

AGENDA



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
- B. Introductions: Board Members. Administrators and Staff
- C. Approve the Agenda
- 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
 - 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

MINUTES



Addison Central School District Policy and Governance Committee Committee Meeting

**Wednesday, November 17, 2021, 4:00 pm - 5:30 pm
208 Charles Avenue, Middlebury, VT & Virtual Connection**

In Attendance

Lindsey Hescock; Mary Gill; Suzanne Buck

Please click the link below to join the webinar:

<https://zoom.us/j/93456451503>

Or One tap mobile :

US: 13017158592,,93456451503# or 13126266799,,93456451503#

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US: 1 301 715 8592 or 1 312

626 6799 or 1 646 558 8656 or 1 253 215 8782 or 1 346 248 7799 or 1 669 900 9128

Webinar ID: 934 5645 1503

International numbers available: <https://zoom.us/j/93456451503>

A. Call to Order Upon Reaching a Quorum

Meeting called to order at 4:05 PM by Mary Gill, Chair.

B. Introductions: Board Members, Administrators, and Staff

Administrators: Caitlin Steele, Assistant Superintendent of Teaching and Learning

C. Approve the Agenda

Motion to approve.

Move: Mary Gill Second: Suzanne Buck Status: Passed

D. Public Comment

None

E. Recommendation to Approve Minutes of October 20, 2021

Motion to approve.

Move: Mary Gill Second: Suzanne Buck Status: Passed

F. Discussion Topics:

1. ACSD Policy Spreadsheet and 10-20-2021 ACSD Policy Review Discussion Topics

Mary Gill went over the policies that need to be updated and when they were last approved. Some are required and others are not. Mary Gill tried to capture where we are based on the need. Need to take action, where are located and ready for full board review. Next committee will be December 15th, Full board will be the 13th and the 20th.

Policy around the strategic plan - superintendent will report out on an annual basis. The strategic plan is written and published. Administration works with the plan and make adjustments. (Add in the updated note to the policy from the document that Mary sent out) Make sure that the online listing of strategic plan reports notes why there is a gap and make a connection to the COVID Recovery Plan.

Lindsey Hescocock will take a stab at making the document closer to 8th grade reading level.

A2 Key Responsibilities of Board Members - nothing that needs to be changed. Develop a frequently asked questions about board members responsibilities. Add to the policy a process of how to educate board members. Do we need to look at a different way to evaluate Dr. Burrows? Add in a statement that the board will follow its education process on how to onboard new members. Move the assignment of committee members to the Executive Committee. Nominating committee leave in or make optional. Committee chairs are chosen by their respective committee.

Will start with A3.

D7 is a newly required Special Education Policy - add in ACSD into the blanks and send it forward. Refers only to special education. Policy has to be approved for January 15th.

Internal should all be under A2.

External - Public comment needs to be reviewed per Roberts Rules of meeting conduct.

Class Size - have not revisited yet.

B21 and 24 - Policies - there are three policies related to selection of instructional. Librarian team has been working on writing a policy on selecting materials. Review the models and then review what the librarians have proposed. Consider what from theirs should be kept and then split out over three policies. Timeline for us to look at this might be a first look in December then January and then February. Ask the Librarians to come to the next policy meeting.

2. Review Current Policies that Address Communication with Parents and Communities. Amend to reflect current thoughts on enhancing communication and access for constituents.
3. Review VSBA Model Policy A21
4. Policy D6 - Class Size (8/2016)
Follow-up on Previous Discussions

G. Other Business

H. Next Committee Meeting: December 15, 2021, 4:00-5:30 PM

I. Adjournment

Meeting adjourned at 5:33 PM.

