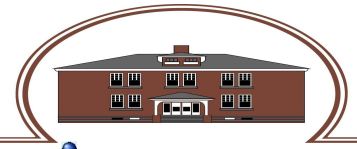


Barre Unified Union School District

120 Ayers Street, Barre, VT 05641 • www.buUSD.org • Phone: 802-476-5011 • Fax: 802-476-4944 or 802-477-1132



Barre City Elementary & Middle School • Barre Town Middle & Elementary School • Spaulding High School • Central Vermont Career Center
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David Wells, M.Ed. - Superintendent of Schools

Mary Ellen Simmons, Ed.D. – Asst. Superintendent of Instruction
Stacy Anderson, M.Ed. - Director of Special Services
Lauren May, M.Ed. – Director of Early Education
Josh Allen – Communications Specialist

Lisa Perreault, SFO - Business Manager
Carol Marold – Director of Human Resources
Emmanuel Ajanma, MAT – Director of Technology
Jamie Evans – Director of Facilities

Annette Rhoades, M.Ed., CAGS – Asst. Director of Special Services
Jon Strazza, MS.Ed. – Asst. Director of Special Services
Rebecca Webb, M.Ed. – Act 166 Regional Coordinator

MEMORANDUM

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

DATE: February 10, 2021

RE: BUUSD Policy Committee Meeting
February 15, 2021 @ 5:30 p.m. via Google Meet
Meeting Link: meet.google.com/grx-dgpq-bny
Phone: (US)+1 636-400-3160 PIN: 983 732 025#

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 January 18, 2021
5. New Business
 - 5.1. BUUSD Policy Index Review
 - 5.2. VSBA Policy Index Review
 - 5.3. Policies to Discuss
 - 5.3.1. Public Complaints About Personnel (B22) (Recommended)
 - 5.3.2. Community Use of School Facilities (E20) (Recommended)
 - 5.4. Use of Facilities Rate Comparison/Applications
6. Old Business
7. Other Business
8. Items for Future Agenda: D30 Field Trips (Spring 2021); C29 District Equity Policy (Fall 2021)
9. Next Meeting Date: March 15, 2021, 5:30 pm via Google Meet
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 Video Conference – Google Meet January 18, 2021 – 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Giuliano Cecchinelli, Chair - (BC)
J. Guy Isabelle, Vice-Chair - (At-Large)
Emel Cambel (BC)
Jon Valsangiacomo – (BT Community Member) – departed the meeting at 7:14 p.m.

COMMITTEE MEMBERS ABSENT:

Andrew McMichael (BC Community Member)

ADMINISTRATORS AND STAFF PRESENT:

David Wells, Superintendent
Luke Aither, SHS Assistant Principal
Emmanuel Ajanma, Director of Technology – departed the meeting at 6:25 p.m.
Josh Allen, Communications Specialist
Carol Marold, Director of Human Resources – departed the meeting at 6:30 p.m.

GUESTS:

1. Call to Order

The Chair, Mr. Cecchinelli, called the Monday, January 18, 2021, meeting to order at 5:31 p.m., which was held via video conference.

2. Additions and/or Deletions to the Agenda

Add Agenda Item 6.1 Racial Equity Policy under Old Business

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – December 21, 2020 Policy Committee Meeting

The Committee agreed by consensus to approve the Minutes of the December 21, 2020 Policy Committee Meeting.

5. New Business

5.1 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index (dated 01/12/21) was distributed.
Mr. Wells had nothing to add and advised that the document reflects tonight's meeting agenda.

5.2 VSBA Model Policies

A document titled 'VSBA Website Policies Reviewed – 01/12/2021' was distributed.
A copy of the VSBA Policy Manual Index was distributed.
There was nothing new to discuss.

5.3 Policies to Discuss

Copies of all policies referenced in Agenda Items 5.3.1 through 5.3.6 were distributed.

5.3.1 Substitute Teachers Policy (B1) – Required

Mr. Aither queried regarding possible formatting issues. Mrs. Marold advised that the Central Office keeps a list of substitutes by grade, not by subject. Mr. Aither proposed eliminating section 5 (Administrative Responsibilities). Mrs. Marold reiterated that the Central Office keeps a list of substitutes by grade, and that information is disseminated down to the schools. Each school has the option to choose any substitute in the district. The list is broader, but does specify some specialties, e.g. nurse. It was suggested to move the Administrative Responsibilities section to procedures. It was noted that this policy was approved as part of the mass of policies approved for the new District. It was noted that the current policy states that wages are paid per diem, but the practice of the BUUSD is to pay hourly. Mrs. Marold advised that the change from 'salary to hourly' was made as part of FLSA changes and

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everyone was moved from salary to hourly. It was noted that if the Administrative Responsibilities are removed, the policy will no longer require substitutes to complete annual training on the prevention, identification, and reporting of child sexual abuse. Brief discussion was held, and Mrs. Marold advised that she would appreciate that the policy be as broad as possible and she believes the current wording differs from current practices. It was noted that statute requires some specific training. Mrs. Marold advised that substitutes now receive all of the same training as regular teaching staff (A.L.I.C.E. etc.). The Committee agreed to make changes to section 2 (Qualifications).

The Committee agreed by consensus to amend the Substitute Teachers Policy (B1), and to present a First Reading of the policy to the Board.

5.3.2 Public Complaints About Personnel Policy (B22) – Recommended

Mr. Aither is working on a draft that he does not believe is included in the packet. Mr. Aither presented (on screen) a copy of the draft policy and proceeded to provide an overview of the policy. Discussion was held regarding possible concerns / changes to the 'chain of command' area (not all direct supervisors are principals). Lengthy discussion was held regarding various types of complaints, other policies, the proper chain of command, how this policy may relate to contracts, and numerous changes to the draft. It was agreed that Mr. Aither will make some amendments to the draft. Mr. Aither will send a copy of the draft policy (that was presented this evening) to Mrs. Gilbert, for posting in the addendum. Mr. Aither will amend the document as discussed and forward a copy to Mr. Wells. Mr. Valsangiacomo suggested that given the number of changes that need to be made, the amended draft be reviewed at the next Policy Committee meeting prior to presentation to the Board.

