

**BARRE UNIFIED UNION SCHOOL DISTRICT  
BOARD MEETING**

November 10, 2022 at 6:00 p.m.

**In-Person:** Barre Town Middle and Elementary School Library, 70 Websterville Rd, Barre

**Virtual Option:** Click this link to join the meeting remotely:

Meeting ID: [meet.google.com/vxi-arvi-mgb](https://meet.google.com/vxi-arvi-mgb)

Phone Numbers: (US)+1 929-777-4801 PIN: 769 689 006#

Please Note: If you attend the meeting remotely you must state your name for the record to satisfy the Open Meeting Law

*Public comment is welcomed and limited to 2 minutes per agenda item. The board will hear public comments and questions, but won't respond directly during public comments. This can feel impersonal, but is in place to allow the board to stay on task and address the work of the board for that meeting.*

**AGENDA**

- |      |   |
|------|---|
| 6:00 | 1. Call to Order  |
| 6:05 | 2. Pledge and Mindfulness Moment  |
| 6:10 | 3. Additions or Deletions with Motion to Approve the Agenda   |
| 6:15 | 4. Comments for Items Not on the Agenda   |
|      | 4.1. Public Comment   |
|      | 4.2. Student Voice  |
| 6:30 | 5. Consent Agenda   |
|      | 5.1. Regular Meeting Minutes - October 27, 2022   |
| 6:35 | 6. Current Business   |
|      | 6.1. New Hires <b>[ACTION]</b>  |
|      | 6.2. Rescind Policy Admission of Resident Students (C31) <b>[ACTION]</b>  |
|      | 6.3. Rescind Policy Eighteen Year-Old Students (C32) <b>[ACTION]</b>  |
|      | 6.4. Rescind Policy STI and Pregnancy Prevention Policy (C43) <b>[ACTION]</b>   |
|      | 6.5. Rescind Policy use of Restraint and Seclusion (C34) <b>[ACTION]</b>  |
|      | 6.6. Behavior Data  |
|      | 6.7. First Draft FY24 Budget  |
|      | 6.8. Discussion 10 Year Consolidation Plan  |
|      | ■ Evaluation: Staffing, Enrollment, Facilities, etc.  |
|      | ■ Building Capacity at each building  |
|      | ■ Combining BCEMS and BTMES Sports  |
| 8:00 | 7. Old Business   |
|      | 7.1. Second and Final Reading Policy on Nondiscriminatory Mascots and School Branding (F2) <b>[ACTION]</b>  |
|      | 7.2. Second and Final Reading Electronic Surveillance (F26) <b>[ACTION]</b>   |
|      | 7.3. Second and Final Reading Use of Restraint and Seclusion Policy (C70) <b>[ACTION]</b>   |
|      | 7.4. VSBA Mini-Grant Update   |
| 8:20 | 8. Other Business/Round Table   |
| 8:35 | 9. Future Agenda Items  |
| 8:40 | 10. Next Meeting Dates: December 1, 2022 Special Mtg, SHS Library, 6:00 pm and via Google Meet<br>(November 24 Meeting moved to December 1)<br>December 8, 2022 Regular Mtg, SHS Library, 6:00 pm and via Google Meet |

- 8:45      11.      Executive Session
12.      Adjournment

**PARKING LOT OF ITEMS**

- A. IT Presentation/Cyber Security
- B. CIA Plan Update (Quarterly: Nov (Dec 1) , Jan, April, June)
- C. Enrollment/Home Study (Quarterly: Nov (Dec 1), Jan, April, June)
- D. Barre City Before and After School Care Concept or Plan
- E. Expanded Special Education Report
- F. Revisit Decision Regarding Staff Resignation Letters
- G. Critical Race Theory

**BOARD/RETREAT ITEMS**

- A. Procedures for Policies Discussion (Retreat)
- B. Meeting Norms
- C. Goals and Expectations for the Superintendent
- D. Committee Charge
- E. Board Procedures and Engagement/Community Input Procedures
- F. New Hire Process/Negotiations/Personnel Committee

**MEETING NORMS**

- 1. Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
- 2. Make decisions based on clear information
- 3. Honor the board's decisions
- 4. Keep meetings short and on time
- 5. Stick to the agenda
- 6. Keep remarks short and to the point
- 7. Everyone gets a chance to talk before people take a second turn
- 8. Respect others and their ideas

# DRAFT

## BARRE UNIFIED UNION SCHOOL DISTRICT BOARD MEETING

Spaulding Educational Alternatives Building and Via Video Conference – Google Meet  
October 27, 2022 - 6:00 p.m.

### MINUTES

#### **BOARD MEMBERS PRESENT:**

Sonya Spaulding (BC) – Chair  
Alice Farrell (BT) – Vice Chair  
Chris Parker (BT) - Clerk  
Tim Boltin (BC)  
Giuliano Cecchinelli, II (BC)  
Nancy Leclerc (At-Large)  
Paul Malone (BT)  
Sarah Pregent (BC)  
Terry Reil (BT)

#### **BOARD MEMBERS ABSENT:**

#### **ADMINISTRATORS PRESENT:**

Chris Hennessey, Superintendent  
Stacy Anderson, Director of Special Services  
Jason Derner, Alternative Education Administrator  
Pierre Laflamme, BCEMS Principal  
Marlon Maylor, SHS Co-Principal

#### **GUESTS PRESENT:**

Dave Delcore – Times Argus	Melissa Battah	Michael Boutin	Mike Deering, II	Gina Galfetti
Sarah Helman	Josh Howard	Prudence Krasofski	Eric Lafayette (EEI)	Dean Preston
Ed Rousse	William Toborg			

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

The Chair, Mrs. Spaulding, called the Thursday, October 27, 2022, Regular meeting to order at 6:00 p.m., which was held at the Spaulding Educational Alternatives Building and via video conference.

#### **2. Pledge and Mindfulness Moment**

The Board held a Mindfulness Moment. Mrs. Spaulding read the Meeting Norms.  
Mrs. Spaulding thanked community members for their attendance and read the public comment guidelines.

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

The Board agreed to take some Agenda Items out of order.  
Add 6.8 FOIA Request Discussion  
Add 6.9 Board Leadership

**On a motion by Mr. Reil, seconded by Ms. Parker, the Board unanimously voted to approve the Agenda as amended.**

#### **4. Public Comment for Items Not on the Agenda**

##### **4.1 Public Comment**

Mr. Toborg voiced concern that the Board Chair is not allowing public comment under Agenda Items 3 and 10 (Additions and/or Deletions to the Agenda and Future Agenda Items). Mrs. Spaulding advised that community members can provide input by contacting Board Members outside of the meeting.

