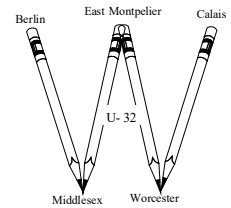


Washington Central Unified Union School District

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



**WCUUSD Policy Committee
Meeting Agenda
9.19.22 4:30-6:30 PM
Central Office, 1130 Gallison Hill Rd. Montpelier
Via Video Conference**

Virtual Meeting Information

<https://tinyurl.com/57ct7mx9>

Meeting ID: 838 6279 0827

Password: 643832

Dial by Your Location: 1-929-205-6099

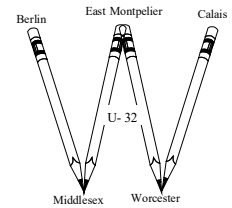
1. Call To Order
2. Approve Minutes of 8.9.22 – pg. 2
3. Review Policies (Discussion/Action)
 - 3.1. School Access
 - 3.2. Policy Review Cycle Draft - pg. 5
 - 3.3. Meeting Date & Time
4. Future Agenda Items
 - 4.1. School Choice
 - 4.2. Anti-Racism
 - 4.3. Humanity and Justice Statement
5. Adjourn

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Meagan Roy, Ed.D.
Superintendent



**WCUUSD Policy Committee
Meeting Minutes Unapproved
8.9.22 4:30-6:30 PM
Central Office, 1130 Gallison Hill Rd. Montpelier
Via Video Conference**

Present: Meagan Roy, Michelle Ksepka, Chris McVeigh, Dennis Hill, Cat Fair

1. Call to Order: Chris McVeigh called the meeting to order at 4:34 p.m.

There was some discussion about changing the day of the meetings to have a recording secretary present during the meetings. Chris also asked the committee about changing the time of the meetings. It was suggested that perhaps the first Monday of the month at the same time might work. Melissa will check with Lisa

2. Approve Minutes of 6.7.22: Dennis Hill motioned to approve the minutes. Chris seconded and the motion passed.

3. Review Policies

3.1. School Access: Chris advised this will be discussed at the next meeting.

3.2. School Choice: Sample copies were provided from other districts. Meagan gave an overview of how the school choice policy in her previous district worked. She advised the district she came from was a bit bigger and as long as class size wasn't an issue she is not aware that any cases were denied. Chris asked the committee if they feel we should have a policy. Michelle stated that parents ask and the requests go to the board, she feels that a policy should be created. Dennis stated that perhaps a list of extreme exceptions or a system within the district be drafted in order to create equity. There was discussion around siblings getting preference. Chris mentioned difficulties with transportation and that being inequitable. Cat mentioned concerns about a school choice policy specifically for Calais and Doty. She spoke to the policy regarding class size and how decisions could be based on class size. She advised the minimum class size is 10 students and 25 is the maximum. Meagan stated that the current policy states that minimum and optimum class sizes be created. There was some discussion surrounding multi-age classrooms and class size. Chris asked what the numbers were for transportation, how many students are dropped off by parents vs. ride the bus. Michelle advised we don't have numbers as they were lost in the ransomware attack but across the district there were 900 students that signed up to ride the bus this year. She did

not have numbers broken out for elementary schools and U-32. Chris asked what the committee feels should be next steps. Dennis felt there should be a list of exceptions to the rule or criteria that must be met so there would be more equity across the district. Cat suggested input from all stakeholders involved.

3.3. B1 Substitute Teachers: A red lined version of the VSBA policy and the current WCUUSD policy were provided. Chris asked if the VSBA policy had anything to do with the severe substitute shortage. Meagan advised that it most likely drove the edits by the VSBA. Chris asked if the piece that speaks to the qualifications opens the pool. Meagan advised yes. Chris asked about the piece in the policy under responsibilities where it states the Superintendent or designee will “conduct” changed to “provide” seems to go away from a specific in-person training where materials are provided. Dennis stated that he thinks the language refers to online trainings that districts provide and ask people to review. Chris is concerned that the policy is not substantive enough for substitutes coming into the district. He also asked for clarification around the last sentence that states “each teacher under contract will compile a packet of information containing pertinent substitute teacher information as defined by the principal”. Cat advised that this pertains to sub plans and what teachers need to provide, they do not have to look for subs. Cat also states that she feels the policy is not broad enough for substitutes, it should include all district mandated trainings not just sexual abuse. Meagan and Dennis stated that it may be due to the law that sexual abuse is listed separate and therefore perhaps it’s put in as “annual district mandated trainings *and* sexual abuse.” It was agreed that “provide” will be kept. Chris asked about the licensed vs. unlicensed educator piece. It states that the licensed educator may only fill a position for 30 days in the same assignment while non-licensed seems to be more broad. Meagan explained that a licensed educator can have 30 days in one area they are credentialed for so they could ultimately get 60 days. An unlicensed educator could get 30 days. Chris asked if the policy change is because of the substitute shortage, do we want to write into the policy that it can be reviewed every two or three years to see if the circumstances have changed and then we can increase our qualifications. Michelle stated that we have college students that come and sub in our schools and if we were to change the qualifications this would rule them all out. Cat suggested we keep it as *preferred* and not *required*. It was agreed to take out four years of experience or bachelor’s degree. This policy will be sent to the board for first reading with those changes.

