



Barre Unified Union School District

**Spaulding High School
Central Vermont Career Center
Barre City Elementary and Middle School
Barre Town Middle and Elementary School**

Chris Hennessey, M.Ed.
Superintendent of Schools

A rock solid education for a lifetime of discovery

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MEMORANDUM

TO: Barre Unified Union School District Policy Committee
Chris Parker - Chair, Abby Smith - V. Chair, Tim Boltin

DATE: August 13, 2021

RE: BUUSD Policy Committee Meeting
August 16, 2021 @ 5:30 p.m.
In-Person Option: BUUSD Central Office, 120 Ayers Street, Barre
Remote Options: 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 June 21, 2021
5. New Business
 - 5.1. BUUSD Policy Index Review
 - 5.2. VSBA Policy Index Review
 - 5.3. Review Prioritized List
 - 5.4. Committee Summary Report to the Board
 - 5.5. Budgeting (F30) (Consider)
 - 5.6. Fiscal Management and General Financial Accountability (F20) (Recommended)
 - 5.7. Student Attendance (C7) (Required)
6. Old Business
 - 6.1. Security Cameras (Electronic Surveillance Policy) (F26) (Recommended)
7. Other Business

8. Items for Future Agenda:
9. Next Meeting Date: September 20, 2021, 5:30 pm
10. Adjournment

Parking Lot of Items:

- Anti-Racism Policy (C44)
- Field Trips (D30) (Spring 2021)
- Tuition Payment (C26) (Under Review by VSBA)

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
June 21, 2021 – 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Chris Parker, Chair (BT)
Abigayle Smith, Vice-Chair (BC)
Tim Boltin (BC)
Andrew McMichael (BC Community Member)
Jon Valsangiacomo – (BT Community Member)

COMMITTEE MEMBERS ABSENT:

OTHER BOARD MEMBERS PRESENT:

ADMINISTRATORS AND STAFF PRESENT:

Mary Ellen Simmons, Assistant Superintendent of Instruction
Luke Aither, SHS Assistant Principal
Hayden Coon, BCEMS Principal
Chris Hennessey, BCEMS Principal
Pierre Laflamme, BCEMS Assistant Principal

GUESTS:

Alice Flanders Mike Greig Carol Hebert Josh Howard Sue Paxman Terry Reil

1. Call to Order

The Chair, Ms. Parker, called the Monday, June 21, 2021, meeting to order at 5:32 p.m., which was held via video conference - Google Meet.

It was noted that the link to join the meeting will not be working this evening because the meeting ‘owner’ is not present to admit those trying to log in. Individuals may join via telephone.

2. Additions and/or Deletions to the Agenda

None.

3. Public Comment

In response to a query regarding a return to in-person meetings, it was noted that the Board plans to hold meetings in a hybrid format, such that individuals may attend in person or remotely.

C29 District Equity Policy – A community member queried regarding the necessity of this policy and the Anti-Racism Policy (C44). Policy C29 is a VSBA Recommended Policy, which means that the Vermont School Board Association created the policy, had it legally vetted, and is recommending that all districts adopt the policy. The First Reading of this policy has been approved by the Board. The 2nd and Final Reading and adoption of the policy is on the Agenda for the Board Meeting on 06/24/21. This policy is no longer at the Committee level. Community members are encouraged to share their feedback with the Board at their next regular meeting. If the Board approves the policy, procedures will be developed. Ms. Simmons advised that individuals, who have concerns regarding procedures, can contact her to provide feedback to be considered during procedure development. In response to a query, Ms. Parker advised that the Committee has reviewed this policy and has recommended its adoption as written, and that the policy has completed the process of being reviewed by the Committee. Discussion at the Committee level has been completed and will only be revisited if directed by the Board to do so. In response to a community member’s concern, it was noted that the Equity Policy was warned on all Policy Committee Agendas. All Agendas and Minutes are posted on the BUUSD web site and all meetings are warned in print and on social media. The Committee agreed to advise the Board on Thursday, that much public interest was expressed at tonight’s meeting, and that the Board may wish to send the policy back to Committee. Thursday’s Board meeting will include both an in-person option (at BCEMS in the James Taffel Library), and a remote option (video or telephone).