Mr. Boutin complimented the SEA Building itself, but suggested that Board Meetings no longer be held in this location, citing difficulty for community members to attend and noting that it is very difficult to hear the on-line portion.

##### **4.2 Student Voice**

None.

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## 4.2.1 Student/Staff Presentation

Mr. Derner displayed on screen, a presentation titled “A Day in the Life of a SEA Student”. The presentation included an overview of the daily Community Breakfasts, Project Based Learning (students have built Adirondack chairs, corn hole games, a community garden etc.), classes (six 30 minute classes - including core classes and specials), birthday celebrations, student transportation (has increased attendance), Counseling Supports, ‘Experiential Wednesdays’ (allowing students to experience things they most likely would not get exposed to), Youth Employment Services (grant funded), and a separate afternoon program providing one on one instruction. Mr. Derner answered questions from the Board and was thanked for presenting this evening.

## 5. Consent Agenda

### 5.1 Approval of Minutes – October 13, 2022 Regular Meeting

**On a motion by Mr. Malone, seconded by Mrs. Leclerc, the Board unanimously voted to approve as amended, the Minutes of the October 13, 2022 Regular Meeting.**

## 6. Current Business

### 6.1 New Hires

No candidates were presented for hire.

### 6.2 SHS Foundation Report

Mr. Rouse, President of the Spaulding High School Foundation, addressed the Board. The Foundation is a 501 (c) (3) organization whose purpose is to raise funds for projects outside of the scope of the regular school budget. The Foundation can help the school in three specific areas; academic enhancements, visual & performing arts, and athletics. Mr. Rouse provided some examples of projects and advised that athletic fields have been somewhat neglected since their construction in 1964. There was a master plan created years ago (by Dubois and King) to enhance the fields; including installation of artificial turf and a rubberized track. The current track is not able to host State sanctioned track meets and is somewhat dangerous. Mr. Rouse provided an overview of the Foundation’s Board and advised that Board meetings are held four times a year. There has been very little traction on projects since installation of lights in 2015. Mr. Rouse advised regarding the accounts (one at Community Bank: \$23,889 and one at Smith Barney - \$18,330). Donations can be restricted or unrestricted. The Spaulding Foundation can only serve Spaulding High School. Mr. Rouse noted that the BUUSD Board’s focus is normally on the ‘current’ timeframe. The foundation is focusing on items that will be in place for a long time, e.g. the athletic field lighting project. Other projects discussed by the Foundation include; a footbridge to the student parking area and improvements to Crimson Tide Way. Mr. Rouse advised that though the Board’s time is consumed with ‘current’ issues, the Foundation can focus on future items. Mr. Rouse has been researching some of the projects and noted that the SHS community is in a unique position in that there are local contractors who are willing to make in-kind’ donations. Mr. Rouse advised that the Foundation would like to move forward with a feasibility study, but cannot move forward without Board approval. The feasibility study could help determine the cost of potential upgrades to athletic fields. The Foundation could assist with funding of a feasibility study. Mr. Rouse advised he is happy to provide the Board with quarterly updates. Mr. Reil queried regarding reviewing a copy of the study performed by Dubois and King. Mr. Rouse advised that there are a number of alumni who are waiting to hear the ‘pleasure of the Board’, as they are anxious to assist. In response to a query, Mr. Rouse advised that the Foundation raises funds, but the projects are run by the school. Mr. Rouse reiterated that the Foundation raises funds, but does not ‘do projects’. The Foundation is waiting for ‘direction’ from the Board. Mr. Rouse advised that once costs are determined/estimated, and the Board approves a project, the Foundation will move forward with soliciting funds. Mr. Rouse advised regarding a \$10,000 donation that was restricted for use for a Maker Space. The Maker Space is now in place. Mrs. Pregent advised regarding recent discussion at the Finance Committee relating to the benefits of a robotics program, which could spark interest in careers for which the school has designated scholarships. Mr. Reil noted that he recently suggested that the District have a ten-year plan. Mr. Rouse has copies of the Foundation’s bylaws and will share them with any interested party. It is believed that Mr. Evans has a copy of the original athletic fields study.

### 6.3 SRO Contract

A document titled Barre Unified Union School District – Town of Barre – Services Agreement’ was distributed.

Mrs. Spaulding advised that this item is on the Agenda for informational purposes only (as requested by Mrs. Leclerc).

Mrs. Leclerc does not have any specific questions, but thought it would be beneficial for Board Members to review it.

Mr. Deering queried regarding the funding for SROs. It was noted that the cost of an SRO (for BCEMS) has historically been split between the District and the City.

### 6.4 First Reading Policy on Nondiscriminatory Mascots and School Branding (F2)

A copy of the policy was distributed.

Ms. Parker provided an overview of the policy. Brief discussion was held and it was noted that unless procedures are in place, the policy cannot be followed. Brief discussion was held regarding procedure development. It was noted that if there is not a procedure in place, the District is not in compliance with the law. Brief discussion was held regarding a formatting issue. Discussion returned to approval of the First Reading.

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**On a motion by Mrs. Pregent, seconded by Mr. Malone the Board unanimously voted to approve the First Reading of the Policy on Nondiscriminatory Mascots and School Branding (F2).**

## **6.5 First Reading Electronic Surveillance Policy (F26)**

A copy of the policy was distributed.

Ms. Parker provided an overview of the policy and advised that the policy has been legally vetted.

**On a motion by Mr. Malone, seconded by Mrs. Pregent, the Board unanimously voted to approve the First Reading of the Electronic Surveillance Policy (F26).**

## **6.6 First Reading Use of Restraint and Seclusion Policy (C70)**

A copy of the policy was distributed.

Ms. Parker provided an overview of the policy. Brief discussion was held.

**On a motion by Mrs. Farrell, seconded by Mrs. Pregent, the Board unanimously voted to approve the First Reading of the Use of Restraint and Seclusion Policy (C70).**

## **6.7 Board Development/Retreat**

It was noted that the 11/16/22 date (which worked for most Board Members, is no longer viable as it conflicts with the Superintendent's schedule. Mrs. Spaulding will try to determine an alternative date, possibly 11/07/22. Mrs. Spaulding polled the Board regarding the items they would like on the Agenda and how and by whom the Retreat should be facilitated. The general consensus of the Board is to have VSBA facilitate the Retreat. Mrs. Spaulding will contact VSBA regarding availability of a facilitator and creation of an agenda. Mrs. Spaulding will create a Google document listing potential agenda items and will share it with VSBA.

