

MINUTES



Addison Central School District

Policy Committee

Committee Meeting

Monday, June 12, 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 at 5:18PM

B. Introductions - Board Members, Administrators and Staff

Present: Suzanne Buck, Lindsey Hescok, Jamie McCallum, Caitlin Steele

C. Public Comment

None

D. Recommendation to Approve Minutes of May 22, 2023

Jamie raised issue about the minutes, followed by brief discussion of the AOE's online self-assessment module for the new parental/family engagement policy.

Minutes approved by 2 people, with one abstention.

E. Committee Discussion:

1. F3: Fire and Emergency Preparedness Drills

F3 is ready for board review/approval

2. F4: Access Control and Visitor Management

Discussed a procedure with F4 that involves talking to the career center. F4 is ready for board review/approval.

3. Record Retention

Heather Crowley and Sarah Kemp, who works in guidance services at the high school, was invited to talk about records retention. We realized that all non-SPED records had stopped being destroyed in 2010.

She recommends notifying the public that we're going to destroy records after X amount of time and coming up with a policy / procedure to offer guidance on purging records. We don't have a clear policy about destroying any records, including SPED files.

We can update C1—which VSBA has renamed to be about specifically “education records”—and consider the state's approved record schedule as our procedure.

But just doing this isn't broad enough to cover all the other kids of records we have—employment, facilities, etc.

We talked to Sarah about ways to purge records that are currently filling up our closets with records at the HS. We still need to consider the state of the procedure for destroying non-student records, and maybe one specifically for SPED.

We decided to put VSBA's C1 policy on the agenda for June 26th meeting for the Board to consider adopting, as well as C15, F3, F4, D23.

F. Public Comment on Items not on the Agenda

None

G. Adjournment

Meeting adjourned at 6:15PM

Respectfully submitted,
Jamie McCallum

*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.