Policy C44 is at the Committee level and has not been sent to the Board for any Readings. This policy is on tonight’s agenda and all discussion should occur under that Agenda Item (6.2).

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Brief discussion was held regarding the process for policy development and adoption. The process involves a review of the Policy Index, as well as the VSBA Model Policy Index. The Policy Committee reviews/revises policies, and makes recommendations to the Board. Only the Board can approve adoption of policies. Policies are presented to the Board twice (a First Reading and a Second and Final Reading). Board and community feedback is taken during Board discussion of policies. The Board approves policies, the school Districts' administrators write procedures to follow policies. Procedures are not reviewed or approved by the Board or discussed at the Committee level. Procedure development is not discussed publicly. Procedures are written at the school district level and are posted publicly after being written.

4. Approval of Minutes

4.1 Approval of Minutes – May 17, 2021 Policy Committee Meeting

On a motion by Ms. Smith, seconded by Mr. Boltin the Committee unanimously agreed to approve the Minutes of the May 17, 2021 Policy Committee Meeting. Mr. McMichael was not present for the vote.

5. New Business

5.1 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index (dated 06/15/21) was distributed.

It was noted that the 'Comments' section for BUUSD policy F41 should be amended to read that the policy should be rescinded after policy F26 is adopted. It was noted that existing policies that will be replaced with new policies, can't be rescinded until the new policy is officially adopted (after the 2nd and Final Reading/Approval). To rescind a policy prior to adoption of a new policy, leaves the District without a policy on the matter.

5.2 VSBA Model Policy Index Review

A copy of the VSBA Model Policy Index was distributed.

There was no discussion.

5.3 Policy Edits Discussion

Mr. Aither advised regarding formatting for edits; underline words being added, strike through words being deleted, double underline wording that is being moved. There is an issue with Google Docs, and it appears that the double underline feature is not available, so the new protocol will be to highlight wording that is being moved/shifted within a policy.

5.4 Policies to Discuss

Copies of policies referenced under Agenda Items 5.4.1 and 5.4.2 were distributed.

5.4.1 Professional Development (B21) (Recommended)

Mr. Aither advised regarding some formatting changes and advised that some implementation sections are being removed because they are believed to be procedures. Mr. Aither is recommending that on this policy, under section 2, a line labeled "g." be added and that wording be taken from the first paragraph under the Implementation section ("Complies with State Board Rule 2000.....) for the line labeled "g.". Mr. Aither suggested that additional wording in the Implementation section be reworded. Brief discussion was held. The Committee agreed to make additional modifications to the Implementation section. In response to a query, it was noted that Mrs. Poulin does not update the draft policies. Mr. Aither believes Mrs. Gilbert updates the policies. It was confirmed that this is an existing policy that is being reviewed and edited.

On a motion by Mr. McMichael, seconded by Ms. Smith, the Board unanimously voted to approve the amendments as discussed and to present the amended policy to the Board for a First Reading.

5.4.2 Selection of Instructional Materials (D32) (Consider)

This is an existing policy. Mr. Aither believes the section labeled "Implementation" should be changed to read "Materials", and that the section labeled "Teaching About Controversial/Sensitive Issues" should be labeled "Instruction". Discussion was held relating to #3 in the "Teaching About Controversial/Sensitive Issues" section. Mr. Aither advised regarding current procedures for notifying parents regarding upcoming topics that may be presented, and alternatives that may be offered. In response to a community member's concern relating to the definition of controversial/sensitive issues, Mr. Aither read the first paragraph of the "Teaching About Controversial/Sensitive Issues" section to provide clarification, and advised that there is some teacher discretion involved. The Committee received a query regarding how oversight is performed to see that teachers follow the policy. It was noted that adherence to the policy falls under procedures and there are procedures to follow regarding complaints against personnel. Mr. Hennessey provided additional information regarding curriculum meetings, team work, professional development, and other strategies that are implemented to see that policies are adhered to. It was acknowledged that rarely, there may be a slip up or violation, but much effort is put in to see that policies are adhered to. Mr. Aither suggested that #5 in this section be modified to include wording to the affect that the teacher should be unbiased. Mr. Aither also advised that the policy could be modified to indicate that students could request alternate experiences though the teacher or an administrator.