Respectfully submitted,
Suzanne Buck, Clerk

Policy #	M-R-O (Mandated, Recommended, Optional)	Title of Policy	Date adopted	Evidence of Procedures or Administration Rules	Monitoring	Follow-up or action needed	Bring to Board for Vote
Board Operations							
A1	M	Governance Procedures	9/17/2018			review/revise 11/21, 12/15	1/2022
A2		Roles and Responsibilities	9/17/2018		need a process to educating new board members	review/revise 11/21, 12/15	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	

Policy #	M-R-O (Mandated, Recommended, Optional)	Title of Policy	Date adopted	Evidence of Procedures or Administration Rules	Monitoring	Follow-up or action needed	Bring to Board for Vote
Students							
C1	M	Educational Records	11/21/2016			VSBA update 10/19	
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	11/21/2017	Procedure State Statute		VSBA 8/19, Policy Co 7/12/21 no change	11/21 to Board
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... = mgzMRO5uf0skwsQ9H1Ljg3j9WGGQpLEXYsA/edi/https://docs.google.com/document/d/1bpQlwJPdr-a-eOXWp-JK8SF65V7IAAJo2_9hd0-ZM8bs/edit			
C14	M	Homeless Students	5/24/2021	ZM8bs/edit			
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 7/12/21no change	11/21 to the board
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	

Policy #	M-R-O (Mandated, Recommended, Optional)	Title of Policy	Date adopted	Evidence of Procedures or Administration Rules	Monitoring	Follow-up or action needed	Bring to Board for Vote
D6		Class Size	11/21/2016			VSBA 10/19 Policy Co 7/12/21, need more details from admin on how class size is determined. Caitlin checking	
D7	M	Special Education				<u>VSBA model</u>	Prior to January 15
D31	R Caitlin	Instructional Materials					
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	
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			

SELECTING LIBRARY MATERIALS

Policy

It is the policy of the _____ School District to provide students access to a wide variety of educational materials in individual classrooms and in the media center to support student learning.

Definitions

For the purpose of this policy:

1. **Media** include all materials considered part of the library collection, plus all instructional materials housed in resource centers and classrooms (if any) which are not text materials.
2. **Media Center** is the space, room or complex of rooms and spaces designated as a library, media center, instructional materials center, or similar term. It may include units not contiguous to the center where facilities so dictate. These units would include but not be limited to resource centers, production centers, and television studios.

Implementation

1. When selecting materials to be purchased for the media center, the media specialist will evaluate the existing collection and the school's (district's) curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources.
2. Recommendations for purchase will be solicited from members of the faculty and student body.
3. Materials obtained either by purchase or gift shall be judged by the criteria set forth in the policy on the Selection of Instructional Materials and shall be accepted or rejected in accord with those criteria.
4. Selection is an ongoing process which shall include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value.

Complaints related to the selection of library materials will be handled through the policy on Procedure for Handling Complaints.

VSBA Version:	August 1, 2005
Date Warned:	
Date Adopted:	
Legal Reference(s):	16 V.S.A. §563(14) (Powers of school boards)
Cross Reference:	Complaints About Instructional Materials (B22) Selection of Instructional Materials (D32)

SELECTION OF INSTRUCTIONAL MATERIALS

Policy

It is the policy of the _____ School District to provide students with a broad variety of instructional materials to support student learning.

Implementation

Instructional materials will be selected by professional staff in accordance with the following criteria and procedures:

1. Instructional materials should enrich and support the current curriculum, taking into consideration the varied interests, abilities, and maturity levels of students served.
2. Instructional materials should stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Instructional materials should provide a background of information which will enable students to make intelligent judgments in daily life.
4. Instructional materials should present opposing sides of controversial issues so that, with guidance, young citizens may develop the practice of critical thinking.
5. Instructional materials should be representative of different racial, religious, ethnic, and cultural groups, emphasizing their valuable contributions to American heritage and should be free from sex-role stereotyping to the extent possible.
6. Books and instructional materials should be chosen for values of interest and enlightenment of all the students of a community and to encourage students to read regularly. A book will not be excluded because of the race, nationality, or the political or religious views of the author.
7. Since books and instructional materials are selected to provide for the interest and needs of the school community and the school program, they may be selected cooperatively by teachers, principals, and librarians, sometimes with the assistance of students and parents.
8. In the selection of books and other instructional materials, consideration should be given to factual accuracy, authoritativeness, balance, and integrity. Aesthetic values also must be considered in selection of materials.
9. Books and instructional materials will be viewed by members of the staff to assure their timeliness and continued appropriateness.
10. The superintendent has ultimate authority under 16 V.S.A. §563 (14) to preview and approve instructional materials.

