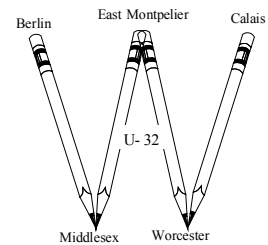


# Washington Central Supervisory Union

1130 Gallison Hill Road  
Montpelier, VT 05602  
Phone (802) 229-0553  
Fax (802) 229-2761

William Kimball  
Superintendent



---

*WCSU exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.*

---

## Washington Central Unified Union School District Board

Meeting Agenda  
6.12.19 at 6:30 PM

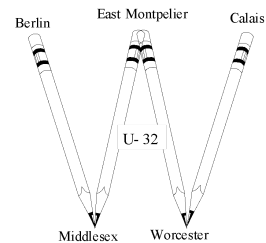
### U-32 Middle/High School Room 128/131

- 1.0 Call to Order
  - 1.1 Reception of Guests
  - 1.2 Agenda Revisions & Board Comments
  - 1.3 Public Comments & Correspondence
- 2.0 Administrator Voices
- 3.0 Consent Agenda
  - 3.1 Approve Minutes of 6.5.19 – pg. 2
  - 3.2 Approve Board Orders
- 4.0 Discussion Agenda
  - 4.1 VSBA Dues
  - 4.2 Recommended Policies – pg. 6
  - 4.3 Facilities Work for Summer and Going Forward – pg. 40
  - 4.4 Retreat
  - 4.5 Meeting Protocols
    - 4.5.1 Dates
    - 4.5.2 Sub-Committees
  - 4.6 Communication for Budget & Amendments
    - 4.6.1 Budget & Article Informational Public Hearing 6.18.19 and 6.24.19
  - 4.7 Litigation
- 5.0 Action Agenda
  - 5.1 Approve First Reading of Recommended Policies
  - 5.2 Approve Required Policies (Sent Via Email)
  - 5.3 Authorize Superintendent to Award Fuel Oil, Propane, Woodchip, and Wood Pellet Bids
  - 5.4 Authorize Superintendent to Sign All Documents & Contracts on Behalf of the WCUUSD Districts
  - 5.5 Approve Blanket Authorization for Check Orders – pg. 41
  - 5.6 Approve Revenue Anticipation Note – pg. 42
  - 5.7 Award Investment Bid – pg. 42
  - 5.8 Approve Debt Form – pg. 45
  - 5.9 Approve Leave of Absence Request – pg. 47
- 6.0 Future Agenda Items
- 7.0 Reflection & Summary of Meeting – Next Steps for Board Members
- 8.0 Adjournment

# Washington Central Supervisory Union

1130 Gallison Hill Road  
Montpelier, VT 05602  
Phone (802) 229-0553  
Fax (802) 229-2761

William Kimball  
Superintendent



*WCSU exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.*

---

## Washington Central Unified Union School District Board

Unapproved Minutes  
6.5.19 at 6:30 PM

Berlin Elementary School Learning Center, 372 Paine Turnpike North, Berlin

**Board Members Present:** Scott Thompson, Dorothy Naylor, Flor Diaz Smith, Jonas Eno-Van Fleet, Vera Frazier, George Gross (arrived at 7:07)

**Administrators Present:** Superintendent Bill Kimball, Director of Special Services Kelly Bushey, Business Administrator Lori Bibeau, Director of Curriculum, Instruction, and Assessment Jen Miller-Arsenault, Calais Principal Cat Fair, East Montpelier Principal Alicia Lyford, U-32 Principal Steven Dellinger-Pate, Doty Principal Matt Young, Berlin Principal Aaron Boynton

**Others Present:** ORCA videographer, David Delcore (Times Argus)

6:33 p.m. (no quorum) Scott Thompson asked administrators if they were willing to share about end of year happenings. Some discussion followed.

6:57 Board members talked about the possibility of a board retreat. Scott Thompson stated that, before the end of June, a decision from the courts is expected, regarding ongoing Act 46-related cases. Superintendent Kimball suggested that boards not plan to meet at all in July. It will be a time of transition (e.g., superintendent), and is important for everyone to have a month-long break, for rejuvenation.

Superintendent Kimball suggested at the next board meeting, we discuss what July might look like, in light of the fact that boards may not meet.

1.0 Call to Order: **Scott Thompson called the meeting to order at 7:07 p.m.**

1.1 Reception of Guests

1.2 Agenda Revisions & Board Comments: Superintendent Kimball suggested that the board discuss meeting dates.

1.3 Public Comments & Correspondence: Scott Thompson stated that he has heard from several community members. The board will discuss some of these issues under the agenda topic of “budget plan.” He noted that Matthew DeGroot had suggested the board appoint Susanna Culver and Chani Waterhouse to the negotiations process to some degree. Flor Diaz Smith shared an email from board member Lindy Johnson, who can’t be present tonight but wanted to implore the board to keep communications positive.

2.0 Consent Agenda - **Flor Diaz Smith moved to approve the consent agenda as presented. Seconded by Dorothy Naylor.**

2.1 Approve Minutes of 5.22.19 and 5.31.19: Discussion: Vera Frazier noted that her name is misspelled in the May 31st meeting. Scott Thompson suggested an edit for clarity on the May 22nd minutes, around the topic of taxes.

2.2 Approve Minutes of 2.19.19 & 4.8.19 District Organizational Meetings.

2.3 Approve Board Orders: (no board orders tonight) Brief discussion followed around the board orders process. Lori Bibeau stated that this topic will be discussed more fully at the next board meeting.

3.0 Discussion Agenda

3.1 WCUUSD Board Retreat: The board discussed whether to plan a board retreat, when, and for how long. Some discussion followed around sub-committees. Vera Frazier expressed concern around not having the full perspective and having the input of all ten board members; she cautioned against sub-committees of, for example, two or three board members, creating an agenda or steering the work of the board as a whole. Scott Thompson, Jonas Eno-Van Fleet and Flor Diaz Smith offered to collect ideas from board members to begin a list of possible board retreat dates and possible agenda items, for the board to consider at the next meeting. Some discussion followed around the three of them emailing each other in order to do some pre-planning/ organization around the board retreat.

3.1.1 Goals

3.1.2 Who Should Attend

3.1.3 Establish Planning Group

3.2 Required Policies: Superintendent Kimball reviewed these policies. Brief discussion followed around the weapons policy (specifically, for example, regarding knives). Scott Thompson suggested that the board consider the Freedom of Expression policy, as this is new, and bring suggestions or comments to the next board meeting, for the second reading.

3.3 Meeting Protocols: Scott Thompson reviewed the seating configuration from tonight which included administrators at the table. Next Wednesday, the meeting location as currently planned is Doty School. Wednesday, June 19th, will not have a meeting. Superintendent Kimball asked board members to save Wednesday, June 26th for a possible meeting, as this is the night after the vote.

Flor Diaz Smith stated that she had understood that every other meeting (alternating) will be held at U-32. She asked if the June 12th meeting could be held at U-32 to better accommodate VSBA representatives, who are planning to attend to discuss the topic of VSBA dues. Superintendent Kimball and Scott Thompson will let board members - and others- know this Friday, about the location of the June 12th meeting.

3.3.1 Committee Makeup (this will be on a future agenda)

3.4 General Fund & Capital Fund: Superintendent Kimball shared that he and Lori Bibeau are working on specific dollar amounts around this topic, for future meetings.

3.5 Budget & Election Communication Plan: Superintendent Kimball shared report drafts for board review; he noted that post cards will be mailed by the end of this week, to alert the community of the availability of this report. Some discussion followed around setting a date for a budget and articles information meeting. June 18th at U-32, 6:30. Lori Bibeau stated that she had worked on clarifying some of the explanations around tax impact. She will break it down more specifically for each town, including some income sensitivity details. The board will review this at the next board meeting.

The board discussed creating a list of “FAQs” and sharing on Front Porch Forum. Vera Frazier suggested that information be shared as soon as possible, especially in light of absentee voters. Jonas Eno-Van Fleet asked whether the board is interested in creating a letter from the board. Board members felt that creating a coordinated letter from the board is not possible within the time frame; however, board members will send ideas to Scott Thompson, who will craft a draft, including FAQs, for a Front Porch Forum post.

3.6 Amendments to Articles Communication Plan

3.7 Personal, Property & Employee Insurance: Lori Bibeau reviewed this yearly requirement. The board took action below.

3.8 VSBA Dues

3.9 Litigation Update

4.0 Action Agenda

4.1 Approve First Reading of Required Policies: **Dorothy Naylor moved to approve first reading of policies as presented tonight. Seconded by Flor Diaz Smith. This motion carried unanimously.**

4.2 Authorize the Superintendent to Accept All State & Federal Grants: **Flor Diaz Smith moved to authorize the superintendent to accept all stated and federal grants. Seconded by George Gross, this motion carried unanimously.**

4.3 Accept Insurance Bid: **Dorothy Naylor moved to accept the insurance bid as presented. Seconded by Vera Frazier, this motion carried unanimously.**

4.4 Adopt Meal Prices for 2019-2020 School Year: **Jonas Eno-Van Fleet moved to adopt the meal prices, with an amendment to Doty adult breakfast (to keep the price consistent with other schools.) Seconded by Vera Frazier, this motion carried unanimously.**

4.5 Approve Adding Student Representative(s) to WCUUSD Board: Steven Dellinger-Pate will bring information to the board for the next meeting. The board would like time to discuss this.