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On a motion by Mr. Boltin, seconded by Mr. McMichael, the Committee agreed to approve the amendments as discussed.

6. Old Business

Copies of policies referenced in Agenda items 6.1 through 6.3 were distributed. There are two different copies of Policy F26.

6.1 Complaints about Personnel & Instructional Materials (B22) (Recommended)

Mr. Aither advised regarding the editing to the draft policy, which was returned to the Committee for addition of a section on retaliation. Mr. Aither provided an overview of the amendments, including the 'moving' of wording within the policy. Mr. Aither suggests adding a third paragraph that reads: "Retaliation is any adverse action taken against an individual who makes a report or participates in an investigation under this policy. The district will take reasonable steps to prevent retaliation. Reports of retaliation should be made to the Principal/Director of the accused staff." In response to a query, Mr. Aither advised that there is some level of discretion by administration, and administrators are trained in this area. This issue falls under the 'reasonableness clause', e.g., If a reasonable person would connect a staff person's response, as an adverse response, then those two items would be connected and the retaliation would be a separate incident and would be more serious, likened to 'witness tampering', a worse charge.

Mr. Valsangiacomo advised that this policy poses a conflict for him and he will not be voting on this policy. A community member raised concern that he believes the policy is written to provide more protection to staff than it is to protect students/parents, and reiterated that other than the retaliation piece that was just added, the policy does little to protect students/staff. It was noted that the policy advises that the purpose of the policy is "to see that complaints about school personnel are considered in a timely manner that is fair to all parties." Mr. Aither noted that there is a separate disciplinary process for teachers. A community member is of the opinion that the policy states that the BUUSD has an obligation to ensure the rights of employees, but does not indicate any responsibility to protect the rights of students and parents.

On a motion by Mr. McMichael, seconded by Mr. Boltin, the Committee voted 4 to 0 to approve the edits as discussed. Mr. Boltin, Mr. McMichael, Ms. Parker, and Ms. Smith voted for the motion. Mr. Valsangiacomo abstained.

6.2 Anti-Racism Policy (C44) (local policy)

Ms. Simmons advised that the Anti-Racism policy is being drafted, and the process has involved holding community forums. Approximately 350 community members have attended the various forums and have report that racism is definitely occurring in the District's schools. Racism is not acceptable and the District wants to adopt a policy to help assure that students feel safe, and are accepted members of the school community. The first step is to create a policy, the second step is to create procedures, the third step is to hold professional development. It was reiterated that even one incident of racism is too many. Racism cannot be allowed or tolerated. The above discussion occurred at the start of the meeting. As additional discussion is anticipated to be quite lengthy, Mr. Valsangiacomo suggested that this Agenda Item be tabled until a future meeting. Ms. Parker suggested that a time limit be set and that some discussion be held, with the understanding that this item will be added to a future agenda. Mr. Valsangiacomo reiterated that due to the number of those wanting to provide feedback on this policy, it would be best to hold discussion in another meeting, where there are agreed upon public meeting 'rules' in place. As many individuals have been unable to join this meeting (due to technical difficultie), it may be best to postpone until all interested parties can attend. A community member suggested it may be beneficial to hold a separate public forum, as she believes there are many individuals who were not aware of the previous public forums, and may wish to provide their feedback. Ms. Simmons provided an overview of the process that led to the creation of this policy, and process from which it was drafted. Public forums included approximately 350 individuals. The policy was drafted and revised based on input. The policy draft presented this evening has been legally vetted. Once the policy is adopted, the next step is to write procedures. After procedures are written, the next step is to begin professional development. Ms. Simmons advised that parents have reported that there are racial incidents occurring in the district. Ms. Parker reiterated that parents have reported racial incidents, and that even one incident is one too many. It was noted that disciplinary action taken against students for racial incidents is confidential and cannot be disclosed. Ms. Smith believes this policy is more than just a policy to strengthen protections for students and that it trying to support the entire school community in understanding that it is not just protection, but is also education to prevent further challenges down the road. The policy will help individuals understand that they will encounter diversity in their lives and that they need to be aware of how they interact with those that don't look, or think, or feel the same way that they do, and that individuals need to be aware of how to interact with others so that they don't accidentally abuse them, or separate them from the culture. In Vermont there is not a large diversity in the population and students don't have a lot of chances to interact with a diverse group of people. Mr. Boltin suggested that the policy be modified such that if an incident occurs and the policy isn't followed, that the administrators involved be fired immediately. Community members advised that they believe this topic should be discussed at length in a separate meeting. Mr. Hennessey believes this topic merits additional discussion. Mr. Hennessey reported that there are students/families within the District who have experienced racism and have been deeply impacted by these experiences.

