



**Spaulding High School  
Central Vermont Career Center  
Barre City Elementary and Middle School  
Barre Town Middle and Elementary School**

*Chris Hennessey, M.Ed.*  
Superintendent of Schools

*A rock solid education for a lifetime of discovery*

120 Ayers Street, Barre, VT 05641  
Phone: 802-476-5011  
Fax: 802-476-4944 or 802-477-1132  
Website: [www.buUSD.org](http://www.buUSD.org)

## **MEMORANDUM**

**TO:** **Barre Unified Union School District Policy Committee**  
Chris Parker, Michael Boutin, Emily Reynolds, Jon Valsangiacomo, Tom Kelly

**DATE:** March 16, 2023

**RE:** BUUSD Policy Committee Meeting  
March 20, 2023 @ 6:00 p.m.  
**In-Person:** Spaulding High School Library, 155 Ayers St, Barre  
**Remote Options:** Meeting Link: [meet.google.com/dmf-dowp-dyg](https://meet.google.com/dmf-dowp-dyg)  
Phone: (US)+1 929-266-2537 PIN: 179 047 596#

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

## **AGENDA**

1. Call to Order
2. Organize
3. Additions/Changes to Agenda
4. Public Comment
5. Approval of Minutes
  - 5.1. Meeting Minutes of February 20, 2023
6. New Business
  - 6.1. BUUSD Policy Index Review
  - 6.2. VSBA Policy Notes
7. Old Business
  - 7.1. Personnel Recruitment, Selection, Appointment, and Background Check (B20) (Recommended)
8. Other Business
9. Items for Future Agenda
10. Next Meeting Date: April 19, 2023, 6:00 pm, SHS Library or via Google Meet
11. Adjournment

### Parking Lot of Items:

- A. Teaching and Instructional Materials for Sensitive Issues (Possible New Local Policy D40 recoding D32)
- B. Communicable Disease Mitigation Measures for Students and Staff (F27) (Recommended) (VSBA New Replaces F33)
- C. Title I, Part A: Parent and Family Engagement (E1) (Required) [Cmt added 12/2022]

### Under Review by VSBA

- A. Educational Support System (D21) (Recommended)
- B. Transgender and Gender Nonconforming Students (C28) (Recommended)
- C. Student Medication (C30) (Consider)
- D. Student Assessment (C33) (Consider)
- E. School-Community Relations (E30) (Consider)
- F. Visits by Parents, Community Members or Media (E32) (Consider) (Not BUUSD Policy)
- G. Staffing and Job Descriptions (B30) (Consider)(Not adopted By BUUSD 1/28/21)
- H. Educator Supervision & Evaluation: Probationary Teachers (B31) (Consider) (Not adopted By BUUSD 1/28/21)
- I. Personnel Files (B32) (Consider) (Not adopted By BUUSD 1/28/21)
- J. Fiscal Management & General Financial Accountability (F20) (Bd Adopted 5/2022; VSBA under review again)
- K. Financial Reports and Statements (F21) (VSBA under review; not BUUSD Policy)
- L. Capitalization of Assets (F23) (Recommended)

### BOARD/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 POLICY COMMITTEE MEETING

Spaulding High School Library and Via Video Conference – Google Meet  
February 20, 2023 – 6:00 p.m.

### MINUTES

#### COMMITTEE MEMBERS PRESENT:

Chris Parker, Chair (BT)  
Giuliano Cecchinelli, II, Vice Chair (BC)  
Tim Boltin (BC)  
Alice Farrell (BT)  
Thomas Kelly (BC Community Member)

#### COMMITTEE MEMBERS ABSENT:

Jon Valsangiacomo – (BT Community Member)

#### OTHER BOARD MEMBERS PRESENT:

Nancy Leclerc  
Terry Reil  
Sonya Spaulding

#### ADMINISTRATORS AND STAFF PRESENT:

Chris Hennessey, Superintendent  
Luke Aither, SHS Co-Principal  
Pierre Laflamme, BCEMS Principal  
Ted Mills, BTMES Assistant Principal

#### GUESTS:

#### 1. Call to Order

The Vice-Chair, Mrs. Farrell, called the Monday, February 20, 2023, meeting to order at 6:00 p.m., which was held at the Spaulding High School Library and via video conference - Google Meet.

#### 2. Additions and/or Deletions to the Agenda

On a motion by Ms. Parker, seconded by Mr. Kelly the Committee unanimously voted to approve the Agenda as presented.

#### 3. Public Comment

It was noted that a new 'OWL' is being used this evening.

#### 4. Approval of Minutes

##### 4.1 Approval of Minutes – January 30, 2023 Policy Committee Meeting

On a motion by Mr. Cecchinelli, seconded by Mr. Boltin, the Committee unanimously voted to approve the Minutes of the January 30, 2023 Policy Committee Meeting.

#### 5. New Business

##### 5.1 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index (dated 02/20/23) was distributed.

Mrs. Farrell noted that there were no significant changes to the document. Mr. Hennessey advised that the Special Education Procedural Manual is almost complete and the document will be updated. Links to these procedures will be added to the web site. Mr. Aither advised that he has performed research on procedures and believes there are more formally documented procedures (for SHS) than he had originally thought. Mr. Aither will also be making updates to this document.

