



**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, Giuliano Cecchinelli - V. Chari, Tim Boltin

**DATE:** January 11, 2022

**RE:** BUUSD Policy Committee Meeting  
January 17, 2022 @ 5:30 p.m.  
**In-Person Option:** BUUSD Central Office, 120 Ayers Street, Barre  
**Remote Options:** Meeting Link: [meet.google.com/dmf-dowp-dyg](https://meet.google.com/dmf-dowp-dyg)  
Phone: (US)+1 929-266-2537 PIN: 179 047 596#

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 December 20, 2021
5. New Business
  - 5.1. District Counsel - Policy/Procedures/VSBA Model Policies
  - 5.2. BUUSD Policy Index Review
  - 5.3. VSBA Policy Index Review
  - 5.4. Role and Adoption of School Board Policies (A30) (Consider)
  - 5.5. Board Member Education (A31) (Consider)
  - 5.6. Board Goal-Setting and Evaluation (A32) (Consider)
6. Old Business
7. Other Business
8. Items for Future Agenda
9. Next Meeting Date: February 21, 2022, 5:30 pm
10. Adjournment

### Parking Lot of Items:

- School Crisis Prevention and Response (F32) (Consider) (February)
- Budgeting (F30) (Rescind after F20 gets adopted; Board 1st Read 1/13/22)
- Visits by Parents, Community Members or Media (E32) (Consider)
- Title 1, Part A: Parent and Family Engagement (E1) (Required) (VSBA Change 9/24/21)
- Anti-Racism Policy (C44) (New, Vetted, TBD)
- Field Trips (D30) (VSBA Removed 7/2020)

### Under Review by VSBA

- Student Drugs and Alcohol (C2)
- Student Attendance (C7)
- Pupil Privacy (C8)
- Homeless Students (C13)
- Student Conduct and Discipline (C20)
- Transgender and Gender Nonconforming Students (C28)
- Selecting Library Materials (D31)
- Selection of Instructional Materials (D32) (Just vetted but VSBA reviewing again)

### 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

BUUSD Central Office and Via Video Conference – Google Meet  
December 20, 2021 – 5:30 p.m.

### MINUTES

#### COMMITTEE MEMBERS PRESENT:

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

#### COMMITTEE MEMBERS ABSENT:

Tim Boltin (BC)

#### OTHER BOARD MEMBERS PRESENT:

Sonya Spaulding

#### ADMINISTRATORS AND STAFF PRESENT:

Chris Hennessey, Superintendent  
Luke Aither, SHS Assistant Principal  
Pierre Laflamme, BCEMS Principal  
Lisa Perreault, Business Manager

#### GUESTS:

Josh Howard

#### **1. Call to Order**

**The Chair, Ms. Parker, called the Monday, December 20, 2021, meeting to order at 5:37 p.m., which was held at the BUUSD Central Office and via video conference - Google Meet.**

#### **2. Additions and/or Deletions to the Agenda**

None.

#### **3. Public Comment**

A member of the public queried regarding open positions that remain in the budget, what those positions are and where they are located and whether or not there is a policy that requires that those positions remain in the budget. No specific information relating to this question is known.

#### **4. Approval of Minutes**

##### **4.1 Approval of Minutes – November 15, 2021 Policy Committee Meeting**

**On a motion by Mr. Valsangiacomo, seconded by Mr. McMichael the Committee unanimously agreed to approve the Minutes of the November 15, 2021 Policy Committee Meeting.**

#### **5. New Business**

##### **5.1 Review of BUUSD Policy Manual Index**

A copy of the BUUSD Policy Manual Index (dated 12/13/21) was distributed.

Ms. Parker noted that there are updates to the document relating to a number of policies that are under review by the VSBA, and a number of policies that are included on tonight's agenda.

##### **5.2 VSBA Model Policy Index**

A copy of the VSBA Model Policy Index was distributed.

A document titled Current VSBA Work – BUUSD Status – Updated 12/13/21 was distributed

No discussion.

##### **5.3 Visits by Parents, Community Members or Media Policy (E32) (Consider)**

Copies of all policies referenced in Agenda Items 5.3 through 5.6 were distributed.

In response to a query regarding whether or not all visitors are escorted in the building, Mr. LaFlamme advised that at BCEMS, individuals from outside agencies that aren't normally in the buildings are escorted. Mr. Hennessey advised that the same practice is followed at BTMES. Discussion was held regarding whether or not detail relating to sign-in procedures should remain in the policy,

