

AGENDA



**Addison Central School District
Policy Committee
Committee Meeting
Monday, September 25, 2023, 5:15 pm - 6:15 pm
208 Charles Avenue, Middlebury VT & Virtual Connection**

ACSD District Vision and Mission

OUR VISION

Our vision is for all ACSD students to reach their full learning potential, have a sense of belonging in our schools, and enrich our community and the communities where they live in the future.

OUR MISSION

Our mission is to provide high-quality, equitable, and varied learning environments that inspire a passion for learning and growth among our students.

Please click the link below to join the webinar:

Link to join Webinar

<https://us06web.zoom.us/j/88496204340>

A. Call to Order Upon Reaching a Quorum	Suzanne Buck	
1. Introductions - Board Members, Administrators and Staff	Suzanne Buck	3 min
B. Public Comment - Agenda Items	Suzanne Buck	5 min
C. Recommendation to Approve Minutes of August 28, 2023	Suzanne Buck	5 min
D. New Policies for Consideration		
1. F2 Policy On Nondiscriminatory Mascots and School Branding	Lindsey Hescock	5 min
E. Review Current Policies		
1. A1 Governance commitment	Joanna Doria	5 min
2. A2 Key Responsibilities of Board Members	Jamie McCallum	5 min
3. A3 Relationship to Roles of the Board and the Superintendent	Suzanne Buck	5 min
4. A4 Policy Development	Suzanne Buck	5 min
5. A5 Code of Conduct	Lindsey Hescock	5 min
6. A6 Conflict of Interest of Board Members	Joanna Doria	5 min
F. Public Comment - Any Topic	Suzanne Buck	5 min

G. Adjournment

Total Meeting Time: 0h 53m

*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.

MINUTES



**Addison Central School District
Policy Committee
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Monday, August 28, 2023, 5:15 pm - 6:15 pm
208 Charles Avenue, Middlebury VT**

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Our vision is for all ACSD students to reach their full learning potential, have a sense of belonging in our schools, and enrich our community and the communities where they live in the future.

OUR MISSION

Our mission is to provide high-quality, equitable, and varied learning environments that inspire a passion for learning and growth among our students.

A. Call to Order Upon Reaching a Quorum 1 min

Meeting called to order at 5:15PM

1. Introductions - Board Members, Administrators and Staff 1 min

Present: Suzanne Buck, Jamie McCallum, Joanna Doria, Tim Williams

B. Public Comment on Agenda Items 10 min

None

C. Recommendation to Approve Minutes of June 12, 2023 2 min

Joanna asks for clarification re: Jamie's concern about the previous meeting's minutes. He clarifies that his understanding is that the board is going to eventually look into the AOE's family engagement toolkit. With that clarification, the minutes pass with one abstention.

Move: Jamie McCallum Second: Joanna Doria Status: Passed

D. Discussion on recently changed, updated or removed VSBA policies 40 min

Suzanne starts the discussion about the list of updated policies from VSBA. Aside from F1 and F20, the others are formatting changes. F20 is combining two policies. Dr. Williams suggests working on the changes and marking the changes (in red) to

be clear. He will work on all 11 (and maybe more if there are new updates between now and next month) and we will discuss next meeting. Joanna asks about the whole process. She wants to ensure we follow through with a good design that records and organizes our work. Suzanne clarifies that the full board needs to pass the policy and then we can communicate to Central Office about posting on the website. Procedures are another process. Some should be public.

Jamie brings up the firearms policy. There has been no legislative action on it. He would like us to work on this, as we know the state can move slowly. We are going to track down a memo from Pietro that might direct us in the discussion.

1. A1: Governance Commitment
2. B2: Volunteers and Work Study Students
3. B4: Drug & Alcohol Testing: Transportation Employees
4. B7: Tobacco Prohibition
5. C3: Transportation
6. D4: Title 1 Comparability
7. D5: Animal Dissection
8. D6: Class Size
9. F1: Travel Reimbursement
10. F20: Finance Policy
11. F23: Capitalization of Assets

E. Public Comment - Any Topic 5 min

Brian Bauer offers public comment. He thinks we would do a disservice to our school community by not allowing anyone to have a gun in our schools. He suggests that firearms be declared maybe with detectors.