The Committee agreed by consensus to table discussion until the next Policy Committee meeting

5.3.3 Personnel File Policy (B32) – Consider

It was noted that this policy is not required. It is believed that much of what is in this policy is covered in the Master Agreement, and that it may not be necessary to adopt this policy. Mrs. Marold expressed concern that the policy title refers to personnel files, but most of the policy pertains to background checks. Mrs. Marold advised that some of what is in the policy is not in agreement with the practices of the BUUSD, e.g., the BUUSD does not keep record checks. Record checks have to be destroyed after 3 years and are kept separately from personnel files. Mrs. Marold has reviewed the 3 contracts and though they differ some, they all reference personnel files. Mrs. Marold provided an overview of the procedures relating to when background checks are required, including protocols for background checks for volunteers.

The Committee agreed by consensus to recommend to the Board that this policy, Personnel File Policy B32, not be adopted.

5.3.4 District Equity Policy (C29) – Recommended

Brief discussion was held. The Committee believes this policy should be reviewed after implementation of the Racial Equity Policy.

The Committee agreed by consensus to table discussion of the District Equity Policy (C29) until the fall of 2021.

5.3.5 Electronic Communications Use and Retention Policy (F22) – Recommended

Discussion was held regarding formatting revisions. Mr. Ajanma advised that he has read the policy and noted that it is focused on e-mail communication more than anything else and he believes that electronic communication relates to much more than just e-mail. Mr. Ajanma queried regarding including other types of electronic communication in the policy. Mr. Ajanma advised regarding other types of electronic communication and records. Discussion included the definition of 'school district business' and how the policy relates to use/retention/access/disclosure to data stored or sent/received from personal devices. Mr. Valsangiacomo provided some input relating to 'targeted' requests for disclosure of information from personal devices and e-mail accounts. In response to a query regarding retention of information posted on social media, Mr. Aither advised that the BUUSD does not retain social media postings made by staff members. Mr. Aither advised that if something posted on social media is provided to the school for use in a possible investigation, the copy of the post now belongs to the BUUSD and would be retained. Mr. Aither advised that many of his investigations do pertain to complaints of items posted on social media. Mr. Aither believes the policy is in line with current practices. Mr. Aither noted that the BUUSD has software that monitors for threats to self and others. Mr. Ajanma believes the policy is consistent with the Acceptable Use Agreement. The Committee made some minor amendments to the policy. Mr. Ajanma advised that all data is retained, even after employees leave the BUUSD. The 'vault' has unlimited retention ability. It was confirmed that when the BUUSD changes software, e.g. Power School to Infinite Campus, the transition to the new company includes transferring of data to a storage system and the data is retrievable. Mr. Valsangiacomo cautioned that if individuals use their personal accounts, they need to preserve any school business data. Mr. Wells suggested that at some point, it might be beneficial to advise employees to use Google Chat for school business related correspondence. Mr. Valsangiacomo advised regarding issues that other boards have experienced due to utilizing their phones for messaging during board meetings. Mr. Isabelle requested clarification that procedures rather than policies are being used for operations. The Acceptable Use Agreement is what is currently being used (in lieu of a policy). Mr. Ajanma clarified that the Acceptable Use Agreement is referenced in Policy D3 (Acceptable Use Of Electronic Resources & The Internet Policy). Policy F22 is consistent with Policy D3.

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The Committee agreed by consensus to amend the Electronic Communications Use and Retention Policy (F22), and to present a First Reading of the policy to the Board.

5.3.6 Community Use of School Facilities (E20) – Recommended

It was noted that this policy contains many footnotes that may not be necessary. Discussion was held regarding fees charged at the different facilities, who is charged, who uses facilities for free, a possible review of the fee schedules, and how fees were determined (based on costs associated with expenses related to use of different buildings/sections of buildings). It was suggested that the fee schedules be determined by the Facilities Committee. It was noted that costs most likely vary between buildings based on the cost to maintain/clean different areas, necessary supervision, and security issues. It was suggested that additional information (including Fee Schedules and Rental Request Forms) be obtained and that the Committee review the policy at their next regular meeting with Mr. Evans in attendance. It was noted that this policy is currently adopted and there are no substantive changes noted in the VSBA revised version.

The Committee agreed by consensus to table discussion of the Community Use of School Facilities Policy (E20) until the next Policy Committee meeting.

5.4 Website – Policy to Procedure Link Discussion

Mr. Allen advised that he has been briefed on the topic. Mr. Allen advised of his understanding of what is being requested (links from policies to associated procedures and vice versa). Mr. Allen is currently aware of only one policy with a linked procedure (C10 and C10-P). It was noted that Title IX will need a similar link. Mr. Allen queried regarding additional procedures that are not yet on the web site. Mr. Aither advised that many procedures are verbal and haven't been documented. It will be a large undertaking to write all of the necessary procedures. Procedures may vary between schools. Mr. Allen believes the links can be established quite quickly after they are developed/written. Mr. Allen queried regarding whether or not adding a link to procedures is considered altering the policy. It may be possible to add a 'procedures' column in the 'policy index'. Mr. Wells advised that whenever possible/feasible, procedures should be the same for all schools. Mr. Aither is concerned that it may not look good to have many policies on the web site, with only a few having associated procedures. Mr. Allen advised that he can create subfolders (for procedures) under each policy. This method would be very easy to put in place and would maintain consistency. This method would make the lack of written procedures (for most policies) less visible. It is important to assure that procedures are readily accessible. The process of documenting procedures should be prioritized by policies with the highest liability. Mr. Aither will begin the process of identifying high liability policies and will start writing procedures. Mr. Allen and Mr. Aither will work together to develop templates for procedures. It was suggested that all schools develop procedures for the same policies at the same time. It may be possible that some schools already have written procedures that do not exist at other schools. Mr. Wells would like the Policy Committee to review procedures for consistency, and prefers that procedures be as broad as possible. Mr. Wells would like to work with Mr. Aither to develop procedures, and utilize any existing school level procedures for informational purposes. It was noted that there is some procedural information in student handbooks. It is hoped that many procedures can be copied from VSBA policies or student handbooks. There is concern that many procedures are not documented and could be 'lost' if an employee leaves the BUUSD. It was agreed that Mr. Aither will work with Mr. Allen regarding the web site layout and will work to prioritize procedures to be written, and work with Mr. Wells on developing procedures.