<i>VSBA Version:</i>	<i>August 1, 2005</i>
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	<i>16 V.S.A. §563 (14) (Powers of school boards)</i>
<i>Cross Reference:</i>	<i>Complaints About Instructional Materials (B22)</i>
	<i>Selecting Library Materials (D31)</i>

Addison Central School District

Policy: Selection and Reconsideration of Library and Instructional Materials

File Code: D31 & D32

Warned: DRAFT

Adopted: DRAFT

Purpose

The Addison Central School District (ACSD) recognizes the unique and personal needs of students. The freedom to learn, teach, read and express ideas is a fundamental right held by public school staff and students. To foster this freedom, and to meet the diverse needs of all students, our professional educators are committed to intellectual freedom, and the right of students to read, seek information, and speak freely as guaranteed by the *First Amendment* of the U.S. Constitution ([Appendix A](#)). Intellectual freedom is a core value of our democracy, promotes access to information, and guides the defense against censorship. In accordance with this policy, there is a procedure for handling formal reconsiderations of literature and instructional materials.

ACSD is guided by the principles set forth by the American Library Association in the *Library Bill of Rights* ([Appendix B](#)) and its interpretative statements, including *Access to Library Resources and Services* ([Appendix C](#)), *The Freedom to Read* statement ([Appendix D](#)), and The National Council of Teachers of English position statement *The Students' Right to Read* ([Appendix E](#)).

It is critical that all students have access to books and instructional materials that mirror their own identities and experiences, and encourage empathy and tolerance for the experiences of others. This policy exists to protect students' right to have access to books and materials and to prevent one person or small group from determining the books and materials that are accessible to all members of a school community.

Policy

This policy shall apply to the selection of all instructional materials including library print and virtual books, databases, videos, and periodicals as well as classroom texts, and supplementary books including all non-print resources.

The authority and responsibility for selection of library materials in all formats rests with the licensed library personnel, and refers to the decision that must be made either to add a given item to the library collection or to retain or remove one already in it.

The selection of classroom instructional materials rests with the administration, faculty, and staff to select program materials, including classroom texts, curricular content and other classroom resources. Librarians will provide expertise and support in the selection process.

Criteria for Selection of Library and Instructional Materials

The following non-exhaustive list of criteria are given to provide guidance to ACSD educators to make informed choices when selecting Library and Instructional Classroom Materials:

- Purpose and relevance to support and enrich the curriculum
- Timeliness, permanence, and currency

- Clarity, authority, and accuracy
- Inclusion of differing viewpoints on controversial issues to allow students to evaluate media and information with a critical lens and make informed judgments
- Translated works from throughout the world, and works published in various languages that represent global perspectives to contribute to the understanding of our national heritage and world communities
- Diversity in literature that represents all races and ethnicities, religious beliefs, sexual orientations, gender identifications, socioeconomic statuses, and physical abilities
- Readability and appeal to personal needs and interests of individual students for recreational reading, to stimulate inquiry, or for literary appreciation
- High standards in literary, artistic, and aesthetic quality
- Balance of cost with need
- According to age, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected
- Materials designed and accessible in multiple formats and emerging technologies that adhere to the Universal Design for Learning (UDL) teaching framework, meet the needs and abilities of all learners, and ensure that all learners can access and participate in meaningful, challenging learning opportunities
- Favorable reviews found in standard selection sources when available, in addition to professional judgement ([Appendix F: Examples of Library Selection Sources](#))

School Library Collection Maintenance

Library materials selection and maintenance is an ongoing process which includes the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value. Materials considered for deselection should include items in poor physical condition, containing obsolete subject matter, no longer needed to support the curriculum or student/faculty interests, superseded by more current information, and containing inaccurate information (i.e. updated science and health content).. At the School Librarian's discretion, library materials that are removed from the collection due to no longer being relevant to the curriculum or current interest of the school community, may be donated to students and teachers and/or non profit organizations, and materials that are outdated, obsolete, damaged or worn may be discarded.

Gifts and donations to the school library are accepted with the understanding that the decision to accept gifts and donations for use will be determined using the same selection criteria as purchased materials.