Mr. Valsangiacomo advised that the reality is that a decision relating to implementing an anti-racism policy is ultimately the Board's decision, and that any type of community forum should be hosted by the Board. Mr. Valsangiacomo advised that when the Policy Committee takes up this policy issue, there needs to be a structure to the meeting. Under the law, a public meeting and a public forum are two different things. When a public hearing is held, it must be structured such that it is fair to all participants, but is also of a limited timeframe. Mr. Valsangiacomo believes discussion needs to be held regarding how the meeting structure will be outlined.

Ms. Parker polled the Committee and it was agreed that this Agenda Item will be tabled until a future meeting.

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6.3 Security Cameras (Electronic Surveillance Policy) (F26) (Recommended)

This Agenda Item is tabled until a future meeting.

6.4 Review Prioritization List

A copy of the Policy Review Priority List (undated) was distributed.

Mr. Aither advised that discussion of this list can wait until the next meeting.

7. Other Business

Mrs. Poulin advised that in March of 2021 the Committee agreed that a summary report would be presented to the Board. This has not been occurring and Mrs. Poulin is querying regarding the Committee's intentions. Ms. Parker advised that she has been providing brief oral reports to the Board. Mrs. Poulin read from the March 15, 2021 meeting minutes, where the Committee made the decision to submit a brief written report to the Board each time policies are presented. This item will be added to a future agenda.

8. Future Agenda Items

- Security Cameras (Electronic Surveillance Policy) (F26) (Recommended)
- Committee Summary Report to the Board – For Policies Submitted For Board Action
- Anti-Racism Policy (C44) (local policy) – For possible discussion, but not for a public forum

9. Next Meeting Date

The July meeting is cancelled.

The next meeting is Monday, August 16, 2021, at 5:30 p.m. and will include both in-person and virtual options for attendance.

10. Adjournment

On a motion by Mr. McMichael, seconded by Ms. Smith the Committee unanimously agreed to adjourn at 7:49 p.m.

Respectfully submitted,

Andrea Poulin

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

8/13/2021
Adopted
75 Policies

Color Code Key:	To Committee	To Board - 1st Read	To Board - 2nd Read
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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	12								
B PERSONNEL									
	B1	10/11/2019	12/10/2020	Substitute Teachers	Required	1/28/2021	2/11/2021		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 Recruitment, Selection, Appointment, & Background Check	Recommend	1/28/2021	2/11/2021	2/11/21 Adopted - Mr. Wells needs to have it reviewed by Legal Counsel & report back to Board for March meeting.	
	B21	3/3/2020	5/18/2020	Professional Development	Recommend	7/22/2021	8/12/2021		D2
	B22	3/3/20	3/11/2021	Complaints About Personnel	Recommend			VSBA New - returned to Cmt 6/21 - Board request - possibly add section related to retaliation. Have vetted after discussion.	
	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

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

	8/13/2021		
75	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
Adopted C	9			STUDENTS				B6 removed by VSBA; B20, B22, B30, B31, B32, B33 in VSBA MPM but not adopted by BUUSD	
	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	Cmt review 8/16	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
	C22	3/25/2009	3/11/2021	Student Activities (Elementary)	Recommend	Not Adopting	Not Adopting	To Cmt 3/15/21, not current BUUSD Policy; Cmt 4/26/21; To Bd 5/27 recommend not adopt. Board agreed to not adopt 5/27/21	
	C23	11/28/2007	3/11/2021	Student Clubs & Activities	Recommend	5/27/2021	6/10/2021		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
	C26	9/18/2013	3/1/2021	Tuition Payment	Recommend			Under Review by VSBA - No Policy available yet.	
	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		
	C29	7/21/2020	9/22/2020	District Equity Policy	Recommend	6/10/2021	6/24/2021		
	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

