

MINUTES



Addison Central School District

Policy Committee

Committee Meeting

Monday, May 22, 2023, 5:15 pm - 6:15 pm

208 Charles Avenue, Middlebury VT & Virtual Connection

A. Call to Order Upon Reaching a Quorum Meeting called to order by S. Buck at 5:20

1. Introductions - Board Members, Administrators and Staff

Suzanne Buck, Lindsey Hescok, Joanna Doria, Caitlin Steele, Emily Blistein, not present Jamie McCallum

2. Public Comment No public comment

B. Action: Elect a Committee Clerk

Lindsey nominates Joanna for Committee Clerk. Joanna accepts. The motion passes

C. Recommendation to Approve Minutes of April 24, 2023

Lindsey motions to approve the minutes of April 24, 2023 with one correction: the regular committee meeting time should read 5:15. She also notes that the spreadsheet was helpful.

Suzanne seconds. No further discussion. Joanna abstains. The

motion passes. D. Policies to the Board:

1. D23: Selection of Instructional Materials

Suzanne starts off the conversation explaining that her understanding, after conversing with Caitlin, is that D23 is all set and ready to be presented to the full board. Caitlin remembers some very similar draft procedures that correspond to the Library Materials. We agree that when D23 gets published on the website, we can include the procedure document. There was some time spent revisiting past board meeting minutes to clarify if and when the full board might have discussed D23, as the notes on the policy suggest that the board might have already reviewed it.

Suzanne asks about how this committee can support the alignment and inclusion of procedures with our district policies and posted on the new webpage. Caitlin suggests a board directive/assignment to the Central Office staff to gather, collect and catalogue all of the procedures and then possibly

posting it. It might be a good and appropriate task for the next year with an interim superintendent. Emily gives an update on how the C&E Committee is approaching the new website work.

The committee concludes that the full board has indeed not discussed D23, and we prepare to present it to the full board, for a first glance, at the regular board meeting on Monday, June 12.

Lindsey asks for clarification about the process of passing policy. Suzanne speaks to the amendment process. That is not a two-step process. Generally, the committee presents the draft policy to the full board for an initial read and asks for feedback. After feedback is collected, the policy committee then makes adjustments and submits it a second time for the full board to review and pass.

2. E1: Title I, Part A Parental Involvement Policy

After revisiting past board meeting minutes, we conclude that the full board has already read and passed E1. The updated version needs to be updated online with Jan 17 date. There is a question about what Jamie's concerns are; Suzanne suggests it's the accountability of the multiple steps of the policy. Caitlin says it might be more beneficial to focus on the practice instead of wordsmithing the policy. Emily wonders about the direct link to only Title I schools. Joanna asks about the follow up and measurable outcomes. She also asks about the differences between Title I and non-Title I schools. Caitlin finds the template of the original policy and explains how the building-based admins can make it their own. She also explains how Title I funds have a built-in accountability process.

Caitlin and Emily both agree that a broad and effective communication policy that serves the whole district instead of investing a lot of time and energy in the Title I policy might be a good direction.

The newly passed (Jan, 2023) E1 needs to be updated/posted. Caitlin will communicate with CO staff.

E. Policies for Discussion and Review:

Lindsey asks for a digital version of the ACSD policy inventory. Caitlin shows the committee how to access the google sheet and will share the hyperlinks when requested.

1. D3: Responsible Computer Internet & Network Use

Lindsey questions the implementation/enforcement of this policy. She has observed this policy not being followed and it is having a big impact. She feels that this is important. Suzanne suggests that Lindsey follow up with the

superintendent and reminds the committee that the enforcement of policy does not fall with the board but with the building administrator first and then the superintendent. Lindsey asks about the procedures that might align with D3. Caitlin finds them but agrees that they should be posted.

2. E1: Title I, Part A Parental Involvement Policy
3. C4: Limited English Proficiency Students

There is an understanding that we need Nicole to process this policy, so the committee defers discussion

4. C5: Firearms

Joanna agrees to crosswalk current, new (VSBA update from 2022) and district lawyer language to draft a version for the committee to consider.

F. Next Steps

Next committee meeting: C5, C14 (need Nicole)

To the board the June: C15, D23 (need to find/develop procedures)

The committee work will entail revisiting the past year's board meeting minutes to catch up.

G. Other:

1. C15: Student Conduct and Discipline

There is urgency to get this policy on our books. Lindsey also asks about C14. The committee needs to review the model VSBA policy and vote to adopt it. We agree to bring it forward to the full board for the first meeting in June so the administration has something to work from as they develop discipline practices. As for C14, the committee will put this on their next agenda.

H. Public Comment - Anything that is not on the agenda None

I. Adjournment

Lindsey moves that we adjourn at 6:18pm. Joanna seconds. The motion passes.

Respectfully submitted,

Joanna Doria, Committee

Clerk

***Public Comment Guidelines:**

Public comments are encouraged and welcome at each regular board meeting during the period designated for public comment. Comments are limited to three minutes per person. Citizens will be called to make their statement by the board chair. Public comments regarding personnel, students or legal matters will not be heard by the Board.