Reconsideration of Library and Instructional Materials

Any member of ACSD may express an informal concern or formal request for reconsideration of inclusion of an instructional resource. This policy will follow the *Procedure for Reconsideration of Library and Instructional Materials* to handle these concerns and requests. The reconsideration process will defend the principles of intellectual freedom inherent in the First Amendment to the Constitution of the United States ([Appendix A](#)), expressed in the Library Bill of Rights ([Appendix B](#)), and the right of students to have Access to Library Resources and Services ([Appendix C](#)).

No materials will be removed without following the full reconsideration procedure and no materials should be removed upon the authority of a single staff member or administrator. Avenues of appeal are clearly presented for both those who seek a work's removal and those who desire its retention. A questioned item will be considered in its entirety, not judged solely on portions taken out of context.

Parents or guardians have the right to guide the reading, viewing, and listening of their children but must give the same right to other parents/guardians. Questioned items will remain in library circulation or classroom use during the reconsideration process. Pending the outcome of the request for reconsideration, access to questioned materials may only be denied to the child (or children) of the parents making the complaint. The reconsideration process should be completed in its entirety and not subverted or ended prematurely, leaving the district open to legal challenge.

Procedure for Reconsideration of Library and Instructional Materials NOTE: (this will be separate document with Appendix G)

- (1) Persons with a complaint about library or instructional materials state their concerns to the School Librarian or Principal. The School Librarian or Principal will address the concerns informally, referencing the selection policy and guidelines.
- (2) If the complaint is not resolved informally, the School Librarian or Principal will explain the formal reconsideration process, and provide a copy of the Library and Instructional Materials Selection Policy, the procedure for reconsideration of library and instructional materials and the *Request for Reconsideration of Library and Instructional Materials Form* ([Appendix G](#)). If there is concern about multiple items, a separate form must be completed for each item. If the completed and signed form has not been received by the Principal within two weeks, the matter shall be considered closed.
- (3) Upon receipt of a *Request for Reconsideration of Library and Instructional Materials Form*, the Principal will convene a committee of at least five members to consider the complaint. This committee will consist of the principal, the librarian, a teacher, and a parent or community representative. Each committee member will read the materials in question. Within thirty days of receipt of the form, the committee will meet to discuss the materials and will prepare a summary of the material containing its recommendations on disposition of the matter.
- (4) The Principal will notify the complainant of the committee's decision and send a recommendation with an explanation to the Superintendent. In answering the complainant, the Principal will explain the selection criteria, give the guidelines used for selection, and cite authorities used in reaching decisions.
- (5) If the complainant is not satisfied with the outcome of the committee's recommendation, the complainant may contact the Superintendent to appeal the decision within 30 days. The Superintendent will read the material, schedule an appeal hearing with the complainant and render a decision.
- (6) If the complainant is not satisfied with the outcome of the Superintendent's recommendation, the complainant may request an appeal of the decision to the School Board within 30 days. The Superintendent will schedule an appeal with the School Board.

The Superintendent will supply the School Board with copies of the material in question and the selection committee's findings. A final decision regarding the status of any questioned material will be made by the School Board, meeting in public session.

Appendix

Appendix A U.S. Constitution [First Amendment](#)

Appendix B American Library Association [Library Bill of Rights](#)

Appendix C American Library Association [Access to Library Resources and Services](#)

Appendix D American Library Association [The Freedom to Read Statement](#)

Appendix E The National Council of Teachers of English position statement [The Students' Right to Read](#)

Appendix F Examples of Library Selection Sources

Appendix G Request for Reconsideration of Library and Instructional Materials Form

Appendix F: Examples of Library Selection Sources

Professional teaching staff will consult other sources as appropriate. Whenever possible, the actual resource will be examined.