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policy vs. procedure. Ms. Parker advised that as a parent, or member of the public, she appreciates this information being contained in the policy. Mrs. Poulin advised that the policy as written means that the Board is dictating, via policy, that all visitors sign in. If the Board does not wish to dictate that visitors sign in, then that section could be removed from the policy. What is in the policy is what the Board is requiring, 'setting the District's policy'. The Board had dictated that Implementation sections remain in policies and the Board has not rescinded that mandate. For unknown reasons, it was announced that the Board had asked that implementation sections be removed, though that directive was never given. Ms. Parker advised regarding recent discussion of planning related to documentation of procedures, and queried regarding the possibility of setting up a timeframe in which procedures are written and linked to policies, and then, perhaps after procedures are written, implementation sections could be removed. Ms. Parker is concerned regarding removing information when written procedures are not in place. Mr. Hennessey queried regarding the purpose of the Policy Committee, and believes the Implementation sections are procedural matters/guidelines and should be in the hands of the schools and be in the handbooks. Mr. Hennessey believes the work of the Committee and the Board, would be easier in general, if the granule detail information is not in the policies. Mr. Aither believes it would be easy to copy the Implementation section into a procedural document. Mr. Aither doesn't recall when the Board made the decision to keep Implementation sections in policies and he would like that decision revisited. Mr. Valsangiacomo queried regarding how procedures would be linked to policies, and how parents would be directed to find the procedural information. Discussions have been held regarding links to procedures via the policy section on the web site. Mrs. Poulin clarified that when discussions were held regarding leaving the Implementation sections in the policies, it was discussed that the information contained in the Implementation sections was stating the Board's policy, the policy of the District. e.g. in this policy, the Implementation section is stating that it is the policy of the District, that visitors sign in. If that section is removed, visitor sign in is no longer part of the District's policy, so if at some point someone forgets that it was supposed to be required, or wants to eliminate the sign in procedure, then can because it is not stated as required in the policy. Anything that is removed from policy is no longer part of the District's policy. Procedures are not controlled or reviewed by the Board, and can be changed at any time. If a sign in requirement is documented in the policy, all schools will need to require sign-in, but how they go about sign-ins and retention of sign-in records etc., would be written in each individual school's procedures. Keeping the sign-in requirement in the policy defines that the District requires visitors to sign in. As this is a requirement that is unlikely to change, it does not hurt to keep it in the policy. Procedures at the individual schools can change at will and are part of the day to day business of the schools. Keeping this type of information in policies is also helpful to parents, as they don't have to read both policies and procedures to know what is expected. Ms. Parker, noted that the policy indicates that there is a section of the policy that advises that administrators may regulate visits, and believes that points to administrators having additional procedures in place, and she is comfortable leaving the policy as it is presented in the packet tonight and queried regarding the possibility of having a vote to send a First Reading to the Board. Mr. Hennessey queried regarding whether or not the District obtained legal counsel on this matter in the past, and he believes other district's policies don't contain as much detail. Mr. Hennessey wonders if the Committee is doing too much work by leaving Implementation sections in policies and is concerned that leaving them in makes for longer discussions and more work for the Board. Mr. Aither suggested that legal counsel attend a meeting, and advised that he believes that in policy "less is more" and that having too much in written policy, holds the District accountable to the 'written word', and is concerned that if too much is in writing it could be troublesome. Mrs. Spaulding is concerned that what Pietro (BUUSD legal counsel) gives as advice, and what the VSBA Model Policy is showing could be at odds with each other, and that poses a struggle for the Board because the Board goes to the VSBA Model Policies, to see what has been recommended and is already legally vetted. How does the Board decide which way to lean? Mrs. Spaulding questions why the BUUSD is stripping out policy language that has already been legally vetted, and she would like some clarity on this matter. Mr. Aither is concerned that though the Model Policies are vetted, they don't take into account, unique circumstances for individual schools. Mr. Aither does not wish to move forward with this policy until after discussion with legal counsel.

**On a motion by Mr. Valsangiacomo, seconded by Mr. McMichael, the Committee voted 2 to 1 to move this policy back to the Parking Lot. Mr. McMichael and Mr. Valsangiacomo voted for the motion. Ms. Parker voted against the motion.**

It was agreed that Pietro Lynn should be invited to the January Policy Committee meeting.

## **5.4 School Crisis Prevention and Response Policy (F32) (Consider)**

In response to a query, Mr. Aither advised that he is the individual who reviewed the policy and edited it with his recommendations. Mr. Aither advised regarding why he made some of the edits. Ms. Parker voiced some concern that much of the VSBA Model Policy verbiage has been stricken out. It was noted that the VSBA has not updated this 'to consider' policy since 2009. Ms. Parker queried regarding any existing crisis plans within the District. Mr. Aither advised that SHS has a Crisis Manual, based on an AOE template, but the AOE template is antiquated and does not contain 'option based' responses (the current standard). Mr. Aither advised that the SHS Crisis Manual is frequently updated based on current protocols. Mr. Valsangiacomo believes the current Model Policy is not well written and contains too much verbiage, leading to possible legal exposure. Mr. Valsangiacomo believes this policy needs much work. It was noted that this Model Policy does contain written procedures. Ms. Parker reiterated that the model policy is very old, last reviewed in 2009. Mr. Aither agreed to review the policy further and make additional edits. Mr. Hennessey will have the amended policy legally vetted prior to presenting it back to the Committee. It is anticipated that this policy will be ready for presentation at the February meeting.

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## **5.5 Access Control Policy (F25) (Recommended)**

Mrs. Spaulding raised concern regarding the lack of written documentation for procedures, and queried whether or not adoption of the policy should be put on hold because the District already lacks written procedures for most policies. Concern was raised regarding the backlog of policies that don't have written procedures. It was noted that this policy does include a requirement that written procedures be in place and Mrs. Spaulding queried regarding liability of the District if the policy is adopted, but no procedures are in place. If no written procedures are in place, it would be difficult to defend any legal challenge. It was suggested that the District confer with legal counsel on this matter. It was noted that procedures need to be written to match policy, not policies written to match procedures. It was agreed that policies need to be in place before procedures are written. It was suggested that there be a specific timeframe given, for the creation of written procedures.