6. Old Business

6.1 Racial Equity Policy

Mr. Wells advised that the Policy Committee informed the Board that they will move forward with using the services of Arielle King and Jameson Davis to engage in a process to develop a racial equity policy. Mr. Isabelle queried regarding weaving this project in with the Vision, Mission, and Strategic Goal initiative. Mr. Wells reported that he believes some conversation of this has been occurring. Mr. Isabelle will raise this question at the upcoming Communications Committee meeting. A timetable has not yet been established for creation of the Racial Equity Policy.

7. Other Business

Mr. Isabelle suggested that Mr. Valsangiacomo run for a BUUSD School Board Seat.

It was noted that generally the Policy Committee tries to have policies approved (First and Second Readings), by the same Board, so if there are policies for approval, the Committee may wish to present policies (to the Board) that can have both readings occur prior to the election of new Board Members. This is an existing protocol, but is not mandatory.

8. Future Agenda Items

- BUUSD Policy Index Review
- VSBA Policy Index Review
- Public Complaints About Personnel Policy (B22)
- Community Use of School Facilities Policy (E20)

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- Field Trips (D30) – Spring 2021 – TBD
- District Equity Policy (C29) - Fall of 2021 - TBD

9. Next Meeting Date

The next meeting is Monday, February 15, 2021 at 5:30 p.m. via video conference.

10. Adjournment

The Committee agreed by consensus to adjourn at 7:51 p.m.

Respectfully submitted,
Andrea Poulin

	2/9/2021		BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX						
65	Adopted Policies								
Color Code Key:	To Committee	To Board - 1st Read	To Board - 2nd Read						
SECTION	BUUSD CODE	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE
A	BOARD OPERATIONS								
	A1	10/11/2019	5/18/2020	Board Member Conflict of Interest	Required	5/9/2019	6/13/2019		B3
	A20	3/3/2020	5/18/2020	Board Meetings, Agenda Preparation & Distribution	Recommend	9/12/2019	10/10/2019		
	A21	3/3/2020	5/18/2020	Public Participation at Board Meetings	Recommend	9/12/2019	10/10/2019		
	A22	8/30/2020	11/12/2020	Non-Discrimination	Recommend	12/17/2020	1/14/2021		C6
	A23	3/3/2020	5/18/2020	Community Engagement and Vision	Recommend	9/12/2019	10/10/2019		
	A24	3/3/2020	5/18/2020	Board/Superintendent Relationship	Recommend	9/12/2019	10/10/2019		
	A25	8/5/2020	9/22/2020	Delegation of Authority During State of Emergency Due to COVID-19 Pandemic	Recommend	10/8/2020	10/22/2020		
	A30	9/18/2013	9/12/2019	Role and Adoption of School Board Policies	Consider	5/9/2019	6/13/2019		A1
	A31	3/25/2009	9/12/2019	Board Member Education	Consider	9/12/2019	10/10/2019		
	A32	3/26/2009	9/12/2019	Board Goal-Setting & Evaluation	Consider	9/12/2019	10/10/2019		
	A33	3/25/2009	9/12/2019	School Visits By Board Members	Consider	9/12/2019	10/10/2019		
	A34	3/25/2009	9/12/2019	Board Relationships With School Personnel	Consider	9/12/2019	10/10/2019		
Adopted	11								
B	PERSONNEL								
	B1	10/11/2019	12/10/2020	Substitute Teachers	Required	1/28/2021	2/11/2021	Bd 1st Read 1/28; Board 2nd Read 2/11/21	D6
	B2	10/11/2019	5/18/2020	Volunteers and Work Study Students	Required	5/9/2019	6/13/2019		D7
	B3	3/3/2020	6/2/2020	Alcohol & Drug-Free Workplace	Required	5/9/2019	6/13/2019	BUUSD version has an "Employer Responsibility" section that VSBA MP doesn't	D8
	B4	10/11/2019	6/2/2020	Drug & Alcohol Testing: Transportation Employees	Required	5/9/2019	6/13/2019		D11
	B5	10/20/2020	11/12/2020	Prevention of Employee Harassment	Required	12/17/2020	1/14/2021		D12
	B6	10/1/2019	Removed	Health Insurance Portability and Accountability Act Compliance	Required	-	-	This policy was deleted in October 2019. The VSBA reasoning for deletion of the policy is that the policy is covered under statute.	
	B7	10/11/2019	6/2/2020	Tobacco Prohibition	Required	5/9/2019	6/13/2019	BUUSD version has some add'l language which can be considered for deletion	E8
	B8	6/25/2020	11/12/2020	Electronic Communications between Employees and Students	Required	1/14/2021	1/28/2021		B40
	B20	3/3/2020	12/10/2020	Personnel Recuitment, Selection, Appointment, & Background Check	Recommend	1/28/2021	2/11/2021	To Board 1st Read 1/28; To Board 2nd Read 2/11	
	B21	3/3/2020	5/18/2020	Professional Development	Recommend	5/9/2019	6/13/2019	BUUSD version is more current than VSBA version, but still references Action Plan	D2
	B22	3/3/20	12/10/2020	Complaints About Personnel	Recommend			VSBA New - To Committee 01/18; Tabled to February	
	B30	3/29/09	12/10/2020	Staffing and Job Descriptions	Consider	Not Adopting	Not Adopting	Committe and Board Opted to Not Consider	
	B31	3/29/09	12/10/2020	Educator Supervision & Evaluation: Probationary Teachers	Consider	Not Adopting	Not Adopting	Committe and Board Opted to Not Consider	
	B32	3/29/09	12/10/2020	Personnel Files	Consider	Not Adopting	Not Adopting	Committe and Board Opted to Not Consider	
	B33	3/39/09	12/10/2020	Resignations	Consider	Not Adopting	Not Adopting	Committe and Board Opted to Not Consider	
	B40	N/A	N/A	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
Adopted	6	B6 removed by VSBA; B20, B22, B30, B31, B32, B33 in VSBA MPM but not adopted by BUUSD							