F. Adjournment 1 min

Meeting Adjourned 6:09 PM

Move: Jamie McCallum Second: Joanna Doria Status: Passed

Total Meeting Time: 1h 0m

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DRAFT

Addison Central School District

CODE F2 – Policy on Nondiscriminatory Mascots and School Branding

Warned:

Adopted:

Statement of Policy

It is the policy of the Addison Central School District (District) to provide welcoming, positive, and inclusive learning environments for all students by prohibiting the use of discriminatory school branding, which undermines the educational experiences of members of all communities and perpetuates negative stereotypes.

Definitions

1. **“School”** means a public school or an independent school approved under section 166 of Title 16.
2. **“School board”** or **“Board”** means the board of directors or other governing body of an educational institution when referring to an independent school.
3. **“School branding”** means any name, symbol, or image used by a school as a mascot, nickname, logo, letterhead, team name, slogan, motto, or other identifier.

Administrative Responsibilities

The superintendent or designee shall:

1. periodically review and provide recommendations for necessary updates to the nondiscriminatory school branding policy as necessary;
2. assist the school board in its review of the district’s school branding to ensure compliance with the policy following any school branding changes or updates to the policy;
3. assist the school board in ensuring the prohibition of school branding that directly or indirectly references or stereotypes the likeness, features, symbols, traditions, or other characteristics that are specific to either:
 - a. the race, creed, color, national origin, sexual orientation, or gender identity of any person or group of persons; or
 - b. any person, group of persons, or organization associated with the repression of others;
4. develop a procedure for an individual to file a complaint that an element of school branding is in violation of the policy.

Complaints

An individual may request an opportunity to appear before the Board for purposes of presenting the complaint, relevant facts, and further explanations. The board shall hear the complaint in a fair and just manner. The Board shall render a decision within 45 days of the hearing, which must include a summary of facts and basis for the decision.

If the individual is unsatisfied with the Board's decision, the individual may appeal the decision to the Secretary of Education. Appeals shall be filed within 30 days of the school board decision by sending a written notice of appeal to the Agency of Education.

<i>VSBA Review Date</i>	<i>August 15, 2022</i>
<i>Date Warned</i>	
<i>Date Adopted</i>	
<i>Legal References</i>	<i>16 V.S.A. § 568</i>
<i>Cross References</i>	<i>District Equity Policy</i>

Addison Central School District

Policy: Governance Commitment
File Code: A1
Warned: September 4, 2018
Adopted: September 17, 2018
Reviewed: March 28, 2022
Amended: May 9, 2022

Policy

Addison Central School District (ACSD) Board of Directors is elected by citizens living in the Addison County towns of Bridport, Cornwall, Middlebury, Ripton, Salisbury, Shoreham, and Weybridge. The Board assumes responsibility for ensuring the education and welfare of the children in its District schools. The ACSD School Board Vision that all students will reach their full academic potential and be prepared for success as engaged citizens requires the Board to engage with each other, administrators, teachers and staff, students, and community members in ways that promote the successful achievement of this task.

Vermont law requires that the Board be comprised of members from each District Town (see ACSD Charter). It is vital to remember that each member, regardless of where the member resides, shall consistently represent all seven towns and has a responsibility to make sure that resources focus on fulfilling the Vision.

The Board shall strive for equity for all, execute fiduciary responsibilities faithfully, steer the organization during challenging times and hone its mission: to provide an innovative, rigorous, and supportive educational community that inspires a passion for learning and cultivates empathy and responsibility. (See [ACSD Strategic Plan](#) for Vision and Mission details.)

Board members are committed to reducing and mitigating barriers to student success while increasing the capacity and power of all students. Student success should not be predicted nor predetermined by characteristics such as, but not limited to, race, national origin, religion, disability, geographic location, economic circumstance, mobility, native language, sexual orientation, gender identity, or level of proficiency upon entering our schools.

