School Visits By Board Members	Consider	9/12/2019	10/10/2019		
	A34	Board Relationships With School Personnel	Consider	9/12/2019	10/10/2019		
11							
<b>B PERSONNEL</b>							
	B1	Substitute Teachers	Required	5/9/2019	6/13/2019		D6
	B2	Volunteers and Work Study Students	Required	5/9/2019	6/13/2019		D7
	B3	Alcohol & Drug-Free Workplace	Required	5/9/2019	6/13/2019	VSBA is planning to revise by early November	D8
	B4	Drug & Alcohol Testing: Transportation Employees	Required	5/9/2019	6/13/2019		D11
	B5	Prevention of Employee Harassment	Required	5/9/2019	6/13/2019	VSBA is planning to revise by early November	D12
	B6	HIPPA Compliance	Required	5/9/2019	6/13/2019	Consider Deletion per VSBA September 2018 Newsletter	D13
	B7	Tobacco Prohibition	Required	5/9/2019	6/13/2019		E8
	B21	Professional Development	Recommend	5/9/2019	6/13/2019		D2
	B40	Social/Digital/Online Communications for Staff	Does Not Exist			VSBA is working on a model policy	D14
9							
<b>C STUDENTS</b>							
	C1	Education Records	Required	5/9/2019	6/13/2019		F5
	C2	Student Drugs & Alcohol	Required	5/9/2019	6/13/2019	VSBA is planning to revise by early November	F7
	C3	Transportation	Required	5/9/2019	6/13/2019		F9
	C4	Limited English Proficiency Students	Required	5/9/2019	6/13/2019	VSBA is planning to revise by early November	F19
	C5	Firearms	Required	5/9/2019	6/13/2019		F21
	C6	Participation of Home Study Students	Required	5/9/2019	6/13/2019		F23
	C7	Student Attendance	Required	5/9/2019	6/13/2019		F25
	C8	Pupil Privacy Rights	Required	5/9/2019	6/13/2019		F27
	C9	Nutrition And Wellness	Required	5/9/2019	6/13/2019	VSBA revised Model Policy Jan 2019 - BUUSD SHAC Committee is reviewing	F28
	C10	Policy on the Prevention of Hazing, Harassment and Bullying of Students	Required	5/9/2019	6/13/2019	VSBA is planning to revise by early November	F20
	C10-P	Model Procedures on the Prevention of Hazing, Harassment and Bullying of Students	Required	5/9/2019	6/13/2019	VSBA is planning to revise by early November	F20-1
	C11	Student Freedom of Expression in School-Sponsored Media	Required	5/9/2019	6/13/2019		F34
	C20	Student Conduct and Discipline	Recommend	5/9/2019	6/13/2019	VSBA is planning to revise by early November	F1
	C21	Searches, Seizures, and Interrogation of students by School Personnel	Recommend	5/9/2019	6/13/2019	VSBA is planning to revise by early November	F4
	C23	Student Clubs & Activities	Recommend	5/9/2019	6/13/2019		F33
	C24	Interscholastic Sports	Recommend	5/9/2019	6/13/2019	VSBA is planning to revise by early November	F12
	C25	Admission of Non-Resident Tuition Students	Recommend	5/9/2019	6/13/2019	VSBA is planning to revise by early November	F14
	C27	Student Self-Expression and Student Distribution of Literature	Recommend	5/9/2019	6/13/2019	VSBA is planning to revise by early November	F29