- AASA Science Books and Films
- American Film and Video Association Evaluations
- Booklinks & Booklist
- Bulletin of the Center for Children's Books
- Horn Book
- Kirkus Reviews
- New York Times Book Review
- School Library Journal & Library Journal
- Teacher Librarian
- Wilson Library Bulletin Bibliographies, Basic Book Collection for Elementary Grades, Children's Catalog, Fiction Catalog, Junior High School Catalog, High School Catalog
- National Council for Social Studies & Notable Children's Trade Books in the Field of Social Studies
- National Science Teachers Association Annual Outstanding Trade Books for Children, Reference Books for School Libraries
- What's New in Children's Literature and Strategies for Using It in your Program

Appendix G:

Request for Reconsideration of Library and Instructional Materials Form

Addison Central School District has delegated the responsibility for selection and evaluation of library and instructional resources to school Librarians and professional teaching staff and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in reconsideration procedures. If you wish to request reconsideration of instructional materials or library resources, please return the completed form to the School Principal.

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Resource on which you are commenting:

_____ Book

_____ Textbook

_____ Video Recording

_____ Display

_____ Magazine

_____ Library Program

_____ Audio Recording

_____ Newspaper

_____ Electronic information/network (please specify) _____

_____ Other _____

Title: _____

Author/Producer: _____

What brought this resource to your attention?

To what extent have you examined or read the resource?

What concerns you about the resource? (use other side or additional pages if necessary)

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Addison Central School District

Policy: Governance Commitment

File Code: A1

Warned: September 4, 2018

Adopted: September 17, 2018

Policy

Addison Central School District (ACSD) Board of Directors is elected by citizens living in the Addison County towns of Bridport, Cornwall, Middlebury, Ripton, Salisbury, Shoreham, and Weybridge. The Board assumes responsibility for ensuring the education and welfare of the children in its District schools. The ACSD School Board Vision that all students will reach their full academic potential and be prepared for success as engaged citizens requires the Board to engage with each other, administrators, teachers and staff, students, and community members in ways that promote the successful achievement of this task.

Vermont law requires that the Board be comprised of members from each District Town (see [ACSD Charter](#)). It is vital to remember that each member, regardless of where the member resides, shall consistently represent all seven towns and has a responsibility to make sure that resources focus on fulfilling the Vision.

The Board shall strive for equity for all, execute fiduciary responsibilities faithfully, steer the organization during challenging times and hone its mission: to provide an innovative, rigorous, and supportive educational community that inspires a passion for learning and cultivates empathy and responsibility. (See [ACSD Strategic Plan](#) for Vision and Mission details.)

Board members are committed to reducing and mitigating barriers to student success while increasing the capacity and power of all students. Student success should not be predicted nor predetermined by characteristics such as, but not limited to, race, national origin, religion, disability, geographic location, economic circumstance, mobility, native language, sexual orientation, gender identity, or level of proficiency upon entering our schools.

The Board will consider the impact of any proposed changes on underserved, diverse, and marginalized individuals and groups. The Board will adjust resource allocation as well as the design and implementation of policies and programs to promote opportunities for all.

The Board will review data provided by the Superintendent to determine if the expectations intended by policy have been met, especially as it relates to achievement of equitable outcomes.

The [ACSD Strategic Plan](#) reflects the priorities of the Board. Whenever the strategic plan is updated, the Board will seek community input through the Planning and Outreach Committee in its consideration of its Vision in a variety of settings and contexts to ensure

participation that is representative of the community. The Vision will be informed by data and research-based best practice provided by the Superintendent. The Board will keep the Vision at the forefront of all decision making. The Board will assure that there are resources devoted to, and will regularly monitor reports on, the effective implementation of the strategic plan. On an annual cycle the Board will revisit the Vision, the Mission, and the strategic plan and make adjustments according to input from the Board, the Superintendent, and community members.

Addison Central School District

Policy: Key Responsibilities of Board Members

File Code: A2

Warned: September 4, 2018

Adopted: September 17, 2018

Policy

As an elected Board that serves a seven-town school district, the Board has a number of responsibilities. All members shall focus on the vision and carry out the mission within budgetary and resource limitations.

- The Board shall follow all legal and ethical requirements of school governance.
- The Board shall execute fiduciary responsibility.
- The Board shall hire a superintendent.
- The Board shall be knowledgeable of its role and responsibilities.
- The Board shall supervise and evaluate the superintendent.