**On motion by Mr. Valsangiacomo, seconded by Mr. McMichael, the Committee unanimously agreed to send the Access Control Policy (F25) to the Board for approval of a First Reading.**

## **5.6 Searches, Seizures, and Interrogation of Students By Law Enforcement Personnel or Other Non-School Personnel (C42) (Local Policy)**

Mr. Aither provided a brief overview of this existing policy, advising that he believes it is in the packet because it relates to other 'safety' type policies being discussed. Mr. Aither advised that this policy was one of the policies adopted as part of the major batch adoption in 2019. Mr. Valsangiacomo believes that the Committee should not get 'caught up' in the date that policies were adopted, and he believes the ongoing references to the batch adoption in 2019, gives the perception that those 'batch policies' were not adequately reviewed. Mr. Valsangiacomo provided clarification that the batch of policies adopted in 2019, was the result of much work, performed under the direction of then Superintendent, John Pandolfo. The extensive policy work was done to assure that the District was prepared for the Act 46 consolidation. Mr. Valsangiacomo advised that a lot of time and effort was spent on creation/adoption of these policies and that references to the 'batch adoption' of these policies, does not reflect the work involved in their creation, and kind of invalidates the work involved, causing some to believe that these policies were 'rubber stamped'. Mrs. Poulin thanked Mr. Valsangiacomo for his comments, as she has also had concerns regarding the references to the 'batch adoption' of policies. Mrs. Poulin advised that the reason so many policies were adopted on one date was a purposeful decision, made at the recommendation of John Pandolfo, in an effort to reduce the number of times the Interim Board had to meet. Mr. Aither confirmed that much work was involved in the creation of these policies and that he was involved in that process. Mr. LaFlamme voiced concern regarding the line in the policy that advises that administrators shall review the scope of a warrant before it's executed. Mr. Valsangiacomo believes that if administrators review a warrant and have any questions, they should immediately contact legal counsel. Mr. Aither believes some training would be beneficial to administrators. It was noted that administrators should have a clear understanding of what the warrant allows be searched, so that they don't inadvertently allow access to areas not covered under the warrant. A community member voiced concern that the policy does not reference contacting parents. Ms. Parker noted that the policy does reference parents in several places. Mr. Valsangiacomo advised that search warrants have been presented to and approved by judges and there is really no discussion point from the school, other than to understand the scope of the warrant and only allow access in accordance with the warrant. Warrants are normally executed swiftly for evidentiary purposes.

**The Committee agreed that this policy can remain as is, and that a notation can be added to the BUUSD Policy Index, to advise that the Committee reviewed the policy in December 2021.**

## **5.7 Fiscal Management and General Financial Accountability Policy (F20) (Recommended)**

Ms. Parker provided a brief overview of the policy, which is currently adopted, but is being presented for possible changes to Guideline #1, which pertains to the threshold of expenditures which the Board wants to approve. The current limit is \$15,000, and the proposed limit is \$150,000. Mrs. Perreault advised that this policy was presented to the Committee a few months ago when the State changed the bid threshold from \$15,000 to \$40,000. At that time the Committee recommended keeping the Board oversight threshold at \$15,000. Mrs. Perreault provided an overview of the bid law, which raised the threshold for requiring qualified bids, and read from the law, a section pertaining to areas that the law encompasses, and noted that the law does not indicate that Boards have to approve bid, just that the bidding process must occur. The VSBA Model Policy leaves the Board Approval threshold blank (to be filled in by each individual District). Mrs. Perreault advised regarding policies from other local districts that don't include a board approval clause, and another district which set the threshold at \$150,000. Mrs. Perreault advised that she used the \$150,000 threshold tonight based on the amount the other district uses, but also that she recommends revising Guideline #1 to remove board approval in its entirety. Mrs. Perreault advised regarding the existence of purchasing procedures and review of warrants by a member of the Finance Committee. Mrs. Perreault believes there are enough internal controls in place and she does not believe board approval of purchases should be necessary regardless of the dollar amount. Ms. Parker clarified that she believes there was confusion at some point, whereas some individuals thought the board threshold and the bid threshold needed to match in the policy. The bid threshold and the threshold that a board wishes to approve are two separate issues and are listed separately in the policy. Mrs. Perreault provided additional clarification regarding what the bid law doesn't encompass (textbooks, supplies, etc.). A community member expressed support for keeping the board approval threshold at \$15,000. Mr. Hennessey noted that expenses are shared and known. Ms. Parker noted that

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spending cannot exceed the budget. Mrs. Spaulding believes that the two major charges of the Board are fiscal oversight and creation of policies. Mrs. Spaulding advised that she is conflicted with how to proceed. She is concerned that if the board approval threshold is taken out of the policy, oversight falls to the superintendent, and though the Board does not want to micro-manage, they do have responsibility for fiscal oversight. Mrs. Spaulding advised that she does overview the warrants each week, and submits any questions to the Business Office. The Board is able to pose questions after review of warrants, though it was noted that once warrants have been created, the supplies/services have already been bought/supplied. Ms. Parker advised that some individuals had raised concern regarding whether or not a board approval threshold amount would cause the Board to perform more work (more time in Board meetings giving approvals). Ms. Parker advised of that there are numerous options the Committee can choose from (e.g. leave threshold at \$15K, change threshold to \$40K, or \$150K, choose a different amount entirely, or remove the board threshold altogether). Mr. Valsangiacomo and Mr. McMichael don't believe it's appropriate for them, as Committee members, to set the limit and believe it would be best to advance it to the Board and let the Board hold discussion and make a decision relating to the threshold. It was noted that one Committee Member had expressed concern that given the current climate from community members (regarding finances), he was not comfortable raising the threshold. After brief discussion, the committee agreed to advance the policy to the Board using \$150K, and at that time, the Board would hold discussion on what limitation they would like.