	C30	Student Medication	Consider	5/9/2019	6/13/2019	VSBA is planning to revise by early November	F6
	C31	Admission of Resident Students	Consider	5/9/2019	6/13/2019		F13
	C32	Eighteen Year-Old Students	Consider	5/9/2019	6/13/2019		F18
	C33	Student Assessment	Consider	5/9/2019	6/13/2019		F22
	C34	Restraint and Seclusion	Consider	5/9/2019	6/13/2019	VSBA is planning to revise by early November	C23
	C40	Entrance Age for Admission to Kindergarten	Does Not Exist	5/9/2019	6/13/2019		F35
	C41	Intra-District School Transfer	Does Not Exist	5/9/2019	6/13/2019		F36
	C42	Searches, Seizures, and Interrogation of students by Law Enforcement or other Non-School Personnel	Does Not Exist	5/9/2019	6/13/2019		F11
	C43	STI and Pregnancy Prevention Policy	Does Not Exist	5/9/2019	6/13/2019		F31
26+1							
<b>D INSTRUCTION</b>							
	D1	Proficiency Based Learning	Required	5/9/2019	6/13/2019		G20
	D2	Grade Advancement, Retention, Promotion, and Acceleration of Students	Required	5/9/2019	6/13/2019	Consider Deletion per VSBA September 2018 Newsletter	G9
	D3	Acceptable Use of Electronic Resources & the Internet	Required	5/9/2019	6/13/2019	VSBA revised Model Policy Aug 2019 - BUUSD IT Dept is reviewing	G11
	D4	Title I Comparability	Required	5/9/2019	6/13/2019	VSBA is planning to revise by early November	G12
	D5	Animal Dissection	Required	5/9/2019	6/13/2019		G13
	D6	Class Size	Required	5/9/2019	6/13/2019		G14
	D20	Curriculum Development and Coordination	Recommend	5/9/2019	6/13/2019		G1
	D21	Educational Support System	Recommend	5/9/2019	6/13/2019	VSBA is planning to revise by early November	G7
	D30	Field Trips	Consider	5/9/2019	6/13/2019	Consider Deletion per VSBA September 2018 Newsletter	G3
	D31	Selecting Library Materials	Consider	5/9/2019	6/13/2019		G4
	D32	Selection of Instructional Materials and Sensitive Issues	Consider	5/9/2019	6/13/2019		G5
	D40	Special Education	Does Not Exist	5/9/2019	6/13/2019		G15
12							
<b>E NON-INSTRUCTIONAL OPERATIONS</b>							
	E1	Title I, Part A Parental Involvement	Required	5/9/2019	6/13/2019	VSBA is planning to revise by early November	H7
	E20	Community Use of School Facilities	Recommend	5/9/2019	6/13/2019		H3
	E30	School-Community Relations	Consider	5/9/2019	6/13/2019		H30
3							
<b>F SCHOOL-COMMUNITY RELATIONS</b>							
	F1	Travel Reimbursement Policy	Consider	5/9/2019	6/13/2019	VSBA revised Model Policy Aug 2019 - Appears to be consistent with ours	E11
	F20	Fiscal Management & General Financial Accountability	Recommend	5/9/2019	6/13/2019		E1
	F23	Capitalization of Assets	Recommend	9/12/2019	10/10/2019		E23
	F24	Prevention of Conflict of Interest in Procurement	Recommend	5/9/2019	6/13/2019		E24
	F30	Budgeting	Consider	5/9/2019	6/13/2019		E2
	F33	HIV Policy	Consider	5/9/2019	6/13/2019		F32
	F40	Scholarship Awards Policy	Does Not Exist	5/9/2019	6/13/2019		E31
	F41	Video Surveillance Policy	Does Not Exist	5/9/2019	6/13/2019		E32

