

AGENDA



Addison Central School District Policy and Governance Committee Committee Meeting

**Wednesday, January 19, 2022, 4:00 pm - 5:30 pm
208 Charles Avenue, Middlebury, VT & Virtual Connection**

Please click the link below to join the webinar:

<https://zoom.us/j/98481651704>

Or One tap mobile :

US: 13126266799,,98481651704# or 16465588656,,98481651704#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: 1 312 626 6799 or 1 646

558 8656 or 1 301 715 8592 or 1 346 248 7799 or 1 669 900 9128 or 1 253 215 8782

Webinar ID: 984 8165 1704

International numbers available: <https://zoom.us/u/adu7OWuzhl>

- A. Call to Order Upon Reaching a Quorum
- B. Introductions: Board Members, Administrators and Staff
- C. Approve the Agenda
- D. Public Comment
- E. Recommendation to Approve the Minutes of December 15, 2021
- F. Review and Finalize Edits:
 - 1. Policy A1 - Governance Commitment
 - 2. Policy A2-Key Responsibilities of Board Members
 - 3. Assign the following Policies:
 - a. A3 - Relationship to Roles of the Board and the Superintendent
 - b. A4 - Policy Development
 - c. A5 - Code of Conduct
 - d. A6 - Board Members Conflict of Interest
 - 4. Current Policies Under Review:
 - a. E1 - Title I, Part A Parent and Family Engagement
 - b. D6 - Class Size
 - c. Update on Selecting Library Materials
- G. Other Business
- H. Next Committee Meeting: February 16, 2022, 4:00-5:30 PM
- I. Adjournment

MINUTES



Addison Central School District Policy and Governance Committee Committee Meeting

**Wednesday, December 15, 2021, 4:00 pm - 5:30 pm
208 Charles Avenue, Middlebury, VT & Virtual Connection**

Please click the link below to join the webinar:

<https://zoom.us/j/98262953078>

Or One tap mobile :

US: 13126266799,,98262953078# or 16465588656,,98262953078#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: 1 312 626 6799 or 1 646

558 8656 or 1 301 715 8592 or 1 346 248 7799 or 1 669 900 9128 or 1 253 215 8782

Webinar ID: 982 6295 3078

International numbers available: <https://zoom.us/u/ackn5ghFvT>

A. Call to Order Upon Reaching a Quorum

Meeting called to order by M Gill at 4:03 pm.

B. Introductions: Board Members. Administrators and Staff

Mary Gill. Suzanne Buck, Caitlin Steele, Lindsey Hescok, Meghan Sutton and Stephanie Sherman

C. Approve the Agenda

Motion to approve the agenda with the following changes: move the discussion about Library materials to the top and then will continue on.

Move: Suzanne Buck Second: Mary Gill Status: Passed

D. Public Comment

E. Recommendation to Approve Minutes of November 17, 2021

F. Committee Discussions:

1. ACSD Policy Inventory Spreadsheet

2. Review Edits and Policies Under Review:

a. Policy D31 - VSBA Model Selecting Library Materials

Selecting Library materials has been underway since January 2020. The Librarians and the IB committee have been working on this. The VSBA has a model policy for curriculum and complaints. The draft that the librarians have been working on is really a combination of 3 policies. This work would need to be broken down into 3 policies for review. The VSBA model about complaints about instructional materials is really about personnel. The Librarians have been working with the VT Librarian Association and several other groups. B22 model policy will need to be updated. Complain about instructional materials - used the Rutland Northeast policy and procedure. The purpose

of the library policy is to protect student access to all books and instructional materials. The instructional setting allows for the integrating of materials both in the classroom and access to the library. Procedures about how to keep the content current and relevant. There is a procedure to accept the collection, sustain and accept donations to the collection. Departments should have a procedure for how to select texts that they may want or need for the library. Currently, there is no process/policy or procedure on how to deal with complaints about texts within a library/school setting.

Should have a procedure so that people can use it and it is formal. Procedures will give us a process to think critically about why we include something and not. The policy needs to allow the librarians the freedom to do their job and have something to back them up.

We have teachers that want to assign books to students that are not age-appropriate and this is also a push for having a policy. There should be a vetting process for texts and curriculum. Maybe not a checklist but a series of considerations.

