AGENDA

Addison Central School District
Policy Committee
Committee Meeting
Wednesday, February 15, 2023, 4:00 pm - 5:30 pm
49 Charles Avenue, Middlebury VT & Virtual Connection

ACSD District Vision and Mission

OUR VISION
All students will reach their full academic potential and be prepared for success as engaged citizens.

OUR MISSION
To provide an innovative, rigorous, and supportive educational community that inspires a passion for learning and cultivates empathy and responsibility.

Please click the link below to join the webinar:

https://us06web.zoom.us/j/84487361544

A. Introductions - Board Members, Administrators and Staff
B. Call to Order Upon Reaching a Quorum
C. Public Comment
D. Recommendation to Approve Minutes of January 18, 2023
E. A21: Public Participation at Board Meetings
F. C5: Firearms Policy
G. A3/A24: Board/ Superintendent Relations
H. Other Business
I. Adjournment

*Public Comment Guidelines:
Public comments are encouraged and welcome at each regular board meeting during the period designated for public comment. Comments are limited to three minutes per person. Citizens will be called to make their statement by the board chair. Public comments regarding personnel, students or legal matters will not be heard by the Board.

MINUTES

Addison Central School District
Policy Committee
Committee Meeting
Wednesday, January 18, 2023, 4:00 pm - 5:30 pm
208 Charles Avenue, Middlebury VT & Virtual Connection

ACSD District Vision and Mission

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Please click the link below to join the webinar:

1. Call to Order Upon Reaching a Quorum

   Meeting began at 4:10 PM

2. Introductions - Board Members, Administrators and Staff

   Jamie McCallum, Mary Gill , Suzanne Buck, Caitlin Steele

3. Public Comment

   Public Comment by Mary Slosar, Weybridge

   Shift to family engagement is an intentional process, involving parents in education helps students perform better. SEPACS are modeled off of Title 1 parent engagement. So Mary Slosar, asked us if we are adopting this parent engagement policy because we have to adopt it or are we developing a plan to change the way we engage parents? This policy is a federal guideline that districts must comply with. How will we meet that?

   Noted:This topic was discussed at the 1/17/23 board meeting when the board approved the Title One policy. Questions about how the district notifies parents and how the administration reports back to the board.

4. Recommendation to Approve Minutes of November 16, 2022

   Mary requested amending the agenda to follow up on earlier 12/21/22 Agenda
   Suzanne advised us to move items to the next agenda because these two items were not warned.
   Caitlin will follow up about the firearms policy with Pietro Lynn.

Mary Gill will put the public comment stuff that Peter Conlon drafted into the next agenda.

Move: Suzanne Buck Second: Jamie McCallum Status: Passed

5. Committee Discussion:
   a. D23: Selection of Instructional Materials

      1. Instructional Materials D23

      We discussed the materials policy. Suzanne raised an issue with "C" on implementation. Maybe we changed it to "coordinated across the SD" -- and delete the rest. We discussed the role of librarians deciding about how to use our instructional materials.

      Caitlin reported the curriculum leaders and librarians are drafting a procedure which will hopefully be done by this spring to be implemented in fall 2023. The administration has final approval of procedures.

      Decided to include this policy forward for Board Review on Feb 13.

   b. C1: Student Records

      C1 Student Records Policy

      ACSD draft is aligned with the VSBA. Procedure will align with AOE recommendations. Suzanne asks that when a parent requests a review of a student issue to the School Board, should board members be required to sign a confidentiality agreement to protect student privacy. We will ask the Board to see if they agree with this amendment (and include it in the procedures) to the policy. Or is it assumed in our roles and responsibility policies as board members when items are discussed in executive sessions?

      Decided to include this policy forward for Board Review on Feb 13.

   c. C2: Student Drugs and Alcohol

      C2 Drugs

      Policy committee recommends using the VSBA Model policy, reviewed and updated 11/2/2022. It is more comprehensive and includes establishing coordinating services with Substance Abuse Disorder Professionals and Community Prevention groups. As well as including parents/guardians for support.
      A brief review of each schools handbooks, indicate a need to update procedures and inform parents and guardians of community supports. Let's look at the handbooks to see if this policy is included in the student handbook. And ensuring the paper copies of them are accessible.
      Decided to include this policy for Board Review on Feb 13.

   d. C4: English Learners

      C4 English Learners

      Policy committee recommends the VSBA Model policy (updated 12/05/2022) which

includes legal references. Cailtlin shared a number of programs and initiatives that are in place attempting to meet the needs of English Language learners.
Jamie asked about language translation at Board meetings.
We had an extensive conversation about the ways that we translate materials. We asked Caitlin to look into what procedural things we have in place already that might comply with having this policy.
Decided to include this policy for Board Review on Feb 13.

6. Adjournment

Other: Jamie: We as a Board should / or committee should discuss how we meet the parent engagement polic

Adjourned at 5:35 PM

Respectfully Submitted by:
Jamie McCullum and Mary Gill

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ADDISON CENTRAL SUPERVISORY DISTRICT

Policy: Public Participation at Board Meetings
File Code: A21
Warned: November 18, 2022
Adopted: November 28, 2022

Policy
It is the policy of the board to encourage public participation at its meetings.