## **6.8 FOIA Request Discussion**

Mr. Malone queried regarding the status of the FOIA request from Melissa Battah, requesting copies of emails between board members and others, regarding board member behavior, for the timeframe 03/01/22 through 10/14/22. Mr. Hennessey advised that the request, which was processed through HR (Carol Marold) and the Director of Technology (Mr. Ajanma), has been fulfilled. Mr. Ajanma completed the search and shared the information with Mrs. Battah this week. Mr. Hennessey advised he was not involved with the request. The plan is to share the information with Mrs. Spaulding on 10/28/22 and Mrs. Spaulding will share the information with the rest of the Board. Mr. Boutin requested a copy of the parameters of the FOIA request and advised he would like a copy of information. Mr. Boutin will send a request to Mrs. Spaulding via email. Mr. Howard also requested a copy of the output from the FOIA request. Mrs. Spaulding requested that Mr. Howard also send her an email requesting the output.

## **6.9 Board Leadership**

Mrs. Leclerc addressed the Board, advising of her thoughts regarding what it means to be a Board Member. Mrs. Leclerc advised regarding the Code of Ethics (signed by all Board Members), and proceeded to read a portion of the Code of Ethics document, which names specific 'rules' that Board Members agree to adhere to. Mrs. Leclerc advised regarding an email shared by a community member at the last Board Meeting. Mrs. Leclerc advised that the email from the Board Chair (dated 08/31/22), solicited community members to attend an emergency meeting and included a copy of a confidential email from the Vice Chair to the Board, which advised of the reasons for the emergency. Mrs. Leclerc advised that in the Board meeting, the Chair denied knowledge of why the emergency meeting was being held. Mrs. Leclerc noted that community members have been asking for accountability, and she believes Board Members need to be accountable. Mrs. Leclerc shared her thoughts and concerns regarding this matter, including; concern that one of the roles of the Board Chair is to unite the Board, and that no individual should give directives (publicly or privately), yet the email solicited community members to attend the meeting to share their criticism to certain Board Members, and encouraged individual Board Member names to be mentioned. Mrs. Leclerc believes sending this email constitutes Violations of the Code of Ethics, is a conflict of interest, divides the Board rather than uniting it, and shows a lack of leadership. Mrs. Leclerc believes the Chair's actions have created trust, respect and integrity issues. Mrs. Leclerc is concerned about how the Chair can effectively lead the Board with the accountability issues and lack of decorum. Mrs. Leclerc is concerned regarding how the Board can move ahead to do its work. Additionally, Mrs. Leclerc advised that Robert's Rules require that the Chair be non-partisan, yet the Chair often 'argues' and 'counters' other's opinions, thus the Chair is participating in debate (not allowed under Robert's Rules) and is not acting in a non-partisan manner. Mrs. Leclerc feels that in the best interest of the District, the Chair should consider stepping down from the role of Chair.

## **7. Old Business**

### **7.1 VSBA Resolutions Update**

Mrs. Farrell provided an update on VSBA resolutions, advising that all of the Resolutions were passed as recommended by the VSBA. There was much discussion on each Resolution prior to voting. Discussion included the intent of Resolutions and what the outcomes might be. The 'ongoing' Resolutions were also passed as recommended. Much discussion was held regarding the Resolution

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pertaining to technical centers. There was much input from individuals from across the state. The input illustrated that there are many different perspectives depending on what part of the state individuals are from. Many questions were documented and will be brought to the AOE.

## 7.2 VSBA Mini-Grant Update

Mrs. Farrell advised that decisions will be announced on 10/31/22 and that she will share the decision with the Board.

## 7.3 EEI Proposal Update/Ventilation Project

A document titled Spaulding High School – Barre, VT – 10/25/2022 (from EEI – Energy Efficiency Investments, Inc.) was distributed. Mr. Cecchinelli advised that the Facilities Committee met on 10/25/22 for discussion of the EEI Proposal. Mr. Reil provided an overview of the discussion of the various options and advised that the Facilities Committee recommends that the Board approve the proposal minus the administration wing, for a total proposal of \$7,267,150. The Committee discussed using the \$7,000,000 ESSER grant and \$267,150 from the Capital Reserve fund, with the stipulation that future capital projects be ‘swapped’ out to accommodate utilizing Capital Reserve Funds for this project. Mr. Lafayette advised that most of the project will be completed by January 2024 and that the project will be completed in its entirety by 08/30/2024. Mr. Lafayette provided a brief overview of the timeline for the project. Brief discussion was held regarding additional ESSER funds only being available if something unforeseen is discovered. Brief discussion was held regarding increasing the facilities construction line item to \$1.00 per square foot. Mrs. Pregent noted that the Finance Committee is discussing Special Articles, including moving surplus funds to the Capital Project Reserves Fund. The Facilities Committee will hold discussion regarding a recommendation to move funds to the Capital Project Reserves Fund.

**On a motion by Mr. Boltin, seconded by Mrs. Leclerc, the Board unanimously voted to have the BUUSD enter into a performance contract with EEI, Inc., using \$7,000,000 in ESSER funds and \$267,150 from the Capital Reserve Fund or other local funding, for a project total of \$7,267,150.00.**

## 8. Reports

### 8.1 Superintendent Report

A copy of the Superintendent’s Report (dated 10/26/22) was distributed.

Mr. Hennessey advised that he does not have anything to add to the Report. Mr. Hennessey thanked Mr. Laflamme for sharing the daily challenges with the Board. Mr. Hennessey reiterated that staff members are working diligently to do everything possible to provide an engaging academic, social/emotional, rich day for students, and that the Barre District is not alone with these challenges. Mr. Hennessey advised that the District has a very stable leadership team in each school. Mr. Hennessey advised regarding the McKinney-Vento Act, compliance challenges, and difficulty reporting on homelessness when circumstances are changing so rapidly. Mr. Reil believes the Board should collaborate with City Counselors regarding homelessness issues. Ms. Parker provided information regarding limited services that are available, advised that the numbers are higher than reported due to various circumstances, and noted that numbers will increase as colder weather arrives. On a positive note, Mr. Hennessey noted that community engagement is critical and reinstatement of community events is very beneficial for all in the District. Mr. Cecchinelli queried regarding identifying the number of family units (in addition to the count of students). Mrs. Pregent noted that her daughter gave a positive report regarding the creative way in which a staff shortage was resolved. Mr. Malone queried regarding how to adequately educate students when staff are dealing with so many behavioral issues, and the schools are so short staffed. Mr. Malone believes that working towards creative (out of the box) solutions needs to be a priority. Ms. Parker stressed that there are many illnesses going around and she does not want the narrative to be that staff do not have a good work ethic.