We will not be able to complete this discussion tonight. It is a much larger issue. The policy and the work are important - policies can be revisited and they are not cast in cement. Meghan feels very strongly that the policy needs to move forward and we need to be comfortable in having the hard conversations and have something in place to keep the integrity of the profession. We need to be able to clarify why we do and what we do.

School library and selection maintenance policy. Will share with the policy committee what they shared with the VSBA and the Librarian association. The Librarian group will be meeting again on January 13th.

Do we need to offer an opposite opinion on facts? For example: Do we need to offer an opposing perspective on the Holocaust?

When books are recommended or put out on display - can we be more deliberate and that the books highlighting a time period or a period are out for longer. For example - human rights day

- b. Policy D32 - VSBA Model Selection of Instructional Materials
- c. Policy A1 - Governance Commitment
- d. Policy A2 - Key Responsibilities of Board Members
- e. Policy A21- VSBA Model Public Participation at Board Meetings
- f. Policy D7 - VSBA Model Special Education
- g. Policy B22 - VSBA Model Complaints About Personnel

G. Other Business

H. Next Committee Meeting: January 19, 2022, 4:00-5:30 PM

I. Adjournment

Policy #	M-R-O (Mandated, Recommended, Optional)	Title of Policy	Date adopted	Evidence of Procedures or Administration Rules	Monitoring	Follow-up or action needed	Current Committee work	To Full Board
Board Operations								
A1	M	Governance Procedures	9/17/2018			review/revise 11/21, 12/15, 1/22	1/2022	
A2		Roles and Responsibilities	9/17/2018		need a process to educating new board members	review/revise 11/21, 12/15, 1/19/22	1/2022	
A3		Agenda Development	9/17/2018			review/revise 11/21		
A4		Policy Development	9/17/2018			review/revise 11/21		
A5		Code of Conduct	9/17/2018			review/revise 11/21		
A6	M	Conflict of Interest	9/17/2018			review/revise 11/21		
A7		Governing Style	9/17/2018			review/revise 11/21		
A8		Agenda Development	9/17/2018			review/revise 11/21		
A9		Chair's Role	9/17/2018			review/revise 11/21		
A20	R	Board Meeting Agenda				VSBA update 3/2020		
A21	R	Public Participation				VSBA update 3/2020		
A22	R	Notice of Non Discrimination				VSBA update 8/2020		
A23	R	Community Engagement				VSBA update 3/2020		
A24	R	Board-Superintendent Relations				VSBA update 3/2020		
a25	R	Delegation of Authority due to COVID 19				VSBA update 8/2020		
A35		Students on the School Board	10/28/2019	request current copy of process Procedure Eligibility and Selection Process				
Personnel								
B1	M	Substitute Teachers	11/21/2016	Handbook and application on website (Human resources) needs update and review; clarify terms		VSBA 2019: same as ACSD		
B2	M	Volunteers and Work Study Students	11/21/2016	Procedure* website ? where				
B3	M	Alcohol and Drug Free Workplace	11/21/2016					
B4	M	Drug and Alcohol Testing-Transportation Employee	11/21/2016					
B5	M	Prevention of Employee Harassment	11/21/2016	Website		VSBA update 10/20		
B6	VSBA REMOVED	Health Insurance Portability HIPPA	11/21/2016					
B7	M	Tobacco Prohibition	11/21/2016			VSBA update 11/19		
B8	M	Electronic Communication Between Employees and Students	10/12/2020					
B20	R	Personnel Recruitment , Selection, Appointment and Background	05/24/21					
B21	R	Professional Development				VSBA update 3/2020		
B22	R	Complaints about Personnel and Instructional Material				VSBA update 3/2020		
Students								
C1	M	Educational Records	11/21/2016			VSBA update 10/19		