4.6 Approve Telephone Systems Bid: **Superintendent Kimball explained this need. Some discussion followed. Flor Diaz Smith moved to approve the Telephone Systems Bid in the amount of \$99,997.26. Seconded by Dorothy Naylor, this motion carried unanimously.**

5.0 Future Agenda Items (next meeting June 12; budget informational meeting June 18th).

6.0 Summary of Meeting – Next Steps for Board Members

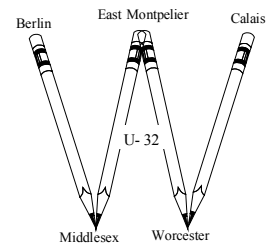
7.0 Adjournment: **The board adjourned by consensus at 8:41 p.m.**

Respectfully submitted,  
Lisa Stoudt, Board Recording Secretary

# Washington Central Supervisory Union

1130 Gallison Hill Road  
Montpelier, VT 05602  
Phone (802) 229-0553  
Fax (802) 229-2761

William Kimball  
Superintendent



---

*WCSU exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.*

---

## MEMORANDUM

TO: Washington Central Unified Union School District Board  
FROM: Bill Kimball, Superintendent  
DATE: June 6, 2019  
RE: Policy Review and Adoption Process – Update

Thank you for your thoughtful questions and understanding of the proposed process for a review and adoption of policies during the WCUUSD Board meeting. As we reviewed last night, Aaron Boynton, Jody Emerson, Krista Metivier and I are reviewing the current policies and making recommendations as delegated by the Leadership Team. In my last memo I shared that our process was to present the recommendations to the boards in three categories: **required** by either federal and state statute, **recommended**, and **policies to consider**. There are 28 required policies, 26 recommended policies, and 25 policies to consider.

At Thursday morning's Leadership Team's policy group meeting we focused on the question: which policies are needed to be in place, that are not in the required group, to start school in August? The answers we came up with changed our approach to divide the policies into a different grouping method - those needed before the start of school and others we could consider afterward. Attached you will find three tables, one with the recommended policies by VSBA, a second table with the policies to consider by VSBA and a third table with the policies we feel need to be adopted by the beginning of the next school year. Within this third table you will see two types of policies, a category in which policies are rather uniform across the schools and another that is not uniform across the schools. For the latter category we propose a working group be formed with members of the leadership team and board to determine the best policies for WCUUSD.

Therefore, we propose to the board that the following adjusted process be used to review and adopt policies for the school district:

June 12<sup>th</sup>

- Second reading and adoption of required policies and A1 Policy on Policies
- First reading of policies needed for the start of school that are uniform
- Discussion of the working group

August 7<sup>th</sup>

- Second reading and adoption of policies needed for the start of school that are uniform
- First reading of additional policies from the working group

August 21<sup>st</sup>

- Second reading and adoption of additional policies from the working group

		RECOMMENDED POLICIES			
Need for Start of School	VSBA	Title	WCSU-Wide Schools C	Notes	
	A20	Board Meetings, Agenda Preparation & Distribution	C2		
	A21	Public Participation at Board Mtgs	C3		
	A22	Notice of Non-Discrimination	C6		
	A23	Community Engagement & Vision	NONE	NONE	
	A24	Board /Superintendent Relations	C4		
X	B20	Personnel Recruitment, Selection, Appointment & Background Cks	D1		
	B21	Professional Development	D2		Governed by Master Argeements
X	B22	Complaints About Personnel & Instructional Materials	D10		
X	C20	Student Conduct & Discipline		F1	
X	C21	Search & Seizure of Students by School Personnel		F3	U-32:Slightly more detailed than elementary
X	C22	Student Activities (Elementary)		F12	Berlin: Co-Curricular Athletics & Rec Program Calais: Has no policy Doty: None EMES: Co-Curricular Activities Rumney: None
X	C23	Student Clubs & Activities (Secondary)		F12 F12a F12b	U-32: Co-Curricular Equity & Access Physical Evaluations Team Placement & Try-Outs
X	C24	Interscholastic Sports		F12	Doty: Interscholastic Activities
	C25	Admission of Non-Resident Tuition Students		F14	Covered by Statute
	C26	Tuition Payment	NONE	NONE	
X	C27	Student Self-Expression & Student Distribution of Literature	NONE	NONE	
X	C28	Transgender & Gender Nonconforming Students	NONE	NONE	
	D20	Curriculum Development & Coordination (SU)	G1		Covered by Statute
	D21	Educational Support System		G7	Covered by State Regulation (EQS)
	E20	Community Use of School Facilities		H3 H3a H3b	All different verbiage Rumney: Use of School Property Alcoholic Beverages Doty: Supervision of Children on School Grounds
	E21	Distribution of Non-School Sponsored Literature in Schools	NONE	NONE	
X	F20	Fiscal Management & General Financial Accountability	NONE	NONE	VSBA Model is specific re: amounts of money; contains info re: bidding requirements, inventories, audit, bonding reurement for employees
X	F21	Financial Reports & Statements	E1		VSBA Model covers what financial rpts will include & when presented
	F22	Electronic Communications Use & Retention	NONE	NONE	Procedure linked to Manditory Training and Statutes
X	F23	Capitalization of Assets	NONE	NONE	
X	F24	Prevention of Conflict of Interest in Procurement	F24		Federal regulation requirements
		Red - Don't have			
		Yellow - Difference in something			

		<b>POLICIES TO CONSIDER</b>			
Need for Start of School	VSBA	Title	WCSU-Wide	Schools Only	
	A30	Role & Adoption of School Board Policies			This might fall under the Policy on Policies
	A31	Board Member Education	B1		
	A32	Board Goal-Setting & Evaluation	B2		
	A33	School Visits by Board Members	NONE	NONE	
	A34	Board Relations with School Personnel	NONE	NONE	
	B30	Staffing & Job Descriptions	NONE	NONE	
	B31	Educator Supervision & Evaluation: Probationary Teachers	D4 D4a		VSBA: covers educator supervision/eval AND specifically has section for probationary teachers D4a Administrator Evaluation
	B32	Personnel Files	D5		In our current fiscal procedures
	B33	Resignations	NONE	NONE	
X	C30	Student Medication		F6	All elem are the same U-32: More detailed
	C31	Admission of Resident Students		F13	Covered by Statute
X	C32	Eighteen Year-Old Students	NONE	NONE	We like the VSBA model, we do not have something
	C33	Student Assessment	NONE	NONE	Covered by State Regulation (EQS)
X	C34	Restraint & Seclusion	NONE	F1b	All Elem: None U-32: Safe Restraint is under the Student Conduct & Discipline Policy
X	D30	Field Trips		G3 G3 G3a G3b	All Elem: Same U-32: Includes International Info Berlin: Fundraising to Support Field Trips U-32: Field Trip Health
	D31	Selecting Library Materials		G4	All Elem: Same U-32: Different from Elem
	D32	Selection of Instructional Materials		G5	U-32 only
	D33	Local Action Plan		G8	Covered by State Regulation (EQS)
	E30	School-Community Relations	NONE	NONE	
	E31	Parental Involvement	NONE	NONE	Procedure covered by B2 required policy
X	E32	Visits by Parents, Community Members or Media		H5	Berlin, Calais, Doty, EMES: none Rumney: Visitors to School U-32: Visits to School by Parents, Community Members, Media or Other
	F30	Budgeting	NONE	NONE	Briefly mentioned in WCSU E1 Policy
	F31	Emergency Closing	NONE	NONE	
X	F32	School Crisis Prevention & Response/Procedures for Bomb Threats		E7 E7 E7a E7R	Berlin: Crisis Prevention & Response U-32: Bomb Scares Berlin: Emergency Evacuation EMES: Bomb Scares
	F33	HIV Policy	E9		



Need to Have - Not Already Sent to Board				
VSBA	Title	WCSU-Wide	Schools Only	
B20	Personnel Recruitment, Selection, Appointment & Background Cks	D1		
B22	Complaints About Personnel & <del>Instructional Materials</del>	D10		
C20	Student Conduct & Discipline	NONE	F1	
C21	Search & Seizure of Students by School Personnel		F3	U-32:Slightly more detailed than elementary
C22	Student Activities (Elementary)		F12	Berlin: Co-Curricular Athletics & Rec Program Calais: Has no policy Doty: None EMES: Co-Curricular Activities Rumney: None
C23	Student Clubs & Activities (Secondary)		F12 F12a F12b	U-32: Co-Curricular Equity & Access Physical Evaluations Team Placement & Try-Outs
C24	Interscholastic Sports		F12	Doty: Interscholastic Activities
C27	Student Self-Expression & Student Distribution of Literature	NONE	NONE	
C28	Transgender & Gender Nonconforming Students	NONE	NONE	*This was recently taken off VSBA Model website
C30	Student Medication		F6	All Elem: are the same U-32: More detailed (take off procedures)
C32	Eighteen Year-Old Students	NONE	NONE	
C34	Restraint & Seclusion	NONE	F1b	All Elem: None U-32:Safe Restraint is under the Student Conduct & Discipline Policy
D30	Field Trips		G3 G3 G3a G3b	All Elem: Same U-32: Includes International Info Berlin: Fundraising to Support Field Trips U-32:Field Trip Health
E32	Visits by Parents, Community Members or Media		H5	Berlin, Calais, Doty, EMES: none Rumney: Visitors to School U-32: Visits to School by Parents, Community Members, Media or Other
F32	School Crisis Prevention & Response/Procedures for Bomb Threats		E7 E7 E7a E7R	Berlin: Crisis Prevention & Response U-32:Bomb Scares Berlin: Emergency Evacuation EMES: Bomb Scares
	Need a workgroup to draft a common policy			
NO VSBA Model, but need to have ((Will need new Policy number w/in VSBA numbering system))				
	Fundraising & Sales to Students on School Property		E12	U-32 only
	Bus Discipline		F2	
	Interrogation or Searches of Students by Law Enforcement or Other Non-School Personnel		F4	U-32 only
	Student Exchanges		F29	U-32 only
	Foreign Exchange Students		F30	U-32 only
	Kindergarten Entrance Age		G13	Elem only
	The Role of Religion in Schools		H10	
	Memorial		H11	U-32 only

## Recommended

WASHINGTON CENTRAL  
SUPERVISORY UNION

Board of Directors' Policy

Personnel Recruitment, Selection,  
Appointment and Background Checks

POLICY: D1

WARNED: 9.21.18

ADOPTED: 10.24.18

LAST REVIEWED BY THE POLICY COMMITTEE: 8.27.18

---

### Policy

It is the policy of the Washington Central Supervisory Union 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 state law regarding the recruitment, selection and employment of school district employees and contractors.

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 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.