### 8.2 Building Reports: BCEMS, BTMES, SHS, SEA

Copies of the Building Reports were distributed.

Mr. Laflamme provided clarification related to staff shortages, noting that the magnitude involves a shortage of 20 unfilled positions as well as approximately 20 to 30 staff absences per day, but even with the challenges these staffing shortages present, BCEMS is still able to achieve brilliant things. These factors should be considered when reviewing raw data at an upcoming meeting. In response to a query, Mr. Laflamme advised that the current administrative plan to deal with absences is ‘how to function on a day to day basis’, how to look at ‘building up’ current staff, how to invest academic coaches’ time and energy (in an effort to retain new staff), and trying to find ways to keep the building open. Mr. Hennessey advised that he has included additional information in his Superintendent’s Report. Mr. Reil reported that BTMES appears to be having ‘record’ attendance at their Open House which is currently taking place. Mr. Maylor advised that SHS staff have been working very hard to come together to make sure they are available to assist with the challenges being presented this year. Mr. Maylor answered questions from the Board.

### 8.3 CVCCSD Board Report

Mrs. Farrell advised that CVCCSD is also experiencing staffing shortages. Mrs. Farrell noted that applications are ‘over the limit’ and all classes are full. CVCCSD is building relationships with local partners to assist students with gaining more work experience. More work needs to be performed to research creation of a technical high school that provides all academics and career orientation.

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## **8.4 Finance Committee**

Minutes from the October 20, 2022 meeting were distributed.

Mrs. Leclerc advised that draft 1 reflects a 9.1% increase. The Committee held extensive discussion on budget considerations. Mrs. Leclerc advised that the 11/17 meeting will be mainly a community listening session (held at SHS). Mr. Hennessey advised that Mr. Allen is working on a survey to gather additional community input. Details of the community forum will be finalized next week.

The next meeting is Wednesday, November 2, 2022 at 6:00 p.m. in the Spaulding High School Library and via video conference.

The next Regular meeting is Thursday, November 17, 2022 p.m. in the Spaulding High School Library and via video conference.

## **8.5 Facilities & Transportation Committee**

Minutes from the October 11, 2022 meeting were distributed.

Mr. Cecchinelli advised that there is nothing to add as both items were discussed this evening under other Agenda items.

The next meeting is Monday, November 14, 2022 at 6:00 p.m. in the Spaulding High School Library and via video conference

## **8.6 Policy Committee**

Minutes from the October 17, 2022 meeting were distributed.

Ms. Parker advised that in addition to Second Readings of tonight's policies, additional policies will be presented to the Board. The Committee is discussing asking VSBA to perform a review of the District's policies. Mrs. Leclerc queried regarding adding a 'procedures' column to the BUUSD's Policy Index.

The next meeting is Monday, November 21, 2022 at 6:00 p.m. in the Spaulding High School Library and via video conference.

## **8.7 Curriculum Committee**

Minutes from the October 6, 2022 meeting were distributed.

Mrs. Pregent advised that the bulk of the meeting pertained to the 5-year Plan. Additional discussion included; blended classes, AP offerings, and Hattie Ratings (influences impacting student learning).

The next meeting is Thursday, November 3, 2022 at 6:00 p.m. in the Spaulding High School Library and via video conference.

## **8.8 Negotiations Committee**

Mr. Hennessey advised that the BEA has their committee together and they are reaching out to start setting up dates for negotiation sessions. The next meeting date is to be determined

## **9. Other Business/Round Table**

Mrs. Leclerc lauded the SHS Girls Varsity Soccer Team for recently pulling off a very hard win. Mrs. Leclerc noted that the players work well as a team and really depend on each other. The team plays again this Friday, 10/28/22 at BTMES at 3:00 p.m.

Mrs. Leclerc encouraged Board Members to attend. Mrs. Leclerc also advised that the SHS Football Team also plays on Friday and inquired regarding consideration of sending a bus for that game. Mr. Hennessey will look into student transportation to the game.

Mrs. Leclerc lauded Mr. Reil for his facilitation of the 10/25/22 Facilities Committee meeting.

Mr. Malone queried regarding the 'cancellation of Halloween'. Mr. Hennessey advised that Halloween will not be celebrated in the schools but other activities are planned (Harvest Day at BCEMS and Spirit Week at BTMES). Mr. Hennessey advised regarding the reasons that the District made the decision not to have Halloween celebrations in school.

Mr. Reil thanked Mrs. Nye, Ms. Pearson, and Mr. Mills for hosting 'Coffee with the Principals'. Mr. Reil attended the event and advised it was very informative and enjoyable. Mr. Reil congratulated sports teams and wished them well in the play-offs. Congratulations were extended to Spaulding High School Junior Garret Cameron for his selection to represent Vermont at the New England Golf Championship match at Mohegan Sun Resort, in Connecticut on October 31, 2022.

Mr. Cecchinelli advised that he attended Open House at BTMES. The event was well-attended and there were many activities.

Ms. Parker thanked administrators for their celebrations and reports and sharing the daily life at their schools. Ms. Parker advised she was thrilled to see the students of Barre City and Barre Town have the opportunity to play soccer under the lights.

Mrs. Pregent advised regarding Halloween activities in her neighborhood.

Mr. Hennessey reiterated Ms. Parker's sentiments regarding the mixed team soccer games played under the lights.

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## 10. Future Agenda Items

- Discussion of the replacement for SBAC testing will occur at the Curriculum Committee meeting.
- IT Presentation/Cyber Security
- Agreed Upon Goals Between the Board and Superintendent (possibly at the Retreat)
- CFP and CIP Plans (Curriculum Committee?)
- Discussion of Board Procedures, including Community Input Procedures

Discussion of a 10-year Strategic Plan For Consolidation of Campuses, Programs, etc.(Including Agenda Items S – U).  
Mrs. Spaulding will contact Mr. Reil regarding what this will ‘look like’ on an agenda.