3.4. Framework for Reviewing Policies on a Specific Schedule: Chris asked for input on how the committee might approach reviewing policies on a specific schedule. He suggested using the first half of the meeting for new policies and the second half of the meeting for updating older policies. Meagan stated that we have the spreadsheet that is color coded, perhaps we take that and break it down as to how the work plan looks and put it into a cycle. Chris asked if there are situations during the year where administration would need to look at a policy due to a situation that comes up. Meagan stated that yes that is possible. Chris asked if it made sense to break them down into categories. Meagan shared a spreadsheet that Michelle created and gave an overview. Dennis stated that the spreadsheet is helpful and perhaps the committee make a prioritized list. Cat suggested that the board take up how to make decisions about when a policy should be reviewed, when they get a special request or a policy that is not in alignment or been put in place. She suggested tracking how often the policy is put before the board so that it is part of the mechanism that is ensuring that something gets moved forward in a timely manner, a system for prioritizing. Cat advised an example of this is School Choice. Chris asked if as a district do we have a policy about what to do when someone suggests we have a policy on a particular topic. Dennis asked what

separates procedure from policy. Is it in fact a policy vs. procedure? Meagan advised that A2 is a policy that is about Policy & Procedures. She suggested that perhaps this be added to the policy cycle for review as it doesn't speak to Dennis' question. Chris, Meagan, and Michelle will meet to discuss the spreadsheet.

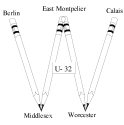
4. Future Agenda Items

4.1. Anti-Racism

4.2. Humanity and Justice Statement

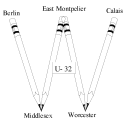
5. Adjourn: The committee adjourned by consensus.

Respectfully submitted,
Melissa Tuller
Administrative Assistant



DRAFT

Month	Goal #1: Educational and Academic Outcomes Goal #2: Broadening Communication with the Community Goal #3: Long Term Planning		
	Mandatory Policies <i>(new or revised)</i>	Selected Reviews	Policy Review Cycle <i>(sequential order)</i>
August			
September	F2: Non-Discriminatory Mascots & Branding (New required policy as of 8/15/22)	A30: Role and Adoption of School Board Policies (Policy to consider)	
October	C9: Nutrition & Wellness (Required policy updated after WCUUSD adoption)	Intra-school Choice (Currently under discussion)	
November	E1: Title I, Part A - Parent & Family Engagement (Required policy updated after WCUUSD adoption)		
December			
January			
February			
March			
April			
May			
June			



BOARD POLICY DEVELOPMENT & MAINTENANCE

The development and maintenance of school district policies is the central job of school boards. The Vermont statute entitled “Powers of School Boards” lists over twenty-five specific duties delegated to local boards by the General Assembly. The very first responsibility on the list is the duty to “Determine the educational policies of the school district...” ([VT School Boards Association Resource Directory, 2022](#))

One of the standing committees of the Boards of WCUUSD is the Policy Committee. The board selects representatives to the Committee. In addition, three administrators (two local building administrators and one central office administrator) are on the committee. The committee meets once per month to review policies and each year a work plan is established outlining which policies will be reviewed or developed during the school year. Policies are identified for review or development three ways:

1. Mandatory policies (State and federal law may require the adoption of new policies or revision of existing board policies and often have a deadline for doing so.)
2. Selected reviews (Board or Policy Committee requests a review ahead of the regular review cycle for a variety of reasons. The Policy Committee establishes a process for considering requests for policy review that come from the public.)
3. As part of the policy review cycle (Our goal is that all policies are reviewed no less than every five years and policies are reviewed in sequential order.)

As stated in the VSBA reference above, policy is different than procedures. Whenever possible, the Policy Committee generally does not include procedures in policy. Policy implementation and procedure development is the role of the administration. Sometimes guidelines are added to policy to provide guidance to the administration as it develops procedures and implements policy.

All board policies, by state law, must be warned before the board can adopt a new policy, revise and/or repeal an existing policy. This process helps all of the boards to efficiently address their policy governance role. We are continually making improvements to the system.