

**BARRE UNIFIED UNION SCHOOL DISTRICT
POLICY COMMITTEE MEETING**
BUUSD Central Office and Via Video Conference – Google Meet
August 16, 2021 – 5:30 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Abigayle Smith, Vice-Chair (BC)
Tim Boltin (BC)
Andrew McMichael (BC Community Member)

COMMITTEE MEMBERS ABSENT:

Chris Parker, Chair (BT)
Jon Valsangiacomo – (BT Community Member)

OTHER BOARD MEMBERS PRESENT:

ADMINISTRATORS AND STAFF PRESENT:

Chris Hennessey, Superintendent
Luke Aither, SHS Assistant Principal
Pierre Laflamme, BCEMS Principal
Mary Ellen Simmons, Director of Curriculum, Instruction, and Assessment

GUESTS:

Sharon Toborg

1. Call to Order

The Vice-Chair, Ms. Smith, called the Monday, August 16, 2021, meeting to order at 5:40 p.m., which was held at the Barre Supervisory Union Central Office in the First Floor Conference Area, and via video conference.

It was noted that none of the participants has the ability to record the meeting.

2. Additions and/or Deletions to the Agenda

None.

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – June 21, 2021 Policy Committee Meeting

On a motion by Mr. McMichael, seconded by Mr. Boltin, the Committee voted 2 to 0 to approve as amended, the Minutes of the June 21, 2021 Policy Committee Meeting. Mr. McMichael abstained.

5. New Business

5.1 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index (dated 08/13/21) was distributed.

Mr. Aither provided an overview of how policies are organized, including the numbering protocol. Policy numbers include a letter that denotes the ‘category’, and a numbering schematic which indicates if policies are required, recommended, “to be considered”, or local. VSBA is the ‘guiding light for policies, and all VSBA policies are legally vetted. There are no notable policy changes to announce at this point.

5.2 VSBA Model Policies

A document titled ‘Current VSBA Work – BUUSD Status – pated 08/11/21’ was distributed.

The document presented this evening is a summary of VSBA policies that have been changed fairly recently, and includes the status of each policy within the BUUSD. It was noted that policies A25 (Delegation of Authority During State of Emergency Due to COVID-19 Pandemic) and D22 (Modes of Instruction During State of Emergency Due to COVID-19 Pandemic) were automatically terminated at the end of the State of Emergency.

Brief discussion was held regarding keeping historical data on policies. Historical records were previously cataloged by Pam Wark. When Ms. Wark retired, no one was hired to perform her specific job responsibilities. It is believed that the Superintendent’s Executive Assistant may be performing this responsibility. Mr. Hennessey will confirm this with Tina Gilbert.

5.3 Review Prioritized List

An undated copy of the Policy Review Priority list was distributed.

Mr. Aither provided an overview of the prioritization results based on meetings with administrators from the District schools. Three of the highest prioritized policies are;

D3 Acceptable Use of Electronic Resources & the Internet Policy- needs to be reconciled with VSBA Policy

B21- Professional Development Policy

D30 – Field Trips

5.4 Committee Summary Report to the Board

Brief discussion was held and it was agreed that Summary Reports are probably not necessary at this time. Mrs. Poulin will research to determine if this item was voted on. A decision will be finalized at the next meeting (when more Committee Members are present).

5.5 Budgeting Policy (F30) (Consider)

A copy of the policy was distributed.

This policy works hand in hand with Policy F20 (Fiscal Management & General Financial Accountability Policy).

Mr. Aither is unsure why this policy is on the agenda. No action taken.

5.6 Fiscal Management and General Financial Accountability Policy (F20) (Recommended)

A copy of the policy was distributed.

Mr. Aither advised that this policy is presented for an amendment due to a change in the law which changes bidding requirements from \$15,000 to \$40,000. After discussion it was clarified that the dollar amount reflected in the policy is the expenditure amount requiring Board approval, not the amount requiring bids. The policy will require an amendment only if the Committee recommends changing the expenditure dollar amount that requires Board approval. Brief discussion was held regarding whether or not the Board approval amount should be changed. Given the current climate relative to spending, it was recommended that the amount requiring Board approval remain at \$15,000. The Committee will present their recommendation to the Board.

On a motion by Ms. Smith, seconded by Mr. McMichael, the Committee unanimously agreed to convey to the Board, their recommendation that the policy not be amended, and continue to require Board approval for expenditure amounts in excess of \$15,000.

5.7 Student Attendance Policy (C7) (Required)

A copy of the policy was distributed.

It was recommended that the sections titled 'Administrative Rules and Procedures', and 'Administrative Responsibilities', be removed from the policy. Brief discussion was held, including a brief historical overview of a decision not to remove 'Implementation' sections from policies, and the difference between policy and procedures, whereas policies (approved by the Board) dictate the policy, and procedures (written by administrators / not reviewed or approved by the Board) define the step by step actions to be taken (including who is responsible for the actions). Concern was raised regarding the Firearms policy (C5) which was amended (by removing the implementation section) in January 2021. After brief discussion, Committee Members agreed to leave the Administrative Rules and Procedures and Administrative Responsibilities in the policy, but to remove 'H' and 'I' from the Administrative Rules and Procedures Section.

On a motion by Mr. Boltin, seconded by Mr. McMichael, the Committee unanimously voted to amend the policy as discussed and to present a First Reading of the amended policy to the Board.

It was noted that the policies being presented to the Committee this evening, do not include the standard editing which identifies verbiage suggested for addition, deletion, or being moved. Future presentations should include the editing. The copy being presented to the Board will include the standard editing.

6. Old Business

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

A draft copy of a non-VSBA policy was distributed.

It was noted that the BUUSD has a local policy (F41) that was created/adopted to address this topic. At the time F41 was created, the VSBA did not have a model policy on this topic. The VSBA has now created a model policy (F26) to address this topic. Mr. Aither presented a draft policy and provided an overview of the draft. Mr. Aither advised that the draft policy has been legally vetted.

Mr. Aither advised that he can have this draft edited to be aligned with current editing protocols, and can then bring the policy back to the Committee for review.

The Committee agreed that this legally vetted policy should be amended with the agreed upon changes, and that the edited version, following editing protocols, will be presented back to the Policy Committee.

7. Other Business

Mr. Aither inquired regarding the status of 2 policies;
D32 – Selection of Instructional Materials and Sensitive Issues Policy
B22 - Complaints About Personnel Policy

Mrs. Poulin will perform research and report back with information she is able to locate.

8. Future Agenda Items

F26 Security Cameras Policy
D3 Acceptable Use of Electronic Resources & the Internet Policy- reconcile with VSBA Policy
B21- Professional Development Policy
D30 – Field Trips
C44 – Anti-Racism Policy - TBD

9. Next Meeting Date

The next meeting is Monday, September 20, 2021 at 5:30 p.m. at the BUUSD Central Office and via video conference.

10. Adjournment

On a motion by Mr. Boltin, seconded by Ms. Smith the Committee unanimously agreed to adjourn at 7:06 p.m.

Respectfully submitted,
Andrea Poulin