##### 5.2 VSBA Policy Notes

A document titled 'VSBA Policy Notes – BUUSD Policy Committee' was distributed.

Mrs. Farrell advised that the document has been updated to include an enhanced 'edits key'. Mrs. Gilbert was thanked for her efforts to update the document.

# DRAFT

## **5.3 Selection of Instructional Materials Policy (D23) Recommended**

A copy of the policy was distributed.

It was noted that the areas of the policy related to sensitive issues, have been deleted. Lengthy discussion was held regarding this policy, including; significant discussion on whether or not sensitive issues should be removed from the policy, and a belief that the District should continue to address teaching of, and instructional materials for, sensitive issues. Mr. Aither provided a brief overview of how sensitive materials was added to the District's current policy. Mr. Aither suggests that if the District adopts the VSBA version of the policy, the District should create a local policy dealing with sensitive issues. It is not known if VSBA plans to address the teaching of sensitive issues. Mr. Kelly feels strongly that sensitive issues should remain in the policy the District is considering adopting (D23). Mr. Aither suggested recoding D32 to D40, and removing the portions of the policy that do not pertain to sensitive/controversial issues. A new local policy (D40) dealing with sensitive issues, should be legally vetted prior to presentation to the Board.

**On a motion by Mr. Cecchinelli, seconded by Ms. Parker, the Committee voted 3 to 1 to present the Board with a First Reading of the Selection of Instructional Materials Policy (D23) and to add Teaching and Instructional Materials for Sensitive Issues to the March Agenda, for creation of a new local policy (D40). Mr. Boltin, Mr. Cecchinelli, and Ms. Parker voted for the motion. Mr. Kelly voted against the motion.**

Mr. Hennessey will take the lead on crafting a new local policy (D40) and will have it legally vetted prior to presentation to the Committee in March.

## **5.4 Rescind Selection of Instructional Materials and Sensitive Issues Policy (D32)**

A copy of the policy was distributed.

VSBA deleted this policy because it is no longer aligned with statute. Mrs. Farrell advised that she has not heard back from VSBA regarding the specific reasons that D32 no longer aligns with statute. Brief discussion was held regarding whether or not 'something would be lost' if this policy was rescinded prior to adoption of Policy D23. Mr. Kelly noted that the VSBA has never weighed in on the topic of sensitive issues. The options are to keep a policy known not to align with statute (until D23 and D40 are adopted), or to rescind policy D32 prior to adoption of D23 and D40).

**On a motion by Mr. Cecchinelli, seconded by Ms. Parker, the Committee voted 3 to 1 to recommend that the Board rescind the Selection of Instructional Materials and Sensitive Issues Policy (D32). Mr. Boltin, Mr. Cecchinelli, and Ms. Parker voted for the motion. Mr. Kelly voted against the motion.**

## **6. Old Business**

### **6.1 Personnel Recruitment, Selection, Appointment, and Background Checks Policy (B20) Recommended**

A copy of the policy was distributed.

The Committee is revisiting this policy regarding concerns over the 'Optional' section pertaining to non-discrimination, bias, and anti-racism training. Mr. Kelly does not believe this section should be added to the policy being considered for presentation to the Board. **Mr. Kelly moved to remove the section labeled 'Optional' (in Policy B20).** It was noted that it has not been the practice of the Committee to make motions for alterations/amendments the Committee is working on. Proposed alterations and amendments are generally discussed by the Committee and agreed upon prior to making motions to present First Readings to the Board. Mr. Kelly provided an overview of his concerns related to mandatory training, including the imposition of a specific 'point of view' that might be implied by the training. Ms. Parker noted that the policy does not in any way refer to gender, transgender individuals, and gender dysphoria. Ms. Parker advised that this policy is on the agenda for consideration of feedback from legal counsel. Mr. Hennessey advised that the policy has been reviewed by legal counsel and they recommend that the 'Optional' section be included in the District's policy. Mr. Kelly, after reading notes from a prior meeting, advised that he does not believe legal counsel is making a specific recommendation regarding this matter. Mrs. Farrell queried regarding whether or not the 'Optional' section is more of a procedural issue rather than policy. Mrs. Farrell polled the Committee regarding preferences for the 'Optional' section of the policy. Ms. Parker provided an overview of legal counsel's comments relating to various abuse registries. Mr. Kelly believes that if the District would not hire anyone who is on other specific registries, those registries should be added to the policy. The policy will be referred back to legal counsel for an opinion regarding including other specific registries. Brief discussion was held regarding the portion of the policy that refers to outside contractors. Mr. Aither advised regarding a question posed at the last meeting by Mr. Valsangiacomo; under the section titled 'Recruitment', #4. Mr. Aither recalls that this section was supposed to be reviewed by legal counsel.

**The Committee agreed by consensus to send this policy (B20) back to legal counsel for further review/opinion regarding the possible addition of 2 more registries and review of Recruitment #4.** Mr. Hennessey and Mrs. Gilbert will take the lead on contacting legal counsel.

## **7. Other Business**

Both Mr. Kelly and Mr. Valsangiacomo have agreed to serve on the Policy Committee for an additional year.