Background
Public participation is very important to the successful function of the Addison Central School District. The board wants to carry out its business with the benefit of public input and expertise. It also wants to keep the public informed and up-to-date on what is happening in the community's schools.

Implementation
Reasonable rules of participation may be used to ensure that meetings are conducted in an orderly fashion and that the business at hand is completed in a timely manner. Such rules may take into consideration such things as length of each speaker's presentation and the number of times each speaker may comment. (Procedure required)

Persons Who May Address the Board
1. Any district resident
2. School staff members, students and parents
3. Individuals who have been requested by the superintendent or the board to present a given subject
4. Persons who are directly affected by matters on the board agenda
5. Others at the discretion of the board

Public Comment on Agenda Items
1. The chair will ask for comments on agenda items before action is taken by the board.
2. When the number of people wishing to speak is large, the board may authorize the chair to use a speakers' list. Members of the public will be given an opportunity to sign the speakers' list, indicating which agenda item will be addressed.

Public Input on Items Not on the Agenda
1. There will be time set aside for public input on items not on the agenda at every regular, special or emergency meeting of the board.
2. The time allotted to this item will be assigned by the chair or the person responsible for organizing the agenda.

3. The chair shall rule out of order any presentation to the board which breaches the privacy or other rights of students, parents or school employees, or which does not comply with Board policy on complaints. (See ACSD Policy A2: Key Responsibilities)

VSBA Version: March 3, 2020
Date Warned:
Date Adopted:
Legal Reference(s): 1 V.S.A. §§ 310 et seq. (Public meetings)
16 V.S.A. § 554(b) (School board meetings)
Cross Reference: Board Meetings, Agenda Preparation and Distribution

Proposed procedure language for Public Comment policy

The chair, before each public comment period, shall inform the board and public that the public comment period is designed as an opportunity for the public to speak before the board's business meeting begins. The chair will explain that it is not designed for a back-and-forth discussion, but rather a time for the board to listen to members of the public.

Board members are expected to pay attention during public comment, and the board chair will thank each speaker after they have concluded. The chair may set certain time limits on length of each comment and may institute the use of a speaker's list that requires each person seeking to speak to be added to a list.

Each speaker will be asked to give their first and last names, and town of residence before making their comment.

The chair, at their discretion, may interrupt a speaker when the comment contains information that should not be divulged publicly, such as personnel complaints by name or names of students. The chair, or another board member at the chair's discretion, may also respond to correct factual inaccuracies at the conclusion of public comment.

FIREARMS

Policy

It is the policy of Addison Central School District to comply with federal and state law regarding the possession of a firearm on school property. All persons are prohibited from bringing a firearm to, or possessing a firearm on, any school property in the Addison Central School District. This policy does not apply to a law enforcement officer engaged in law enforcement duties, to a person who has received authorization from the school board and the superintendent to possess a firearm on school property, or to a firearm lawfully stored in a locked, private vehicle on school property.

It is the policy of Addison Central School District to comply with the federal Gun Free Schools Act requiring school districts to provide for the possible expulsion of students who bring firearms to or possess firearms at school. It is further the intent of the board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

Definitions

For the purposes of this policy, the terms "firearm," "school," "school property," and "expelled" shall be defined consistent with the definitions required by state and federal law.

Sanctions

Students

Any student who brings a firearm to school and/or who possesses a firearm at school shall be brought by the superintendent to the school board for an expulsion hearing.

A student found by the school board after a hearing to have brought a firearm to school or to have possessed a firearm at school shall be expelled for at least one calendar year. However, the school board may modify the expulsion on a case-by-case basis when it finds circumstances such as, but not limited to:

1. The student was unaware that he or she had brought a firearm to school.
2. The student did not intend to use the firearm to threaten or endanger others.
3. The student is disabled and the misconduct is related to the disability.
4. The student does not present an ongoing threat to others and a lengthy expulsion would not serve the best interests of the pupil.

At the discretion of the school board and administration, an expelled student may be afforded limited educational services at a site other than the school during the period of expulsion under this policy.

Non-Students

Any non-student who brings a firearm to, or possesses a firearm in, any school property in the Addison Central School District shall be prohibited from entering, or shall be immediately removed from, the school property. Addison Central School District shall refer to the

appropriate law enforcement agency any non-student who brings a firearm to, or possesses a firearm on, any school property in the Addison Central School District.

Policy Implementation

An expulsion hearing conducted under this policy shall afford due process as required by law and as developed by the superintendent or his or her designee. The superintendent shall refer to the appropriate law enforcement agency any student who brings a firearm to a school under the control and supervision of the school district. The superintendent may also report any incident subject to this policy to the Department for Children and Families (DCF).

The superintendent shall annually provide the Secretary of Education with descriptions of the circumstances surrounding expulsions imposed under this policy, the number of students expelled and the type of firearms involved.