	2/9/2021			BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX					
65	Adopted Policies								
Color Code Key:	To Committee	To Board - 1st Read	To Board - 2nd Read						
SECTION	BUUSD CODE	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE
C				STUDENTS					
	C1	10/11/2019	6/2/2020	Student Records	Required	5/9/2019	6/13/2019		F5
	C2	12/3/2015	5/18/2020	Student Drugs & Alcohol	Required	5/9/2019	6/13/2019		F7
	C3	10/11/2019	6/2/2020	Transportation	Required	5/9/2019	6/13/2019	BUUSD version differentiates for no transportation at SHS	F9
	C4	12/9/2020	12/10/2020	English Learners	Required	1/14/2021	1/28/2021		F19
	C5	12/9/2020	12/11/2020	Firearms	Required	1/14/2021	1/28/2021		F21
	C6	10/11/2019	5/18/2020	Participation of Home Study Students	Required	5/9/2019	6/13/2019		F23
	C7	10/11/2019	6/2/2020	Student Attendance	Required	5/9/2019	6/13/2019		F25
	C8	10/11/2019	6/2/2020	Pupil Privacy Rights	Required	5/9/2019	6/13/2019	VSBA MP has additional language which should be included in #8	F27
	C9	10/11/2019	6/2/2020	Nutrition And Wellness	Required	4/23/2020	5/14/2020	BUUSD version differs from VSBA MP based on recommendation of SHAC	F28
	C10	12/2/2015	5/18/2020	Policy on the Prevention of Hazing, Harassment and Bullying of Students	Required	5/9/2019	6/13/2019		F20
	C10-P	12/2/2015	5/18/2020	Model Procedures on the Prevention of Hazing, Harassment and Bullying of Students	Required	5/9/2019	6/13/2019		F20-1
	C11	3/29/2018	5/18/2020	Student Freedom of Expression in School-Sponsored Media	Required	5/9/2019	6/13/2019		F34
	C12	9/1/2020	11/12/2020	Prevention of Sexual Harassment As Prohibited by Title IX	Required	1/14/2021	1/28/2021		C-10; C10P
	C13	10/16/2020	11/12/2020	Homeless Students	Required	12/17/2020	1/14/2021		
	C20	3/3/2020	6/2/2020	Student Conduct and Discipline	Recommend	5/9/2019	6/13/2019		F1
	C21	8/30/2020	11/2/2020	Search and Seizure of Students by School Personnel	Recommend	11/12/2020	12/3/2020		F4
	C23	11/28/2007	5/18/2020	Student Clubs & Activities	Recommend	5/9/2019	6/13/2019		F33
	C24	9/18/2013	5/18/2020	Interscholastic Sports	Recommend	5/9/2019	6/13/2019		F12
	C25	3/3/2020	6/2/2020	Admission of Non-Resident Tuition Students	Recommend	5/9/2019	6/13/2019		F14
	C27	9/18/2013	5/18/2020	Student Self-Expression and Student Distribution of Literature	Recommend	5/9/2019	6/13/2019		F29
	C28	3/3/2020	12/10/2020	TRANSGENDER AND GENDER NONCONFORMING STUDENTS	Recommend	1/28/2021	2/11/2021	To Board First Read 1/28; 2nd Read 2/11	
Fall 2021	C29	7/21/2020	9/22/2020	District Equity Policy	Recommend	10/8/2020		Board Return to Committee - Review; Committee 1/18; Tabled to Fall in Future	
	C30	6/30/2008	5/18/2020	Student Medication	Consider	5/9/2019	6/13/2019		F6
	C31	2/10/2016	5/18/2020	Admission of Resident Students	Consider	5/9/2019	6/13/2019		F13
	C32	2/10/2016	5/18/2020	Eighteen Year-Old Students	Consider	5/9/2019	6/13/2019		F18
	C33	2/10/2016	5/18/2020	Student Assessment	Consider	5/9/2019	6/13/2019		F22
	C34	3/3/2020	6/2/2020	Restraint and Seclusion	Consider	5/9/2019	6/13/2019		C23
	C40	N/A	N/A	Entrance Age for Admission to Kindergarten	Does Not Exist	5/9/2019	6/13/2019		F35
	C41	N/A	N/A	Intra-District School Transfer	Does Not Exist	4/23/2020	5/14/2020		F36
	C42	N/A	N/A	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	N/A	N/A	STI and Pregnancy Prevention Policy	Does Not Exist	5/9/2019	6/13/2019		F31
Adopted	25							C22 is elementary only; C28 in VSBA MPM but not adopted by BUUSD	
D				INSTRUCTION					