Policy #	M-R-O (Mandated, Recommended, Optional)	Title of Policy	Date adopted	Evidence of Procedures or Administration Rules	Monitoring	Follow-up or action needed	Current Committee work	To Full Board
C2	M	Student Possession and Use of Drugs and Alcohol	11/21/2016					
C3	M	Transportation	9/14/2020					
C4	M	Limited English Proficiency Students	11/21/2016			VSBA update 12/20		
C5	M	Firearms	11/21/2016	N/A				
C6	M	Participation of Home Study Students	11/21/2016	Procedure* website		VSBA update 10/19		
C7	M	Student Attendance	6/19/2017	to be reviewed (handbooks?)		VSBA update 10/19		
C8	M	Pupil Privacy Rights	11/21/2016	update procedure		VSBA update 10/19		
C9	M	Comprehensive Wellness	7/29/2019					
C10	M	Prevention of Harassment, Hazing, and Bullying of Students	1/17/2017	Procedure State Statute		VSBA 8/19, Policy Co 7/12/21 no change	Ready for 11/21 for Board Review	
C11	M	Student Freedom of Expression in School-Sponsor	5/17/2018					
C12	M	Prevention of Sexual Harassment as Prohibited by Title IX	10/26/2020	unable to find info on website				
				Referral /Procedure https://docs.google.com/document/d/1DXtQ7E65-mgzMRO5uf0skwsQ9H1Ljg3j9WGQpLEXYsA/edit/https://docs.google.com/document/d/1bpQlwJPdra-eOXWp-JK8SF65V7iAAJo2_9hd0-ZM8bs/edit				
C14	M	Homeless Students	5/24/2021					
C25		ADMISSION OF NON RESIDENT TUITION STUDENTS	1/17/2017	website				
C28		Transgender and Gender Non-Conforming Student	1/17/2017					
C29		Equity	9/14/2020	plan strategic plan Superintendent 2021				
C30		School Residence	6/19/2017	Procedure*				
C50		Kindergarten Entrance Age	8/21/2018					
Instruction								
D1	M	Proficiency Based Graduation Requirements	4/1/2019			VSBA update 3/20		
D2		Grade Advancement, Retention, Promotion, Acceleration	11/21/2016	Procedure attached to policy				
				refer to (where to find) Student Conduct and Discipline Selection of Instructional Materials Complaints About Instructional Materials		VSBA 8/19 Policy co 7/12/21 no change	11/21 to the board for review	
D3	M	Responsible Computer Internet and Network Use	11/21/2016					
D4	M	Title I Comparability	1/17/2017					
D5		Animal Dissection	11/21/2016	request copy of current school practice		renew policy as is. Caitlin 10/6/21		
						VSBA 10/19 Policy Co 7/12/21, need more details from admin on how class size is determined. Caitlin checking	1/19/22 review	
D6		Class Size	11/21/2016					
D7	M	Special Education				VSBA model		To Board Review 1/10/22, vote 1/31/22
D31	R Caitlin	Instructional Materials						

Policy #	M-R-O (Mandated, Recommended, Optional)	Title of Policy	Date adopted	Evidence of Procedures or Administration Rules	Monitoring	Follow-up or action needed	Current Committee work	To Full Board
D32	R Caitlin	Library media selection						
School-Community Relations								
E1	M	Title I Part A Parental Involvement	4/1/2019			VSBA update 9/24/21, needs attention	1/19/22 review draft	
E20		Community Use of School Facilities	6/19/2017	Procedure* ACSD Website				
E21		Distribution of Non-School Sponsored Literature in	1/17/2017	Procedure* ACSD Website				
Non-Instructional Operations								
F1	M	Travel Reimbursement	4/1/2019					
F20		Finance Policy	11/6/2017					
F26		Security Camera's	5/24/21	warned, needs revision				



Class Size Guidelines

The Addison Central School District recognizes the correlation between class size and student achievement. There is also a balance between class size and our financial resources. The distribution of students among teachers rarely makes it possible to implement an exact numerical class size at any particular grade level. Within these guidelines there must be flexibility and additional factors must be incorporated when making these decisions.

The class-size guidelines below adhere to the Vermont State Board of Education Manual of Rules and Practices 2121.2. The grade spans noted below reflect incremental increases in class-size based on the developmental appropriateness of the students in each grade span. The Addison Central School District utilizes the following guidelines, as outlined in Procedure IKA, to determine class sizes.

Grade Band	Minimum	Maximum	Average
K	10	19	Shall average <20 when taken together across ACSD
1-3	10	20	Shall average <20 when taken together across ACSD
4-5	10	24	Shall average <24 when taken together across ACSD

****At the secondary level, sizes vary by curricular area. Teachers of English/Language Arts classes are restricted to a total student load of 100 students.**

Drafted 8/2012

Revised 10/2012; 5/19; 1/22