BUUSD has a policy, Not on VSBA's require, recommend or consider

10/11/2019

**A. Board Operations**

Required Policies			Recommended Policies			Policies to Consider		
BUUSD Status	Policy #	Policy	BUUSD Status	Policy #	Policy	BUUSD Status	Policy #	Policy
Y	A1	Conflict of Interest	Y	A20	Board Meetings, Agenda Prep & Distribution	Y	A30	Role & Adoption of School Board Policies
			Y	A21	Public Participation at Board Meetings	Y	A31	Board Member Education
			Y	A22	Notice of Non-Discrimination	Y	A32	Board Goal-Setting & Evaluation
			Y	A23	Community Engagement & Vision	Y	A33	School Visits by Board Members
			Y	A24	Board - Superintendent Relationship	Y	A34	Board Relations w/ School Personnel

**B. Personnel**

Required Policies			Recommended Policies			Policies to Consider		
BUUSD Status	Policy #	Policy	BUUSD Status	Policy #	Policy	BUUSD Status	Policy #	Policy
Y	B1	Substitute Teachers	N	B20	Personnel Recruitment, Selection, Appt & Background ck	N	B30	Staffing & Job Descriptions
Y	B2	Volunteers & Work Study Students	Y	B21	Professional Development	N	B31	Educator Supervision & Evaluation: Probationary Teachers
Y	B3	Alcohol & Drug Free Workplace	N	B22	Complaints about Personnel & Instructional Materials	N	B32	Personnel Files
Y	B4	Drug & Alcohol Testing of Transportation E.				N	B33	Resignations
Y	B5	Prevention of Employee Harassment						
Y	B6	HIPAA Compliance						
Y	B7	Tobacco Prohibition						

**C. Students**

Required Policies			Recommended Policies			Policies to Consider		
BUUSD Status	Policy #	Policy	BUUSD Status	Policy #	Policy	BUUSD Status	Policy #	Policy
Y	C1	Student Records	Y	C20	Student Conduct & Discipline	Y	C30	Student Medication
Y	C2	Student Drugs & Alcohol	Y	C21	Search & Seizure of Students by School Personnel	Y	C31	Admission of Resident Students
Y	C3	Transportation	N	C22	Student Activities (Elementary)	Y	C32	Eighteen Year-Old Students
Y	C4	Limited English Proficiency Students	Y	C23	Student Clubs & Activities (Secondary)	Y	C33	Student Assessmet
Y	C5	Firearms	Y	C24	Interscholastic Sports	Y	C34	Restraint and Seclusion
Y	C6	Home Study Students	Y	C25	Admission of Non-Resident Tuition Students	Y	C40	Entrance Age for Admission to K
Y	C7	Student Attendance	N	C26	Tuition Payment	Y	C41	Intra-School District Transfer
Y	C8	Pupil Privacy	Y	C27	Student Self-Expression & Student Distribution of Lit	Y	C42	Searches, Seizures...of students by law enf...
Y	C9	Nutrition & Wellness				Y	C43	STI and Pregnancy Prevention Policy
Y	C10	Prevention of Harrassments, Hazing & Bullying Policy						
Y	C10-P	Prevention of Harrassments, Hazing & Bullying Procedure						
Y	C11	Student Freedom of Expression in School-Sponsored Media						

**D. Instruction**

Required Policies			Recommended Policies			Policies to Consider		
BUUSD Status	Policy #	Policy	BUUSD Status	Policy #	Policy	BUUSD Status	Policy #	Policy
Y	D1	Proficiency Based Graduation Requirements	Y	D20	Curriculum Development & Coordination (SU)	Y	D30	Field Trips
Y	D2	Grade Advancement	Y	D21	Education Support System	Y	D31	Selecting Library Materials
Y	D3	Responsible Computer Internet & Network Use				Y	D32	Selection of Instructional Materials
Y	D4	Title One Comparibility				N	D33	Local Action Plan
Y	D5	Animal Dissection				Y	D40	Special Eduction
Y	D6	Class Size Policy						

**E. School-Community**

Required Policies			Recommended Policies			Policies to Consider		
BUUSD Status	Policy #	Policy	BUUSD Status	Policy #	Policy	BUUSD Status	Policy #	Policy
Y	E1	Title 1 Parent Involvement Compacts	Y	E20	Community Use of School Facilities	Y	E30	School-Community Relations
			N	E21	Distribution of Non-School Sponsored Literature in Schools	N	E31	Parental Involvement
						N	E32	Visits by Parents, Community Members or Media

**F. Non-Instructional Operations**

Required Policies			Recommended Policies			Policies to Consider		
BUUSD Status	Policy #	Policy	BUUSD Status	Policy #	Policy	BUUSD Status	Policy #	Policy
Y	F1	Travel Reimbursement Policy	Y	F20	Fiscal Mgmnt & General Financial Accountability	Y	F30	Budgeting
			N	F21	Financial Reports and Statements	N	F31	Emergency Closing
			N	F22	Electronic Communications Use and Retention	N	F32	School Crisis Prevention & Response/Procedure for Bomb Threats
			Y	F23	Capitalization of Assets	Y	F33	HIV Policy
			Y	F24	Prevention of Conflict of Interest in Procurement	N	F34	Energy Management
						Y	F40	Scholarship Award Policy
						Y	F41	Video Surveillance Policy