	2/9/2021			BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX					
65	Adopted Policies								
Color Code Key:	To Committee	To Board - 1st Read	To Board - 2nd Read						
SECTION	BUUSD CODE	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE
	D1	3/3/2020	6/2/2020	Proficiency Based Learning	Required	5/9/2019	6/13/2019	BUUSD version differs from VSBA MP based on recommendation of admin	G20
	D2	10/1/2019	Removed	Grade Advancement, Promotion, Acceleration, and Retention of Students	Required	-	-	Deleted in October 2019. This policy, which used to be required by statute, is no longer applicable because of Proficiency Based Grading/Graduation Requirements.	
	D3	8/1/2019		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	12/3/2015		Title I Comparability	Required	5/9/2019	6/13/2019	Awaiting VSBA Revision	G12
	D5	10/11/2019	6/2/2020	Animal Dissection	Required	5/9/2019	6/13/2019		G13
	D6	10/11/2019	5/18/2020	Class Size	Required	4/23/2020	5/14/2020		G14
	D20	9/18/2013	5/18/2020	Curriculum Development and Coordination	Recommend	5/9/2019	6/13/2019		G1
	D21	9/18/2013		Educational Support System	Recommend	5/9/2019	6/13/2019	Awaiting VSBA Revision	G7
	D22	8/5/2020	9/22/2020	Modes of Instruction During State of Emergency Due To COVID-19 Pandemic	Recommend	10/8/2020	10/22/2020		
Spring 2021	D30	July 2020	6/2/2020	Field Trips	Consider	4/23/2020	5/14/2020	Removed by VSBA - Cmt. Review 11/16/2020 - Committee will discuss in the spring 2021. (BUUSD version differs from VSBA MP based on recommendation of admin)	G3
	D31	not indicated	6/2/2020	Selecting Library Materials	Consider	5/9/2019	6/13/2019		G4
	D32	not indicated	6/2/2020	Selection of Instructional Materials and Sensitive Issues	Consider	5/9/2019	6/13/2019	VSBA MP does not include Sensitive Issues section, consider revising BUUSD	G5
	D40	N/A	N/A	Special Education	Does Not Exist	5/9/2019	6/13/2019		G15
Adopted E	12			SCHOOL-COMMUNITY RELATIONS				D2 removed by VSBA, D33 is outdated	
	E1	12/3/2015		Title I, Part A Parental Involvement	Required	5/9/2019	6/13/2019	Awaiting VSBA Revision	H7
	E20	12/21/2020	1/12/2021	Community Use of School Facilities	Recommend	5/9/2019	6/13/2019	VSBA Changed 12/21/20; To Committee 1/18; Tabled to February (Invite J. Evans)	H3
	E30	not indicated	6/2/2020	School-Community Relations	Consider	5/9/2019	6/13/2019		H30
	E31	7/2020		Parental Involvement	Removed	none	none	VSBA Removed 7/2020 - BUUSD never adopted.	
Adopted F	3			NON-INSTRUCTIONAL OPERATIONS				E21, E31, E32 in VSBA MPM but not adopted by BUUSD	
	F1	3/20/2019	5/18/2020	Travel Reimbursement Policy	Consider	5/9/2019	6/13/2019		E11
	F20	3/25/2009	5/18/2020	Fiscal Management & General Financial Accountability	Recommend	5/9/2019	6/13/2019		E1
	F22	9/17/2020	11/12/2020	Electronic Communications Use and Retention	Recommend	1/28/2021	2/11/2021	To Bd 1st Read 1/28/21; 2nd Read 2/11	
	F23	11/3/2016	5/18/2020	Capitalization of Assetts	Recommend	9/12/2019	10/10/2019		E23
	F24	11/6/2016	5/18/2020	Prevention of Conflict of Interest in Procurement	Recommend	5/9/2019	6/13/2019		E24
	F30	3/25/2009	5/18/2020	Budgeting	Consider	5/9/2019	6/13/2019		E2
	F31	7/1/2020		Emergency Closings	Removed	None	None	VSBA Removed 7/2020 - Never adopted by BSU	
	F33	3/25/2009	5/18/2020	HIV Policy	Consider	5/9/2019	6/13/2019		F32
	F40	N/A	N/A	Scholarship Awards Policy	Does Not Exist	5/9/2019	6/13/2019		E31
	F41	N/A	N/A	Video Surveillance Policy	Does Not Exist	5/9/2019	6/13/2019		E32
Adopted	8							F21, F22, F25, F26, F31, F33 in VSBA MPM but not adopted by BUUSD	

VSBA Website Policies Reviewed – 02/09/2021

	<u>NEW Policies (VSBA)</u>	STATUS
C13	Homeless Students [10/16/20]	(BUUSD Board Adopted – 01/14)
C12	Prevention of Sexual Harassment As Prohibited by Title IX [9/1/20]	(BUUSD Board Adopted – 01/28)
A25	Delegation of Authority During State of Emergency Due to COVID-19 Pandemic [8/5/20]	(BUUSD Board Adopted 10/22/20)
D22	Modes of Instruction During State of Emergency Due to COVID-19 Pandemic [8/5/20]	(BUUSD Board Adopted 10/22/20)
C29	District Equity Policy [7/21/20]	(Committee Fall 2021)
B8	Electronic Communication between Employees & Students [6/25/20]	(BUUSD Board Adopted – 01/28)
	<u>Policies Recently Changed</u>	
E20	Community Use of School Facilities [12/21/2020]	(Tabled - Cmt 2/15/21 – invite J. Evans)
C4	English Learners (Was - Limited English Proficiency Students) [12/9/20]	(BUUSD Board Adopted – 01/28)
C5	Firearms [12/9/20]	(BUUSD Board Adopted – 01/28)
B5	Employee Unlawful Harassment [10/20/20]	(BUUSD Board Adopted – 01/14)
F22	Electronic Communications Use & Retention [9/17/20]	(BUUSD Board (2 nd Read) 2/11/21)
A22	Notice of Non-Discrimination [8/30/20]	(BUUSD Board Adopted – 01/14)
C21	Search and Seizure of Students by School Personnel [8/30/20]	(BUUSD Board Adopted 12/3/20)
	<u>Policies REMOVED recently</u>	
D30	Field Trips [July, 2020]	(Committee Spring 2021)
E31	Parental Involvement [July, 2020]	(Never adopted by BSU)
F31	Emergency Closings [July, 2020]	(Never adopted by BSU)

Miscellaneous Policies Discussed...