# DRAFT

## **8. Future Agenda Items**

- Selection of Instructional Materials and Sensitive Issues Policy (possible new local policy D40)
- B20 - Personnel Recruitment, Selection, Appointment, and Background Checks Policy (Recommended)

Additional items may be added based on new information/updates received by VSBA.

## **9. Next Meeting Date**

The next meeting is Monday, March 20, 2023 at 6:00 p.m. at the Spaulding High School Library and via video conference.

## **10. Adjournment**

**On a motion by Ms. Parker, seconded by Mr. Cecchinelli, the Committee unanimously voted to adjourn at 7:37 p.m.**

Respectfully submitted,  
*Andrea Poulin*

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

3/20/2023  
Adopted  
67 Policies

SECTION	BUUSD CODE	PROCEDURES										LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE
		Operational					Formally Documented												
		BTMES	BCEMS	SHS	SEA	BUUSD	BTMES	BCEMS	SHS	SEA	BUUSD								

(SH - Student Handbook; FH - Faculty Handbook; WS - Website; O-Other)

A										BOARD OPERATIONS									
	A1										10/11/2019	5/18/2020	Board Member Conflict of Interest	Required	5/9/2019	6/13/2019		B3	
	A20										3/3/2020	5/18/2020	Board Meetings, Agenda Preparation & Distribution	Recommend	2/23/2023		Board requested changes - To cmt 1/30/23; Sent to Board 1st Read		
	A21										3/3/2020	5/18/2020	Public Participation at Board Meetings	Recommend	9/12/2019	10/10/2019	Giuliano requested review; To cmt 10/17; Legal Council should review policy.		
VSBA List - Done	A22										9/12/2022	11/21/2022	Non-Discrimination	Recommend	12/8/2022	1/12/2023		C6	
	A23										3/3/2020	5/18/2020	Community Engagement and Vision	Recommend	9/12/2019	10/10/2019			
	A24										3/3/2020	5/18/2020	Board/Superintendent Relationship	Recommend	9/12/2019	10/10/2019			
	A30										10/16/2021	1/11/2022	Role and Adoption of School Board Policies	Consider	8/25/2022	9/22/2022		A1	
VSBA List - Done	A31										1/17/2022	1/11/2022	Board Member Education	Consider	8/25/2022	9/22/2022			
Adopted	8																		

B										PERSONNEL									
VSBA List - Done	B1										4/18/2022	8/8/2022	Substitute Teachers	Required	8/25/2022	9/22/2022		D6	
	B2										10/11/2019	5/18/2020	Volunteers and Work Study Students	Required	5/9/2019	6/13/2019		D7	
	B3										3/3/2020	6/2/2020	Alcohol & Drug-Free Workplace	Required	5/9/2019	6/13/2019	BUUSD version has an "Employer Responsibility" section that VSBA MP doesn't	D8	
	B4										10/11/2019	6/2/2020	Drug & Alcohol Testing: Transportation Employees	Required	5/9/2019	6/13/2019		D11	
	B5										10/20/2020	11/12/2020	Prevention of Employee Harassment	Required	12/17/2020	1/14/2021		D12	
	B7										10/11/2019	6/2/2020	Tobacco Prohibition	Required	5/9/2019	6/13/2019	BUUSD version has some add'l language which can be considered for deletion	E8	
	B8										6/25/2020	11/12/2020	Electronic Communications between Employees and Students	Required	1/14/2021	1/28/2021		B40	
VSBA - Pending Cmt Work	B20										11/1/2022	11/15/2022	Personnel Recruitment, Selection, Appointment, & Background Check	Recommend	1/28/2021	2/11/2021	VSBA Change 11/1/22 - To Cmt 12/19 - seek legal advise and refine wording - return to Cmt 1/30/23; Return to legal counsel for wording in #5 then back to cmt 2/20/23; Return to Legal Counsel further review/opinion regarding the possible addition of 2 more registries and review of Recruitment #4 return to cmt 3/20/2023		
	B21										3/3/2020	5/18/2020	Professional Development	Recommend	7/22/2021	8/12/2021		D2	
	B22										3/3/20	3/11/2021	Complaints About Personnel	Recommend	1/27/2022	2/10/2022			
Adopted	10																		