### 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 is committed to securing the services of the best personnel available. Only individuals who meet applicable state licensing requirements will be employed.
2. The board seeks minority applicants in accordance with its policy pertaining to non-discrimination. The district will attempt to provide an educational experience enhanced by the professional contributions of representatives of different races, physical conditions, sexes, ethnic backgrounds and age groups.
3. All personnel will be recruited by the district's administrative staff under the immediate direction of the superintendent.
4. Written or electronic applications will be required of candidates for employment. The application will include a statement to be signed by the candidate listing the dates, locations and dispositions of any convictions, including findings of guilt, pleas of nolo contendere or guilty, for criminal violations. The application will also 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.

## **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 criminal record background investigations. The costs of such checks will be borne by the (prospective employee) (the school district). All offers of employment will be conditioned upon completion of the background investigation and a finding that the information provided by the application 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 he or she 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 or sex offense convictions 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:
  - notify the person subject to the check about the district's protocol for maintenance of criminal history files, and
  - ask the person subject to the check to indicate if his or her 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.

*Legal Reference(s): 16 V.S.A. §§251 et seq. (Criminal record checks)*  
*16 V.S.A. §242(3) and 563 (12) (Responsibility for hiring)*  
*Act 1 of 2009 (Adjourned Sess.)*  
*Act 108 of 2010*

## Recommended

WASHINGTON CENTRAL  
SUPERVISORY UNION

Board of Directors' Policy

Public Complaints About Personnel

POLICY: D10

WARNED: 9.21.18

ADOPTED: 10.24.18

LAST REVIEWED BY THE POLICY COMMITTEE: 8.27.18

---

### Policy

It is the policy of the Washington Central Supervisory Union 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 anti-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.

*Legal Reference(s): 16 V.S.A. §1752 (Suspension, dismissal)  
1 V.S.A. §§310 et seq. (Open meetings)*

**Require**

**BERLIN ELEMENTARY SCHOOL**

**Board of Directors Policy**

**STUDENT CONDUCT AND  
DISCIPLINE POLICY**

**POLICY # F1**

**WARNED: 9/24/01**

**ADOPTED: 10/17/01**

**EFFECTIVE: 10/17/01**

---

## **STUDENT CONDUCT AND DISCIPLINE**

The Board of School Directors is committed to fostering healthy, safe places for children to learn and grow.

In the context of this purpose, discipline should be designed to help move a child from a dependency upon external controls for managing behavior to developing the internal controls necessary for managing one's own behavior.

**Student Expectations:** Students are expected to conduct themselves in a manner that is respectful of: others, property, and their own well-being. Students are expected to be responsible for attendance, work completion, and cooperation in the classroom and other school environments. Students are expected to follow the rules set forth in the family handbook and by the classroom teacher. Basic rules of student conduct will be stated in a family handbook and distributed to all families.

Responses to student misbehavior will be progressive in nature. When student misbehavior cannot be adequately addressed in the classroom, such options as time-out and planning room will be considered before school removal is contemplated (as delineated in articles 1 through 5).

The principal or his/her designee shall be responsible for carrying out discipline procedures conforming with the following guidelines.

When suspension or expulsion of students is deemed necessary, due process requirements will be followed. The term suspension means removal from school activities for a specified amount of time that is non-negotiable. Once the specified time has elapsed, the student will return to normal school activities, unless otherwise determined by the principal in consultation with the student's parent(s) and teacher(s).

1. **Emergency Removal:** A student who poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process of the school, shall be immediately removed from the school, or to a place within the school determined by the principal or his/her designee to be sufficiently secure to permit the academic process of the school to continue. The parent or guardian of a student who is to be removed from school will be notified by the principal, or his/her designee. If the parent or guardian cannot be located, the student will be detained at school for the remainder of the school day.

2. **In School Detention or Suspensions:** The principal or his/her designee may assign a student to in-school suspension for up to 10 consecutive days. The educational program of a student assigned to in-school suspension shall be continued to an extent determined to be feasible and appropriate by the principal. Students assigned to in-school detention shall be provided with a reasonable opportunity to complete academic assignments. The student and his/her parent or guardian must be given notice of the infraction, an explanation of the evidence against the student, an opportunity for the student to tell his/her side of the story, and a decision in writing to the parent or guardian. If appropriate, the school may provide counseling or related activities designed to bring about an improvement in their behavior. The school will request a parent conference before reinstating the student to pre-suspension status.

3. **Suspensions for  $\leq$  Ten Days:** The principal may suspend a student from school for a period of 10 days or less for violations of school rules. Prior to such a suspension, the student and his/her parent or guardian shall be given an opportunity for an informal hearing with the principal or his/her designee. The student and his/her parent or guardian must be given notice of the charges, an explanation of the evidence against the student, an opportunity for the student to tell his/her side of the story, and a decision in writing to the parent or guardian. The student will be responsible for class assignments during his/her period of suspension. The school will request a parent conference before reinstating the student to pre-suspension status.

4. **Suspensions for  $>$  Ten Days:** The principal may suspend a student for more than 10 days, but for a fixed period of time for misconduct when the misconduct makes the continued presence of the student harmful to the welfare of the school. Long-term suspension must be preceded by notice and formal due process procedures, including the opportunity for a hearing before the board. The student and his/her parents must be notified in writing of the date, time, and place of the hearing and given an opportunity to present evidence, cross-examine witnesses, to be represented by counsel, and receive a written decision within 10 days of the hearing. The notice shall also include a statement of the rule infraction(s) alleged, the potential consequences of the hearing, and a summary of the evidence to be introduced at the hearing. The student will be responsible for class assignments during his/her period of suspension. The school will request a parent conference before reinstating the student to pre-suspension status.

5. **Expulsion:** The superintendent or principal may recommend for expulsion any student whose misconduct makes the continued presence of the student harmful to the welfare of the school. A student may be expelled only after a majority vote of the board supporting the recommendation of the superintendent or principal, preceded by notice and a due process hearing conforming to the requirements set forth in paragraph 4 above.

6. A legal pupil who has a disability or suspected of having a disability that has yet to be diagnosed is subject to the due process protections outlined in Articles 1 through 13 of **Rule 4313: Discipline Procedures for Students Eligible for Special Education Services** of the Vermont Department of Education Special Education Regulations.

Legal Reference(s): 16 V.S.A. §1161a, et seq.

Individuals with Disabilities Act, Section 504 of the Rehabilitation Act of 1973

Vt. State Board of Education Manual of Rules & Practices §4313

WCSU Principles of Discipline



**SEARCH & SEIZURE POLICY****WARNED: November 1, 2007****ADOPTED: January 2, 2008****LAST REVIEWED BY POLICY COMMITTEE: December 21, 2007**

---

**Policy**

In order to provide a safe and orderly school environment, U-32 retains the right to examine all its property and to carry out searches or to seize property of students while on school property or at school related events under the guidelines provided in this policy.

**I. SCOPE AND GENERAL POLICIES**

- A. This policy applies to searches of students' persons, possessions, desks, lockers, and vehicles by school administration or teachers.
- B. Searches may be conducted only upon reasonable suspicion that the search will uncover evidence that a student has violated a school rule or policy, or has violated the law, including possession of contraband. Searches will be conducted within the law, will meet the requirements of the state and federal constitutions, and in the least invasive manner possible.
- C. Desks, lockers, textbooks, technological devices and other materials or supplies loaned by the school to students remain the property of the school, and may be opened by school employees for cleaning, maintenance, and emergencies. Pursuant to this policy, they may also be searched.
- D. If there is a clear and imminent danger to the health and safety of school individuals, or clear and imminent risk of danger to school property (such as a bomb scare), general searches of school property may be allowed under closely supervised conditions that respect individual rights.

**II. DEFINITIONS**

As used in this policy:

"Contraband" means weapons, drugs and other illegal substances, or other objects which are evidence of a violation of state or federal law or school policy.

"School property search" means the search of desks, lockers, textbooks and other materials or supplies loaned by the school to a student.

"Possessions search" means a search of the student's pockets, bags, purses and other movable possessions performed by requiring a student to empty those items.

"Vehicle search" means a search of a student's vehicle.

"Person search" means a search of a student's person and may require the student to loosen or remove clothing.

"Student" means a student of this school or of another elementary or secondary school who is participating in U-32 activities, or is otherwise on school property.

**III. PUBLICATION**

The student handbook shall describe student search and seizure procedures, and in particular shall describe the ability of the school to open desks, lockers, textbooks and other materials or supplies loaned by the school to students for routine cleaning and maintenance and in emergencies.

## Student Self-Expression and Student Distribution of Literature

### Student Distribution of Non-School Sponsored Literature

It is the policy of the \_\_\_\_\_ School District to allow limited distribution of non-school sponsored literature on school grounds or at school events by students. Accordingly, the Superintendent/Principal may allow students to distribute these materials so long as they are in compliance with this policy.

**Non-school sponsored literature means** any printed, written, or electronic materials prepared by non-school organizations or individuals that are not made as a part of the curricular or approved extracurricular programs of the district. They include such things as fliers, invitations, announcements, pamphlets, posters, photographs, pictures, audio recordings, digital recordings, and electronic messages. Materials prepared under the supervision of school staff as part of classroom instruction or classroom activities are not restricted by this policy.

**Distribution means** circulating non-school sponsored literature in ways that include: handing to others on school property or during school-sponsored events; posting on school property such as walls, bulletin boards, and district web-sites; placing upon desks, tables, on or in lockers; or making available in principal's office.

This policy prohibits the distribution of literature that:

- A. Is obscene, vulgar, or profane, or harms the reputation of others;<sup>1</sup>
- B. Violates federal, state or local laws;
- C. Advocates the use or availability of tobacco, alcohol or illegal drugs<sup>2</sup>;
- D. Incites violence;
- E. Interferes with or advocates interference with the orderly operation of the schools;<sup>3</sup>
- F. Primarily seeks to advertise for sale products or services;<sup>4</sup> or
- G. Has fundraising as its primary purpose.<sup>5</sup>

When a student wishes to distribute copies of non-school sponsored literature, the materials must include the name of the person or organization sponsoring the literature, and shall be submitted to the superintendent/principal to review ahead of time in order to confirm that the literature does not fall in one of the prohibited categories listed above.