**On a motion by Mr. Valsangiacomo, seconded by Mr. McMichael, the Committee unanimously voted to send the amended policy (\$150,000 threshold) to the Board for a First Reading.**

At the Board meeting, Ms. Parker will provide an overview of the Committee's discussion.

## **6. Old Business**

Copies of all policies referenced in Agenda Items 6.1 through 6.5 were distributed.

### **6.1 Electronic Surveillance Policy (F26) (Recommended)**

Mr. Aither provided a brief overview of the policy, and advised that changes have been vetted by legal counsel. Mr. Aither noted that the District currently has a similar policy (F41). The policy presented tonight does not contain the regular editing protocols. The most recent changes to this policy are under the section titled 'Viewing of Live Video'. Mr. Aither advised that Mrs. Spaulding requested that if this policy is presented to the Board, a copy of the VSBA Model Policy should also be presented. If this policy (F26) is adopted, the local policy, F41, should be rescinded. Mr. Aither provided clarification regarding viewing of live video vs. viewing of recorded video. In response to a query from a community member, Mr. Aither and Mr. Hennessey advised that neither SHS nor BTMES have SROs, therefore the videos and live feeds are only viewed by law enforcement when necessary.

**On a motion by Mr. Valsangiacomo, seconded by Mr. McMichael, the Committee unanimously voted to approve the Electronic Surveillance Policy (F26) as presented, and to present it to the Board for a First Reading.**

**Presentation to the Board will include a copy of the amended Model Policy (for first read), a copy of an unedited version of the VSBA Model policy F26, and a copy of the local policy, F41. Policy F41 can be rescinded after Policy F26 is adopted.**

### **6.2 Selection of Instructional Materials and Sensitive Issues Policy (D32) (Consider) (vetted)**

Ms. Parker noted that the VSBA currently has this policy under review. Ms. Parker queried whether the Committee wished to proceed reviewing the edited policy, or if the Committee should wait until after VSBA has complete their review. This policy does currently exist for the District. It was agreed that the amendments to this policy are minimal and there is no rush to get this updated version adopted.

**After discussion, the Committee agreed to move Policy D32 back to the Parking Lot with future discussion to be held after the VSBA has completed its review/revisions.**

### **6.3 Complaints About Personnel Policy (B22) (Recommended)**

Ms. Parker provided a brief overview of the policy, noting that it is proposed to remove 'Instructional Materials' from this policy. Mr. Aither advised that this policy is kind of a companion policy to Policy D32. There is some concern regarding how to define biased and unbiased.

**On a motion by Mr. Valsangiacomo, seconded by Mr. McMichael, the Committee unanimously voted to approve, as presented, the edited version of the Complaints About Personnel Policy (B22), and to present the policy as to the Board as a First Reading.**

### **6.4 Personnel Recruitment, Selection, Appointment and Background Checks Policy (B20) (Recommended) (vetted)**

It is not known why this policy is included in the packet. No action is necessary. This policy was adopted by the Board on 02/11/21. **Ms. Parker will check with Mrs. Gilbert regarding any additional information.**

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## **6.5 Firearms Policy (C5) (Required) (vetted)**

Mr. Aither advised that when the implementation of this policy was removed, the policy was no longer in compliance with the law. The policy has been amended to put it back in compliance with the law. Brief discussion was held and it was determined that the amended version does constitute a substantive change and does require Board approval.

**On a motion by Mr. Valsangiacomo, seconded by Mr. McMichael, the Committee unanimously voted to send the amended versions of the Firearms Policy (C5) to the Board for a First Reading.**

## **7. Other Business**

None.

## **8. Future Agenda Items**

- Personnel Recruitment, Selection, Appointment and Background Checks Policy (B20) (Recommended) (vetted) – once Ms. Parker has followed up with Mrs. Gilbert
- Meeting with District Counsel Regarding Policy/Procedures/VSBA Model Policies

## **9. Next Meeting Date**

The next meeting is Monday, January 17, 2022 at 5:30 p.m. at the BUUSD Central Office and via video conference.

## **10. Adjournment**

**On a motion by Mr. Valsangiacomo, seconded by Mr. McMichael, the Committee unanimously agreed to adjourn at 7:28 p.m.**

Respectfully submitted,  
*Andrea Poulin*

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

1/11/2022  
Adopted  
75 Policies

<b>Color Code Key:</b>	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
<b>A BOARD OPERATIONS</b>									
	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	10/16/2021	1/11/2022	Role and Adoption of School Board Policies	Consider	5/9/2019	6/13/2019	VSBA Changes 10/16/21. To Cmt 1/17/222	A1
	A31	11/6/2021	1/11/2022	Board Member Education	Consider	9/12/2019	10/10/2019	VSBA Changes 11/06/21. To Cmt 1/17/222	
	A32	10/21/2021	1/11/2022	Board Goal-Setting & Evaluation	Consider	9/12/2019	10/10/2019	VSBA Removed 10/21/21. To Cmt 1/17/222	
	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>B PERSONNEL</b>									
	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 Recuitment, Selection, Appointment, & Background Check	Recommend	1/28/2021	2/11/2021	2/11/21 Adopted by Board - Mr. Wells needs to have it reviewed by Legal Counsel & report back to Board for March meeting. To Cmt 12/20 - Lawyer Vetted. Reported info to Sonya as vetted no changes 1/4/22	
	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. To Cmt 12/20 - Lawyer Vetted; To Board 1/13/22 1st read	
	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	