C										STUDENTS													
VSBA - Cmt Done	C1										2/8/2022	4/18/2022	Student Records	Required	4/28/2022	5/12/2022		F5					
VSBA List - Done	C2										11/2/2022	11/15/2022	Student Drugs & Alcohol	Required	1/26/2023	2/9/2023		F7					
	C3										10/11/2019	6/2/2020	Transportation	Required	5/9/2019	6/13/2019	BUUSD version differentiates for no transportation at SHS	F9					
VSBA - Pending Cmt Work	C4										12/9/2020	12/10/2020	English Learners	Required	2/23/2023		VSBA Change 12/5/22 - To Cmt 1/30/23 - To Board 1st Read 02/23/2023	F19					
	C5										9/22/2022	1/17/2022	Firearms	Required	1/27/2022	2/10/2022		F21					
	C6										10/11/2019	5/18/2020	Participation of Home Study Students	Required	5/9/2019	6/13/2019		F23					
VSBA List - Done	C7										2/15/2022	4/18/2022	Student Attendance	Required	4/28/2022	5/12/2022		F25					
VSBA List - Done	C8										1/17/2022	4/18/2022	Pupil Privacy Rights	Required	4/28/2022	5/12/2022		F27					
	C9										10/11/2019	4/18/2022	Nutrition And Wellness	Required	4/23/2020	5/14/2020	BUUSD version differs from VSBA MP based on recommendation of SHAC	F28					
	C10										WS - C10-P	WS - C10-P	WS - C10-P	WS - C10-P	WS - C10-P	12/2/2015	5/18/2020	Policy on the Prevention of Hazing, Harassment and Bullying of Students	Required	5/9/2019	6/13/2019		F20
	C11										10/3/2022	5/18/2020	Student Freedom of Expression in School-Sponsored Media	Required	5/9/2019	6/13/2019		F34					
	C12										9/1/2020	11/12/2020	Prevention of Sexual Harassment As Prohibited by Title IX	Required	1/14/2021	1/28/2021		C-10; C10P					
VSBA List - Done	C13										9/12/2022	11/12/2020	Homeless Students	Required	1/26/2023	2/9/2023							
VSBA List - Done	C14										1/31/2022	2/21/2022	Policy on Section 504 and ADA Grievance Protocol for Students and Staff	Required	8/25/2022	9/8/2022							
VSBA List - Done	C15										11/15/2022	11/15/2022	Student Conduct and Discipline	Required	1/26/2023	2/9/2023		C20					
	C21										3/3/2021	11/2/2020	Search and Seizure of Students by School Personnel	Recommend	11/12/2020	12/3/2020		F4					
VSBA - Pending Cmt Work	C22										11/1/2022	11/15/2022	Student Athletics, Clubs, and Activities	Recommend	2/23/2023		VSBA Change - New policy # replaces C23 & C24 - 11/1/22 - To Cmt 12/19 -Back to Cmt 1/30/23; To Board 1st Read	C23 & C24					
Pending Rescind if C22 Adopted	C23										11/2/2022	10/10/2022	Student Clubs & Activities	Recommend	5/27/2021	6/10/2021	VSBA Removed 11/15/22	F33					
Pending Rescind if C22 Adopted	C24										9/18/2013	5/18/2020	Interscholastic Sports	Recommend	5/9/2019	6/13/2019	VSBA Removed 11/15/22	F12					
	C25										3/3/2020	6/2/2020	Admission of Non-Resident Tuition Students	Recommend	5/9/2019	6/13/2019		F14					
VSBA List - Done	C27										10/3/2022	11/1/2022	Student Self-Expression and Student Distribution of Literature	Recommend	12/8/2022	1/12/2023		F29					

**BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX**

3/20/2023  
Adopted  
67 Policies

SECTION	BUUSD CODE	PROCEDURES										LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE
		Operational					Formally Documented												
		BTMES	BCEMS	SHS	SEA	BUUSD	BTMES	BCEMS	SHS	SEA	BUUSD								

<b>(SH - Student Handbook; FH - Faculty Handbook; WS - Website; O-Other)</b>																		
VSBA - Under Review	C28										3/3/2020	12/10/2020	Transgender and Gender Nonconforming Students	Recommend	1/28/2021	2/11/2021		
	C29										7/21/2020	9/22/2020	District Equity Policy	Recommend	6/10/2021	6/24/2021		
VSBA - Under Review	C30										6/30/2008	5/18/2020	Student Medication	Consider	5/9/2019	6/13/2019		F6
VSBA - Under Review	C33										2/10/2016	5/18/2020	Student Assessment	Consider	5/9/2019	6/13/2019		F22
	C40										N/A	N/A	Entrance Age for Admission to Kindergarten	Does Not Exist	5/9/2019	6/13/2019		F35
	C41										N/A	N/A	Intra-District School Transfer	Does Not Exist	4/23/2020	5/14/2020		F36
	C42										N/A	N/A	Searches, Seizures, and Interrogation of students by Law Enforcement or other Non-School Personnel	Does Not Exist	5/9/2019	6/13/2019	To Cmt - 12/20 - Reviewed 12/20/21 by Cmt - no changes	F11
	C44										N/A	N/A	Anti-Racism Policy	Does Not Exist			New Local Policy; has been vetted; Not VSBA - No work to be done at this time.	
VSBA List - Done	C70										1/25/22	2/21/22	Use of Restraint and Seclusion	Recommended	10/27/22	11/10/2022		C34
Adopted	26																	

