

**BARRE UNIFIED UNION SCHOOL DISTRICT
POLICY COMMITTEE MEETING**

Barre Unified Union School District Central Office – First Floor Conference Area
December 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)

COMMITTEE MEMBERS ABSENT:

Andrew McMichael (BC Community Member)
Jon Valsangiacomo – (BT Community Member)

ADMINISTRATORS AND STAFF PRESENT:

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

OTHER BOARD AND PUBLIC MEMBERS PRESENT:

1. Call to Order

The Chair, Mrs. Kerin-Hutchins, called the Monday, December 16, 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

Add 5.4 Changes to Board Procedures – discuss procedures related to when a quorum of the Board is present at a Committee meeting. This item will be discussed after Agenda Item 4.1 (Approval of Minutes).

Mr. Griggs advised that he has one change to a policy reference.

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – October 21, 2019 Policy Committee Meeting

The Committee agreed by consensus to approve the Minutes the October 21, 2019 Policy Committee Meeting.

5. New Business

5.1 Review of BUUSD Policy Manual Index

A copy of the VSBA Model Policy Index for Section C: Students (dated 12/06/19) was distributed.

A copy of the BUUSD Policy Manual Index was not distributed. Committee Members were asked to reference the document they received at October's meeting (if they brought their copy with them).

5.2 Discuss Including or Removing Legal References

Brief discussion took place under Agenda Item 5.3.

5.3 Review and Revisions: Section: Students

Copies of the following policies were distributed;

- C1 – Education Records
- C3 – Transportation
- C5 – Firearms
- C6 – Participation of Home Study Students
- C7 – Student Attendance
- C8 – Pupil Privacy Rights
- C9 – Federal Child Nutrition Act Wellness Policy
- C11 – Student Freedom of Expression in School-Sponsored Media

For the above list policies, the BUUSD policy wording, for the most part, matches the VSBA wording. VSBA has reviewed the policies, and the only change that was made was removal of the legal references. Is removal of legal references considered a

substantive change? **Mr. Pandolfo will get an answer regarding whether or not the Board needs to approve by First and Second Reads, policies whose only change is the removal of legal references.** If First and Second Reads are required, these policies could be added to the January Agenda for First Reads.

The BUUSD has all of the VSBA required student policies and most of the VSBA recommended student policies. The BUUSD does not have policy C22 (not needed), or policy C26 not needed (only needed for schools that don't have a designated high school).

The BUUSD has policies C30 through C34.

The BUUSD has policies C40 through C43 that are BUUSD 'only' policies.

Policy C3 – Transportation - can be brought to the Facilities and Transportation Committee for review.

Policy C5 refers to the “Vermont Commissioner of Education”. Mr. Pandolfo will see that the wording is changed to “Secretary of Education”.

VSBA was supposed to review and revise Policies C10, C20, C21, C24, C25, C27, C30, and C34 by early December, but has been unable to complete the review process.

Though the Committee is slated to review additional Section C policies in January, the BUUSD may be in a holding pattern, waiting for the VSBA.

Upcoming revisions to policies C4 and C10 are expected to contain substantive changes and will require First and Second Readings prior to adoption.

VSBA may possibly write Surveillance and Transgender Policies.

Mrs. Kerin-Hutchins queried regarding whether or not we need to confirm that all procedures are in place and documented.

C10 – Prevention of Harassments, Hazing & Bullying Policy

This policy is not on tonight's agenda. It has not been reviewed by VSBA.

Mr. Aither requested that Policy C10 be amended to have the word “Retaliation” in the title. Mr. Aither believes that fear of retaliation prevents students from reporting issues. Though retaliation is addressed in the policy, it is not in the title. If the word Retaliation is not in the VSBA revised policy, Mr. Aither would like it added to the title of the BUUSD version of the policy.

5.4 Changes to Board Procedures

Three documents were distributed:

A draft of the BUUSD Board Procedure on Complaints Regarding Students, Parents, Employees, School, or District

A draft of a flow chart to be added to the Procedure on Complaints Regarding Students, Parents, Employees, School, or District

A draft of the BUUSD Board Procedure for Board and Board Committee Operation

Mr. Cecchinelli queried regarding procedures for when a Board quorum is present at a Committee meeting, and asked if under those circumstances, should the Board be called to order? Mr. Pandolfo believes calling the Board to order under those circumstances could be problematic, as a Board meeting was not warned. If the Board were called to order without the meeting being warned, the Board may be in violation of Open Meeting Laws. Mr. Pandolfo advised that if the Board Procedures (drafts are in this meeting's packet), are followed, legal counsel believes there should not be a problem. Mr. Pandolfo can explore this issue more if the Committee wishes.

Mrs. Kerin-Hutchins provided an overview of the flow chart drafted by Mrs. Akley. It had been suggested that a flow chart would be beneficial to parents. Brief discussion was held regarding updates to the flow chart and procedures, which include addition of events that occur off campus, at athletic events, extra-curricular activities etc. Mr. Aither is concerned that the flow chart is for students, but is titled for others also. **Mrs. Kerin-Hutchins will advise Mrs. Akley regarding the requested changes.** Mrs. Kerin-Hutchins suggested the Committee consider hot-linking procedures to policies and vice-versa. Mr. Pandolfo advised of one concern relating to hot-links. Could there be legal issues if procedures change? Mr. Cecchinelli queried regarding the existence of a handbook of procedures. Mr. Pandolfo advised that many procedures are in a handbook, but are also located in many other areas. It will be a large undertaking to consolidate all procedures in one location, but it will be a worthwhile endeavor.

6. Old Business

None.

7. Other Business

Mr. Griggs advised that Policy D30 (Field Trips) should reference Policy B2 (Volunteers and Work Study Students), not D7.

Mr. Pandolfo will see that the correction is made. The Field Trips Policy, D30 may be addressed when working on Section D.

The BUUSD should consider deleting this policy per the VSBA September 2018 Newsletter.

8. Future Agenda Items

- Removal of Legal References
- Continued Review of Section C – Student Policies
- Review Draft Procedures
- Board Procedures (this will be a ‘standing’ Agenda Item)

9. Next Meeting Date

The next meeting is Monday, January 20, 2020 at 5:30 p.m. in the BUUSD Central Office in the First Floor Conference Area.

10. Adjournment

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

Respectfully submitted,
Andrea Poulin