The Board will consider the impact of any proposed changes on underserved, diverse, and marginalized individuals and groups. The Board will adjust resource allocation as well as the design and implementation of policies and programs to promote opportunities for all.

The Board will review data provided by the Superintendent to determine if the expectations intended by policy have been met, especially as it relates to achievement of equitable outcomes.

The ACSD Strategic Plan reflects the priorities of the Board. Whenever the strategic plan is updated, the Board will seek community input. On an annual cycle the Board will be informed by data and research-based best practice provided by the Superintendent.

The Board will keep the Vision at the forefront of all decision making. The Board will assure that there are resources devoted to, and will regularly monitor reports on, the effective implementation of the strategic plan. On an annual cycle the Board will revisit the Vision, the Mission, and the strategic plan and make adjustments according to input from the Board, the Superintendent, and community members. The board will define a procedure defining the monitoring process.

Addison Central School District

Policy: Volunteers and Work Study Students

File Code: B2

Warned: November 8, 2016

Adopted: November 21, 2016

Reviewed: March 28, 2022

Amended: May 9, 2022

The Addison Central School District recognizes the valuable contributions made to the schools by volunteers and work study students. Appropriate supervision of volunteers and work study students will enhance their contributions as well as fulfill the responsibility that the school district has for the education and safety of its students.

Definitions

For purposes of this policy and administrative rules and procedures developed pursuant to this Policy:

1. Volunteer means an individual not employed by the school district who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits.
2. Work Study Student means a post-secondary student who receives compensation for work performed at a school operated by the district as part of a work experience program sponsored or provided by the college or university at which he or she is enrolled. A student working toward a teaching credential who is placed as a student teacher at a district school is not a work study student.

Policy

The superintendent shall develop administrative rules and procedures to ensure that volunteers and work study students are appropriately screened prior to entering into service in the school district, and that only volunteers and work study students who have been screened and approved by the superintendent have unsupervised contact with students. The screening process utilized by the school district shall minimally include a name and birth date check with the Vermont Internet Sex Offender Registry for any person being considered for service as a work study student. A person who is on the Vermont Internet Sex Offender Registry shall not be eligible to be a work study student.

VSBA Version: October 11, 2019

Date Warned:

Date Adopted:

Legal Reference(s): 16 V.S.A. § 260

Cross Reference

VOLUNTEERS AND WORK STUDY STUDENTS

ADOPTION NOTES – This text box and the disclaimer should be removed prior to adoption.

(a) General – As with all model policies, VSBA recommends that each board carefully review this model prior to adoption to assure suitability with the district's own specific circumstances, internal coding system, current policies, and organizational structures.

Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc. There may also be optional language for the board to consider; in this case the word [OPTIONAL] should be removed.

(b) Legal references are listed for convenience, but do not need to be included in the policy as adopted.

(c) Any model policies listed under "cross-reference" indicate a reference to another related VSBA model policy. A district should check its own current policies to assure internal consistency.

(d) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

Statement of Policy

The _____ Supervisory Union/School District recognizes the valuable contributions made to the schools by volunteers and work study students. Appropriate supervision of volunteers and work study students will enhance their contributions as well as fulfill the responsibility that the school district has for the education and safety of its students.

Definitions

1. **Volunteer** - an individual not employed by the school district who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits.
2. **Work Study Student** - a post secondary student who receives compensation for work performed at a school operated by the district as part of a work experience program sponsored or provided by the college or university at which he or she is enrolled. A student working toward a teaching credential who is placed as a student teacher at a district school is not a work study student.

Administrative Responsibilities

The superintendent or designee shall develop procedures to ensure the following:

¹ 16 V.S.A. § 260 requires each school board to adopt a policy on supervision of volunteers and work study students.

1. Volunteers and work study students are appropriately screened prior to entering into service in the school district.
2. Only volunteers and work study students who have been screened and approved by the superintendent or designee have unsupervised contact with students.
3. The screening process utilized by the school district shall minimally include a name and birth date check with the Vermont Internet Sex Offender Registry for any person being considered for service as a work study student. A person who is on the Vermont Internet Sex Offender Registry shall not be eligible to be a work study student.