The Board's responsibility is to ensure leadership success without micromanaging. School board member interactions with school personnel shall respect appropriate reporting relationships. It is the responsibility of the Superintendent, not members of the Board, to direct the administration and coordination of educational programs in the district. When presented with citizen concerns, board members [shall] refer them to appropriate levels of authority in accordance with our policies and procedures for complaints. In order to prepare new board members to the roles and responsibilities of the board, the board chair and superintendent will invite new members to a board orientation session along with recommendation to attend a Vermont

State School Board Seminar on the Responsibilities of School Board Members.

Board members serve on committees as appropriate and as required.
The Executive Committee will nominate and/or assign members to current standing committees:

- **Executive--Chair, Vice Chair, and Secretary** execute unexpected issues as well as the superintendent's annual review.
- **Finance--Three board members** to work with the superintendent and the business office to develop monthly, quarterly, and annual financial reports.
- **Planning and Outreach--Three board members** to work with the superintendent to oversee the mission of the ACSD and to involve the community to provide input into the planning process.
- **Policy and Governance--Three board members** to maintain, review and develop policies as required by State Law or to serve the District.
- **Negotiations--Three board members** to negotiate contracts as required.
- **Nominating--Three board members** to nominate board members for committee assignments and for annual officer elections.

Ad hoc committees are established as required by the Executive Committee and ratified by the Board of Directors.

PUBLIC PARTICIPATION AT BOARD MEETINGS

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 _____ 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 insure 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.

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.

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 (A20)

CODE D7
(Required)

SPECIAL EDUCATION Policy

It is the policy of the _____ Supervisory Union/Supervisory District (SU/SD) to meet the needs of students with disabilities, as defined in federal and state law and regulations, and to provide a free and appropriate public education (FAPE) to these students in the least restrictive environment that will allow all students to benefit educationally.

The Agency of Education (AOE), as the State Education Agency (SEA), is responsible for the overall provision of a Free Appropriate Public Education (FAPE) to eligible Vermont students with disabilities and does this through the implementation of the Individuals with Disabilities Education Act (IDEA).

The _____ SU/SD will use the guidelines developed by the Vermont Agency of Education in its most current edition of the Vermont Special Education Procedures and Practices Manual (Manual) regarding special education issues. The Manual is designed to assist Vermont school districts in understanding the provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and meeting its requirements.

The Manual can be found on the Vermont Agency of Education's website.

VSBA Version: October 11, 2021
Date Warned:

Date Adopted:

Legal Reference: 20 U.S.C. § 1415 (Individuals with Disabilities Education Act (IDEA))

Cross Reference:

PUBLIC COMPLAINTS ABOUT PERSONNEL

Policy

It is the policy of the _____ School District to see that complaints about school personnel are considered in a timely manner that is fair to all parties. The district places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or unjustified criticism or complaints.

Resolving Complaints

The complainant shall be encouraged first to bring a complaint to the individual concerned. If the problem cannot be resolved with the individual concerned, it should be brought to the attention of the immediate supervisor or administrator. The complaint should be in writing stating the issues and supporting facts. The individual employee involved shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.

If the issue is not resolved by involvement of the immediate supervisor, the complainant may refer the issue to the principal for his or her review and decision. In the event the principal's review does not lead to a satisfactory resolution, the complainant may submit the issue to the superintendent for review and decision.

In cases of alleged discrimination, the complainant should follow the procedures accompanying the non-discrimination policy.

Appeal to the Board

If the above steps do not resolve the concern of the complainant, he/she may request a session of the board for the purpose of reviewing the superintendent's decision. If the school board decides to hear the request of the complainant, it shall invite all parties involved including the appropriate school and supervisory union administrators to attend a meeting for purposes of presenting facts, making further explanations, and clarifying the issue. The board shall conduct such meetings in a fair and just manner and shall render a decision.

It is the intent of the board that the rights of employees under collective bargaining agreements and Vermont law be protected through the administration of this policy.

VSBA Version:	
Date Warned:	
Date Adopted:	
Legal Reference(s):	16 V.S.A. § 1752 (Suspension, dismissal)
	1 V.S.A. §§ 310 et seq. (Open meetings)
Cross Reference:	