Brief discussion was held regarding the addition of data to Parking Lot items (name of requester and date added to Parking Lot).  
Brief discussion was held regarding adding a ‘Parking Lot’ for Retreat items.

### November 10, 2022:

- First Draft FY24 Budget
- Second and Final Readings
- New Hires
- Policies to be Rescinded (Parking Lot A, B, C, and D)
- Behavior Data (Parking Lot E)
- Update on VSBA Mini-Grant
- Discussion of 10-Year Strategic Plan

### Second Meeting for November will be held in December (12/01/22):

- CIA Plan Update (Parking Lot G)
- Enrollment Update (Parking Lot H)

## 11. Next Meeting Date

Next meeting dates;

Thursday, November 10, 2022 at 6:00 p.m. at the Barre Town Middle and Elementary School Library and via video conference.

The November 24, 2024 meeting is cancelled.

Thursday, December 1, 2022 at 6:00 p.m.

Thursday, December 8, 2022 at 6:00 p.m.

Tuesday, December 20, 2022 at 6:00 p.m. at the BUUSD Central Office and via Google Meet

## 12. Executive Session as Needed

### 12.1 Personnel - Employee Legal Matter

### 12.2 Personnel – Discussion of Non-Public Records

Items proposed for discussion in Executive Session include an Employee Legal Matter and Personnel - Discussion of Non-Public Records. Mr. Boutin advised regarding qualifications for items to qualify for Executive Session and asked for clarification on the item labeled as Personnel, Discussion of Non-Public Records. Mrs. Spaulding advised that because the item related to personnel, she could not provide any clarification or additional information. Mr. Delcore advised that there are a range of personnel matters that can be discussed in Executive Session and queried regarding whether the issue was related to the appointment, evaluation, or employment of a public officer or employee, or a disciplinary or dismissal action. Mr. Delcore requested that one of the reasons be provided and voiced concern that no provision could be cited. Mrs. Spaulding reiterated that she could not provide any additional information.

**On a motion by Mrs. Pregent, seconded by Mr. Malone, the Board unanimously agreed to find that premature general public knowledge of the item proposed for discussion, specifically, the Employee Legal Matter, would clearly place the Barre Unified Union School District at a substantial disadvantage should the discussion be public.**

**On a motion by Mr. Reil, seconded by Mr. Boltin, the Board unanimously voted to enter into Executive Session, with the Superintendent in attendance for item 12.1 and possibly for item 12.2, at 10:17 p.m. under the provisions of 1 VSA section 313 to discuss the items proposed for discussion.**

The remaining information was provided by the Board Clerk.

**On a motion by Mr. Reil, seconded by Mrs. Farrell, the Board unanimously voted to exit Executive Session at 11:32 p.m.**

## 13. Adjournment

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**On a motion by Mrs. Farrell, seconded by Mr. Boltin, the Board unanimously voted to adjourn at 11:33 p.m.**

Respectfully submitted,  
*Andrea Poulin*

# BARRE UNIFIED UNION SCHOOL DISTRICT

## NEW HIRE NOTIFICATION FORM

Complete and Submit to the Central Office  
(please submit via email to [hr@buusd.org](mailto:hr@buusd.org))

Date Received by Central Office:

10/27/22

To be Completed by Hiring Administrator: (please leave notes for Central Office on the back page)

Name: Joshua Barber Location: SHS  
 Submission Date: 10/27/22 Administrator Action/Checklist Complete: Y / N  
 Position: English Teacher Grade (If Applicable): \_\_\_\_\_  
 Endorsement (If Applicable): English Hourly-Non Exempt/ Salary-Exempt  
 Hours Per Day: 7.5 Scheduled Hours: 7:35 a.m. to 3:00 p.m.  
 Account Code: 33-238-3097-19-11-4-1101-51110  
166-101-1276-31-11-0-1111-51110  
 Replacement? (Y)N If Yes For Whom? Karen Harker \$58,952<sup>00</sup>  
 Administrator Approval Signature: Mari Miller, Asst. Principal  
 Print Name: Mari Miller Signature Date: 10/27/22

**REVERSE SIDE:** Complete the New Hire Checklist prior to emailing candidate packet for Superintendent review.

## For Central Office Use Only:

Contract Completed \_\_\_/\_\_\_/\_\_\_ Offer Letter Completed \_\_\_/\_\_\_/\_\_\_ DOH 11/7/22  
 Total Years of Experience: \_\_\_\_\_ Step: 1 Salary Placement: M  
 Hourly Rate: \_\_\_\_\_ Salary Rate: \_\_\_\_\_ Seniority Date: \_\_\_\_\_  
 Contract Type: Teacher Para Replacement Interim Offer/Non-Contracted Letters AFSCME N/A  
 Days Per Year: 190 Salary: \$47,743 Contract Days: 138.5 = \$34,802<sup>78</sup>  
 Teacher: AOE Endorsement: YES or (NO) Provisional/Emergency Required: (YES) or NO  
 Para-Educator: Associates Degree YES or NO (If NO) → ParaPro YES has passed ParaPro or NO will need to take

Chris Hennessey  
 Superintendent Approval Signature

NOVEMBER 3, 2022  
 Date

# Joshua Barber

## ***Education***

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### **City University of New York- Graduate School and University Center**

New York, New York

Ph.D. Candidate - All But Dissertation

**Major:** English

**GPA:** 4.000

Attended August 2016 to Present

### **City University of New York- Graduate School and University Center**

New York, New York

Master of Arts

**Major:** English

**GPA:** 4.000

**Credit Hours:** 60

Attended August 2016 to February 2021

Degree conferred June 2021

### **Cornell University**

Ithaca, New York

Bachelor of Arts

**Major:** American Studies, **Minor:** English

**Credit Hours:** 87

Attended August 2013 to May 2016

Degree conferred May 2016

## ***Experience***

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### **Spaulding High School**

Sep 2022 - Present

Permanent Substitute

Barre, VT

Help lead classes for absent teachers by following detailed lesson plans and managing classroom environment. As a Permanent Substitute, I report to the same location daily, thus helping to develop a sense of familiarity with the school's operations as well as its students, teachers, and administrators.

**Supervisor:** Jake Trepanier (802-476-4811)

**Experience Type:** Public School, Full-time

It is **OK** to contact this employer

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### **The City College of New York (CUNY)**

May 2021 - Dec 2021

Adjunct Lecturer

New York, NY

Designed and taught two 3-credit undergraduate courses on American Literature. Was responsible for grading all student work and writing all assignments.

