

**BARRE UNIFIED UNION SCHOOL DISTRICT  
POLICY COMMITTEE MEETING**

Spaulding High School Library and Via Video Conference – Google Meet  
April 18, 2022 – 6:00 p.m.

**MINUTES**

**COMMITTEE MEMBERS PRESENT:**

Chris Parker, Chair (BT)  
Tim Boltin (BC)  
Alice Farrell (BT)  
Thomas Kelly (BC Community Member)

**COMMITTEE MEMBERS ABSENT:**

Giuliano Cecchinelli, II, Vice Chair (BC)  
Jon Valsangiacomo – (BT Community Member)

**OTHER BOARD MEMBERS PRESENT:**

Terry Reil

**ADMINISTRATORS AND STAFF PRESENT:**

Chris Hennessey, Superintendent  
Luke Aither, SHS Assistant Principal  
Pierre Laflamme, BCEMS Principal

**GUESTS:**

Michael Deering, II          Josh Howard          Andy McMichael          William Toborg

**1. Call to Order**

**The Chair, Ms. Parker, called the Monday, April 18, 2022, meeting to order at 6:05 p.m., which was held at the Spaulding High School Library and via video conference - Google Meet.**

Ms. Parker welcomed recently appointed community committee members Tom Kelly and Jon Valsangiacomo.

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

None.

**3. Public Comment**

None.

**4. Approval of Minutes**

**4.1 Approval of Minutes – March 21, 2022 Policy Committee Meeting**

**On a motion by Mrs. Farrell, seconded by Mr. Boltin the Committee voted 3 to 0 to approve the Minutes of the March 21, 2022 Policy Committee Meeting.**

**Mr. Boltin, Mrs. Farrell, and Ms. Parker voted for the motion. Mr. Kelly abstained.**

**5. New Business**

**5.1 Review of BUUSD Policy Manual Index**

A copy of the BUUSD Policy Manual Index (dated 04/13/22) was distributed.

Ms. Parker provided a brief overview of the Index documents, advising that they are reviewed at each meeting. It was noted that the Board voted to rescind policy A32 (a VSBA deleted policy), and that procedures will be written for use in Board goal setting and evaluation. The Board approved the First Reading of Policy F26. The Second and Final Reading of Policy F26 will occur at the next Board meeting.

**5.2 VSBA Model Policies**

A copy of the VSBA Model Policy Index was distributed.

A copy of a document titled ‘Current VSBA Work – BUUSD Status – Updated 04/13/22’ was distributed.

The VSBA has been making numerous policy changes. Mrs. Gilbert was thanked for her efforts to keep the ‘VSBA Work’ Report up to date. The VSBA has not been providing information regarding the reasons for policy changes.

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

A copy of the policy was distributed.

Ms. Parker advised regarding some edits that need to be made, and advised that the two largest changes to this policy (from the current version), are in the Guidelines section (#1). Ms. Parker provided an overview of the significant changes to section #1. A community member expressed concern regarding the threshold amount, and his belief raising the threshold too much causes a loss of financial oversight and transparency. Mr. Reil would like less reliance on what other districts do, and more decisions made based on what is in the best interest of the BUUSD. Brief discussion was held regarding why SPED expenditures (in accordance with IEP and 504 Plans) are not subject to Board approval. Ms. Parker queried regarding the section pertaining to 'bonding' of employees who handle large sums of money. Discussion included Committee Member discussion on a preferred threshold amount; suggestions ranged from \$15K to \$40K. The Committee could not reach a consensus on the threshold amount, and agreed that the Board as a whole should decide the threshold amount.

**On a motion by Mrs. Farrell, seconded by Mr. Boltin, the Committee unanimously voted to present a First Reading of Policy F20, with discussed amendments (including a 'blank' threshold amount) to the Board, with the recommendation that the threshold amount be determined by the Board.**

### **5.4 Student Records (Education Records) Policy (C1)**

Copies of the BUUSD Policy and the VSBA Model Policy were distributed.

Ms. Parker advised regarding the major change to the VSBA Model policy, which is the addition of items numbered 1 through 9 in the 'Policy' Section. Brief discussion was held regarding the use of VSBA Model Policies, with changes (other than removal of legal references and footnotes) only being made when the District's practices differ greatly from what is outlined in the VSBA Model Policy (e.g. F26).

**On a motion by Mrs. Farrell, seconded by Mr. Boltin, the Committee unanimously voted to present the Board with a First Reading of the amended version of the Student Records (Education Records) Policy (C1).**

### **5.5 Student Attendance Policy (C7)**

A copy of the VSBA Model Policy was distributed. A copy of a policy labeled BUUSD Current Policy was distributed.

Ms. Parker provided a brief overview of the VSBA Model Policy, noting that the VSBA version contains a Definitions section and an Implementation section. Brief discussion was held regarding the appointment of Truant Officers for each school and it was clarified that Truant Officers are school employees not Board Members. It was noted that the policy 'tracks' statute. Brief discussion was held regarding how 'truancy' applies to students 16 years or older. It was noted that there are practices and procedures in place to deal with this situation.

**On a motion by Mr. Boltin, seconded by Mrs. Farrell, the Committee unanimously voted to present the Board with a First Reading of the amended Student Attendance Policy (C7).**

### **5.6 Pupil Privacy Policy (C8)**

A copy of the VSBA Model Policy was distributed. A copy of the current BUUSD Policy was distributed.