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

8/13/2021
75 Adopted Policies

Color Code Key:	To Committee	To Board - 1st Read	To Board - 2nd Read
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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
	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	6/10/2021	6/24/2021		F31
	C44	N/A	N/A	Anti-Racism Policy	Does Not Exist			New Local Policy; has been vetted for 6/21 Cmt meeting	

Adopted 30 C22 is elementary only; C28 in VSBA MPM but not adopted by BUUSD

D INSTRUCTION

	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		
	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; To Cmt 6/21	G5
	D40	N/A	N/A	Special Education	Does Not Exist	5/9/2019	6/13/2019		G15

Adopted 12 D2 removed by VSBA, D33 is outdated

E SCHOOL-COMMUNITY RELATIONS

	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	Cmt 2/15/21 - No changes; website updated w/o Legal Notices/Footnotes. Mr. Wells meet w/Admin team to develop uniform and consistent fee schedule and rental application form.	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 3 E21, E31, E32 in VSBA MPM but not adopted by BUUSD

F NON-INSTRUCTIONAL OPERATIONS

	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	Cmt Review 8/16	E1
	F22	9/17/2020	11/12/2020	Electronic Communications Use and Retention	Recommend	1/28/2021	2/11/2021	Needs to be vetted by lawyer	
	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

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

8/13/2021
 Adopted
 75 Policies

Color Code Key:	To Committee	To Board - 1st Read	To Board - 2nd Read
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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
	F26	10/24/2019	4/19/2021	Security Cameras (Electronic Surveillance Policy)	Recommend			legal counsel reviewed, return to Cmt 8/16	F41
	F30	3/25/2009	5/18/2020	Budgeting	Consider	5/9/2019	6/13/2019	Cmt review 8/16	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	F26	3/11/2021	Video Surveillance Policy	F26	5/9/2019	6/13/2019	Committee 4/26/21; Recommend rescind when F26 is presented for 1st Read	E32

Adopted 9

F21, F22, F25, F26, F31, F33 in VSBA MPM but not adopted by BUUSD

Current VSBA Work – BUUSD Status – Updated 8/11/2021

With the State of Emergency lifted, these two model policies have terminated automatically

	NEW Policies (VSBA)	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]	(BUUSD Board Adopted 06/24/2021)
B8	Electronic Communication between Employees & Students [6/25/20]	(BUUSD Board Adopted – 01/28)
	Policies Recently Changed	
E20	Community Use of School Facilities [12/21/2020]	No Change - Updated Website copy Removed Legal
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 Adopted 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)
	Policies REMOVED recently	
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....

- B22 – Public Complaints About Personnel (Recommended) (6/21/21 Committee approved edits discussed)
- C26 – Tuition Payment (Recommended) (Under Review by VSBA – No version available yet – Future Item)

Policy Review Priority

Policy Code	Policy Title	High Priority votes
A22	Non-Discrimination	1
A31	Board Member Education	3
A34	Board Relationships With School Personnel	2
B21	Professional Development	5
C7	Student Attendance	4
C9	Nutrition And Wellness	1
C29	District Equity Policy	4
C40	Entrance Age for Admission to Kindergarten	1
C41	Intra-District School Transfer	1
C42	Searches, Seizures, and Interrogation of students by Law Enforcement or other Non-School Personnel	4
D3	Acceptable Use of Electronic Resources & the Internet	4
D6	Class Size	1
D20	Curriculum Development and Coordination	3
D30	Field Trips	4
D32	Selection of Instructional Materials and Sensitive Issues	3
D33	Local Action Plan	3
E21	Distribution of Non-School Sponsored Literature in Schools	3
E32	Visits by Parents, Community Members or Media	4
F21	Financial Reports and Statements	2
F25	Access Control	3
F26	Security Cameras	4
F32	School Crisis Prevention and Response	4
F41	Video Surveillance Policy	4

(N-5 building Principals)

Highlighted rows indicate 4+ votes

**BARRE UNIFIED UNION SCHOOL DISTRICT # 097
POLICY****CODE: F 30****1ST READING: 5/9/2019
2ND READING: 6/13/2019
ADOPTED: 6/13/2019**

BUDGETING**1. POLICY**

It is the policy of the Barre Unified Union School District (BUUSD) and its member districts (Barre Town, Barre City and Spaulding High School Union Districts, and Central Vermont Career Center) to develop school budget(s) that reflect the BUUSDs' goals in improving student achievement as outlined in its strategic and annual action plans and to ensure responsiveness to community needs.

