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John Pandolfo
Superintendent of Schools

Doing whatever it takes to ensure success for every child.

*Barre Town Middle & Elementary School
Central Vermont Career Center*

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Director of Human Resources

Emmanuel Ajanma
Director of Technology

Lauren May
Director of Early Education

Jamie Evans
Director of Facilities

Josh Allen
Communications Specialist

MEMORANDUM

TO: Barre Unified Union School District Policy Committee
Giuliano Cecchinelli – Chair, Guy Isabelle – V. Chair, Emel Cambel

DATE: May 14, 2020

RE: BUUSD Policy Committee Meeting
May 18, 2020 @ 5:30 p.m.
via Zoom Conference
Link: <https://zoom.us/j/92303581826?pwd=VkdRZzI3RExkY0FuRHdOdU9MaHhiUT09>
Meeting ID: 923 0358 1826
Password: Yd9tk3

Please Note: If you attend the meeting remotely you must state your name for the record to satisfy the Open Meeting Law.

AGENDA

1. Call to Order
2. Additions/Changes to Agenda
3. Public Comment
4. Approval of Minutes
 - 4.1. Meeting Minutes of April 20, 2020
5. New Business
 - 5.1. Review BUUSD Policy Manual Index
 - 5.2. Review VSBA Model Policy - Identify those with substantive changes.
 - 5.3. Policies to review
6. Old Business
7. Other Business
8. Items for Future Agenda

9. Next Meeting Date: June 15, 5:30 pm via Zoom Conference

10. Adjournment

BOARD/COMMITTEE 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

Via Zoom Conference
April 20, 2020 – 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Giuliano Cecchinelli, Chair - (BC)
J. Guy Isabelle, Vice-Chair - (At-Large)
Emel Cambel (BC)
Andrew McMichael (BC Community Member)

COMMITTEE MEMBERS ABSENT:

OTHER BOARD MEMBERS PRESENT:

Paul Malone

ADMINISTRATORS AND STAFF PRESENT:

John Pandolfo, Superintendent
Luke Aither, SHS Assistant Principal
Scott Griggs, CVCC Assistant Director

GUESTS:

Dave Delcore, Times Argus

1. Call to Order

The Board Chair, Mr. Malone, called the Monday, April 20, 2020, meeting to order at 5:30 p.m., which was held via Zoom Conference.

2. Organize

Mr. Malone advised regarding organization of the Committee, and asked for nominations for the position of Committee Chair.

Mr. Isabelle nominated Mr. Cecchinelli for the position of Committee Chair, seconded by Ms. Cambel.

The Committee agreed by consensus to appoint Mr. Cecchinelli as the Policy Committee Chair.

Mr. Cecchinelli chaired the remainder of the meeting.

Ms. Cambel nominated Mr. Isabelle for the position of Committee Vice-Chair, seconded by Mr. McMichael.

The Committee agreed by consensus to appoint Mr. Isabelle as the Policy Committee Vice-Chair.

3. Additions and/or Deletions to the Agenda

None.

4. Public Comment

None.

5. Approval of Minutes

5.1 Approval of Minutes – December 16, 2019 Policy Committee Meeting

The Committee agreed by consensus to approve the Minutes the December 16, 2019 Policy Committee Meeting.

6. New Business

6.1 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index (dated 03/16/20) was distributed. Mr. Pandolfo advised that he reviewed the VSBA policies prior to the March meeting that was cancelled. The VSBA policies will be reviewed prior to the next meeting. VSBA has been very busy on other matters and most likely has not had much time to work on policies. It is probably likely that VSBA won't have many new policies or policy revisions until July or August. Mr. Pandolfo feels good about the policies the BUUSD currently has in place. The Acceptable Use of Electronics Policy (D3), seems to be working well with remote learning under COVID-19 restrictions, and will be revisited after the conclusion of remote learning. Mrs. Perreault developed reimbursement procedures a while back and there are concerns relating to time studies that were performed. This issue will be revisited after COVID-19 'closure'.