**Reason for leaving:** Moved out of the area.  
**Supervisor:** Yana Joseph ((212) 650-6301)  
**Experience Type:** Public School, Part-time  
It is **OK** to contact this employer

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**School of Professional Studies (CUNY)**

Aug 2021 - Dec 2021

Adjunct Lecturer

New York, NY

Led fully online, asynchronous class. Was responsible for grading all student work.

**Reason for leaving:** Moved out of the area.  
**Supervisor:** Tara Pauliny ((646) 771-6810)  
**Experience Type:** Public School, Part-time  
It is **OK** to contact this employer

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**The City College of New York (CUNY)**

Aug 2017 - Dec 2019

Adjunct Lecturer

New York, NY

Crafted personalized version of syllabi for two general education/ introductory undergraduate classes, Introduction to Literary Study and World Humanities. Taught six total editions.

**Reason for leaving:** End of fellowship.  
**Supervisor:** Yana Joseph ((212) 650-6301)  
**Experience Type:** Public School, Part-time  
It is **OK** to contact this employer

**BARRE UNIFIED UNION SCHOOL DISTRICT # 097  
POLICY****Code: C 31****1st READING: 5/9/2019****2nd READING: 6/13/2019****ADOPTED: 6/13/2019**

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**ADMISSION OF RESIDENT STUDENTS****Policy**

Any legal pupil who is a resident as defined in 16 V.S.A. §1075 shall be eligible to attend school in a district of the Barre Unified Union School District (BUUSD).

**Residence Criteria**

For purposes of determining residency, the definitions contained in 16 V.S.A. §1075(a) will apply. Criteria for proving permanent residency shall include voter registration, automobile registration, employment, postal address, property ownership, and/or other indications of intent to reside permanently within a district of the BUUSD. The burden of proving residency or any other basis for entitlement to school enrollment or tuition assistance shall be on the student and/or his or her parent or guardian.

The residency of pupils under the care and custody of a state agency or child placement agency, children of homeless parents, and independent children shall be determined in accord with the requirements of 16 V.S.A. §1075 (c)-(h).

**Change of Residence**

Parents or guardians of students who are residents of a district of the BUUSD and enrolled in a BUUSD program, and who move from the district of the BUUSD before the school year ends, may apply to the superintendent for permission to finish the school year on a pro-rated tuition basis or with a tuition waiver. The superintendent shall consider the student's age, attendance record during the year, progress in school and other relevant factors when considering requests to remain enrolled in school for the remainder of the school year.

**Decisions and Appeals**

Decisions regarding student residency, and continued enrollment except for state-placed students will be made by the superintendent. An interested person or taxpayer may appeal a residency decision of the Superintendent to the School Board, and then to the Secretary of Education as provided in 16 V.S.A. §1075(b).

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

**CODE: C 32**

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

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

**ADOPTED: 6/13/2019**

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## **EIGHTEEN YEAR-OLD STUDENTS**

### **Policy**

Eighteen year-old students are subject to all school policies, rules and standards.

Except as provided in this policy, report cards, discipline reports and other communications from the school will be provided to responsible parents or guardians of all students regardless of the age of those students.

### **Permission**

Permission slips for participation in field trips or other school activities may be signed by 18 year old students. Eighteen year old students may sign their own absence and late notes, but parents will be notified of absences and tardy incidents for their 18 year old children on the same basis as other students, unless communications from the school are limited to the student only in accord with this policy.

### **Communications with Parents/Guardians**

Students who are 18 years old or older may request, in a manner designated by the superintendent, that communications to their parents or guardians be provided to them as well. The school will comply with these requests.

Students who are 18 years old or older may request, in a manner designated by the superintendent, that all communications from the school be made to them and not to their parents. These requests will be granted by the Superintendent or his or her designee only when the student's responsible parents or guardians agree in writing, or when the student shows that he or she is not a dependent student as defined in section 152 of the Internal Revenue Code of 1954.

The maintenance and distribution of documents defined by the Family Educational Rights and Privacy Act of 1974 as student records will be governed by that Act and the regulations promulgated pursuant to that Act.

The superintendent or his or her designee shall develop procedures where necessary to implement this policy.

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

**Code: C 43**

**1st READING: 6/10/2021**

**2nd READING: 6/24/2021**

**ADOPTED: 6/24/2021**

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**SEXUALLY TRANSMITTED INFECTIONS (STI) AND PREGNANCY  
PREVENTION EDUCATION POLICY**

It is the policy of the Barre Unified Union School District (BUUSD) to provide a Sexually Transmitted Infections (STI) and pregnancy prevention education program that is integrated into the health curriculum of the BUUSD

One component of this program is to make available latex condoms (or other protective barrier options as they become available) in schools in an age appropriate manner. Parents or guardians of BUUSD middle school level students can, upon request, withhold permission for their child's participation in the condom availability component of the program. The Principal or designee in each building will develop procedures for condom availability and distribution, based on the recommendation of the SHAC Committee in accordance with the policy set forth here.

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

**CODE: C 34**

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

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## **USE OF RESTRAINT AND SECLUSION**

### **Section 1. Statement of Purpose**

1.1 It is the policy of this Barre Unified Union School District (BUUSD) that students not be subjected to inappropriate restraint or seclusion as defined by Vermont State Board of Education Rule 4500. It is the BUUSD's intent to create and maintain a positive and safe learning environment, and promote positive behavioral interventions and supports in BUUSD schools. This policy is further intended to assist in creating a common understanding within the BUUSD of appropriate interventions by BUUSD staff.

**Section 2. Definitions.** The following terms, as defined in State Board Rule 4500.3, shall apply to this policy.

2.1 **Behavioral Intervention Plan** means a plan that details strategies to address behaviors that impede learning, or are ongoing, and do not readily respond to general intervention or classroom management techniques, by teaching pro-social skills and other positive replacement behaviors. The plan may include positive strategies, program or curricular modifications, and supplementary aids and supports required to address problem behaviors.

2.2 **Chemical Restraint** means a drug, medication or chemical used on a student to control behavior or restrict movement that is not:

- a. Prescribed by a student's licensed physician for the standard treatment of a student's medical or psychiatric condition; and
- b. Administered as prescribed by the licensed physician.

2.3 **Functional Behavioral Assessment** means the analysis of a student's behavior patterns before, during, and after rule-breaking or other inappropriate behavior for the purpose of guiding the development of a behavioral intervention plan.