The superintendent/principal does not need to review the literature ahead of time when the materials will be distributed by a student to other attendees of a student group

meeting at school during non-instructional time. However, even in these cases, students must ensure that the materials do not fall into one of the prohibited categories.

**The superintendent/principal may place reasonable time, place,<sup>6</sup> and manner<sup>7</sup> restrictions on the distribution of non-school sponsored literature.** However, the administrator cannot use these restrictions or others to discriminate as to the point of view reflected in the materials.<sup>8</sup>

### **Student Self-Expression**

Students have a right to express themselves on school property and at school functions through speech or expressive actions, provided they do not materially and substantially interfere with the orderly operation of the school and the rights of others.

This policy prohibits student self-expression that:

- A. Is obscene, vulgar, or profane, or harms the reputation of others;
- B. Violates federal, state or local laws;
- C. Advocates the use or availability of tobacco, alcohol or illegal drugs;
- D. Incites violence; or
- E. Interferes with or advocates interference with the orderly operation of the schools.

The situation in which students express themselves may affect the amount of freedom they are given in their speech. If the speech is part of a school-sponsored publication, when a reasonable person would think that the speech is endorsed by the school district, the school district may exercise more control. School district representatives may have editorial control over the style and content of student speech in school-sponsored activities, such as class work or a school newspaper, so long as their edits are reasonably related to legitimate school-related concerns.<sup>9</sup>

*Date Warned:*

*Date Adopted:*

*Legal Reference(s):*

*Cross Reference:*

---

<sup>1</sup> *Bethel School District No. 403 v. Fraser*, 478 U.S. 675 (1986) (student may be disciplined for giving speech at school assembly that contained sexual innuendos and vulgar language). T-shirt that impugned character of sitting U.S. president was not vulgar or offensive within meaning of *Fraser* according to Second Circuit Court of Appeals. *Guiles v. Marineau*, 461 F.3d 320 (2d Cir. 2006).

<sup>2</sup> *Morse v. Frederick*, 551 U.S. 393 (2007) (school officials may prohibit speech that they reasonably believe advocates illegal drug use, so long as the speech cannot be interpreted as commenting on any political or social issue). Student had First Amendment right to wear T-shirt that criticized President Bush by depicting him as a drug and alcohol user and a “chicken-hawk” because it did not advocate use of drugs. *Guiles v. Marineau*, 461 F.3d 320 (2d Cir. 2006).

<sup>3</sup> The standard for evaluating the reasonableness of controls on student self-expression and student speech is whether or not the speech substantially or materially disrupts school activity, or could reasonably be forecast to

---

cause such disruption. *Tinker v. Des Moines Indep. Community Sch. Dist.*, 393 U.S. 503 (1979) (students protesting Vietnam War entitled to wear black armbands).

<sup>4</sup> As indicated here, a district could choose to prohibit all distribution of literature that promotes the sale of products or services. As with all viewpoint neutral prohibitions, care must be taken that the prohibition is evenly enforced without exceptions. If a district wishes to allow distribution of materials supporting some commercial activity but not others, it must make the distinction based on criteria that are objective and viewpoint neutral.

<sup>5</sup> A common question may be whether students selling items to raise money for parent-teacher organizations is permitted. If such organizations are clearly delineated (either in this policy or elsewhere) as school-sponsored groups and their literature is delineated as school-sponsored literature, then distribution of their fundraising materials would not be restricted by this policy.

<sup>6</sup> Examples of a “place” restriction might be that literature be posted only on bulletin boards and not on windows, or that it be made available on a specified table in the principal’s office. The district must bear in mind that the restrictions must be aimed at preventing disruption to student learning.

<sup>7</sup> A “manner” restriction might specify whether or not persons distributing the material may stand at the main entrance to the building, or might limit the number of copies of a pamphlet that may be distributed.

<sup>7</sup> The basic principle in evaluating the constitutionality of restrictions on distribution of materials in a limited public form is that the restrictions may not be based on the viewpoint of the materials or the one distributing them. *Lamb’s Chapel v. Center Moriches Union Free School Dist.*, 508 U.S. 384 (1993); *Rosenberger v. Univ. of Virginia*, 515 U.S. 819 (1995); *Good News Club v. Milford Central Schools*, 533 U.S. 98 (2001).

<sup>9</sup> *Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260, 273 (1988) (school officials may exercise editorial control over school newspaper); *Peck v. Baldwinville Central Sch. Dist.*, 426 F.3d 617 (2d Cir. 2005) (teacher may censor elementary school student’s poster expressing religious views when it did not meet pedagogical requirements of class assignment).

**Recommended****BERLIN ELEMENTARY SCHOOL****Board of Directors' Policy****STUDENT MEDICATION****POLICY:** **F6****WARNED:** **11/12/08****ADOPTED:** **12/15/08****EFFECTIVE:** **12/16/08****LAST REVIEWED BY THE POLICY COMMITTEE:** **10/13/08****Policy**

Berlin Elementary School recognizes that some students are able to attend school because of the effective use of prescription and over the counter medication in the treatment of chronic or acute disabilities or illnesses. It is more desirable for medication to be administered at home; however, any student who needs to take medication during the regular school day must comply with school procedures. It is the policy of the Berlin School District to have procedures in place to assure that medication required by students during the school day will be administered and maintained in a safe manner as directed by the school nurse in collaboration with the student's parent/guardian and health care provider.

## EIGHTEEN YEAR-OLD STUDENTS

### **Policy**

Eighteen year-old students are subject to all school policies, rules and standards. Except as provided in this policy, report cards, discipline reports and other communications from the school will be provided to responsible parents or guardians of all students regardless of the age of those students.

### **Permission**

Permission slips for participation in field trips or other school activities may be signed by 18 year old students. Eighteen year old students may sign their own absence and late notes, but parents will be notified of absences and tardy incidents for their 18 year old children on the same basis as other students, unless communications from the school are limited to the student only in accord with this policy.

### **Communications with Parents/Guardians**

Students who are 18 years old or older may request, in a manner designated by the superintendent, that communications to their parents or guardians be provided to them as well. The school will comply with these requests.

Students who are 18 years old or older may request, in a manner designated by the superintendent, that all communications from the school be made to them and not to their parents. These requests will be granted by the Superintendent or his or her designee only when the student's responsible parents or guardians agree in writing, or when the student shows that he or she is not a dependent student as defined in section 152 of the Internal Revenue Code of 1954.

The maintenance and distribution of documents defined by the Family Educational Rights and Privacy Act of 1974 as student records will be governed by that Act and the regulations promulgated pursuant to that Act.

The superintendent or his or her designee shall develop procedures where necessary to implement this policy.

*Date Warned:*

*Date Adopted:*

*Legal Reference(s):* 20 U.S.C. §§1232f-1232j (Family Educational Rights & Privacy Act of 1974)

34 C.F.R. Part 99

15 V.S.A. §670 (Access to records by divorced parents)

*Cross Reference:* Student Records (F5)

## Use of Restraint and Seclusion

### **Section 1. Statement of Purpose**

1.1 It is the policy of this school district/supervisory union that students not be subjected to inappropriate restraint or seclusion as defined by Vermont State Board of Education Rule 4500. It is the district/supervisory union's intent to create and maintain a positive and safe learning environment, and promote positive behavioral interventions and supports in district schools. This policy is further intended to assist in creating a common understanding within the district/supervisory union of appropriate interventions by district staff.

**Section 2. Definitions.** The following terms, as defined in State Board Rule 4500.3, shall apply to this policy.<sup>2</sup>

2.1 **Behavioral Intervention Plan** means a plan that details strategies to address behaviors that impede learning, or are ongoing, and do not readily respond to general intervention or classroom management techniques, by teaching pro-social skills and other positive replacement behaviors. The plan may include positive strategies, program or curricular modifications, and supplementary aids and supports required to address problem behaviors.

2.2 **Chemical Restraint** means a drug, medication or chemical used on a student to control behavior or restrict movement that is not:

- a. Prescribed by a student's licensed physician for the standard treatment of a student's medical or psychiatric condition; and
- b. Administered as prescribed by the licensed physician.

2.3 **Functional Behavioral Assessment** means the analysis of a student's behavior patterns before, during, and after rule-breaking or other inappropriate behavior for the purpose of guiding the development of a behavioral intervention plan.

2.4 **Mechanical Restraint** means the use of any device or object that restricts a student's movement or limits a student's sensory or motor functions unless under the direction of a healthcare professional for medical or therapeutic purposes. The term does not include devices implemented by trained school personnel, or utilized by a

---

<sup>1</sup> This model policy supersedes former model policy F26 on Restrictive Behavioral Intervention. It is intended to assist districts in ensuring compliance with the provisions of State Board of Education Rule 4500 on Restraint & Seclusion, which were adopted by the State Board at its February, 2011 meeting and will be effective on August 15, 2011. The State Board Rules do not require adoption of a policy by individual school boards, however the VSBA recommends that boards consider adopting a policy, based on this model, that requires compliance with the Rule 4500 and establishes criteria for the development of administrative procedures to implement practices consistent with the Rule.

<sup>2</sup> Each of the terms defined in this model policy is defined in State Board Rule 4500.3. At the board's option, the policy could refer to the Rule as the source for definitions of terms used in the policy. Including the definitions in the body of the policy might provide greater assurance that school staff will apply the correct definitions when implementing the policy and rules.

student for the specific and approved therapeutic and safety purposes for which such devices were designed including:

- a. Restraints for medical immobilization,
- b. Adaptive devices or mechanical supports used to achieve proper body position, balance or alignment;
- c. Vehicle safety restraints including a seat belt or harness used for balance or safety on a car or bus; or
- d. Seat belts in wheelchairs or on toilets.