CODE C5
(REQUIRED)

FIREARMS

ADOPTION NOTES – This text box and the disclaimer should be removed prior to adoption.
(a) General – As with all model policies, VSBA recommends that each board carefully review this model prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc.
(b) Legal references are listed for convenience, but do not need to be included in the policy as adopted.
(c) Any model policies listed under "cross-reference" indicate a reference to another related VSBA model policy. A district should check its own current policies to assure internal consistency.
(d) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

Policy
It is the policy of the _____ School District to comply with the federal Gun Free Schools Act of 1994 and state law requiring school districts to provide for the possible expulsion of students who bring firearms to or possess firearms at school. It is further the intent of the board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

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For the purposes of this policy, the terms "firearm" "school" and "expelled" shall be defined consistent with the definitions required by state and federal law.

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VSBA Review:	Reviewed 9/22/2022
Date Warned:	
Date Adopted:	
Legal Reference(s):	16 V.S.A. § 1166 (State law pursuant to Federal law)
	13 V.S.A. §§ 4004, 4016 (Criminal offenses)
	20 U.S.C. § 7151(Gun Free Schools Act)
	18 U.S.C. § 921 (Gun Free School Zones Act of 1990)
	20 U.S.C. §§ 1400 et seq.(IDEA)
	29 U.S.C. § 794 (Section 504, Rehabilitation Act of 1973)
	Vt. State Board of Education Manual of Rules & Practices, §§ 4311, 4313
Cross Reference:	Search and Seizure
	Student Conduct and Discipline

DISCLAIMER: This model policy has been prepared by the Vermont School Boards Association for the sole and exclusive use of VSBA members, as a resource to assist member school boards with their policy development. School Districts should consult with legal counsel and revise model policies to address local facts and circumstances prior to adoption, unless the model policy states otherwise. VSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

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It is the policy of Addison Central School District to comply with the federal Gun Free Schools Act requiring school districts to provide for the possible expulsion of students who bring firearms to or possess firearms at school. It is further the intent of the board to maintain a student discipline system consistent with the requirements of the federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act and the Vermont State Board of Education rules.

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The superintendent shall annually provide the Secretary of Education with descriptions of the circumstances surrounding expulsions imposed under this policy, the number of students expelled and the type of firearms involved.

Addison Central School District

Policy: **Relationship to and Roles of the Board and the Superintendent File**
Code: **A3**
Warned: **September 4, 2018**
Adopted: **September 17, 2018**

Policy

The School Board establishes policy and governs through those policies. The Board hires the Superintendent to manage all operations of the school system in accordance with the Board's policies that prescribe the results the board wants to achieve. The Board is realistic in setting expectations about what can be accomplished within the resources of the school district and the framework of the ACSD Strategic Plan's Vision and Mission.

The Board recognizes and values the Superintendent's experience and expertise in instructional and administrative matters. The Superintendent recognizes and values the Board's experience in issues related to its District and the Board's connections and responsibilities to the community its elected members represent.

The Superintendent and the Board members respect the confidentiality of communication in both directions and always strive for open communication and trust. The Superintendent works only for the Board as a whole and not for any individual Board member. Only decisions of the Board are binding on the Superintendent.

Annually, the Board evaluates the Superintendent's performance through the chair of the board. The Executive Committee of the Board is responsible for clearly setting forth and communicating its expectations before evaluation takes place. The Superintendent is accountable to the School Board for the achievement of the Board's goals. The Executive Committee of the Board will evaluate the Superintendent's job performance in a way that is systematic, fair, and effective and shall share its review with the full Board.

CODE: A24
(Recommended Policy)

BOARD/SUPERINTENDENT RELATIONSHIP

Policy

The school board establishes policy and governs through the policy it creates. The superintendent manages all operations of the school system in accordance with school board policies.

The board recognizes and values the superintendent's experience and expertise in instructional and administrative matters. The superintendent recognizes and values the board's experience in issues related to the _____ School District (/Supervisory Union) and the board's connections and responsibilities to the community it represents.

The superintendent and the board members respect the confidentiality of communication in both directions and work toward open communication and trust. The superintendent works only for the board as a whole, not for any individual member. Only decisions of the board acting as a body are binding on the superintendent.

Board members work directly with the superintendent and central office staff, so long as such communication is clearly not giving direction or suggesting a course of action that staff perceives as direction. When presented with citizen concerns, board members refer them to appropriate levels of authority, in accordance with the district's policy on complaints.

The board directs the superintendent through written policies that prescribe the results the board wants to achieve. The board is realistic in setting expectations about what can be accomplished, given the school district's (/supervisory union's) available resources. The superintendent is accountable to the board for the performance of staff.

Annually, the board evaluates the superintendent's performance. The superintendent is accountable to the school board for the achievement of the board's goals. The board is responsible for clearly setting forth and communicating its expectations before evaluation takes place. The board will evaluate the superintendent's job performance in a way that is systematic, fair, and effective.

VSBA Version:	*March 3, 2020*
Date Warned:	
Date Adopted:	
Legal Reference(s):	