**D INSTRUCTION**

	D1										3/3/2020	6/2/2020	Proficiency Based Learning	Required	5/9/2019	6/13/2019	BUUSD version differs from VSBA MP based on recommendation of admin	G20
	D3										8/1/2019		Acceptable Use of Electronic Resources & the Internet	Required	11/11/2021	12/2/2021	Adopted and updated on website	G11
	D4										12/3/2015		Title I Comparability	Required	5/9/2019	6/13/2019	Awaiting VSBA Revision	G12
	D5										10/11/2019	6/2/2020	Animal Dissection	Required	5/9/2019	6/13/2019		G13
	D6										10/11/2019	5/18/2020	Class Size	Required	4/23/2020	5/14/2020		G14
	D7										10/11/2021	11/8/2021	Special Education	Required	12/2/2021	12/16/2021		D40
	D20										9/18/2013	5/18/2020	Curriculum Development and Coordination	Recommend	5/9/2019	6/13/2019		G1
VSBA - Under Review	D21										9/18/2013		Educational Support System	Recommend	5/9/2019	6/13/2019		G7
VSBA List - Done	D22										5/11/2022	12/8/2022	Selection of Library Materials	Recommend	12/8/2022	1/12/2023		
VSBA - Pending Board	D23										11/1/22	11/15/2022	Selection of Instructional Materials	Recommend	3/23/2022		VSBA Change 11/1/22 - Replaces D32 - To Cmt 12/19 - Hold until VSBA has written Model Procedures. To Cmt 2/20/23 - <b>Sent to Board for 1st Reading 3/23/2023</b>	D32
Pending Rescind - Board Work	D32										5/11/22	6/2/2020	Selection of Instructional Materials and Sensitive Issues	Consider	5/9/2019	6/13/2019	VSBA Removed 5/11/22 it doesn't align with Statute; New policy coming at later date. We did not rescind maybe should have. VSBA new policy D32 - To Cmt 2/20/23 - <b>Sent to Board to Rescind 3/23/2023</b>	G5
Adopted	10																	

**E SCHOOL-COMMUNITY RELATIONS**

VSBA - Pending Admin/Cmt Work	E1										9/24/2021	11/8/2021	Title I, Part A Parental Involvement	Required	5/9/2019	6/13/2019	VSBA Changes 9/24/21, Admin Edit Return to Cmt 12/19 - <b>Remain in parking lot, more work needed.</b>	H7
	E20										12/21/2020	1/12/2021	Community Use of School Facilities	Recommend	5/9/2019	6/13/2019	Cmt 2/15/21 - No changes; website updated w/o Legal Notices/Footnotes.	H3
VSBA - Under Review	E30										8/1/09	6/2/2020	School-Community Relations	Consider	5/9/2019	6/13/2019		H30
VSBA - Under Review	E32										8/1/09	11/8/21	Visits by Parents, Community Members or Media	Consider			<b>Not BUUSD Policy</b>	
Adopted	3																	

**F NON-INSTRUCTIONAL OPERATIONS**

	F1										8/1/2019	5/18/2020	Travel Reimbursement Policy	Consider	5/9/2019	6/13/2019		E11
VSBA List - Done	F2										8/15/2022	9/12/2022	Policy on Non-Discriminatory Mascots and School Branding	Required	10/27/2022	11/10/2022		
VSBA - Under Review	F20										3/25/2009	5/18/2020	Fiscal Management & General Financial Accountability	Recommend	4/28/2022	5/12/2022		E1
VSBA - Under Review	F21										2/25/2009	10/12/2022	Financial Reports and Statements	Recommend			<b>Not BUUSD policy</b>	
	F22										9/17/2020	11/12/2020	Electronic Communications Use and Retention	Recommend	1/28/2021	2/11/2021		
VSBA - Under Review	F23										11/3/2016	5/18/2020	Capitalization of Assets	Recommend	9/12/2019	10/10/2019		E23
	F24										11/6/2016	5/18/2020	Prevention of Conflict of Interest in Procurement	Recommend	5/9/2019	6/13/2019		E24
	F25										10/24/2019	11/8/2021	Access Control	Recommend	1/27/2022	2/10/2022		
	F26										10/24/2019	4/19/2021	Security Cameras (Electronic Surveillance Policy)	Recommend	10/27/2022	11/10/2022		F41

**BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX**

3/20/2023  
Adopted Policies  
67

SECTION	BUUSD CODE	PROCEDURES										LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE	
		Operational					Formally Documented													
		BTMES	BCEMS	SHS	SEA	BUUSD	BTMES	BCEMS	SHS	SEA	BUUSD									
<b>(SH - Student Handbook; FH - Faculty Handbook; WS - Website; O-Other)</b>																				
VSBA - Pending Cmt Work	F27											2/17/22 new	3/15/22 changed	Communicable Disease Mitigation Measures for Students and Staff (Recommended)	Recommend			NEW VSBA Policy 2/17/22 - Replaces F33 - To Cmt: 5/16/22 - Will seek additional info and revisit at a later date. Not currently BUUSD Policy. VSBA made changes on 3/15/22 . In Parking Lot	F33	
VSBA - Pending Rescind if F27 Adopted	F33											3/25/2009	5/18/2020	HIV Policy	Consider	5/9/2019	6/13/2019	VSBA replacing with F27 - 3/15/22; Rescind after F27 is Adopted	F32	
	F40											N/A	N/A	Scholarship Awards Policy	Does Not Exist	5/9/2019	6/13/2019		E31	