2.4 **Mechanical Restraint** means the use of any device or object that restricts a student's movement or limits a student's sensory or motor functions unless under the direction of a healthcare professional for medical or therapeutic purposes. The term does not include devices implemented by trained school personnel, or utilized by a student for the specific and approved therapeutic and safety purposes for which such devices were designed including:

- a. Restraints for medical immobilization,
- b. Adaptive devices or mechanical supports used to achieve proper body position, balance or alignment;
- c. Vehicle safety restraints including a seat belt or harness used for balance or safety on a car or bus; or
- d. Seat belts in wheelchairs or on toilets.

**2.5 Parent** means:

- a. A biological or adoptive parent of the child;
- b. A legal guardian of the child;
- c. A person acting in place of a biological or adoptive parent, including a grandparent, stepparent or other relative with whom the child lives, or a person legally responsible for the child's welfare;
- d. A foster parent or developmental home provider who has been appointed the educational surrogate parent by the Educational surrogate Parent Program; or
- e. An educational surrogate parent.

**2.6 Physical Escort** means the temporary touching or holding, without the use of force, of the hand, wrist, arm, or back of a student who is exhibiting minimal resistance for the purpose of directing movement from one place to another.

**2.7 Physical Restraint** means the use of physical force to prevent an imminent and substantial risk of bodily harm to the student or others. Physical restraint does not include:

- a. Momentary periods of physical restriction by direct person-to-person contact, accomplished with limited force and designed either
  - i. to prevent a student from completing an act that would result in potential physical harm to himself/herself or another person; or
  - ii. to remove a disruptive student who is unwilling to leave the area voluntarily;
- b. The minimum contact necessary to physically escort a student from one place to another;
- c. Hand-over-hand assistance with feeding or task completion; or
- d. Techniques prescribed by a qualified medical professional for reason of safety or for therapeutic or medical treatment.

**2.8 Positive Behavioral Interventions and Supports** means an approach to preventing and responding to targeted behavior that:

- a. Is based on evidence-based practices;
- b. Is proactive and instructional, rather than reactive;
- c. Can operate on individual, group, classroom, or school wide levels;
- d. Includes a system of continual data collection; and

e. Relies on data-driven decisions.

2.9 **Prone Physical Restraint** means holding a student face down on his or her stomach using physical force for the purpose of controlling the student's movement.

2.10 **School** means a learning environment receiving public funds or over which the Vermont Department of Education has regulatory authority.

2.11 **School Personnel** means individuals working in schools as defined in 4500.3(10) who are employed by the school or who perform services for the school on a contractual basis, and school resource officers, while acting in that capacity.

2.12. **Seclusion** means the confinement of a student alone in a room or area from which the student is prevented or reasonably believes he or she will be prevented from leaving. Seclusion does not include time-out where a student is not left alone and is under adult supervision.

2.13 **Substantial Risk** means an imminent threat of bodily harm where there is an ability to enact such harm. Substantial risk shall exist only if all other less restrictive alternatives to defuse the situation have been exhausted or failed or the level of risk prohibits exhausting other means.

2.14 **Supine Physical Restraint** means holding a student on his or her back using physical force for the purpose of controlling the student's movement.

2.15 **Student** means a student enrolled in a school as defined in paragraph 2.10.

### **Section 3. Policy**

3.1 The superintendent or his or her designee shall develop administrative procedures to ensure BUUSD compliance with the requirements of Vermont State Board of Education Rule 4500. The administrative procedures shall include at least the components in 3.2 through 3.10.

3.2 Prohibitions against the imposition on students of mechanical or chemical restraints by school personnel and contract service providers.

3.3 Prohibitions against the imposition on students of physical restraint in circumstances designated as impermissible by State Board of Education rules.

3.4 Restrictions on the use of physical restraint and seclusion to circumstances allowed by State Board of Education rules, including provisions that allow the inclusion of restraint or seclusion as part of a student's individual safety plan only when that plan meets the conditions set forth in State Board of Education rules, and provisions that require the termination of restraint or

seclusion, and the monitoring of students subjected to restraint or seclusion, as established by State Board of Education rules.

3.5 Procedures to ensure that only school personnel or contract service providers who are trained in the use of restraint and seclusion are authorized to impose restraint or seclusion unless, due to the unforeseeable nature of the danger of a particular circumstance, trained personnel are not immediately available.

3.6 Processes to ensure that impositions of restraint or seclusion are reported to school administrators, parents, superintendents and the Commissioner of the Vermont Department of Education under circumstances and within the time limitations required by State Board of Education rules.

3.7 Processes to ensure that each school in the BUUSD maintains written records of each use of restraint and seclusion in accordance with the requirements of State Board of Education rules.

3.8 Procedures to ensure that each school in the BUUSD implements follow-up procedures that are consistent with the requirements of State Board of Education rules.

3.9 Annual notification procedures to ensure that each school in the BUUSD informs school personnel and parents of students enrolled in the school of the policies and procedures pertaining to the use of physical restraint and seclusion, and the intent of the school to emphasize the use of positive behavioral interventions as well as supports and its intention to avoid the use of physical restraint or seclusion to address targeted student behavior.

3.10 Processes for the filing, investigation and resolution of complaints by school personnel or parents regarding the use of restraint or seclusion, including the designation of school officials who are authorized to receive complaints. The procedures for resolving complaints shall require that any complaint regarding the use of restraint or seclusion is investigated and written findings are issued within thirty (30) days of the complaint's receipt. If a complaint regarding the use of restraint or seclusion is unresolved at the school building level, it shall be directed to the superintendent in accordance with the BUUSD's complaint processes.

#### **Section 4. Implementation**

The superintendent shall ensure that appropriate staff are provided training by programs recommended by the Vermont Department of Education unless he or she submits a plan to the Commissioner of Education demonstrating how a training program not recommended by the Department of Education contains the elements required of recommended programs and meets the purposes of the State Board of Education rules on restraint and seclusion.

The superintendent shall report annually to the BUUSD Board on the implementation of the administrative procedures required by this policy, and shall include in his or her report recommendations for changes, if any, to related school BUUSD policies or procedures.

