

AGENDA



**Addison Central School District
Policy Committee
Committee Meeting
Monday, October 23, 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/86452721742>

- A. Call to Order Upon Reaching a Quorum
 - 1. Introductions - Board Members, Administrators and Staff
- B. Public Comment - Agenda Items 5 min
- C. Recommendation to Approve Minutes of September 25, 2023 5 min
- D. Committee Discussion: Suzanne Buck 45 min
 - 1. A1: Board Member Conflict
 - 2. A20: Board Meetings, Agenda Preparation & Distribution
 - 3. A21: Public Participation at Board Meetings
 - 4. A22: Notice of Non-Discrimination
 - 5. A23: Community Engagement and Vision
 - 6. A24: Board/Superintendent Relationship
 - 7. A30: Role and Adoption of School Board Policies
 - 8. A31: Board Member Education

E. Public Comment - Any Topic

F. Adjournment

Total Meeting Time: 0h 55m

***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

Committee Meeting

Monday, September 25, 2023, 5:15 pm - 6:15 pm

208 Charles Avenue, Middlebury VT & Virtual Connection

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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

Suzanne Buck

Suzanne Buck called the meeting to order at 5:25 PM

1. Introductions - Board Members, Administrators and Staff

Suzanne Buck

Present: Suzanne Buck, Joanna Doria, Tim Williams, Lindsey Hescock (virtual), Jamie McCallum

B. Public Comment - Agenda Items no public comment.

Suzanne Buck

C. Recommendation to Approve Minutes of August 28, 2023

Suzanne Buck

Minutes approved

Move: Jamie McCallum Second: Lindsey Hescock Status: Passed

D. New Policies for Consideration

1. F2 Policy On Nondiscriminatory Mascots and School Branding

Lindsey Hescock

Lindsey, with a poor virtual connection, asks about the review process; it's not clear what is she responsible for. Suzanne asks her to walk the committee through the policy and if there were concerns. This led to a discussion and some

confusion as to why we were looking at this policy. It appears the posted policies on the district website (board page) has posted some policies out of order, so it was unclear that we had already adopted this policy back in Dec, 2022. As the discussion continues, the committee starts to question of if indeed the full board passed this policy. Suzanne is going to review full board minutes and inform us what the status is.

E. Review Current Policies

Joanna, after sending a word document to the committee members and Tim, walks the committee through her changes and concerns and questions. Tim and Suzanne wonder if we want to move our A policies more toward the VSBA's structure and model. Lindsey wants to preserve the history of the ACSD-specific language in our A1-A5 and doesn't want to lose that information. Suzanne brings up the idea of creating a historical repository for retired policies. Lindsey asks about a virtual location. Tim agrees that suggestion is feasible. Jamie generally likes the idea of adopting the VSBA's model policies but he wonders about how much editing is necessary if we are being asked merge language. Tim says he is willing to weave the necessary/desired language into the VSBA policies to reflect the committee's desires. Lindsey wants to make sure the full board is clear on the changes we make and be mindful of how we present them; the process should be clear and honest. Joanna recognizes the historical value of the writing process of these policies and wonders about how they serve us now and will into the future. She supports moving toward the VBSA's model structure. Suzanne asks the committee to look over A1-A5 and highlight what should be kept and rolled into the new A structure from VSBA. Joanna asks about the numbering and is VSBA is assuming we have some of these districts specific policies in place? Tim suggests we post DRAFT policies to our next committee meeting agenda and clarify first read for the board (Nov meeting). Jamie needs clarification on the process on what we are being asked of. The task: The committee member that is assigned to the policy for today's meeting is responsible for sending *just* Tim the language desired to be kept and the corresponding VBSA policy. Tim will work on the draft wording. We will then take action at our Nov meeting and be prepared to present to the full board for a first reading.