- B20 - Personnel Recruitment, Selection, Appointment and Background Checks (Recommended) (BUUSD Board (2nd Read) – 02/11 Sonya reaching to VSBA)
- C28 - Transgender and Gender Nonconforming Students (Recommended) (BUUSD Board (2nd Read) – 02/11)
- B1 – Substitutes Teachers (Required) (BUUSD Board (2nd Read) – 2/11/21)
- B22 – Public Complaints About Personnel (Recommended) (Tabled – Committee 2/15/21 – Luke update)

**BARRE UNIFIED UNION SCHOOL DISTRICT #097
POLICY****CODE: B 22****1ST READING:****2ND READING:****ADOPTED:**

PUBLIC COMPLAINTS ABOUT PERSONNEL**Policy**

It is the policy of the Barre Unified Union School District (BUUSD) to see that complaints about school personnel are considered in a timely manner that is fair to all parties. The district places trust in its employees and desires to support their actions in such a manner that they are free from unnecessary, spiteful, or unjustified criticism or complaint. Further, it is the obligation of the board to ensure that the rights of the employee under the collective bargaining agreement and Vermont Law be protected through the administration of this policy.

In cases where the complaint is specifically addressed by another policy, the complainant should follow the procedures accompanying that policy. Examples include: Notice of Non-Discrimination (A22), Prevention of Employee Harassment (B5), Electronic Communications Between Employees and Students (B8), Policy on the Prevention of Harassment, Hazing, and Bullying of Students (C10 & C10-P), and Prevention of Sexual Harassment as Prohibited by Title IX (C12).

Resolving Complaints

It is the expectation of the BUUSD that concerns and conflicts be respectfully addressed and resolved directly between the complainant and the staff member. If the issue cannot be resolved directly with the individual, the complainant should communicate with the building Principal/Director by providing a summary of the concerns in writing, and including any examples or evidence supporting the complaint. In accordance with best practices and due process, the Principal will afford the staff member with an opportunity for explanation, comment, and presentation of their perspective of the situation. The Principal may use a variety of conflict resolution strategies to rectify the situation.

If the issue is not resolved to the satisfaction of the complainant, they may provide the written statement and evidence, including the Principal's actions, to the Superintendent, for their consideration and decision.

Appeal to the Board

If the complainant is not satisfied with the decision of the Superintendent, they may request the school board hear their case to review the Superintendent's decision. If the board decides to

honor the request of the complainant, a date will be set and appropriate administration invited to participate by presenting facts, providing context, and clarifying the issue. The board shall conduct such meetings in a fair and just manner, and shall render a decision.

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

CODE: E 20

1ST READING: 5/9/2019

2ND READING: 6/13/2019

ADOPTED: 6/13/2019

COMMUNITY USE OF SCHOOL FACILITIES

While the primary purpose of the school facilities is to educate students within this district, the school board recognizes that the facilities are a valuable community resource. Accordingly, the Superintendent may make school facilities available to individuals and community groups without discrimination in accordance with this policy, provided the facilities are preserved for regular school activities.

Individuals and groups may use school facilities for the following purposes:

- A. Meetings by parent-teacher organizations and school booster organizations whose purpose is to support the operations of the schools and the school district;
- B. Meetings by employees' professional organizations comprised of school district employees;
- C. Instruction in any branch of education, learning, and the arts;
- D. Social, civic and recreational meetings, and entertainment, provided the events are open to the public;
- E. Civic forums and community centers, provided the events are open to the public;
- F. Recreation, physical training and athletics, including competitive athletic contests for children and adults;
- G. Private academic tutoring or music lessons;
- H. Child care programs;
- I. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose, and the events are open to the public.

The superintendent may deny an application for use of facilities or terminate an individual or group's use for:

- A. Uses that are likely to cause a material and substantial disruption to school operations;
- B. Events and meetings promoting or sponsored by a political party;
- C. Political campaign events by someone running for office;
- D. Uses that interfere with school district maintenance and repair of facilities;
- E. Uses that could damage special equipment in the facilities;
- F. Uses that could reasonably be expected to or actually do give rise to a riot or public disturbance;
- G. Events or meetings of private for-profit entities;
- H. Events at which fees are charged for profit;

- I. Uses where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed; and
- J. Uses prohibited by law.

The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school facilities upon payment of suitable fees and costs according to the district fee schedule.

The superintendent may place reasonable time, place, and manner restrictions on the use of facilities.

The superintendent shall set a fee schedule and shall administer it in a manner that does not discriminate based on viewpoint. All users shall be required to demonstrate adequate insurance coverage and shall agree to hold the district harmless from any and all liability resulting from their use of the facilities. All users shall be required to make clear in all announcements and publicity that their events and activities are not sponsored by the school district.

The superintendent may allow individuals and groups to use special equipment, such as audiovisual equipment, provided that the group uses an operator of the equipment who is approved by the superintendent.