Adopted 10

**RESCINDED/NOT ADOPTED POLICIES**

Removed	A25											8/5/2020	9/22/2020	Delegation of Authority During State of Emergency Due to COVID-19 Pandemic	Recommend	10/8/2020	10/22/2020	Recommended policy during COVID.	
Rescinded 4/14/22	A32											10/21/2021	1/11/2022	Board Goal-Setting & Evaluation	Consider	9/12/2019	10/10/2019	VSBA Removed 10/21/21. Rescinded by Board 4/14/22	
Rescinded 12/8/22	A33											5/11/2022	11/21/2022	School Visits By Board Members	Consider	9/12/2019	10/10/2019	VSBA Removed; To cmt 11/21 - Bd Rescind 12/8/2022	
Rescinded 12/8/22	A34											5/11/2022	11/21/2022	Board Relationships With School Personnel	Consider	9/12/2019	10/10/2019	VSBA Removed; To cmt 11/21 - Bd Rescind 12/8/2022	
Rescinded 11/14/19	B6											10/1/2019	Removed	Health Insurance Portability and Accountability Act Compliance	Required	-	-	This policy was deleted in October 2019. The VSBA reasoning for deletion of the policy is that the policy is covered under statute. To Cmt 4/18/22 - Removed by VSBA	
VSBA - Under Review; Not Adopted	B30											3/29/09	12/10/2020	Staffing and Job Descriptions	Consider	Not Adopting	Not Adopting	Committe and Board Opted to Not Consider 1/28/2021. Under review again by VSBA	
VSBA - Under Review; Not Adopted	B31											3/29/09	12/10/2020	Educator Supervision & Evaluation: Probationary Teachers	Consider	Not Adopting	Not Adopting	Committe and Board Opted to Not Consider 1/28/2021. Under review again by VSBA	
VSBA - Under Review; Not Adopted	B32											3/29/09	12/10/2020	Personnel Files	Consider	Not Adopting	Not Adopting	Committe and Board Opted to Not Consider 1/28/2021. Under review again by VSBA	
VSBA - Not Adopted	B33											3/39/09	12/10/2020	Resignations	Consider	Not Adopting	Not Adopting	Committe and Board Opted to Not Consider 1/28/2021.	
Not Adopted	C22											3/25/2009	3/11/2021	Student Activities (Elementary)	Recommend	Not Adopting	Not Adopting	To Cmt 3/15/21, not current BUUSD Policy; Cmt 4/26/21; To Bd 5/27 recommend not adopt. Board agreed to not adopt 5/27/21 Under review again by VSBA	
VSBA - Not Adopted	C26											9/18/2013	8/31/2021	Tuition Payment	Recommend	Not Adopting	Not Adopting	Recommendation to Board to not adopt to Board 11/11. Board agreed to not adopt.	
VSBA - Rescinded 11/10/22	C31											6/14/2022	5/18/2020	Admission of Resident Students	Consider	5/9/2019	6/13/2019	VSBA Removed. To cmt 10/17; Board to Rescind 11/10 - <b>Approved to Rescind</b>	F13
VSBA - Rescinded 11/10/22	C32											2/10/2016	5/18/2020	Eighteen Year-Old Students	Consider	5/9/2019	6/13/2019	VSBA Removed. To cmt 10/17; Board to Rescind 11/10 - <b>Approved to Rescind</b>	F18
Rescinded 11/10/22	C34											3/3/2020	6/2/2020	Restraint and Seclusion	Consider	5/9/2019	6/13/2019	To Cmt - 5/16/22. VSBA replacing with C70; Rescind after C70 is Adopted; To cmt 10/17; To Board to Rescind 11/10 - <b>C70 adopted C34 Rescinded.</b>	C23
Rescinded 11/10/22	C43											N/A	N/A	STI and Pregnancy Prevention Policy	Does Not Exist	6/10/2021	6/24/2021	Luke requested review - Change in wording - To cmt 10/17; To Board to Rescind 11/10 - <b>Approved to Rescind</b>	F31
Rescinded 11/14/19	D2											10/1/2019	Removed	Grade Advancement, Promotion, Acceleration, and Retention of Students	Required	-	-	Deleted in October 2019. This policy, which used to be required by statute, is no longer applicable because of Proficiency Based Grading/Graduation Requirements. To Cmt 4/18/22 - Removed by VSBA	
Rescinded after COVID	D22											5/11/2022	9/22/2020	Modes of Instruction During State of Emergency Due To COVID-19 Pandemic	Recommend	12/8/2022		VSBA Change 5/11/22; <b>Bd 2nd read - 01/12/23</b>	D31
Rescinded 6/23/22	D30											July 2020	6/2/2020	Field Trips	Consider	4/23/2020	5/14/2020	Removed by VSBA - Cmt. Review 11/16/2020 - Committee will discuss in the spring 2021. (BUUSD version differs from VSBA MP based on recommendation of admin) VSBA Removed July 2020 - To Cmt 5/16/22; Rescinded by Board 6/23/22	G3
Rescinded 1/12/2023	D31											5/11/22	6/2/2020	Selecting Library Materials	Consider	5/9/2019	6/13/2019	VSBA Removed 5/11/22; replaced with D22	G4
VSBA - Not BUUSD	D33											5/11/22	Not BUUSD	Local Action Plan		-	-	VSBA Removed - Not BUUSD Policy	
Rescinded 12/16/2021	D40											N/A	N/A	Special Education	Does Not Exist	12/2/2021	12/16/21	To Board: Rescinded D40 - Board Adopted D7 12/16/21	G15
Not Adopted	E31											7/2020		Parental Involvement	Removed	none	none	VSBA Removed 7/2020 - BUUSD never adopted.	
VSBA Rescinded 6/23/22	F30											3/25/2009	5/18/2020	Budgeting	Consider	5/9/2019	6/13/2019	VSBA Removed 5/11/22; Replaced by F20; Board adopted 5/12/22	E2



**BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX**

	3/20/2023
67	Adopted Policies

		PROCEDURES																		
		Operational					Formally Documented													
SECTION	BUUSD CODE	BTMES	BCEMS	SHS	SEA	BUUSD	BTMES	BCEMS	SHS	SEA	BUUSD	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/RECOMMEND/CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE	
		<b>(SH - Student Handbook; FH - Faculty Handbook; WS - Website; O-Other)</b>																		
Not Adopted	F31											7/1/2020		Emergency Closings	Removed	None	None	VSBA Removed 7/2020 - Never adopted by BSU		
Not Adopted	F32											3/25/2009	11/8/2021	School Crisis Prevention and Response	Consider			To Cmt: 12/20/2021 Table - Luke Modify, have vetted, and return. VSBA Removed 8/2022; Not BUUSD Policy		
Rescinded 4/28/22	F41											F26	3/11/2021	Video Surveillance Policy	F26	5/9/2019	6/13/2019	Committee 4/26/21; Rescinded by Board 4/28/22	E32	

**VSBA Policy Notes**  
**BUUSD POLICY COMMITTEE**

**2022-2023**

<b>POLICY EDIT KEY (Edits in Policies being discussed)</b>		
Added Text - <u>Underlined</u>	Deleted Text - <del>Strikethrough</del>	Moved/Shifted Text - <b>Highlighted</b>

### **March 20, 2023 Meeting**

**7.1 B20 (Personnel Recruitment, Selection, Appointment & Background Checks) (Recommended - VSBA Change 11/1/2022)**

**Request from 2/20/23 Policy Cmt Mtg:** Additional Legal Counsel Feedback (**Adding 2 more Registries and Recruitment #4**) for **3/20/23 Meeting** (Below Rec'd from Legal Counsel 3-15-2023):

In terms of the other registries beyond the sex offender registry, the statute lists the following:

A superintendent or headmaster shall request and obtain information from the Child Protection Registry maintained by the Department for Children and Families and from the Vulnerable Adult Abuse, Neglect, and Exploitation Registry maintained by the Department of Disabilities, Aging, and Independent Living (collectively, the Registries)

16 VSA § 255(h). It seems to make the most sense to list exactly what the statute requires.

For the optional things, I believe my response is that if you are already doing the trainings, I did not see the harm. Certainly, you have to train people about non-discrimination – you have a non-discrimination policy and you must comply with the law. If the other terms are the issue (bias, anti-racism), you could delete them. Or, you could delete the whole thing – it's optional. However, that does not mean that you don't need to train people about non-discrimination.

In terms of Recruitment #4, I think I indicated this seemed more like procedure than policy. Otherwise, it is consistent with the law, which only allows for discussion of criminal background after the prospective employee has been selected for interview.

**Additional Legal Counsel Feedback (B20 #5) for 2/20/23 Meeting:**

That line is out of the statute, 16 VSA § 255(i): “A person convicted of a sex offense that requires registration pursuant to 13 V.S.A. chapter 167, subchapter 3 shall not be eligible for employment under this section.”

You can add others if you want those things to be an absolute bar to employment, but only the sex offense registration calls for that under the statute. My thought is that you can still decide not to hire someone if they appear on another abuse registry.

**VSBA Reason for Change:** Entire content of this model policy has been reviewed and the revisions include suggested revisions from our (VSBA) equity consultant.

- Committee reviewed feedback from legal counsel at 1/30 mtg feedback was reflected in updated copy of the policy
  - Additional changes made at 1/30 mtg: added at very end of policy section “as part of the BUUSD onboarding process”; under Selection section #1 completed CHOOSE part; #3 added and/or before sex offense.
  - Discussion about language in #5 of the Selection section. Should it also reference abuse registry in the last sentence? Committee agreed to send it back to legal counsel as first review by counsel indicated no changes needed for definitions.

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

**CODE: B 20**

**1<sup>ST</sup> READING: 01/28/2021**

**2<sup>ND</sup> READING: 02/11/2021**

**ADOPTED: 02/11/2021**

---

**PERSONNEL RECRUITMENT, SELECTION, APPOINTMENT, AND  
BACKGROUND CHECKS**

**Policy**

It is the policy of the Barre Unified Union School District (BUUSD) to select for employment only persons of good character who have the skills and other qualifications necessary to fulfill job requirements while complying with the provisions of federal and state law regarding the recruitment, selection, and employment of school district employees and contractors. The District shall make reasonable efforts to recruit candidates from diverse backgrounds to enhance the educational experience of students.

Persons subject to criminal record checks and abuse registry checks under this policy include all those recommended for full-time, part-time or temporary employment in the school district, including student teachers, and those contractors and employees of contractors who may have unsupervised contact with students and are subject by law to criminal record and abuse registry checks including hate crimes, abuse registry, report checks prior to or in the course of employment.