A2 Key Responsibilities of Board Members Jamie McCallum

A3 Relationship to Roles of the Board and the Superintendent Suzanne Buck

A4 Policy Development Suzanne Buck

A5 Code of Conduct 5 Lindsey Hescok

A6 Conflict of Interest of Board Members Joanna Doria - Joanna notes there is significant structural change to the new VSBA model policy but the intention and

meaning is pretty much the same. She suggests simply adopting the VSBA version as it's simplified and clearer.

- | | |
|---|--------------------|
| 1. A1 Governance commitment | Joanna Doria |
| 2. A2 Key Responsibilities of Board Members | Jamie
McCallum |
| 3. A3 Relationship to Roles of the Board and the Superintendent | Suzanne
Buck |
| 4. A4 Policy Development | Suzanne
Buck |
| 5. A5 Code of Conduct | Lindsey
Hescock |
| 6. A6 Conflict of Interest of Board Members | Joanna Doria |

Suzanne
Buck

F. Public Comment - Any Topic

Sam Ostrow- He comments that he is here at this committee meeting to mostly to learn about what the policy committee does. He would like to see stronger anti-racism policies prioritized. It is important to recognize that racism is institutionalized and it's critical to have policies with strong intentional language to dismantle racist systems.

G. Adjournment

Meeting Adjourned at 6:22 PM

Move: Jamie McCallum Second: Joanna Doria Status: Passed

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A1 – Board Member Conflict of Interest

Warned:

Adopted:



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.
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>	

A20 – Board Meetings, Agenda Preparation & Distribution

Warned:

Adopted:



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.

All Board meetings will be held in compliance with Vermont's open meeting law, 1 V.S.A. §§ 310 et seq.

Regular Meeting Schedule

Regular meetings of the board will be held on either the first and third Mondays or the second and fourth Mondays of each month, with the exception of July.¹ The meeting schedule will be published and made available by the superintendent to any person on request.

Special and emergency meetings will be called by the chair on his or her own initiative or when requested by a majority of the board and shall be warned appropriately.² Only items on the agenda may be acted upon at these meetings.³

Conduct of Board Meetings

Meetings will be conducted in accordance with *Robert's Rules of Order, Newly Revised*.⁴ One or more members of the board may attend and participate in a regular, special, or emergency meeting by electronic or other means so long as the requirements of 1 V.S.A. §312(a)(2) are met.

Executive Sessions

Executive sessions of the board will be convened only for the purposes stated in 1 V.S.A. §313. The minutes of any meeting where an executive session takes place will reflect the specific statutory reason for convening the executive session. Board members will not make public the confidential issues discussed during an executive session.

Agenda Preparation

The superintendent will prepare proposed agendas for all meetings of the board after consultation with the board chair. Items of business may be suggested by any board member, staff member, student, or citizen of the district. The inclusion of items on proposed agendas will be at the discretion of the board chair and superintendent. An item may only be added or removed from a

¹ See 1 V.S.A. §312(c)(1). "The time and place of all regular meetings....shall be clearly designated by statute, charter, regulation, ordinance, bylaw, resolution or other determining authority of the public body..."

² See 1 V.S.A. See 1 V.S.A. §312(c)(2) & (3)

³ See Robert's Rules of Order §9. Although action on items not on the proposed agenda for regular meetings is allowed as "New Business," boards should avoid taking action on non-agenda items at regular meetings. If necessary, emergency meetings can be called to act on matters needing immediate action.

⁴ See 16 V.S.A. §554(b)

meeting agenda as the first order of business at the meeting.⁵ Other adjustments to an agenda may be made at any time during the meeting.