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In response to a query regarding the timeframe for VSBA to develop new policies (e.g. field trips, etc....), Mr. Pandolfo advised that though some policies could probably be written fairly quickly, that is not always the case, and policies relating to more complex issues will usually involve a longer process. Mr. Aither advised that he asked VSBA years ago, for guidance on gender issues, a complex issue that involves legalities, and he was advised to follow the law. Mr. Pandolfo advised that relating to gender issues; the landscape is changing a lot, so VSBA feels it's best to hold off on writing policy. It will be necessary to see that any policy that is created, does not conflict with the law. Mr. Aither reported that one of the current known challenges relates to student records and permanent records. The school must honor the student's preference for gender, but sometimes the student's preference is in conflict with the parents' preference. There is also the issue of unintentionally 'outing' a student, by posting the gender on Infinite Campus which parents have access to. This is a very complicated issue.

6.2 Discuss Removing Legal References

Mr. Pandolfo advised that VSBA recommends removing legal references from policies. Legal counsel supports the removal. Clarification has been received that removal of legal references does not constitute a substantive change, and does not require Board approval of each policy. Mr. Pandolfo will have Tina Gilbert begin updating policies.

6.3 Policies to Review

Copies of policies referenced in Agenda Items 6.3.1 through 6.3.4

6.3.1 C9 – Child Nutrition Act Wellness Policy

Mr. Aither advised that a subtle change needs to be made to the policy. Though the change is subtle, it is a substantive change and will require Board approval. The proposed amendment to the policy would remove the word 'offered' and replace it with "sold". This amendment to the policy is necessary because of the 'food shelf' at Spaulding. All foods are donated and it would not be practical to have every donated food item reviewed to see that it meets Federal Food Guidelines. The SHAC Committee supports this change. The Committee agreed to submit a first reading of the amended policy to the Board.

A first reading of the amended policy will be presented to the BUUSD Board at the 04/23/2020 meeting.

6.3.2 D30 – Field Trips

Mr. Aither advised that during consolidation of the district various policies (from the district schools) were combined. Tonight it is being proposed that the Field Trips policy be amended by deleting provision #2 which requires Board approval for all overnight or out of state field trips. This provision was present only in the BTMES policy and had never been part of SHS or BCEMS policies. In response to a query regarding keeping the Board apprised of these types of field trips, it was noted that they will most likely be reported in the Building Reports submitted by administrators.

A first reading of the amended policy will be presented to the BUUSD Board at the 04/23/2020 meeting.

Additional discussion was held regarding overnight field trips and the complexities involved relating to gender identification and sexual preference. Mr. Malone stressed that the BUUSD has a responsibility to the community to assure that we are not put in a litigious situation. The VSBA does not currently have a policy relating to these issues. Though counsel has advised that the easiest solution is to not have any overnight field trips, this route would be detrimental to students. Mr. Aither advised that he has consulted with other districts, and there are many different variations between schools. It was noted that every possible solution has about 3 "What ifs" associated with it. Mr. Aither advised that SHS administrators, teachers, other staff members, and students have all been actively involved in discussion of this issue and that administrators and teachers, based on discussions, are writing procedures to help give direction. Mr. Aither stressed that everyone is working together, blending the perspectives of all parties, as they work to develop procedures. Mr. Pandolfo stressed that there is no "one size fits all", and that issues are being addressed on a case by case basis. Mr. Pandolfo cautioned that to eliminate field trips could cause its own issues, and reminded the committee that the school deals with gender identity and sexual preference issues on a daily basis, for non-fieldtrip related issues. This issue should be brought to the Board at some time in the future. It will be important for the Board to hear perspectives from all involved parties. These issues are constantly evolving. Ms. Cambel advised that she would like to discuss ongoing education so that information is constantly being disseminated. It was agreed that discussions and education should be ongoing and that it might be overwhelming to try to present everything at one time. Mr. Aither believes the community would welcome discussion with the Board.

6.3.3 D6 – Class Size Policy

Mr. Pandolfo advised that this policy plays into the Intra-District School Transfer policy, and advised that what is contained in the Class Size Policy is guidelines for class size, not a strict policy. Mr. Pandolfo provided an overview of the policies and their purpose. Mr. Pandolfo believes that minor wording revisions should be made to the policies to provide clarification that the policies contain guidelines, not hard defined class size minimums and maximums. Many different factors are involved. An overview was provided regarding possible scenarios that could occur, e.g., a new student to the district may be added to a class, resulting in a number of students that exceeds the maximum number listed in the policy, or a student may drop out of a class, or leave the district, causing the class number to fall below the minimum number listed on the policy. Neither of these scenarios would be good cause to hire a new

