

AGENDA



**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**

Please click the link below to join the webinar:

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

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- 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 October 20, 2021
- F. Discussion Topics:
 - 1. ACSD Policy Spreadsheet and 10-20-2021 ACSD Policy Review Discussion Topics
 - 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

MINUTES



Addison Central School District Policy and Governance Committee Committee Meeting

**Wednesday, October 20, 2021, 4:00 pm - 5:30 pm
208 Charles Avenue, Middlebury, VT and Virtual Connection**

In-Person Attendance

Mary Gill; Suzanne Buck

Remote Attendance

Lindsey Hescock

Please click the link below to join the webinar:

<https://zoom.us/j/95904200004?pwd=NERNamtvYUVaWVhnSUERT1pVQkFNdz09>

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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

Administrator: Caitlin Steele, Assistant Superintendent for Teaching and Learning

C. Approve the Agenda

Motion by S. Buck and seconded by M Gill to approve

Move: Suzanne Buck Second: Mary Gill Status: Passed

D. Public Comments

None

E. Recommendation to Approve the Minutes of October 6, 2021

Motion to approve.

Move: Lindsey Hescock Second: Suzanne Buck Status: Passed

F. Discussion Topics:

1. Complete Review of Animal Dissection Policy

Reviewed the current Animal Dissection Policy, and looking to find the procedure that should

be accompanying this policy. According to Caitlin Steele, there is no dissection currently happening at the high school.

2. Review current policies that address communication with parents and communities. Amend to reflect current thoughts on enhancing communication and access for constituents.

Spent the majority of our time reviewing a variety of current policies and wherein each they speak and refer to community engagement and how to respond. We started with Policy A21

CODE: A21

(Recommended)

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.

and then started going through A23.

(Recommended Policy)**COMMUNITY ENGAGEMENT AND VISION**

The _____ School District and the schools within the district are an integral part of the community. Community support is necessary for the schools' operation and achievement of excellence. The _____ School District recognizes that community support is based on a mutual exchange, a dynamic process in which the _____ School District contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the board will have a clearly articulated vision for the school district. The board will adopt a strategic plan to implement the vision which moves the district forward in its goals for student achievement. The board will closely monitor progress toward the vision and refine it as necessary.

Establishing the Vision

The board will seek community input in its consideration of the vision in a variety of settings and contexts to ensure participation that is representative of the community itself. The vision will be informed by data and research-based best practice provided by the superintendent.

Implementation

The board will strive to keep the vision at the forefront of all decision making. The board will assure that there are resources devoted to implement the strategic plan, and will receive monitoring reports on a _____ basis to ensure effective implementation of the strategic plan. On an _____ basis, the board will revisit the vision and strategic plan and make adjustments according to input from the community and the superintendent.

We also looked at the policy timeline to discuss how to move policies forward.

3. Follow-up on previous discussions regarding policy review of D6: Class Size (8/2016)

Mary Gill passed out the current Class Size Policy, and it is an older policy. We will ask Dr. Burrows how they decide the class size, and the considerations go into it.

G. Other

None

H. Next Meeting: November 17, 2021, 4:00 PM

I. Adjournment

Meeting adjourned at 5:40 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	
A2		Roles and Responsibilities	9/17/2018			review/revise 11/21	
A3		Relationship to Superintendent	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	
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	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/edit/https://docs.google.com/document/d/1bpQlwJPdra-eQXWp-JK8SF65V7iAAJo2_9hd0-ZM8bs/edit			
C14	M	Homeless Students	5/24/2021				
C25		ADMISSION OF NON RESIDENT TUITION STUD	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, Accele	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	
						VSBA 10/19 Policy Co 7/12/21, need more details from admin on how class size is determined. Caitlin checking	
D6		Class Size	11/21/2016				

School-Community Relations							
E1	M	Title I Part A Parental Involvement	4/1/2019				
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			