<i>VSBA Review Date</i>	August 15, 2023
<i>Date Warned</i>	
<i>Date Adopted</i>	
<i>Legal References</i>	16 V.S.A. § 260
<i>Cross References</i>	

DISCLAIMER: This model policy has been prepared by the Vermont School Boards Association for the sole and exclusive use of VSBA members, as a resource to assist member school boards with their policy development. School Districts should consult with legal counsel and revise model policies to address local facts and circumstances prior to adoption, unless the model policy states otherwise. VSBA continually makes revisions based on school districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

BOARD MEMBER CONFLICT OF INTEREST

ADOPTION NOTES – This text box and the disclaimer should be removed prior to adoption.

(a) General – As with all model policies, VSBA recommends that each board carefully review this model prior to adoption to assure suitability with the district’s own specific circumstances, internal coding system, current policies, and organizational structures. Highlighted language or blank, underscored spaces indicate areas which Boards must change/complete to reflect local personnel titles, policy references, duty assignments etc. There may also be optional language for the board to consider; in this case the word [OPTIONAL] should be removed.

(b) Legal references are listed for convenience, but do not need to be included in the policy as adopted.

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(d) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

Statement of Policy

It is the ethical and legal duty of all school board members to avoid conflicts of interest as well as the appearance of conflicts of interest.

Definitions

1. **Conflict of interest** a situation when a board member’s private interests, as distinguished from the board member’s interest as a member of the general public, would benefit from or be harmed by their actions as a member of the board.

Administrative Responsibilities

The board and its members shall adhere to the following recommended standards:

1. A board member shall not give the impression that they would represent special interests or partisan politics for personal gain.
2. A board member shall not give the impression that they have the authority to make decisions or take action on behalf of the Board or the school administration.
3. A board member shall not use their position on the Board to promote personal financial interests or the financial interests of family members, friends or supporters.

¹ 16 V.S.A. § 563(20) requires each school board to “establish policies and procedures designed to avoid the appearance of conflict of interest.”

4. A board member shall not solicit or accept anything of value in return for taking particular positions on matters before the Board.
5. A board member shall not give the impression that their position on any issue can be influenced by anything other than a fair presentation of all sides of the question.
6. Board members shall be familiar with, and adhere to, those provisions of Vermont education law that define school board powers and govern board member compensation and public bidding processes.
7. When a board member becomes aware that they are in a position that creates a conflict of interest or the appearance of a conflict of interest as defined in state law or this policy, they shall declare the nature and extent of the conflict or appearance of conflict for inclusion in the board minutes, and shall abstain from voting or participating in the discussion of the issue giving rise to the conflict.
8. When a conflict of interest claim against a board member is brought to the board in writing and is signed by another board member or a member of the public, and the board member against whom the claim is made does not concur that a conflict in fact exists, the following board procedures shall be followed.
 - a. Upon a majority vote of the remaining board members, or upon order of the chair, the board shall hold an informal hearing on the conflict of interest claim, giving both the board member and the person bringing the claim an opportunity to be heard.
 - b. At the conclusion of the informal hearing, the remaining board members shall determine by majority vote whether to:
 - i. Issue a public finding that the conflict of interest charge is not supported by the evidence and is therefore dismissed;
 - ii. Issue a public finding that the conflict of interest charge is supported by the evidence and that the member should disqualify themselves from voting or otherwise participating in the board deliberations or decision related to that issue, as required by Vermont statute; and/or
 - iii. Issue a public finding that the conflict of interest charge is supported by the evidence and the board member should be formally censured or subjected to such other action as may be allowed by law.

<i>VSBA Review Date</i>	August 15, 2023
<i>Date Warned</i>	
<i>Date Adopted</i>	
<i>Legal References</i>	16 V.S.A. § 262(d) (Election of officers)

	16 V.S.A. § 557 (Gratuity/compensation prohibited)
	16 V.S.A. § 558 (Eligibility for election to school board)
	16 V.S.A. § 559 (Public bids)
	16 V.S.A. § 563(20) (Powers of school boards)
<i>Cross References</i>	

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