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

	1/11/2022		
75	Adopted Policies		
<b>Color Code Key:</b>	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
	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 C 9 B6 removed by VSBA; B20, B22, B30, B31, B32, B33 in VSBA MPM but not adopted by BUUSD

STUDENTS									
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
	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	VSBA Under Review. In Cmt Agenda Parking Lot	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	Edit to comply with statute; To Cmt 10/11. 6 words added, reviewed and vetted by lawyer 11/29/21; To Board 1/13/22 1st Read	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			Cmt review 8/16; To board 1st read - 9/23/21; Returned to Cmt per Chris P. VSBA Under Review. In Cmt Agenda Parking Lot	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 VSBA Under Review. In Cmt Agenda Parking Lot	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	VSBA Under Review. In Cmt Agenda Parking Lot	
	C20	3/3/2020	6/2/2020	Student Conduct and Discipline	Recommend	5/9/2019	6/13/2019	VSBA Under Review. In Cmt Agenda Parking Lot	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	8/31/2021	Tuition Payment	Recommend	Not Adopting	Not Adopting	Recommendation to Board to not adopt to Board 11/11. Board agreed to not adopt.	
	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	VSBA Under Review. In Cmt Agenda Parking Lot	
	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

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

1/11/2022  
75 Adopted Policies

<b>Color Code Key:</b>	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
	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	To Cmt - 12/20 - Reviewed 12/20/21 by Cmt - no changes	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			<b>New Local Policy; has been vetted - Parking lot TBD</b>	

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

<b>D INSTRUCTION</b>									
	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	11/11/2021	12/2/2021	Adopted and updated on website	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
	D7	10/11/2021	11/8/2021	Special Education	Required	12/2/2021	12/16/2021		D40
	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) <b>In Cmt Agenda Parking Lot</b>	G3
	D31	not indicated	6/2/2020	Selecting Library Materials	Consider	5/9/2019	6/13/2019	<b>VSBA Under Review. In Cmt Agenda Parking Lot</b>	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 10/11. To Cmt 12/20 - Lawyer Vetted but back on VSBA as Under Review. <b>Back to Parking lot until VSBA completes review.</b>	G5
	D40	N/A	N/A	Special Education	Does Not Exist	12/2/2021	<b>Rescinded 12/16/21</b>	To Board: Rescinded D40 - Board Adopted D7 12/16/21	G15

Adopted 12 D2 removed by VSBA, D33 is outdated

<b>E SCHOOL-COMMUNITY RELATIONS</b>									
	E1	9/24/2021	11/8/2021	Title I, Part A Parental Involvement	Required	5/9/2019	6/13/2019	<b>VSBA Changes 9/24/21. In Cmt Agenda Parking Lot</b>	H7

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

1/11/2022  
 75 Adopted Policies

<b>Color Code Key:</b>	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
	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. <b>Supt. and Admin team will develop uniform and consistent fee schedule and rental application form.</b>	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.	
	E32	8/2009	11/8/21	Visits by Parents, Community Members or Media	Consider			To Cmt: 12/20/21 - Tabled to Parking Lot	

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	Board back to Cmt: 12/20/21 - Lisa Perreault reviewed & attended. (Rescind F30 after Board Adopts); To Board 1/13/22 1st Read.	E1
	F22	9/17/2020	11/12/2020	Electronic Communications Use and Retention	Recommend	1/28/2021	2/11/2021	<b>Needs to be vetted by lawyer</b>	
	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
	F25	10/24/2019	11/8/2021	Access Control	Recommend			To Cmt: 12/20/21; To Board 1/13/22 1st Read	
	F26	10/24/2019	4/19/2021	Security Cameras (Electronic Surveillance Policy)	Recommend			legal counsel reviewed, Luke edit aligned w/editing Protocols; return to Cmt 10/11. Edited version back to Cmt 11/15. Add to Cmt Agenda 12/20/21 (Rescind F41 after Board Adopts); To Board 1/13/2022 1st Read.	F41
	F30	3/25/2009	5/18/2020	Budgeting	Consider	5/9/2019	6/13/2019	<b>Rescind after F20 gets adopted.</b>	E2
	F31	7/1/2020		Emergency Closings	Removed	None	None	VSBA Removed 7/2020 - Never adopted by BSU	
	F32	3/25/2009	11/8/2021	School Crisis Prevention and Response	Consider			To Cmt: 12/20/2021 Table - <b>Luke Modify, have vetted, and return in February</b>	
	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; <b>Rescind when F26 is adopted by the Board</b>	E32