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

**Code: F 2**

**1st READING: 10/27/2022**

**2nd READING: 11/10/2022**

**ADOPTED:**

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**POLICY ON NONDISCRIMINATORY MASCOTS AND SCHOOL  
BRANDING**

**Statement of Policy**

It is the policy of the Barre Unified Union School District (BUUSD) to provide welcoming, positive, and inclusive learning environments for all students by prohibiting the use of discriminatory school branding, which undermines the educational experiences of members of all communities and perpetuates negative stereotypes.

**Definitions**

1. “**School**” means a public school or an independent school approved under section 166 of Title 16.
2. “**School board**” or “**Board**” means the board of directors or other governing body of an educational institution when referring to an independent school.
3. “**School branding**” means any name, symbol, or image used by a school as a mascot, nickname, logo, letterhead, team name, slogan, motto, or other identifier.

**Administrative Responsibilities**

The superintendent or designee shall:

1. Periodically review and provide recommendations for necessary updates to the nondiscriminatory school branding policy as necessary;
2. Assist the school board in its review of the district’s school branding to ensure compliance with the policy following any school branding changes or updates to the policy;
3. Assist the school board in ensuring the prohibition of school branding that directly or indirectly references or stereotypes the likeness, features, symbols, traditions, or other characteristics that are specific to either:
  - a. the race, creed, color, national origin, sexual orientation, or gender identity of any person or group of persons; or
  - b. any person, group of persons, or organization associated with the repression of others;
4. Develop a procedure for an individual to file a complaint that an element of school branding is in violation of the policy.

**Complaints**

An individual may request an opportunity to appear before the Board for purposes of presenting the complaint, relevant facts, and further explanations. The board shall hear the complaint in a fair and just manner. The Board shall render a decision within 45 days of the hearing, which must include a summary of facts and basis for the decision.

If the individual is unsatisfied with the Board's decision, the individual may appeal the decision to the Secretary of Education. Appeals shall be filed within 30 days of the school board's decision by sending a written notice of appeal to the Agency of Education.

**BARRE UNIFIED UNION SCHOOL DISTRICT #097  
POLICY****CODE: F26****1ST READING: 10/27/2022****2ND READING: 11/10/2022****ADOPTED:**

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**ELECTRONIC SURVEILLANCE****Policy**

The BUUSD recognizes the value of electronic surveillance for monitoring activity on school property. It is the policy of the Barre Unified Union School District (BUUSD) to use passive electronic surveillance to assist with the safety and security of the school community.

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.

**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 stored in a secure area until the end of the current school year, or until the statute of limitations has been reached for a specific policy or law. Video copies may never be sold, publicly viewed or distributed in any other fashion except as approved for by this policy and state and federal law.

**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, school staff members, or school resource officers 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). Central Vermont Career Center (CVCC) administrators and office staff may view live video of CVCC supervised areas.

**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, and CVCC administrators may be permitted to view video recordings on a case-by-case basis, consistent with the requirements of state and federal law.

**Use of Video Recordings for Disciplinary Action**

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

**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.

**BARRE UNIFIED UNION SCHOOL DISTRICT # 097  
POLICY****CODE: C 70****1<sup>ST</sup> READING: 10/27/2022****2<sup>ND</sup> READING: 11/10/2022****ADOPTED:**

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**USE OF RESTRAINT AND SECLUSION****Section 1. Statement of Purpose**

It is the policy of this Barre Unified Union School District (BUUSD) that students not be subjected to inappropriate restraint or seclusion as defined by Vermont State Board of Education Rule 4500. It is the BUUSD's intent to create and maintain a positive and safe learning environment, and promote positive behavioral interventions and supports in BUUSD schools. This policy is further intended to assist in creating a common understanding within the BUUSD of appropriate interventions by BUUSD staff.

**Section 2. Definitions.**

Definitions as defined in [State Board Rule 4500.3](#), shall apply to this policy.

**Section 3. Policy**

The superintendent or his or her designee shall develop administrative procedures to ensure BUUSD compliance with the requirements of Vermont State Board of Education Rule 4500. The administrative procedures shall include at least the following components:

1. Prohibitions against the imposition on students of mechanical or chemical restraints by school personnel and contract service providers.
2. Prohibitions against the imposition on students of physical restraint in circumstances designated as impermissible by State Board of Education rules.
3. Restrictions on the use of physical restraint and seclusion to circumstances allowed by State Board of Education rules, including provisions that allow the inclusion of restraint or seclusion as part of a student's individual safety plan only when that plan meets the conditions set forth in State Board of Education rules, and provisions that require the termination of restraint or seclusion, and the monitoring of students subjected to restraint or seclusion, as established by State Board of Education rules.
4. Procedures to ensure that only school personnel or contract service providers who are trained in the use of restraint and seclusion are authorized to impose restraint or seclusion unless, due to the unforeseeable nature of the danger of a particular circumstance, trained personnel are not immediately available.

5. Processes to ensure that impositions of restraint or seclusion are reported to school administrators, parents, superintendents and the Secretary of the Vermont Agency of Education under circumstances and within the time limitations required by State Board of Education rules.
6. Processes to ensure that each school in the BUUSD maintains written records of each use of restraint and seclusion in accordance with the requirements of State Board of Education rules.
7. Procedures to ensure that each school in the BUUSD implements follow-up procedures that are consistent with the requirements of State Board of Education rules.
8. Annual notification procedures to ensure that each school in the BUUSD informs school personnel and parents of students enrolled in the school of the policies and procedures pertaining to the use of physical restraint and seclusion, and the intent of the school to emphasize the use of positive behavioral interventions as well as supports and its intention to avoid the use of physical restraint or seclusion to address targeted student behavior.
9. Processes for the filing, investigation and resolution of complaints by school personnel or parents regarding the use of restraint or seclusion, including the designation of school officials who are authorized to receive complaints. The procedures for resolving complaints shall require that any complaint regarding the use of restraint or seclusion is investigated and written findings are issued within thirty (30) days of the complaint's receipt. If a complaint regarding the use of restraint or seclusion is unresolved at the school building level, it shall be directed to the superintendent in accordance with the BUUSD's complaint processes.

#### **Section 4. Implementation**

The superintendent shall ensure that appropriate staff are provided training by programs recommended by the Vermont Department of Education unless a plan is submitted to the Secretary of Education demonstrating how a training program not recommended by the Agency of Education contains the elements required of recommended programs and meets the purposes of the State Board of Education rules on restraint and seclusion.

The superintendent shall report annually to the BUUSD Board on the implementation of the administrative procedures required by this policy, and shall include any recommendations for changes, if any, related to BUUSD policies or procedures.