**2.5 Parent** means:

- a. A biological or adoptive parent of the child;
- b. A legal guardian of the child;
- c. A person acting in place of a biological or adoptive parent, including a grandparent, stepparent or other relative with whom the child lives, or a person legally responsible for the child's welfare;
- d. A foster parent or developmental home provider who has been appointed the educational surrogate parent by the Educational surrogate Parent Program; or
- e. An educational surrogate parent.

**2.6 Physical Escort** means the temporary touching or holding, without the use of force, of the hand, wrist, arm, or back of a student who is exhibiting minimal resistance for the purpose of directing movement from one place to another.

**2.7 Physical Restraint** means the use of physical force to prevent an imminent and substantial risk of bodily harm to the student or others. Physical restraint does not include:

- a. Momentary periods of physical restriction by direct person-to-person contact, accomplished with limited force and designed either
  - i. to prevent a student from completing an act that would result in potential physical harm to himself/herself or another person; or
  - ii. to remove a disruptive student who is unwilling to leave the area voluntarily;
- b. The minimum contact necessary to physically escort a student from one place to another;
- c. Hand-over-hand assistance with feeding or task completion; or
- d. Techniques prescribed by a qualified medical professional for reason of safety or for therapeutic or medical treatment.

**2.8 Positive Behavioral Interventions and Supports** means an approach to preventing and responding to targeted behavior that:

- a. Is based on evidence-based practices;
- b. Is proactive and instructional, rather than reactive;
- c. Can operate on individual, group, classroom, or school wide levels;
- d. Includes a system of continual data collection; and
- e. Relies on data-driven decisions.

**2.9 Prone Physical Restraint** means holding a student face down on his or her stomach using physical force for the purpose of controlling the student's movement.



2.10 School means a learning environment receiving public funds or over which the Vermont Department of Education has regulatory authority.

2.11 **School Personnel** means individuals working in schools as defined in 4500.3(10) who are employed by the school or who perform services for the school on a contractual basis, and school resource officers, while acting in that capacity.

2.12. **Seclusion** means the confinement of a student alone in a room or area from which the student is prevented or reasonably believes he or she will be prevented from leaving. Seclusion does not include time-out where a student is not left alone and is under adult supervision.

2.13 **Substantial Risk** means an imminent threat of bodily harm where there is an ability to enact such harm. Substantial risk shall exist only if all other less restrictive alternatives to defuse the situation have been exhausted or failed or the level of risk prohibits exhausting other means.

2.14 **Supine Physical Restraint** means holding a student on his or her back using physical force for the purpose of controlling the student's movement.

2.15 **Student** means a student enrolled in a school as defined in paragraph 10.

### **Section 3. Policy**

3.1 The superintendent or his or her designee shall develop administrative procedures to ensure district/supervisory union compliance with the requirements of Vermont State Board of Education Rule 4500. The administrative procedures shall include at least the following components.

3.2 Prohibitions against the imposition on students of mechanical or chemical restraints by school personnel and contract service providers.<sup>3</sup>

3.3 Prohibitions against the imposition on students of physical restraint in circumstances designated as impermissible by State Board of Education rules.<sup>4</sup>

3.4 Restrictions on the use of physical restraint and seclusion to circumstances allowed by State Board of Education rules, including provisions that allow the inclusion of restraint or seclusion as part of a student's individual safety plan only when that plan meets the conditions set forth in State Board of Education rules, and provisions that require the termination of restraint or seclusion, and the monitoring of students subjected to restraint or seclusion, as established by State Board of Education rules.<sup>5</sup>

3.5 Procedures to ensure that only school personnel or contract service providers who are trained in the use of restraint and seclusion are authorized to impose restraint or seclusion unless, due to the unforeseeable nature of the danger of a particular circumstance, trained personnel are not immediately available.<sup>6</sup>

---

<sup>3</sup> See Vermont State Board of Education Manual of Rules and Practices Rule 4501.1.

<sup>4</sup> See SBE Rule 4501.2.

<sup>5</sup> See SBE Rule 4502.

<sup>6</sup> See SBE Rules 4502.3 and 4502.4.

3.6 Processes to ensure that impositions of restraint or seclusion are reported to school administrators, parents, superintendents and the Commissioner of the Vermont Department of Education under circumstances and within the time limitations required by State Board of Education rules.<sup>7</sup>

3.7 Processes to ensure that each school in the district/supervisory union maintains written records of each use of restraint and seclusion in accordance with the requirements of State Board of Education rules.<sup>8</sup>

3.8 Procedures to ensure that each school in the district/supervisory union implements follow-up procedures that are consistent with the requirements of State Board of Education rules.<sup>9</sup>

3.9 Annual notification procedures to ensure that each school in the district/supervisory union informs school personnel and parents of students enrolled in the school of the policies and procedures pertaining to the use of physical restraint and seclusion, and the intent of the school to emphasize the use of positive behavioral interventions as well as supports and its intention to avoid the use of physical restraint or seclusion to address targeted student behavior.<sup>10</sup>

3.10 Processes for the filing, investigation and resolution of complaints by school personnel or parents regarding the use of restraint or seclusion, including the designation of school officials who are authorized to receive complaints. The procedures for resolving complaints shall require that any complaint regarding the use of restraint or seclusion is investigated and written findings are issued within thirty (30) days of the complaint's receipt. If a complaint regarding the use of restraint or seclusion is unresolved at the school building level, it shall be directed to the superintendent in accordance with the complaint processes established by the Board in Policy (insert reference to board policy on complaints).<sup>11</sup>

#### **Section 4. Implementation**

The superintendent shall ensure that appropriate staff are provided training by programs recommended by the Vermont Department of Education unless he or she submits a plan to the Commissioner of Education demonstrating how a training program not recommended by the Department of Education contains the elements required of recommended programs and meets the purposes of the State Board of Education rules on restraint and seclusion.<sup>12</sup>

The superintendent shall report annually to the Board on the implementation of the administrative procedures required by this policy, and shall include in his or her report

---

<sup>7</sup> See SBE Rule 4503.

<sup>8</sup> See SBE Rule 4504.

<sup>9</sup> See SBE Rule 4505.

<sup>10</sup> See SBE Rule 4506.

<sup>11</sup> See SBE Rule 4507.

<sup>12</sup> See SBE Rule 4509, 4510.

recommendations for changes, if any, to related school district/supervisory union policies or procedures.<sup>13</sup>

*Date Warned:*

*Date Adopted:*

*Legal Reference(s):*

*Cross Reference:*

---

<sup>13</sup> 16 V.S.A. 563 authorizes, but does not require, boards to approve administrative rules and regulations. Likewise, the provision for annual reports from the superintendent in this model policy is not required by state law.

**PURPOSE**

The U-32 board of directors recognizes that some individuals or groups in the U-32 community may wish to raise funds for the purpose of financing additional educational opportunities for students that are outside the regular budgeted curricular and co-curricular programs of the school. Additionally, the board recognizes that funds or other resources may need to be raised on behalf of organizations or individuals with acute needs that are part of our community and/or part of our citizenship responsibility. “Fund-raising” for the purpose of this policy includes fund-raising drives for cash donations from individuals, businesses, and other groups; sales of school-related items, food, apparel, or other household items; raffles; and donations for goods and/or services. The school board recognizes that fundraising may benefit students’ overall experiences as a supplement to taxpayer funding for curricular and co-curricular activities. The school board also recognizes that fund-raising activities can be an important learning experience for students, in part through encouraging the development of business skills, honest dealing, and personal, as well as group, goal attainment. Nevertheless the school board intends to limit fund-raising and establish controls over the fund-raising that does occur.

**I. SCOPE OF POLICY**

- A. This policy applies to:
  - 1. All fundraising activities conducted at U-32, represented as sponsored by U-32, or intended to support curricular or co-curricular activities at the school. This includes fundraising efforts by the booster club, class trips, athletic teams and clubs, and any other groups and individuals at U-32.
  - 2. On-campus sales and fund-raising activity occurring on school grounds, whether for student projects, school programs, commercial, or other purposes (charitable causes).
- B. This policy does not apply to:
  - 1. General admission to school-sponsored activities such as athletic and drama events and student dances.
  - 2. Sales related to student programs that are managed by the administration, which include but are not limited to the lunch program, yearbook sales, graduation supplies, student supplies in classrooms, or the formation of a school store.

**II. AUTHORIZATION FOR FUNDRAISING**

- A. Fundraising activities and use of the U-32 name or logo require advance approval of the principal, or designee.
- B. The principal shall establish the procedure for application, management, and reporting for all fund-raising efforts at U-32.
- C. The principal, or designee, in consultation with the school board has the authority to limit the number of fund appeals during a school year, so that the community is not overburdened by excessive requests for funding support from U-32.
- D. The principal, or designee, has the authority to use discretion in approving methods and timing of fund-raising in a manner that will avoid potential confusion because of duplication or multiple efforts by fund-raising groups.

**III. THE FOLLOWING CONDITIONS APPLY TO FUNDRAISING:**

- A. All funds raised on behalf of U-32 become the property of U-32 and must support the educational mission of the school. Any unused funds remain the property of U-32 and will be used in succeeding years in a manner consistent with the spirit of the original effort as much as is reasonably possible. Items purchased with funds raised under this policy become and remain the property of U-32 as public property. Individuals who raised the funds have no special claim to the administration of leftover funds or priority claim as to the use of any U-32 property acquired from fund-raising.
- B. Fundraising must be conducted in a manner that strengthens student learning of valued behaviors, such as honest dealings, business accountability, and compliance with the mission that was originally established for the need or desire to raise funds.