BUUSD Rental Fee Comparison Chart

Location	BCEMS	BTEMS	SHS
	Updated - ??	Updated - 8/12/19	Updated - 6/19/15
	Rate - per day	Rate - per occasion	Rate - per 4 hours
			Group 3 / Group 4
Athletic Fields/Grounds	\$200	???	\$200 / \$400
Auditorium	N/A	N/A	\$100 / \$200
Band/Chorus	N/A	N/A	\$40 / \$80
Cafeteria	\$100	\$30	\$50
Classroom	\$40	\$30	\$20 / \$40
Conference Room	N/A	\$30	“Specialized area as negotiated”
Gymnasium	\$200	\$50	\$100 / \$200
Kitchen	\$100	???	\$50
Library	\$150	???	\$75 / \$150
Multi-purpose room	\$100	½ room \$30; Whole \$50 hr	N/A
Parking Lots	???	???	\$50 / \$100
Additional Charges			
Equipment	\$50 or as negotiated	TV/DVD - \$10 Other - “Additional Fee”	???
Field lights	N/A	N/A	\$50 hr
Custodian	\$40 hr - 4 hr min	N/A	\$40 hr - 4 hr min
Cafeteria staff	Service provider sets rate	???	Service Provider sets rate
IT/AV	\$40 hr - 4 hr min	???	\$40 hr - 4 hr min

Spaulding High School

155 Ayers Street
Barre, Vermont 05641
Phone (802) 476-4811 - FAX (802) 479-4535

USE OF FACILITIES APPLICATION

INDIVIDUAL PREPARING APPLICATION _____ TODAY'S DATE _____

NAME OF ORGANIZATION _____

DATE(S) _____ TIME: FROM _____ TO _____

NOTE: Usage Rates are assessed in 4 hour increments. Please refer to the Building Rental Rates listed on the Reverse.

ROOM(S) REQUIRED

- | | | |
|--|--|---|
| <input type="checkbox"/> AUDITORIUM | <input type="checkbox"/> LIBRARY | <input type="checkbox"/> ATHLETIC FIELD |
| <input type="checkbox"/> CAFETERIA | <input type="checkbox"/> CLASSROOM(S) # NEEDED _____ | <input type="checkbox"/> PARKING LOTS _____ |
| <input type="checkbox"/> CAFT. KITCHEN | <input type="checkbox"/> BAND ROOM | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> GYMNASIUM | <input type="checkbox"/> CHORUS ROOM | |

ADDITIONAL SERVICES/EQUIPMENT – PLEASE SPECIFY _____

IF A PARTICULAR ROOM ARRANGEMENT IS DESIRED, PLEASE ATTACH A DIAGRAM.

IF SAID PERMISSION IS GRANTED, I HEREBY AGREE TO COMPLY WITH THE RULES AND REGULATIONS OF THE DISTRICT GOVERNING THE USE OF SCHOOL FACILITIES, TO TAKE THE UTMOST CARE IN THE USE OF SCHOOL PROPERTY AND TO MAKE GOOD ANY DAMAGE TO, OR LOSS OF, SCHOOL PROPERTY ARISING FROM USE OF THE BUILDING.

SIGNATURE _____

ADDRESS _____ PHONE _____

THIS APPLICATION IS ONLY IN EFFECT FROM JULY 1ST TO JUNE 30TH OF EACH SCHOOL YEAR

(THIS SECTION IS FOR SCHOOL DISTRICT USE ONLY)

GROUP CLASSIFICATION: ☐ GROUP 1 ☐ GROUP 2 ☐ GROUP 3 ☐ GROUP 4

☐ APPLICATION IS APPROVED ☐ APPLICATION IS APPROVED WITH EXCEPTIONS NOTED

☐ APPLICATION IS NOT APPROVED

COMMENTS _____

DATE _____ ADMINISTRATOR _____

RENTAL FEE \$ _____

PERSONNEL \$ _____

TOTAL \$ _____

As of 6/19/2015

Building Rental Rates
July 1, 2015-June 30, 2016

			Rates based on 0-4 Hours of Usage	Rates based on 0-4 Hours of Usage
Venue	Group 1	Group 2*	Group 3	Group 4
Auditorium	N/C	N/C*	\$100.00	\$200.00
Band/Chorus Rms	N/C	N/C*	\$40.00	\$80.00
Cafeteria	N/C	N/C*	\$50.00	\$50.00
Cafeteria Kitchen	N/C	N/C*	\$50.00	\$50.00
Classroom – General	N/C	N/C*	\$20.00	\$40.00
Gymnasium	N/C	N/C*	\$100.00	\$200.00
Library	N/C	N/C*	\$75.00	\$150.00
Parking Lots	N/C	N/C*	\$50.00	\$100.00
Specialized Areas	N/C	N/C*	As negotiated	As negotiated
Athletic Fields	N/C	N/C*	\$200.00	\$400.00

*Attendant labor costs only or in-kind arrangement
 All rates charged in 4 hour increments

Other Charges may include:

Football Field Lights - \$50/hour
 Custodial Charges - \$40/hour – minimum 4 hours
 IT/AV Staff - \$40/hour – minimum 4 hours
 Kitchen Personnel – per rates charged by food service provider - Fitz Vogt
 Police Presence may be required

Group 1: No fee required with exception of kitchen staff.

1. Any of the BSU school's educational, co- and extracurricular activity. Examples include: school board, athletic teams, student clubs, music & drama performances.
2. Any BSU school-sponsored activity. Such activities include occasional, scheduled facility use by a parent support or community group – each of which provide some type of direct support for the school's educational mission. Examples include: Project Grad, athletic boosters, BTC Adult Ed courses.

Group 2: Attendant labor costs only or in-kind arrangement.

1. Barre City or Barre Town Recreational Departments
2. Barre City or Barre Town municipal government organizations.
3. Barre Area Youth organizations.

Group 3: Actual costs for use of facilities and attendant labor costs or in-kind arrangement.

1. A non BSU school for educational, co- and extracurricular or school-sponsored activity.
2. Non-profit organizations other than those identified in Group 2.