Brief discussion was held regarding the types of files that are covered under the policy. In response to a query, Mr. Aither provided some examples of surveys introduced to students via a 'third party' (e.g. Youth Risk Behavior Survey). Third parties are generally State or Federal entities. Brief discussion was held regarding the current use of an opt-out option, as opposed to an opt-in model.

**On a motion by Mrs. Farrell, seconded by Mr. Boltin, the Committee unanimously voted to present the Board with a First Reading of the amended version of the Pupil Privacy Policy (C8).**

### **5.7 HIPAA Compliance Policy (B6)**

A copy of the policy was distributed.

This policy was rescinded by the VSBA in October 2019, and rescinded by the Board on 11/14/19. This policy is on the District's website, but is not flagged at 'deleted/rescinded'. The Board had made a decision to keep historical versions of policies, but it is unknown if or how historical information is being retained. The step of how to store historical information may have been overlooked. Discussion was held regarding how to accomplish flagging and retaining rescinded or deleted policies, including adding a fourth line in the policy header, keeping a paper copy, or adding a new tab (for rescinded policies) on the web site. The Committee does not need to take action on this policy. **Mr. Hennessey will touch base with Mrs. Gilbert regarding the easiest way to flag and retain these types of policies.**

### **5.8 Grade Advancement Policy (D2)**

A copy of the policy was distributed.

This policy was rescinded by the VSBA in October 2019, and rescinded by the Board on 11/14/19.

Discussion on how to deal with deleted/rescinded policies was held under Agenda Item 5.7.

### **5.9 Policy on Section 504 and ADA Grievance Protocol for Students and Staff (C14)**

A copy of the VSBA Model Policy was distributed. A copy of a draft policy was distributed.

It was noted that ADA regulations prohibit the use of watermarks, as they cannot be converted by 'text to speech'. The word DRAFT needs to be in text form on documents, and is typically entered into the header of documents. Brief discussion was held regarding the position title or names that need to be added to the draft policy to identify District Section 504 Coordinators. Mr. Hennessey advised that the Director of Special Education is currently performing this function. Mr. Hennessey will confer with Mrs. Anderson regarding this matter. Mr. Aither advised that there are documented procedures for this matter, and he will see that the new policy will be added to the procedures document. It was noted that procedures will be added to the web site and the web site needs to be updated to reflect other categories of procedures. The '504 Complaint Form' needs to be added to this policy. Step 2 of the policy also requires contact information for the HR Director. The contact information will differ within each school. School specific information will be documented in procedures. Brief discussion was held regarding who is authorized to grant extensions for written dispositions of complaints, and regarding adding the 'questions' section, which got 'blended' into the footnotes section of the VSBA policy.

**The Committee agreed to have Policy C14 amended as discussed and to have the amended version reviewed at the next Committee meeting.**

### **5.10 Procedure Development Work Plan**

Mr. Aither advised that building administrators met last week to discuss a process to make procedures available and consistent. Formatting (for the 4 different campuses) was discussed. Mr. Aither advised that discussion also included prioritization of the work of writing procedures, and those procedures that impact students the most will be given a high priority. Administrators are also working with Mr. Allen regarding formatting the web site to include procedures. Administrators will be meeting the week of 04/25/22 to discuss formatting and calibration of procedures, beginning with policy C7. Brief discussion was held regarding building representation at Policy Committee meetings. Representatives will be announced at a later date. Ms. Parker noted that a timeline for procedure development should be discussed. Mr. Aither advised that procedure development will take a significant amount of time to complete. There are currently approximately 80 policies that require procedures. Some procedures are in handbooks, but there is no consistent format. Ms. Parker queried regarding progress updates. Mr. Hennessey suggested that links to new procedures be included in Policy Committee Agendas.

### **6. Old Business**

Discussion was held regarding updates to policies being drafted by the Committee. Mr. Pandolfo used to make a lot of updates live during the meeting, and at other times, used copious notes to update the drafts later on. Mr. Hennessey will discuss this with Mrs. Gilbert and Ms. Emmons.

It was noted that when the Agenda is being drafted, policies that are returning to the Committee, are considered 'Old Business' and policies being drafted/reviewed for the first time, fall under the New Business agenda item.

### **7. Other Business**

Brief discussion was held regarding the meeting schedule, which is currently monthly, on the third Monday of the month. Sometimes the July meeting is cancelled. Meetings are now being held in-person, but will continue to have a virtual option.

### **8. Future Agenda Items**

- A20 – Board Meetings, Agenda Preparation, and Distribution Policy
- C14 - Policy on Section 504 and ADA Grievance Protocol for Students and Staff
- C70 – Use of Restraint and Seclusion Policy
- D30 – Field Trips Policy
- F27 – Communicable Disease Mitigation Measures for Students and Staff Policy
- Procedure Development Update
- Policy Editing Update

Move Selection of Instructional Materials (D32) from Parking Lot to the Category 'Under Review by VSBA'

### **9. Next Meeting Date**

The next meeting is Monday, May 16, 2022 at 6:00 p.m. at the Spaulding High School Library and via video conference.

### **10. Adjournment**

**On a motion by Mrs. Farrell, seconded by Mr. Boltin, the Committee unanimously agreed to adjourn at 7:48 p.m.**

Respectfully submitted,  
*Andrea Poulin*