Adopted 9 F21, F22, F25, F26, F31, F33 in VSBA MPM but not adopted by BUUSD

## Current VSBA Work – BUUSD Status – Updated 1/11/2022

### VSBA Pending Policies

	<b><u>NEW Policies (VSBA)</u></b>	<b>STATUS</b>
D7	Special Education	Board Adopted – 12/16/21
	<b><u>Policies Recently Changed</u></b>	
E1	Title 1, Part A: Parent and Family Engagement (Required) [9/24/21]	Cmt Agenda Parking lot
A30	Role and Adoption of School Board Policies (Consider) [10/16/21]	To Cmt 1/17/22
A31	Board Member Education (Consider) [11/6/21]	To Cmt 1/17/22
E20	Community Use of School Facilities [12/21/2020]	Supt/Admin team will develop uniform and consistent fee schedule and rental application form.
C4	<del>English Learners ( Was - Limited English Proficiency Students) [12/9/20]</del>	<del>(BUUSD Board Adopted – 01/28)</del>
C5	Firearms [12/9/20]	To Board 1 <sup>st</sup> Read 1/13/22
	<b><u>Policies REMOVED recently</u></b>	
D30	Field Trips [July, 2020]	Cmt Agenda Parking Lot
C26	Tuition Payment (Recommended) [08/31/2021] (not a policy in the BUUSD)	Board Not Adopting
A32	Board Goal-Setting and Evaluation (Consider) [10/21/2021]	To Cmt 1/17/22
	<b><u>Policies “UNDER REVIEW”</u></b>	
C2	Student Drugs and Alcohol (Required)	Pending review by VSBA
C7	Student Attendance (Required)	Pending review by VSBA
C8	Pupil Privacy (Required)	Pending review by VSBA
C13	Homeless Students (Required)	Pending review by VSBA
C20	Student Conduct and Discipline (Recommended)	Pending review by VSBA
C28	Transgender and Gender Nonconforming Students (Recommended)	Pending review by VSBA
D31	Selecting Library Materials (Consider)	Pending review by VSBA
D32	Selection of Instructional Materials (Consider)	Pending review by VSBA

## A. BOARD OPERATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
A1	Conflict of Interest	10/11/19	A20	Board Meetings, Agenda Preparation & Distribution	03/03/20	A30	Role and Adoption of School Board Policies	10/16/21
			A21	Public Participation at Board Meetings	03/03/20	A31	Board Member Education	11/06/21
			A22	Notice of Non-Discrimination	08/30/20	A32	Board Goal-Setting & Evaluation	Removed
			A23	Community Engagement and Vision	03/03/20	A33	School Visits by Board Members	03/25/09
			A24	Board/Superintendent Relations	03/03/20	A34	Board Relations with School Personnel	03/25/09

## B. PERSONNEL

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
B1	Substitute Teachers	10/11/19	B20	Personnel Recruitment, Selection, Appointment, and Background Checks	03/03/20	B30	Staffing and Job Descriptions	03/29/09
B2	Volunteers and Work Study Students	10/11/19	B21	Professional Development	03/03/20	B31	Educator Supervision & Evaluation: Probationary Teachers	03/29/09
B3	Alcohol and Drug Free Workplace	03/03/20	B22	Complaints About Personnel & Instructional Materials	03/03/20	B32	Personnel Files	03/29/09
B4	Drug & Alcohol Testing of Transportation Employees	10/11/19				B33	Resignations	03/29/09
B5	Employee Unlawful Harassment	10/20/20						
B6	HIPAA Compliance	Removed						
B7	Tobacco Prohibition	10/11/19						
B8	Electronic Communications between Employees & Students	6/25/20						

## C. STUDENTS

Required Policies			Recommended Policies			Policies to Consider		
CODE	Policy	Updated		Policy	Updated		Policy	Updated
C1	Student Records	10/11/19	C20	Student Conduct and Discipline	Under Review	C30	Student Medication	06/30/08
C2	Student Drugs & Alcohol	Under Review	C21	Search and Seizure of Students by School Personnel	08/30/20	C31	Admission of Resident Students	02/10/16
C3	Transportation	10/11/19	C22	Student Activities (Elementary)	03/25/09	C32	Eighteen Year-Old Students	02/10/16
C4	English Learners	12/09/20	C23	Student Clubs & Activities (Secondary)	11/28/07	C33	Student Assessment	02/10/16
C5	Firearms	12/09/20	C24	Interscholastic Sports	09/18/13	C34	Restraint and Seclusion	03/03/20
C6	Home Study Students	10/11/19	C25	Admission of Non-Resident Tuition Students	03/03/20			
C7	Student Attendance	Under Review	C26	Tuition Payment	Removed			
C8	Pupil Privacy	Under Review	C27	Student Self-Expression and Student Distribution of Literature	09/18/13			
C9	Nutrition & Wellness	10/11/19	C28	Transgender and Gender Nonconforming Students	Under Review			
C10	Prevention of Harassment, Hazing & Bullying Policy	12/02/15	C29	District Equity Policy	07/21/20			
C10-P	Prevention of Harassment, Hazing & Bullying Procedures	12/02/15						
C11	Student Freedom of Expression	08/01/19						
C12	Prevention of Sexual Harassment as Prohibited by Title IX	09/01/20						
C13	Homeless Students	Under Review						

## D. INSTRUCTION

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
D1	Proficiency Based Graduation Requirements	03/03/20	D20	Curriculum Development and Coordination (SU)	09/18/13	D30	Field Trips	Removed 07/2020
D2	Grade Advancement	Removed	D21	Educational Support System	09/18/13	D31	Selecting Library Materials	08/01/09
D3	Responsible Computer Internet & Network Use	08/01/19				D32	Selection of Instructional Materials	08/01/09
D4	Title One Comparability	12/03/15				D33	Local Action Plan	12/07/05
D5	Animal Dissection	10/11/19						
D6	Class Size Policy	10/11/19						
D7	Special Education	10/11/21						