- C. Student time at school is valuable, and time spent on fundraising should not detract in any significant way from students' academic school day or co-curricular activities after school.
- D. Persons proposing or promoting any type of fundraising shall disclose to the principal any financial or other tangible benefit of any type that they may derive from the activity. Additionally, any significant costs relating to the fundraising will be disclosed.
- E. Proceeds of any fundraising efforts on behalf of U-32 shall be submitted to the treasurer of the student activities account, who shall be accountable to the organization, as well as the principal or designee, for the funds.
- F. Fund-raising at U-32 must be for group benefit only. Fund-raising solely for the benefit of an individual is prohibited with the following exceptions: an individual happens to be the only remaining member of a team or group program that has been qualified by the governing body of that activity to continue participating in a competition or performance at a higher level than the rest of the team or group; *funds are being raised to support the 8<sup>th</sup> grade Washington, D.C. trip; or funds are being raised for an individual with acute needs.*
- G. Fund-raising incentives or prizes offered by professional fund-raising companies to individual students are prohibited.
- H. Donations of equipment, supplies, uniforms, or services by anyone or any entity in return for promotional recognition are prohibited unless approved in advance by the school board..
- I. All fund-raising efforts must have a staff or administrative sponsor from the application process to the final reporting. This sponsor is responsible and accountable for supervising the fund-raising group's compliance with this policy.
- J. Coin drops that impede public traffic are strictly prohibited.
- K. Employees or others requesting donations from general fund-raising organizations such as the Booster Club must have their request approved by the principal or designee prior to submitting that request to any U-32-affiliated fund-raising organization.
- L. Employees may fundraise from other employees or adults for gifts or charitable causes if approved by the administration.

#### **IV. SALES TO STUDENTS**

- A. No person, outside the U-32 school community, shall sell or attempt to sell anything to a student on school premises without advance approval of the principal, or designee.
- B. The principal, or designee, is authorized to approve vendors to sell on school grounds U-32 logo apparel or other items, student photographs, and traditional graduation materials.
- C. Transactions related to authorized sales to students are not to occur during classroom time. Such transactions may occur only during students' free time, TA, before school, or after school.
- D. The school is not responsible for casual sales of personal property between students, or between students and U-32 employees, on school premises.
- E. All other sales of products by outside vendors to students require the approval of the school board.

WARNED: DECEMBER 5, 2005

ADOPTED: FEBRUARY 1, 2006

LAST REVIEWED BY POLICY COMMITTEE: FEBRUARY 8, 2013

**BERLIN ELEMENTARY SCHOOL**

**Board of Directors Policy**

**BUS DISCIPLINE**

**POLICY #** F2

**WARNED:** 11/12/01

**ADOPTED:** 11/26/01

**EFFECTIVE:** 11/26/01

---

**BUS DISCIPLINE**

**Student Expectations:** Students are expected to conduct themselves in a manner that is respectful of others, property, and their own well-being. Students are expected to follow the rules set forth in the family handbook and by the bus driver, which will be distributed to all families.

Students are responsible for their own behavior. The driver is responsible for monitoring behavior. Unmanageable behavior will be reported to the school principal. Parents will be notified by the principal or by his or her designee.

School discipline policies and procedures will be followed. Riding the bus is a privilege and not a right. Under certain circumstances, that privilege could be taken away.

In the event a student is denied transportation privileges for a period of time, parents will be given notice by letter as well as by direct verbal contact when possible. The driver in consultation with the principal or designee may remove a student from the bus when that student's behavior represents a serious immediate threat to the health and safety of fellow passengers and/or the driver. The student's health and safety will be taken into consideration in such instances.

Student behavior may be monitored by video cameras and other monitoring procedures at the discretion of the Board. Students' rights of access as stated in Federal Law (IDEA 504 and American Disabilities) will be adhered to.

Bus discipline removal procedures will follow state and Federal regulations and due process procedures.

Legal Reference(s): 16 V.S.A 1221

Cross Reference: Transportation (F12); Student Conduct and Discipline (F1)

**U-32 Board of Directors Policy**

**POLICY:** F4

**INTERROGATION OR SEARCHES  
OF STUDENTS BY LAW ENFORCEMENT  
OR OTHER NON-SCHOOL PERSONNEL**

**WARNED:** February 10, 2012

**ADOPTED:** May 2, 2012

**LAST REVIEWED BY POLICY COMMITTEE:** April 3, 2012

---

The purpose of this policy is to establish guidelines pertaining to interrogation of students on school grounds or at school-sponsored activities. Students may not be interrogated by law enforcement or other non-school government officials unless there is a legal basis to do so, including evidence of abuse or neglect or an imminent health or safety threat.

1. A student in school may not be interrogated by any non-school authority without the knowledge of the school principal or his or her designee, and knowledge and permission of parent or guardian, unless the interview or interrogation is part of a child abuse or neglect investigation conducted by the department of social and rehabilitation services in accordance with Chapter 49 of Title 33 of the Vermont Statutes Annotated.
2. Any interrogation by non-school personnel must be conducted in private with the principal or his or her designee present.
3. A student may not be released to the custody of persons other than a parent or legal guardian, unless placed under arrest by legal authority or otherwise taken by legal authority exercised by child protective services.
4. If a student is removed from the school by legal authority, the student's parent(s) or guardian(s) shall be notified of this action by school officials as soon as possible.
5. No questioning by non-school personnel of a student under the age of eighteen who may be accused of an offense shall occur unless the parent(s) or guardian(s) have been notified and have been given the opportunity to be present at the time of the questioning. Questioning may, however, take place without notification of parents if such questioning is required due to an emergency or urgent potential danger to life, or property, as determined by the Principal, and reasonable efforts to notify the student's parents are unsuccessful.

## U-32

### Board of Directors

### STUDENT EXCHANGES POLICY

**POLICY:** F29

**WARNED:** \_\_\_\_\_

**ADOPTED:** April 28, 1987

**EFFECTIVE:** April 29, 19987

**REVISED:** September 22, 1987

Exchanges of students between school districts can provide educational and personal benefits for the students involved. In many cases, such exchanges also benefit the school as a whole, as the participants make valuable contributions to the schools they attend.

In the acceptance of foreign or domestic exchange students, U-32 students and staff find unique opportunities to learn and understand people and cultures different from their own.

U-32 encourages such exchange programs and similarly encourages the providing of programs which allow U-32 students an opportunity to travel, live, and study in other cultural settings.

### PROCEDURES

#### Area Schools Student Exchanges

The principal is authorized to approve one-for-one exchanges of U-32 district resident students with students who reside in other school districts providing that the principal of the non-resident's school has similarly approved the proposed exchange. In approving such proposed exchanges, the principal shall follow the procedures as listed below:

1. *Only on-for-one exchanges may be made. For every non-resident student accepted under this program a resident student must be accepted at the school that the on-resident students would have otherwise attended.*
2. *An application for an exchange must be made in writing to the Principal of the receiving school with a copy to the Principal of the sending school.*
3. *Applications must be made annually. Number of years in the program will be considered in determining priority for renewal. Renewal requests must be received on or before May 1st prior to the year of the requested attendance. Renewal applications received after May 1st will be treated on the same basis as new requests.*
4. *All new requests will be considered according to the order in which they are received.*
5. *Special education students will be considered only if the proposed exchange is approved by the student's I.E.P. team and the receiving school determines that the student's special needs can be met without added burden of cost or resources to the school system.*
6. *Students will not be accepted who have a history of behavior or attendance problems unless it is mutually agreed by the two principals that the change in schools shows genuine promise of correcting the problem(s).*
7. *Transportation of the student will be the sole responsibility of the parent or guardian.*
8. *Students accepted under this exchange program will be entered on the school register as tuition non-resident students (for whom tuition payment is waived by the Board) thereby making them eligible to represent U-32 on all activities under the sponsorship of the Vermont Headmasters' Association.*



9. *No students will be approved for exchange after September 30 each year unless the circumstances are extenuating and beyond the control of the student.*
10. *Once a student has been notified of acceptance, his/her place is assured for the forthcoming school year.*

#### Foreign and Domestic Exchange Programs

Application from a student applying for admission to U-32 High School under the sponsorship of an approved foreign or domestic exchange program will be screened by the principal to determine whether all of the below listed guidelines have been met and/or agreed to by all parties. Upon completion of said screening, the principal shall make a recommendation to the superintendent regarding the acceptance of the student. The superintendent shall in turn inform the Board of accepted students.

1. The student must be sponsored by a recognized and approved (as per the Vermont Headmasters' Association) agency or organization whose prime purpose is to provide pupil exchange programs
2. The student must have approved arrangements to reside with a family living within the U-32 School District.
3. The student must demonstrate a level of proficiency in written and spoken English sufficient to enable him/her to benefit from the academic program of U-32 High School without undue hardship to the instructors and other students.
4. The student will not be granted a U-32 High School diploma although the student, if a senior, will be allowed to participate in the graduation exercises and may be granted an Honorary diploma at the discretion of the principal.
5. The students will not receive an official transcript or be granted any academic credit from U-32 High School, although, at the student's request, the school will supply the student with a statement indicating the student's program of study and level of achievement. The awarding of actual academic credit for work completed at U-32 High School will be solely at the discretion of the student's home school.
6. The student will not be enrolled in driver education.

#### Exception

Students who do not meet all of the stated conditions, but who are worthy of special consideration in the judgment of the principal, may be granted admission by the Board upon the recommendation of the principal.

**U-32  
Board of Directors**

**POLICY: F30**

**FOREIGN EXCHANGE STUDENTS  
POLICY**

**WARNED: November 12, 2009**

**ADOPTED: December 16, 2009**

**LAST REVIEWED BY POLICY COMMITTEE: November 13, 2009**

---

U-32 encourages the presence of foreign exchange students in the school as a means to foster the understanding of different world cultures.

Once enrolled, if an exchange student's proficiency is found to be insufficient to succeed in regular instructional programs without special professional assistance, the sponsor or exchange organization must assume all financial responsibility for any educational support deemed necessary by the school. The sponsor or exchange organization also assumes all financial responsibility for a student's withdrawal from U-32, for any reason.

U-32 will allow up to three foreign students per academic year to attend the school under the following criteria:

- Participants must be sponsored by agencies recognized and approved by CSIET (Counsel on Standards on International Educational Travel)
- Students must reside for the entire term of enrollment with at least one adult whose legal residence is within the U-32 School District.
- Students will be admitted to U-32 based on the first three legal district residents who submit a tuition waiver.
- Students must *not* have graduated from high school or its equivalent.
- Students will only be accepted under full-time academic status.
- Students must have sufficient knowledge of the English language to enable effective oral and written communication and the use of instruction materials printed in English.
- Students must be able to function in the regular educational program at U-32 without special professional assistance.