Administrative Responsibilities

The Superintendent will develop an annual calendar for budget development. The calendar will provide sufficient time for:

- Establishing a budget which aligns with priorities of the recommendations of the school administration and staff, parents, students, and other citizens.
- Holding public hearings and informational meetings prior to the formal adoption of the budget proposal by the board.
- Aligning the budget according to the goals of the board.

Approval

The Board will, after public hearings and/or informational meetings adopt a budget for consideration by the electorate. The budget and special articles will be presented by the Board for approval by the electorate at the annual meeting of the BUUSD Preparation of the Board's budget presentation and other Board strategies for explaining and supporting its budget will be a formal agenda item at a meeting of the Board prior to the annual district meeting.

1ST READING: 5/9/2019
2ND READING: 6/13/2019
ADOPTED: 6/13/2019

FISCAL MANAGEMENT AND GENERAL FINANCIAL ACCOUNTABILITY

1. POLICY

It is the policy of the Barre Unified Union School District (BUUSD) (Barre Town, Barre City and Spaulding High School Union Districts, and Central Vermont Career Center) to manage its financial affairs using generally accepted accounting practices, providing appropriate accountability, and assuring compliance with guidelines published by the Agency of Education.

2. ADMINISTRATIVE RESPONSIBILITIES

With the advice and consent of the Auditor of Accounts and the Secretary of Education, the Superintendent shall establish and maintain an accrual system of accounting for the proper control and reporting of school district finances and for stating the financial condition of the School Districts.

Guidelines

1. The approved budget will be the spending plan for the year. The Superintendent or his or her designee is authorized to make commitments on behalf of the organization. Expenditures in excess of \$15,000 require approval by the Board. The Superintendent shall assure that the district does not materially deviate from the approved spending plan, and shall notify the Board of significant overages in spending or significant reduction in revenue that might threaten adherence to the annual budget plan for the year.
2. The Superintendent or designee shall arrange with the BUUSD Board an annual audit of accounts by a certified public accountant.
3. The Superintendent shall be responsible for establishing a system of appropriate internal controls for the handling of all financial obligations and all funds and accounts.
4. The Superintendent or designee shall provide regular information to the board regarding the status of the organization relative to expenses and revenues according to a schedule established by the Board.
5. The Board shall, annually, authorize the Superintendent or his/her designee to “examine claims against the district for school expenses and draw orders for such as shall be allowed by it payable to the party entitles thereto.”
6. The bidding requirements of 16 V.S.A. §559 will be followed by the Board and its designees.

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

CODE: C 7

**1ST READING: 5/9/2019
2ND READING: 6/13/2019
ADOPTED: 6/13/2019**

STUDENT ATTENDANCE

Policy

It is the policy of the Barre Unified Union School District (BUUSD) to set high expectations for consistent student school attendance in accordance with Vermont law in order to facilitate and enhance student learning. Legal pupils between the ages of 6 and 16 and who are residents of the school district and non-resident pupils who enroll in school district schools are required to attend school for the full number of days that school is held unless they are excused from attendance as provided in state law. Students who are over the age of 16 are required to attend school continually for the full number of the school days for which they are enrolled, unless they are mentally or physically unable to continue, or are excused by the superintendent in writing.

Annually, the superintendent shall ensure that the school board appoints one or more individuals to serve as the truant officer, and shall ensure that appointment is recorded with the clerk of the school district.

The superintendent shall develop administrative rules and procedures to ensure the implementation of this policy.

Administrative Rules and Procedures

The procedures will address the following issues and may include others as well:

- A. written excuses;
- B. tardiness;
- C. notification of parents/guardian;
- D. signing out of school;
- E. excessive absenteeism;
- F. homebound and hospitalized students;
- G. early dismissals;
- H. homework assignments;
- I. making up work

Administrative Responsibilities

1. The principal is responsible for maintaining accurate and up-to-date records of student attendance.

-
2. The principal is responsible for assuring that the school has the appropriate family information that allows the school to contact the parent(s) or guardian(s) of all students whenever necessary.