## E. SCHOOL-COMMUNITY RELATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
E1	Title 1, Part A Parent and Family Engagement	09/24/21	E20	Community Use of School Facilities	12/21/20	E30	School-Community Relations	08/01/09
			E21	Distribution of Non-School Sponsored Literature in Schools	11/26/07	E31	Parental Involvement	Removed 07/2020
						E32	Visits by Parents, Community Members or Media	08/01/09

## F. NON-INSTRUCTIONAL OPERATIONS

Required Policies			Recommended Policies			Policies to Consider		
	Policy	Updated		Policy	Updated		Policy	Updated
F1	Travel Reimbursement	08/01/19	F20	Fiscal Management and General Financial Accountability	03/25/09	F30	Budgeting	03/25/09
			F21	Financial Reports and Statements	02/25/09	F31	Emergency Closing	Removed 07/2020
			F22	Electronic Communications Use and Retention	09/17/20	F32	School Crisis Prevention & Response/Procedures for Bomb Threats	03/25/09
			F23	Capitalization of Assets	11/03/16	F33	HIV Policy	03/25/09
			F24	Prevention of Conflict of Interest in Procurement	11/06/16			
			F25	Access Control	10/24/19			
			F26	Security Cameras	10/24/19			

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

**CODE: A30**

**1<sup>ST</sup> READING: 5/9/2019**

**2<sup>ND</sup> READING: 6/13/2019**

**ADOPTED: 6/13/2019**

**ROLE AND ADOPTION OF SCHOOL BOARD POLICIES**

**1. POLICY**

It is the intent of the Barre Unified Union School District (BUUSD) to outline direction and goals for the successful, consistent, and efficient operation of the district through the adoption of policies. BUUSD policies will be in compliance with Vermont and federal law and regulations.

**2. DEFINITIONS**

**Policies** are principles adopted by the school board to chart a course of action. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, who then sets the rules and regulations to provide specific directions to school district personnel.

**Procedures** (also referred to as rules or regulations) are developed by the Superintendent, his or her designee, or school administrators to provide for the management of the schools by describing how tasks will be carried out and board policies will be implemented.

**3. POLICY DEVELOPMENT**

In order to ensure efficient development and implementation of school board policies in the Barre Unified Union School District, the BUUSD Board, or a subcommittee thereof, will determine when BUUSD Policies should be developed or revised. The Superintendent or designee will assist the BUUSD Board in determining the need for policy development or revision in specific areas and will advise the BUUSD Board on policy content. Comment and information may be sought in areas such as the following:

- a. The specific need for the policy
- b. The scope of the policy with regard to establishing appropriate roles for the board and the administration
- c. The effect of the proposed policy on administrators, students, teaching staff and the community
- d. Samples of similar policies of other boards
- e. Applicable provisions of state and federal law

- f. The anticipated costs and benefits of implementing, enforcing and evaluating the proposed policy

#### **4. POLICY ADOPTION**

Policies will be adopted by the BUUSD Board using the following steps:

- a. The policy is developed or revised by the BUUSD Policy Committee
- b. A 1<sup>st</sup> Reading is passed by the BUUSD Board
- c. A 2<sup>nd</sup> Reading/Adoption is passed by the BUUSD Board

#### **5. POLICY DISSEMINATION, ADMINISTRATION & REVIEW**

**5.1 Dissemination** - When policies are adopted, the Superintendent will publish and make them available to the public, students, and school personnel. A copy of the BUUSD Policy Manual will be available on the BUUSD website. The student handbooks will include BUUSD Policies related to student activities and conduct. The teacher handbooks will include BUUSD Policies related to teachers' responsibilities.

**5.2 Administration** - BUUSD Policies will be administered through procedures and directives of the Superintendent and administrators.

**5.3 Policy Review** - The superintendent will advise the BUUSD Board when revisions to adopted policies are required or otherwise appropriate. In addition, the BUUSD Board, or subcommittee thereof, will develop a policy review schedule to ensure that all BUUSD Policies are reviewed at least once every five years and, if necessary or appropriate, revised or repealed in response to changing legislation or other altered circumstances.

#### **6. NON-SUBSTANTIVE CHANGES**

For policies that have already been warned and adopted, if formatting and/or non-substantive changes are needed to ensure consistency in the policy manual and/or grammatical expedience, those corrections can be made and voted on for adoption without a first and second reading.

#### **7. DUPLICATE POLICIES**

When in the process of revising policies and duplicate policies exist, the BUUSD will operate on the newest approved BUUSD Policy until older policies can be rescinded.

# VSBA Version with Changes

CODE A30

## **(Policy to Consider)**

### ROLE AND ADOPTION OF SCHOOL BOARD POLICIES

It is the intent of the \_\_\_\_\_ Supervisory Union/Supervisory District (SU/SD) board to outline direction and goals for the successful, consistent, and efficient operation of the school(s) through the adoption of policies. School district policies will be in writing, codified, and made available to the public and will be in compliance with Vermont and federal law and regulations.

### **Definitions**

- **Policies** guide the school board, administrators and other district employees, students, parents/guardians and community members by stating district goals and establishing parameters for administrative action.
- **Procedures** (also referred to as rules or regulations) are developed by the superintendent or designee to provide for the management of the public schools in the SU/SD by describing how tasks will be carried out and board policies will be implemented.