Any person(s) wishing to sponsor and enroll a foreign exchange student at U-32 will be subject to the following guidelines:

- The U-32 Board of Directors will review all requests by the Guidance Department for placement of foreign exchange students no later than the second regular board meeting in August for placement in the upcoming academic year.
- To enhance cultural diversity, U-32 will generally not accept more than one exchange student from the same foreign country in the same academic year. Exceptions may be allowed if all slots are not filled.
- Sponsoring organizations must give assurances at least two weeks prior to the start of the academic year that an exchange student will be placed with a U-32 host family.

Exchange students will generally be treated as all other students enrolled at U-32:

- They will be expected to follow all policies and procedures of the school and will be subject to the same disciplinary action as all other students for any infraction of those policies and procedures.
- They must meet all academic standards to maintain full-time student status.
- They and their host family are subject to all fees including but not limited to:
  - a) School meals.
  - b) Curricular and co-curricular materials, books, and equipment not regularly provided by the school.
  - c) All activity fees.
  - d) All cost related to lost or damaged school property while in their possession.

Certain exceptions, however, apply to exchange students:

- They will not be granted a U-32 High School diploma, although the student, if a senior, will be allowed to participate in graduation exercises and may be granted an honorary diploma at the discretion of the principal.
- They will not receive an official transcript or be granted any academic credit from U-32 High School, although, at the student's request, the school will supply the student with a statement indicating the student's program of study and level of achievement. The awarding of actual academic credit for work completed at U-32 High School will be solely at the discretion of the student's home school.
- They will not be enrolled in driver's education.

**Recommended****BERLIN ELEMENTARY SCHOOL****POLICY: G 13****Board of Directors' Policy****WARNED: 2/18/08****KINDERGARTEN ENTRANCE AGE****ADOPTED: 4/14/08****EFFECTIVE: 4/15/08****LAST REVIEWED BY POLICY COMMITTEE: \_\_\_\_\_****Policy**

The Berlin Elementary School Board recognizes that a successful beginning school experience fosters good self-concept and positive attitude toward school. Research has shown that children who are fully five when they enter kindergarten are more likely to be physically, emotionally, socially, and intellectually ready for that school experience. The intent of setting the standard age of admission into the kindergarten program at five years of age on or before September 1 of a given year is to help ensure the success of children through the advantage of maturity.

Children who are 5 years of age on or before September 1 are eligible for enrollment in kindergarten. Children whose birthdays are between September 1 and September 30 will be considered for enrollment in kindergarten upon written parental request to the principal. Readiness for, and enrollment in kindergarten for these children will be determined by procedures set by the administration. The procedures will include input from the parent, teachers, principal and others as appropriate. If consensus cannot be reached the principal will make the final decision.

**BERLIN ELEMENTARY SCHOOL****Board of Directors Policy****THE ROLE OF RELIGION  
IN THE SCHOOLS****POLICY #** **H10****WARNED:** **04/12/04****ADOPTED:** **05/17/04****EFFECTIVE:** **05/17/04**

---

**THE ROLE OF RELIGION IN THE SCHOOLS****Policy**

The primary mission of the public school is education. The proper role of religion in the public school lies in its academic value and not in the appropriation or endorsement of any particular religion or belief system, nor of religion over non-religion. By “academic value” is meant the meaning of religious systems and the role they have played in the development of human history and culture.

This policy reserves the school’s role of deepening understanding of humanity as a whole, while preserving the family’s role of guiding children in a particular belief system if it chooses to do so. This policy also safeguards the function of school as a meeting place for children and families of different backgrounds and beliefs. The application of this policy will enhance our understanding of and respect for differences in religious beliefs and practices, and deepen our understanding of our common humanity. In furtherance of this policy:

1. All engagement with religion, whether in the form of teaching about a religious holiday, the role of religion in history, school programs, or the academic study of religion itself, must be done solely with education and understanding as its goal.
2. Curriculum planning should include the study of religion, where appropriate, as an important part of a complete education, which can enhance student understanding and appreciation of diverse religious beliefs and practices.
3. Our schools will be sensitive, respectful and responsive to the experiences of diverse religious cultures and traditions.
4. Staff will be provided information, guidance and specific advice regarding the implementation of this policy and the current rulings regarding secularism and/or the role of religion in schools.

**Considerations****What not to do**

- Schedule important school events, (i.e. – open house) on significant holidays of community religious groups, (i.e. Yom Kippur, Good Friday).
- Recognize holidays in an overly religious way;
- Celebrate holidays that are purely religious in nature, as opposed to holidays that combine religious and secular traditions;

- Teach religious values in holiday activities;
- Hold holiday activities that rise to the level of religious practice;
- Require students to participate in activities related to a religious holiday;
- Impose rigid attendance policies that have the effect of penalizing students who are absent from school for religious holidays;
- Set up permanent religious displays; or
- Hold a holiday music program that includes only religious music.

### **What schools may do**

- Schedule school breaks to coincide with religious holidays;
- Acknowledge religious holidays, as long as activities emphasize secular instruction about religious traditions; and as long as activities include diverse religious traditions;
- Hold programs that include religious themes, as long as the programs emphasize cultural, rather than spiritual, aspects; and as long as they reflect the diversity of religions and/or traditions;
- Perform religious music as part of a program that includes secular music or music from a variety of religious traditions;
- Set up temporary displays about religious holidays, as long as the displays acknowledge the diversity of traditions and are used to teach about the holidays;
- Hold a performance that features music related to religious holidays, such as Christmas carols and secular seasonal songs, as long as the concert isn't dominated by religious music; and as long as the concert reflects the diversity of the community.
- Hold activities related to religious holidays even if somebody might be offended. As with other curriculum controversies, mere exposure to ideas that may be objectionable to some people does not create a reason for elimination, and schools cannot effectively teach if they are forced to avoid anything controversial.

### **Tips for Planning Activities**

**Teachers planning such activities are encouraged to answer the following questions:**

Is this activity designed to, or might it have the effect of, either promoting or inhibiting a particular religion or religion in general?

How does this activity serve the academic goals of the course or the educational mission of the school?

Will any student or parent be made to feel like an outsider, not a full member of the community, by this activity or the way it is being taught or presented?

Do I include activities to teach about diverse religious holidays at various times of the year?

Am I prepared to teach about the religious meaning of this holiday in a way that enriches students' understanding of religion, history or cultures?

When I display student work that contains religious symbols, signs or content, do I include an explanation of how this work connects with current studies? Which Vermont Standard, Vital Result or Learning Opportunity is addressed by this activity?

**MEMORIAL POLICY**

**Philosophy**

The U-32 Board of Directors recognizes that the death of a student or staff member is a traumatic event, and that memorial activities, ceremonies, and monuments serve an important function in the healing process. The Board of Directors also recognizes that there are many variables that can lead to inequities in the type and placement of memorials, including family resources, variations in cultural views and customs, circumstances of death, length of attendance, and the popularity of the deceased.

For these reasons and others, the Board of Directors believes that there should be a common space designated in the school or on the school grounds where students or staff who die while enrolled or working at the school can be honored.

**Policy**

It is the policy of the U-32 School District that deceased students or staff will be remembered within a common memorial location, and that no independent or individual memorials will be erected or placed on the U-32 campus.

Temporary tributes, such as flowers, photographs, and similar memorabilia will be limited to a reasonable period of time as determined by the administration. After this period, all items will be removed.

**Procedure**

The Board of Directors will charge the administration with developing a common memorial, to be approved by the Board at a public meeting. Each deceased person will be allotted the same amount of space within the common memorial. Individual designs and materials may differ, but must be made of durable materials. All content, including graphics and text, are subject to approval by the administration.

The cost of creating and maintaining the common memorial will be borne by the school. Individualized commemorations within the common memorial will be created and paid for by the friends and family of the deceased. If there is no one willing or able to provide an individual commemoration, a standard remembrance will be provided by the school.

Existing memorials will be grandfathered for a period of 12 months from the date of adoption of this policy, or for the period previously agreed to when the memorials were erected, but in no case longer than 24 months. The administration will contact the owners or family members for each memorial on school grounds as of the date of this policy, and inform them of these removal provisions. Memorials not removed by the applicable dates will be placed in storage for a period of six months. Memorials not claimed after six months will be disposed of.

## **WCUUSD**

### **Summer Facilities Work**

Note: Routine summer maintenance, such as painting and minor repairs are not listed

Berlin Elementary School – None

Calais Elementary School

- Septic sand filter and pump replacement

Doty Elementary School

- Exterior siding repair

East Montpelier Elementary School

- Paving walkways on the side and rear of building

Rumney Elementary School

- Oil boiler replacement
- Bathroom door work
- Pre-K playground and ADA accessibility – Design, bidding and possible construction
- ADA building – Repairs and design

U-32

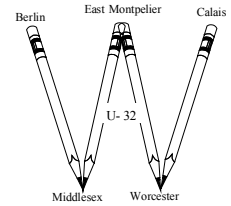
- Track replacement
- Kitchen hood replacement
- Elevator replacement



# Washington Central Unified Union School District

*WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.*

1130 Gallison Hill Road  
Montpelier, VT 05602  
Phone (802) 229-0553  
Fax (802) 229-2761



## **EFFECTIVE IMMEDIATELY FY 2019-2020**

To: Mary Ormsby/WCUUSD Treasurer

We would like you to consider this a blanket authorization for you to sign all payroll checks, related benefit checks, and accounts payable checks during months that the WCUUSD Board does not meet. The Superintendent or designee also has authorization to process any utility, bond, contract or other payments that are due prior to the regularly scheduled or postponed board meetings to avoid late penalties.

The nature of these obligations requires vendor payment to be made between WCUUSD Board meetings. Any checks that are signed by you without an approved warrant will be reviewed and approved the next time the WCUUSD Board meets.

This will remain in effect until further notice from the WCUUSD Board.

Thank you for your assistance.