BARRE UNIFIED UNION SCHOOL DISTRICT #097
POLICY

CODE: F26

1ST READING:
2ND READING:
ADOPTED:

ELECTRONIC SURVEILLANCE

Policy

The BUUSD recognizes the value of electronic surveillance for monitoring activity on school property. Passive electronic surveillance is intended to supplement the actions of staff to ensure safety and security for all members of the school community. While it is understood that no system is foolproof or able to cover all areas equally, it is the policy of the Barre Unified Union School District (BUUSD) to ensure that students, staff and all property owned by the District are protected at all times from possible damage, outside intrusion or disturbances occurring on school grounds or in school buildings.

All video recording is subject to [District policies and state and federal law, including](#) the provisions of the Family Education Rights and Privacy Act (FERPA).

Use

Electronic surveillance is used to deter crime and enforce violations of the District’s rules and policies, as well as state and federal law. Security devices and measures such as, but not limited to, video cameras, motion detectors and alarms may be installed in any or all school buildings, or in school transportation vehicles to protect school property. Outside lighting and/or video surveillance devices may be installed and maintained at each school building to provide illumination and observation of the immediate grounds. [The District shall cooperate with all law enforcement agencies to support its passive surveillance measures.](#)

Camera Placement

The security camera system will be installed in public areas only. These areas may include school buses, grounds, athletic areas, exterior entrances or exits to school buildings, stairwells, corridors, cafeterias, and lobbies. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy, such as restrooms, locker rooms, private offices, and nurse’s offices.

Security

Only a designated employee or agent of the BUUSD will install surveillance cameras. Only designated school officials shall have access to the camera equipment and software. Only these school officials shall handle the software or copies of video segments. Video copies shall be

Comment [SMT1]: You should delete or significantly change this language. You do not want to ensure anything as you are creating potential liability for things that you cannot control through a video system. An alternative would be: “It is the policy of the Barre Unified Union School District to use passive electronic surveillance to assist with the safety and security of the school community.”

Comment [SMT2]: You cover this below, and there are limits on providing video to the police.

Comment [SMT3]: Are you going to post signs or provide any other notice?

stored in a secure area. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and for relevant legislation state and federal law.

Comment [SMT4]: How long? 30 days unless retained under this policy?

Viewing of Live Video

Video monitors used to view live video should not be located in a position that enables public viewing. Live video may only be viewed by school administrators, school officials, or school staff members with a legitimate need, as required by their position and role. This also includes employees or agents responsible for the technical operations of the system (for technical purposes only).

Video Recordings

Video recordings may only be viewed by school administrators, school officials, or school staff members with a direct involvement with the recorded contents of the specific video recording. This also includes employees or agents responsible for the technical operations of the system (for technical purposes only). Law enforcement personnel and parents and guardians may be permitted to view video recordings on a case-by-case basis, consistent with the requirements of state and federal law.

Law enforcement personnel may review camera recordings, when available, to investigate criminal conduct:

1. which occurred on or around campus
2. if the school is presented with a court assigned warrant
3. or at the request of administration

Guardians may view video recording(s) at the discretion of administration, provided they submit a written request and that said recording(s):

1. pertain only to their student
2. do not violate the privacy of other students, or if privacy is waived by the guardian of all other identifiable students
3. is relevant to an ongoing complaint, concern, or investigation

Comment [SMT5]: This area of the law is not well-settled. I recommend that you simply agree to comply with the law rather than setting a policy that may be inconsistent as things develop. You do not want to over or under promise.

Use of Video Recordings for Disciplinary Action

Video recordings may be used as a basis for student disciplinary action consistent with District policies and state and federal law.

Comment [SMT6]: Do you want to be able to use it for employee discipline as well? You could delete "student" or add "and employee."

Retention of Video Recordings

A copy of a video recording shall be made and maintained until resolution of an incident which results in a long-term suspension, student injury, or there is a prospect of a legal claim against the district. The copy of the video recording shall be sent to the Superintendent or designee to be kept in a secure location. The district shall comply with all applicable state and federal laws related to record creation, retention, and destruction.