### **Policy Development**

In order to ensure efficient development and implementation of school board policies in the SU/SD, the SU/SD board, or a subcommittee thereof, will determine when school board policies in the SU/SD should be developed or revised. The superintendent will assist the SU/SD board in determining the need for policy development or revision in specific areas and will advise the SU/SD board and member boards within the SU/SD on policy content.

When the SU/SD board has approved a policy for distribution to the member boards of the SU/SD, the policy will be distributed by the superintendent for consideration by each member board. The adopting board will seek appropriate public comment and administrative guidance as it considers proposals for policy development or revision. Comment and information may be sought in areas such as the following:

1. The specific need for the policy
2. The scope of the policy with regard to establishing appropriate roles for the board and the administration
3. The effect of the proposed policy on administrators, students, teaching staff and the community
4. Samples of similar policies of other boards
5. Applicable provisions of state and federal law
6. The anticipated costs and benefits of implementing, enforcing and evaluating the proposed policy

### **Policy Adoption**<sup>(1)</sup>

After consideration of the comments and information provided by interested individuals, the adopting board may adopt or revise a policy developed by the SU/SD board. A policy may be adopted at a

regular or special meeting of the school board, after the board has given at least 10 days prior public notice of its intent to adopt the policy and has stated in its notice the substance of the proposed policy.

**Policy Dissemination, Administration & Review**

**Dissemination**

When policies are adopted, the superintendent will publish and make them available to the public, students, and school personnel. A copy of the district policy manual will be available during the normal working day in the office and/or library of each school within the district. The student handbook will include board policies related to student activities and conduct. The teacher handbook will include board policies related to teachers' responsibilities.

**Administration**

Policies will be administered through procedures and directives of the superintendent of schools and members of the management team.

**Review**

The superintendent will advise the supervisory union/supervisory district board when revisions to adopted policies are required or otherwise appropriate. In addition, the superintendent will develop a policy review schedule to ensure that all policies are reviewed at least once every-three to five years and, if necessary or appropriate, revised or repealed in response to changing legislation or other altered circumstances.

<i>VSBA Version:</i>	<i>10/16/2021</i>
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	<i>16 V.S.A. §563 (1) (Powers of school boards)</i>
<i>Cross Reference:</i>	

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[1] See 16 V.S.A. §563(1). At the option of the school board, additional requirements for policy adoption or board approval or review of administrative procedures may be established through the inclusion of those requirements in this policy.

**BARRE UNIFIED UNION SCHOOL DISTRICT #097  
POLICY****CODE: A31**1<sup>ST</sup> READING: 9/12/2019  
2<sup>ND</sup> READING: 10/10/2019  
ADOPTED: 10/10/2019

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**BOARD MEMBER EDUCATION****Policy**

It is the policy of the Barre Unified Union School District to encourage and support board members' efforts to remain knowledgeable about their roles and the issues with which they deal.

**Implementation**

Individual board members will take advantage of opportunities to understand their roles, educational issues in general, school programs, State Department of Education functions and legislative activities. The superintendent and board chair will be responsible for assuring that information on leadership development opportunities is available to all members. New members will participate in a district orientation session and other opportunities designed to familiarize themselves with all aspects of board operation.

Members who take part in workshops and seminars offered by the Vermont School Boards Association and other organizations will be reimbursed for travel and other expenses related to participation in training activities provided prior approval is obtained from the board, and funds for these purposes are available.

*Cross Reference: Board Goal-Setting & Evaluation (A32)*

# VSBA Version with Changes

CODE A31

(Policy to Consider)

## BOARD MEMBER EDUCATION

It is the policy of the \_\_\_\_\_ School District to encourage and support board members' efforts to remain knowledgeable about their roles and the issues with which they deal.

### **Implementation**

Individual board members will take advantage of opportunities to understand their roles, educational issues in general, school programs, Vermont Agency of Education functions and legislative activities. The superintendent and board chair will be responsible for assuring that information on leadership development opportunities is available to all members. New members will participate in a district orientation session and other opportunities designed to familiarize themselves with all aspects of board operation.

At least annually, the chairs of each school board within a supervisory union/supervisory district, the chair of the supervisory union/supervisory district board, and the superintendent will jointly participate in at least eight (8) hours of professional training that addresses educational leadership, roles and responsibilities of the SU/SD board, Vermont Open Meeting Law, Vermont law regarding access to public records, collective bargaining, and education funding and school finance laws.

Members who take part in workshops and seminars offered by the Vermont School Boards Association and other organizations will be reimbursed for travel and other expenses related to participation in training activities provided prior approval is obtained from the board, and funds for these purposes are available.

VSBA Version:	11/06/2021
Date Warned:	
Date Adopted:	
Legal Reference(s):	16 V.S.A 561(b)
Cross Reference:	

**BARRE UNIFIED UNION SCHOOL DISTRICT #097  
POLICY****CODE: A32**

1<sup>ST</sup> READING: 9/12/2019  
2<sup>ND</sup> READING: 10/10/2019  
ADOPTED: 10/10/2019

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**BOARD GOAL-SETTING & EVALUATION****Policy**

The Barre Unified Union School District Board will participate in goal-setting and self-evaluation activities developed or recommended by the superintendent at least annually.

**Implementation**

Particular attention will be given to board goals and performance in the following areas:

- Policy making
- Policy implementation
- Community relations
- Board interpersonal communication skills
- Board-Superintendent relations
- Fiscal/budget management
- The curriculum
- Labor relations
- Board in-service training
- Government relations

*Cross Reference: Board Member Education (A31)*