Group 4: Actual costs for use of facilities and attendant labor costs or in-kind arrangement.

1. All other individual, groups or agencies on a first come, first served basis.

NOTE: Rentees are responsible for all costs associated with any repairs that need to be made due to use of the facilities.

USE OF FACILITIES APPLICATION

Barre Town Middle and Elementary School
70 Websterville Road
Barre, VT 05641
(802) 476-6617 ext. 6307

Waiver of fees must be included and noted when the application is submitted. The school administrator shall act on all applications and waiver of fee requests. Waiver of fee requests will only be considered for school related activities and for non-profit organizations.

****Payments must be made to Barre Town School District, prior to event.***

Room	Fee	\$
Conference Room	\$30.00/per occasion	
Gymnasium	\$50.00/per occasion	
Multipurpose Room - ½	\$30.00/per occasion	
Multipurpose Room - whole	\$50.00/per hour	
Dining Room	\$30.00/per occasion	
Classroom	\$30.00/per occasion	
Equipment:		
DVD/Television	\$10.00/per occasion	

Excluded from use of school buildings or grounds are activities or actions which:

- are intended to overthrow the government by force, violence or other unlawful means
- involve games of chance, lotteries or gambling;
- involve the possession and/or consumption of alcoholic beverages; or include the sale of liquor, tobacco or other products presumed to be health hazards;
- promote any commercial product or results in private profit or commercial gain unless sponsored by an approved organization as a fund-raising event;
- would overtax the facilities, grounds, personnel.

Name/Group: _____

Date(s): _____

Time: _____

Person Responsible: _____

Address: _____

Telephone Number: _____ Email: _____

Continued on back



Describe activities for which facilities will be used:

Who will be involved in these activities:

Are you requesting equipment from the school? (Equipment may result in additional fee. Tables/Chairs will not require a fee.) If you are in need of tables/chairs, please note how many of each.:

Please describe any activities, circumstances, or requirements not covered above:

Note:

- Cancellations required 48 hours in advance.
- All equipment and materials must be put back as they were found.
- Smoking and distribution or consumption of alcohol are prohibited within the building and on school grounds, both during school and non-school hours.
- Tables are not to be moved or used without prior permission. We will then prepare the tables for you.
- When school is cancelled, all evening activities are cancelled.

Signature of Person Responsible: _____ **Date:** _____

APPROVED:

Building Principal

Date

Revised 08-12-2019

Barre City Elementary & Middle School

50 Parkside Terrace Barre, VT 05641

Ph: (802) 476-6541 Fax: 476-1492

Use of Facilities Application

Sponsoring Organization: _____

Facility Desired:

_____	Classroom: # _____	\$40/day	\$ _____
_____	Library	\$150/day	\$ _____
_____	Gym	\$200/day	\$ _____
_____	Multipurpose Room	\$100/day	\$ _____
_____	Cafeteria	\$100/day	\$ _____
_____	Cafeteria/Kitchen	\$100/day	\$ _____
_____	Grounds: Upper Soccer Field/Lower Field/North Field	\$200/day	\$ _____

Equipment:

_____ \$50 as requested. Fee may increase/decrease as determined during application process.

Staffing:

_____	Custodial Services: _____ # of hours	\$40/hour	\$ _____
	(minimum charge of 4 hours)		
_____	Kitchen Staff: _____	per rates charged by food service provider	\$ _____
_____	IT/AV Staff _____	# of hours (minimum 4 hrs) \$40 /hr.	\$ _____
_____	Police presence may be required		

TOTAL: \$ _____

Date(s) requested: _____

Time(s) needed: _____

Person responsible: _____

Address: _____

Telephone: _____

Describe activities for which facilities will be used and who will be involved in these activities:

Please describe any furniture/setup requirements needed:

Group 1: No fee required with the exception of kitchen staff.

- 1. Any of the BSU school's educational , co- and extracurricular activity. Examples include: school board, athletic teams, student clubs, music & drama performances.
- 2. Any BSU school-sponsored activity. Such activities include occasional scheduled facility use by a parent support or community group - each of which provide some type of direct support for the school's educational mission. Examples include: Project Grad, athletic boosters, BTC Adult Ed courses.

Group 2: Attendant labor costs only or in-kind arrangement.

- 1. Barre City or Barre Town Recreation Departments.
- 2. Barre City or Barre Town municipal government organizations.
- 3. Barre Area Youth organizations - BYSA.

Group 3: Actual costs for use of facilities and attendant labor costs or in-kind arrangement.

- 1. A non-BSU school for educational, co- and extracurricular or school-sponsored activity.
- 2. Non-profit organizations other than those identified in Group 2.

Group 4: Actual costs for use of facilities and attendant labor costs or in-kind arrangement.

- 1. All other individual, groups, or agencies on a first come first serve basis.

I understand that all BCEMS activities take precedence over usage by the community. I also understand that my/our usage can be cancelled at any point prior to the date and time of use.

I understand that the above named "Sponsoring Organization" **is responsible for all costs associated with any repairs that need to be made due to any damages incurred during the use of the building.** I also understand that anyone using the facility must stay in the designated area. Parking is to take place only in the designated parking lots. The BCEMS Building and grounds are smoke free, drug and alcohol free.

Signature of Person Responsible: _____

THIS SECTION IS FOR SCHOOL DISTRICT USE ONLY

Group Classification: ☐ Group 1 ☐ Group 2 ☐ Group 3 ☐ Group 4

☐ Application is approved ☐ Application is approved with exceptions noted
☐ Application is not approved

Comments: _____

Date: _____ Facilities Director Signature _____

Elementary Principal Initials: _____ Middle School Principal Initials _____

Rental Fee \$ _____
Personnel \$ _____
Total Due \$ _____