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## BARRE UNIFIED UNION SCHOOL DISTRICT POLICY COMMITTEE MEETING

Barre Unified Union School District Central Office – First Floor Conference Area  
October 21, 2019 – 5:30 p.m.

### MINUTES

#### COMMITTEE MEMBERS PRESENT:

Rebecca Kerin-Hutchins, Chair - (BT)  
J. Guy Isabelle, Vice Chair - (At-Large)  
Andrew McMichael (BC)

#### COMMITTEE MEMBERS ABSENT:

Giuliano Cecchinelli - (BC)  
Jon Valsangiacomo – (BT Community Member)

#### ADMINISTRATORS PRESENT:

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

#### GUESTS PRESENT:

Dave Delcore – Times Argus

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

**The Chair, Mrs. Kerin-Hutchins, called the Monday, October 21, 2019, meeting to order at 5:31 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.

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

None.

#### **4. Approval of Minutes – September 16, 2019 Policy Committee Meeting**

**The Committee agreed by consensus, to approve the Minutes of the September 16, 2019 Policy Committee Meeting.**

Mr. Pandolfo will be consulting with VSBA and legal counsel regarding clarification on committee attendance and voting.

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

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

A copy of the BUUSD Policy Manual Index (dated 10/11/19) was distributed. Mr. Isabelle queried regarding how turnover at VSBA may impact policy work at the BUUSD. Sue Ceglowski, who is currently the legal contact for policy work, has accepted the position of Executive Director. Mr. Pandolfo advised that questions will continue to be referred to Ms. Ceglowski, who remains in her current position until sometime in November. Mr. Pandolfo provided an overview of the Policy Manual Index noting that with the exception of B40 (Social/Digital/Online Communications for Staff), all of the listed policies have been adopted by the BUUSD. Mr. Pandolfo provided an overview of the key to highlighted policies:

Blue = New Model Policies that VSBA will be revising.

Red = VSBA deleted policies. VSBA recommends that we also delete these policies.

Green = Model Policies that have been revised by VSBA this year.

Yellow = Model Policy is being developed.

The Committee discussed the policies slated for deletion: B6, D2, and D30;

**B6 – HIPPA Compliance (covered by statute) – Policy will be presented for deletion at the November Board Meeting.**

**D2 – Grade Advancement, Retention, Promotion, and Acceleration of Students (policy is based on ‘credit’ promotion, not proficiency based grading) - Policy will be presented for deletion at the November Board Meeting.**

**D30 – Field Trips – The VSBA policy is very ‘slim’, with three procedural steps. The BUUSD policy has many more ‘procedural’ components (eight). Mr. Pandolfo provided a brief overview noting that the current BUUSD policy requires Board approval for out of**

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state field trips, though SHS has not been subject to this requirement in the past. **The Committee agreed with the Superintendent's recommendation not to make any changes regarding this policy until at least the fall of 2020.**

The Committee discussed the Model Policies that VSBA revised this year;

C9 – Nutrition And Wellness – the BUUSD uses a 'local' policy that was written by the SHAC Committee. Mr. Pandolfo has referred this VSBA policy to the SHAC Committee, who will compare the revised VSBA policy to the 'local' policy. **This policy will be discussed at a future meeting once the SHAC Committee has provided feedback.**

D3 – Acceptable Use of Electronic Resources & the Internet – the current 'local' policy has more "teeth". This VSBA policy has been referred to Emmanuel Ajanma (Director of Technology) for comparison with the 'local' policy. **This policy will be discussed at a future meeting once the Director of Technology has provided feedback.**

F1 – Travel Reimbursement Policy – This policy looks to be the same as the policy we current have in place at the BUUSD. **No action is necessary.**

The Committee reviewed the Model Policy being developed;

B40 (Social/Digital/Online Communications for Staff), Mr. Pandolfo advised that the Model Policy being developed isn't as broad in scope as the policy he was hoping to develop. The Model Policy in development refers only to communication between staff and students. The policy Mr. Pandolfo is developing will include additional areas. Mr. Pandolfo recommends waiting until the Model Policy comes out, adopting the Model Policy, then writing a local policy to cover areas not encompassed by the Model Policy.

**The Committee agrees with the Superintendent's recommendation. Mrs. Kerin-Hutchins will keep the policy on the priority list.** The Committee continued discussion relating to social media postings, including BUUSD control of 'school and/or classroom', related social media accounts, rights of staff members to have personal social media accounts, grades with access to Google Classroom, and use of personal cell phones for contact with parents. Use of personal cell phones for parental contact is very much discouraged.

## 5.2 BUUSD-VSBA Policy Comparison

A document titled 'BUUSD-VSBA Policy Comparison (dated 10/11/19) was distributed. Mr. Pandolfo commended Mrs. Kerin-Hutchins for her work on this document. Mrs. Kerin-Hutchins advised that the BUUSD has adopted all required policies. It was noted that the policies highlighted in green are policies in place at the BUUSD for which the VSBA has no required, recommended, or to be considered policies. The Committee may wish to review these policies to assure that the BUUSD wants them to remain in place. Mrs. Kerin-Hutchins queried regarding how much time has elapsed since the Committee reviewed VSBA policies labeled as recommended or to be considered. There are ten policies listed as 'to be considered' that we have no equivalent in place for. Mr. Pandolfo advised that the BUUSD does have policies F21, F23, and F24 in place. These are VSBA recommended policies relating to Non-Instructional Operations. It was suggested that the Committee review (at a future meeting) VSBA 'recommended' policies that are currently not adopted by the BUUSD. Review of these policies should probably be performed as part of the review schedule. The Superintendent recommended starting with a review of Section C (Student related policies) because this is the section the VSBA is starting revisions with. Closer to November, Mr. Pandolfo will check with VSBA to determine what they have completed. The BUUSD does not have a lot of policies in place for Section B (Personnel), but the BUUSD does have systems in place. If Personnel policies need to be implemented, the HR Department needs to be involved. It was noted that there is a philosophy that supervisory unions should have as few policies as possible.

## 5.3 Consideration of Policies for Deletion

As discussed under Agenda Item 5.1, deletion of the following policies will be presented to the BUUSD Board at their November meeting:

B6 – HIPPA Compliance

D2 – Grade Advancement, Retention, Promotion, and Acceleration of Students

## 5.4 Proposed Schedule for Review and 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**

Mr. Pandolfo will check with Sue Ceglowski to see what Model Policies will be in place in time for the November meeting.

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## 6. Other Business

Mr. Isabelle queried regarding voting at committee meetings, and the ramifications relating to when a quorum of the Board is present at committee meetings. It was suggested that procedures be drafted, including a procedure that committees don't pass motions.

Mr. Pandolfo reiterated that he will be discussing these issues with the VSBA and legal counsel. **This item will be added to a future agenda.**

## 7. Adjournment

**The Committee agreed by consensus, to adjourn at 6:31 p.m.**

Respectfully submitted,

*Andrea Poulin*