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teacher (for one student), or cancel a class (detrimental to the other students who are taking the class). It was reiterated that the proposed wording changes help clarify that the numbers listed are guidelines and allow for flexibility. In order to meet student needs, it is necessary to have flexible guidelines in place. Mr. Pandolfo is comfortable with the process currently in place for intra-district school transfers and stressed that these policies allow flexibility to make sound decisions. Mr. Pandolfo advised that discussion of class size and inter-district school transfers will be part transitioning in the new superintendent. Mr. Pandolfo advised regarding the number of intra-district transfer requests received this year (requests from 4 families, totaling 5 – 10 students). Mr. Pandolfo will amend the policies to clarify that they are used as guidelines and allow for flexibility.

First readings of the amended policies (D6 and C41) will be presented to the BUUSD Board at the 04/23/2020 meeting.

6.3.4 C41 – Intra District School Transfer

This item was discussed under Agenda Item 6.3.3.

7. Old Business

None.

8. Other Business

None.

9. Future Agenda Items

Review of VSBA Model Policies – identify those with substantive changes.

Mr. Pandolfo advised that the first 45 minutes of the meeting did not get recorded, and asked that participants give him a reminder in future meetings.

10. Next Meeting Date

The next meeting is Monday, May 18, 2020 at 5:30 p.m. via Video Conference (Zoom platform).

11. Adjournment

The Committee agreed by consensus to adjourn at 6:48 p.m.

Respectfully submitted,
Andrea Poulin

5/12/2020

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
67 Policies							
A BOARD OPERATIONS							
A	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	Awaiting VSBA Revision	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 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		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	Awaiting VSBA Revision	D12
	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 for Electronic Communications Between Employees and Students. When this is issued we will review/adopt it and determine if we need an additional policy for other aspects of online communications.	D14
8							
C STUDENTS							
C	C1	Student Records	Required	5/9/2019	6/13/2019		F5
	C2	Student Drugs & Alcohol	Required	5/9/2019	6/13/2019		F7
	C3	Transportation	Required	5/9/2019	6/13/2019		F9
	C4	Limited English Proficiency Students	Required	5/9/2019	6/13/2019		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	4/23/2020	5/14/2020		F28
	C10	Policy on the Prevention of Hazing, Harassment and Bullying of Students	Required	5/9/2019	6/13/2019		F20
	C10-P	Model Procedures on the Prevention of Hazing, Harassment and Bullying of Students	Required	5/9/2019	6/13/2019		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		F1
	C21	Searches, Seizures, and Interrogation of students by School Personnel	Recommend	5/9/2019	6/13/2019		F4
	C23	Student Clubs & Activities	Recommend	5/9/2019	6/13/2019		F33
	C24	Interscholastic Sports	Recommend	5/9/2019	6/13/2019		F12
	C25	Admission of Non-Resident Tuition Students	Recommend	5/9/2019	6/13/2019		F14
	C27	Student Self-Expression and Student Distribution of Literature	Recommend	5/9/2019	6/13/2019		F29
	C30	Student Medication	Consider	5/9/2019	6/13/2019		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		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	4/23/2020	5/14/2020		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							
D INSTRUCTION							
D	D1	Proficiency Based Learning	Required	5/9/2019	6/13/2019		G20
	D3	Acceptable Use of Electronic Resources & the Internet	Required	5/9/2019	6/13/2019	Review when VSBA Model Policy on Electronic Communications is issued	G11
	D4	Title I Comparability	Required	5/9/2019	6/13/2019	Awaiting VSBA Revision	G12
	D5	Animal Dissection	Required	5/9/2019	6/13/2019		G13
	D6	Class Size	Required	4/23/2020	5/14/2020		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	Awaiting VSBA Revision	G7
	D30	Field Trips	Consider	4/23/2020	5/14/2020		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
11							
E NON-INSTRUCTIONAL OPERATIONS							
E	E1	Title I, Part A Parental Involvement	Required	5/9/2019	6/13/2019	Awaiting VSBA Revision	H7
	E20	Community Use of School Facilities	Recommend	5/9/2019	6/13/2019		H3
	E30	School-School Relations	Consider	5/9/2019	6/13/2019		H30
3							
F SCHOOL-COMMUNITY RELATIONS							
F	F1	Travel Reimbursement Policy	Consider	5/9/2019	6/13/2019		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
8							