The superintendent may request a name and date of birth or fingerprint-supported check of the criminal record of any current employee who has previously undergone a check at any time during the course of the record subject's employment in the capacity for which the original check was required.

The district shall ensure that adults employed in the schools maintained by the district receive orientation, information or instruction on the prevention, identification and reporting of child abuse as required by state law. The district will also provide opportunities for parents, guardians, and other interested persons to receive the same information.

[OPTIONAL] The BUUSD will ensure that employees receive training in non-discrimination, bias, and anti-racism as part of the BUUSD onboarding process.

**Definitions**

1. The term "criminal record" as used in this policy shall have the same meaning as defined in 16 V.S.A. § 252(1).
2. The term "unsupervised" as used in this policy shall have the same meaning as defined in 16 V.S.A. § 252(4).
3. The term "abuse registry" as used in this policy shall include the Vermont Child Protection Registry maintained by the Vermont Department for Children and Families and the Vulnerable Adult Abuse Registry maintained by the Vermont Department of Disabilities, Aging and Independent Living.
4. The terms "employ" or "employment" as used in this policy shall, as the context requires, apply to individuals who are, or are being considered for, full-time, part-time or temporary employment in

the school district, including student teachers and those contractors and employees of contractors who may have unsupervised contact with students.

### **Recruitment**

1. The board seeks to strengthen recruitment of educators within historically excluded groups.
2. All personnel will be recruited by the district's administrative staff under the immediate direction of the superintendent.
3. Written or electronic applications will be required of candidates for employment. The application will include a warning to the applicant that falsification of information on the application or during the application process will be grounds for dismissal if the applicant is hired. The district will make reasonable efforts to give equitable access to the application process.
4. After the initial written or electronic application process is complete, applicants selected for an interview will be required to provide a statement identifying any criminal charges brought against the applicant, including the date of each charge, the court where the charge was filed and the disposition of the charge. The statement shall also include a warning to the applicant in bold print that falsification of information or the omission of information on the statement may constitute grounds for dismissal if the applicant is hired. In reviewing a criminal background check, the district will consider issues of historical inequity. Any job offer shall be made contingent on the candidate successfully completing the school district's background check process.

### **Selection**

1. It is the policy of the board to select employees solely on the basis of character, professional qualifications, and critical job requirements. Employees will be selected in a manner that does not unlawfully discriminate. The superintendent shall require that all applicants, as a condition of employment consideration, cooperate fully with background investigations, supplying references and releases so the district can contact previous employers. Applicants the superintendent is prepared to recommend for employment will be expected to provide fingerprints, releases, and other information necessary to conduct background investigations. The costs of such checks will be borne by the [~~CHOOSE:~~ prospective employee **OR** the school district]. All offers of employment shall be contingent on the candidate's successful completion of the background investigation process and a finding that the information provided by the applicant during the pre-employment process was accurate, complete, and truthful.
2. The superintendent shall request a criminal record check through the Vermont Criminal Information Center (VCIC) on any candidate the superintendent intends to appoint or is prepared to recommend for appointment. Requests will be made for fingerprint-supported criminal records from the FBI as well as criminal records from the state of Vermont and any state in which the superintendent knows the applicant has resided, or been employed. The superintendent shall maintain such records in accordance with state law.
3. The superintendent shall also request information through any available abuse registry to determine whether there are any substantiated abuse/neglect charges and/or sex offense against an applicant before appointing or nominating a candidate for employment. The superintendent shall maintain such records in accordance with state law.
4. Employment conditioned on the completion of a background check may be terminated if it is determined that the employee failed to respond truthfully to questions about criminal activity or prior employment. In any event the Superintendent shall forward the information received from VCIC to the person about whom the request was made and inform the person of their rights to challenge the accuracy of the record and to determine the disposition of the record under 16 V.S.A. §§ 255(f), (g).

5. Providing a safe learning environment for students is a primary consideration in district employment decisions. The district will base such decisions on all relevant information, qualifications, and circumstances. Unfavorable background check information is not an automatic bar to employment, nor is a background check with no unfavorable information a guarantee of employment. However, no person convicted of a sexual offense requiring registration on the Vermont comprehensive sex offender registry shall be employed by the school district or supervisory union.

#### **Appointment**

1. The appointment of licensed employees will be made by the board subject to the nomination of candidates by the superintendent of schools.
2. Subject to any pre-employment screening processes approved by the board, the superintendent shall appoint all non-licensed employees to be employed by the school district or supervisory union.
3. Contracts of employment or other notification of employment will be conditional pending receipt of criminal records check information and evaluation of that information.
4. Upon completion of a criminal records check, the superintendent shall:
  1. notify the person subject to the check about the district's protocol for maintenance of criminal history files, and
  2. ask the person subject to the check to indicate if the record should be maintained or destroyed after the retention period specified in the District's user agreement with VCIC.
5. Employees who have been employed for fewer than two years in Vermont public schools are considered probationary teachers and may be offered a probationary contract.
6. All offers of employment may be withdrawn based on the criminal records check report or upon a finding that the information provided by the applicant during the pre-employment process was inaccurate, incomplete, or untruthful.