Sincerely,

WCUUSD Board of School Directors:

_____	DATE: _____
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____



June 5, 2019

Lori Bibeau, Business Administrator  
Washington Central Unified Union School District  
1130 Gallison Hill Road  
Montpelier, VT 05602

RE: Current Expense Note and Revenue Anticipation Note

Dear Ms. Bibeau:

Thank you for giving Community Bank the opportunity to bid on your request for financing for the 2020 fiscal year. This bid is submitted per your request dated May 23, 2019. The following rates are being offered with the condition that Washington Central Unified Union will maintain its operating accounts at Community Bank, N.A.

✓ **CONFIRMATIONS:** The School District must confirm in writing that:

- Ø The total indebtedness issued by the School District in calendar year 2019 will not exceed \$10,000,000;
- Ø The School District will comply with all aspects of the Internal Revenue Code of 1986, as amended, including all provisions relating to arbitrage and rebate. This bid is subject to confirmation by the Bank that the Note represents a valid and binding general obligation of the issuer, and further that the Note is a “qualified Tax Exempt obligation” for the purposes of Section 265(b)(3) of the Code;
- Ø All public bid, procurement and request for proposals statutes, ordinances and regulations have been complied with; and
- Ø All federal informational returns with respect to this borrowing will be filed timely.

✓ **DOCUMENTATION:** The Bank will prepare the loan documents for execution by the School Board at a duly convened public meeting. At minimum five (5) business days shall be required to prepare for a closing, unless other arrangements are made with the Bank.

✓ **SUBMISSION OF FINANCIAL STATEMENTS:** Updated financial statements are required on an annual basis through the term of the Note.

✓ **LEGAL OPINION:** This bid is subject to a legal opinion from bond counsel acceptable to the Bank, the cost of which will be borne by the Bank. The opinion must include a statement that the Note represents a valid and binding general obligation of the issuer, that it is lawfully authorized and issued, and that the interest paid thereon is exempt from federal income taxes.

CURRENT EXPENSE NOTE:

- ✓ *ISSUE DATE:* The Note will be issued on July 1, 2019.
- ✓ *MATURITY DATE:* The maturity date of the Note will be on or about July 25, 2019.
- ✓ *INTEREST RATE:* The bank offers the following rate of interest on the Note on a “**as needed**” (**non-revolving line of credit**) basis will be **2.30%** based on an actual/365 day year.
- ✓ *DENOMINATION OF NOTE:* There will be one Note issued in the denomination of \$1,778,411.
- ✓ *PREPAYMENT PROVISION:* The Note may be prepaid and closed at any time in part or whole without penalty.
- ✓ *FEES AND CLOSING COSTS:* No additional fees, document charges, nor Bank legal costs will be charged.

REVENUE ANTICIPATION NOTE FULLY DISBURSED LOAN WITH INVESTMENT ACCOUNT:

- ✓ *ISSUE DATE:* The Note will be issued on July 26, 2019. The issue date is contingent upon voter approval of the budget on June 25, 2019.
- ✓ *MATURITY DATE:* The maturity date of the Note will be June 30, 2020.
- ✓ *INTEREST RATE:* The rate of interest on the Note on a “**lump sum**” basis based on an actual/365 day year where the District utilizes the investment account as outlined in this letter will be **2.85%**.
- ✓ *DENOMINATION OF NOTE:* There will be one Note issued in the denomination of \$9,989,116
  - Ø The Note may be prepaid at any time without penalty. However, should the note be paid prior to maturity the Investment Account interest rate will be changed to equal the Operating Account sweep rate.
- ✓ *INVESTMENT DETAILS:* Community Bank, N.A. offers the following fixed rate for the proceeds of the Revenue Anticipation Notes should the Lump Sum option listed above be accepted:
  - Ø The fixed rate on all collected funds not to exceed the revenue anticipation borrowings is **3.41%** with an APY of **3.46%** through June 30, 2020. Balances over the borrowing amount will not earn interest.
  - Ø The School District must maintain its Operating Accounts and Revenue Anticipation Borrowings with Community Bank through June 30, 2020.
  - Ø Up to six withdrawals are allowed monthly. Deposits are allowed as outlined in the cash flow projections.
  - Ø There are no transaction fees assessed by Community Bank.
  - Ø Community Bank will collateralize the funds up to the amount of the revenue anticipation borrowings. Additional paperwork pertaining to the collateralization may be required.
- ✓ *FEES AND CLOSING COSTS:* No additional fees, document charges, nor Bank legal costs will be charged.

OTHER INVESTMENTS:

*Community Bank, N.A. will offer the following interest rate for Washington Central Unified Union School District's HRA and Capital Sweep Accounts:*

- Ø *The proposed interest fixed rate on all collected funds in excess of target balance is **2.00%** through June 30, 2020.*

Response to this bid is required by 5:00 p.m. on June 21, 2019, which date can be extended with notice, and is subject to withdrawal if any adverse information relating to the issuer's affairs is discovered prior to closing. This preliminary Term Sheet outlines the general terms and conditions under which Community Bank, N.A. may consider providing financing to the Washington Central Unified Union School District. This Term Sheet is intended to be a basis for discussion and should not be construed as a commitment to lend.

I would be happy to answer any questions you may have, and look forward to working together.

Sincerely,

*Anita Bourgeois*

Anita Bourgeois  
Vice President, Retail and Government Banking  
Community Bank, N.A.  
(802) 865-1641 or (802) 279-1627

*Hope Crifo*

Hope Crifo, CFA  
Municipal Loan Manager  
Community Bank, N.A.  
802-476-1658

CC: Shelley Quinn

SEEN AND AGREED TO ON BEHALF OF THE SCHOOL DISTRICT:

By: \_\_\_\_\_  
Its Duly Authorized Agent

Washington Central Unified Union School District

ACKNOWLEDGEMENT OF ASSUMPTION

WHEREAS, upon the effective date of its formation, 07/01/2019, by operation of law, the Washington Central Unified Union School District ("Unified District") will assume all of the assets and liabilities of the following School Districts: Berlin Town School District, Calais Town School District, East Montpelier School District, Town of Middlesex School District, Town of Worcester School District, Union 32 Middle & High School, Washington Central Supervisory Union; and

WHEREAS, among the liabilities assumed by the Unified District is the indebtedness evidenced by the School District's General Obligation Bond, held by the Vermont Municipal Bond Bank ("VMBB"):

<u>School District Name</u>	<u>VMBB Bond Series</u>
Union 32 School District	Series 2001-1
Union 32 School District	Series 1999-1
Middlesex Town School District	AR3-015-2
East Montpelier Town School District	RF3-220-5
East Montpelier Town School District	AR3-039-3
Berlin Town School District	RF3-328-3.1; and

WHEREAS, in order to establish and confirm such indebtedness as an obligation of the Unified District, the Board of School Directors of the Unified District propose to formally memorialize acknowledgment of its assumption thereof.

NOW THEREFORE, BE IT RESOLVED THAT:

- (1) The Unified District formally acknowledges assumption of the VMBB indebtedness evidenced by the above described Bonds, and to the fullest extent permitted by law unconditionally and irrevocably pledges the full faith and credit of the Unified District for payment of the same in accordance with the terms thereof.
- (2) A true copy of these presents and the Unified District's Articles of Agreement shall be sent to the Vermont Municipal Bond Bank.

Adopted at a regular meeting of the Board of School Directors of the Washington Central Unified Union School District held on the \_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_.

By all or a majority of its Board of School Directors:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST: \_\_\_\_\_  
District Clerk

**ACKNOWLEDGEMENT OF ASSUMPTION**

WHEREAS, upon the effective date of its formation, July 1, 2019, by operation of law, the Washington Central Unified Union School District ("Unified Union School District") will assume all of the assets and liabilities of the following School Districts: Berlin Town School District, Calais Town School District, East Montpelier Town School District, Middlesex Town School District, Worcester Town School District and Union 32 School District; and

WHEREAS, among the liabilities assumed by the Unified Union School District is the indebtedness evidenced by the School District's General Obligation Bond(s), held by the Community Bank N.A.:

<u>School District Name</u>	<u>Community Bank, N.A.</u>
Berlin Town School District	Loan # 1160124124
Berlin Town School District	Loan # 1160079115 - Qualified School Construction Bond
East Montpelier School District	Loan # 1160099675
Middlesex Town School District	Loan # 1160114579

And,

WHEREAS, in order to establish and confirm such indebtedness as an obligation of the Unified Union School District, the Board of School Directors of the Unified Union School District propose to formally memorialize acknowledgment of its assumption thereof.

NOW THEREFORE, BE IT RESOLVED THAT:

- (1) The Unified Union School District formally acknowledges assumption of the Community Bank, N.A. indebtedness evidenced by the above described Bond(s), and to the fullest extent permitted by law unconditionally and irrevocably pledges the full faith and credit of the Unified Union School District for payment of the same in accordance with the terms thereof.
- (2) A true copy of these presents and the Unified Union District's Article of Agreement shall be sent to the Community Bank, N.A.

Adopted at a regular meeting of the Board of School Directors of the Washington Central Unified Union School District held on the \_\_\_\_ day of \_\_\_\_\_, 2019.

By all or a majority of its Board of School Directors:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ATTEST:

\_\_\_\_\_  
District Clerk

# WCSU REQUEST FOR EXTENDED SICK LEAVE

Submit this form to your Building Principal for any leave greater than five consecutive days.

School: East Montpelier

Name of Applicant: Ted Nathanson

I am requesting an extended sick leave for the following reason:

- ☐ Personal Illness
- ☐ Family Illness
- ☒ Pregnancy/Parental Family Leave

Expected Duration of Leave

Approx.  
Beginning Date: 9/1/19

Projected Date of Return to Work: 12/1/19

Please attach any appropriate documentation (i.e. physician's note) to this request. A Leave Request and Absence Report Form (Form #17) must be completed when actual leave is used, paid or unpaid.

Applicant Signature: [Signature] Date: 1/11/19

---

## FOR OFFICE USE ONLY

Leave Balance Prior to Requested Leave: 1 Personal / 61.25 sick

Principal's Signature: [Signature]

cc: WCSU Personnel File  
Payroll  
Employee