Agenda Distribution

The proposed agenda, together with supporting materials, will be distributed to board members by the superintendent three days prior to regular meetings and as soon as practicable before special and emergency meetings. At least 48 hours prior to a regular meeting and 24 hours prior to a special meeting, the superintendent shall ensure that the agenda is posted in the municipal clerk's office and [two other designated physical locations in the municipality].⁶ In addition, proposed meeting agendas will be made available to any interested person upon specific request.⁷

<i>VSBA Version:</i>	March 3, 2020
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	<i>1 V.S.A. §§ 310 et seq. (Public meetings)</i>
	<i>16 V.S.A. § 554 (School board meetings)</i>
<i>Cross Reference:</i>	

⁵ See 1 V.S.A. § 312(d)(3)(A)

⁶ See 1 V.S.A. § 312(d)

⁷ This section of this model policy is not required. See 1 V.S.A. § 312(c) and (d) for notice and warning requirements for special and emergency meetings.

A21 – Public Participation At Board Meetings

Warned:

Adopted:



Policy

It is the policy of the board to encourage public participation at its meetings.

Background

Public participation is very important to the successful function of the Addison Central School District. The board wants to carry out its business with the benefit of public input and expertise. It also wants to keep the public informed and up-to-date on what is happening in the community's schools.

Implementation

Reasonable rules of participation may be used to ensure that meetings are conducted in an orderly fashion and that the business at hand is completed in a timely manner. Such rules may take into consideration such things as length of each speaker's presentation and the number of times each speaker may comment.

Persons Who May Address the Board

1. Any district resident
2. School staff members, students, and parents
3. Individuals who have been requested by the superintendent or the board to present a given subject
4. Persons who are directly affected by matters on the board agenda
5. Others at the discretion of the board chair

Public Comment on Agenda Items

1. The chair will ask for comments on agenda items before action is taken by the board.
2. When the number of people wishing to speak is large, the board may authorize the chair to use a speakers' list. Members of the public will be given an opportunity to sign the speakers' list, indicating which agenda item will be addressed.

Public input on items not on the agenda

1. There will be time set aside for public input on items not on the agenda at every regular, special or emergency meeting of the board.
2. The time allotted to this item will be assigned by the chair or the person responsible for organizing the agenda.

3. The chair shall rule out of order any presentation to the board which breaches the privacy or other rights of students, parents or school employees, or which does not comply with Board policy on complaints.

<i>VSBA Version:</i>	March 3, 2020
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	<i>1 V.S.A. §§ 310 et seq. (Public meetings)</i>
	<i>16 V.S.A. § 554(b) (School board meetings)</i>
<i>Cross Reference:</i>	<i>Board Meetings, Agenda Preparation and Distribution (A20)</i>

A22 – Notice of Non-Discrimination

Warned:

Adopted:



Policy

The board will not unlawfully discriminate in its programs and activities against any person or group on any basis prohibited by federal or state law and will provide equal access to designated youth groups.^[1]

The district shall make reasonable accommodations to the known qualifying physical or emotional disabilities of an applicant or employee, unless the district can demonstrate that the accommodation would impose an undue hardship on the operation of its program or activity.^[2]

Applicants for employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Addison Central School District (District) are hereby notified that this district does not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, gender identity, disability, age, political affiliation or marital status in admission or access to, or treatment or employment in, its programs and activities.

A person has been designated by the District to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, and Section 504 of the Rehabilitation Act of 1973, and other non-discrimination laws or regulations. The designated coordinator is identified in the procedure accompanying this policy along with information on how that person may be contacted.

Any person having inquiries concerning the District's compliance with the regulations implementing Title VI, Title VII, Title IX, Section 504 or other state or federal non-discrimination laws or regulations is directed to contact the non-discrimination coordinator described above.

Administrative Responsibilities

The superintendent or designee shall develop procedures to accompany this policy. This procedure shall designate a coordinator and information on how to contact the coordinator.

^[1] Federal regulations implementing Title VI (race, color, national origin), Title VII (race, color, religion, sex and national origin), Title IX (sex), Section 504 (disability), the *Age Discrimination Act*, and the *Boy Scouts Act* contain requirements for recipients of federal funds to issue notices of non-discrimination. These regulations require that recipients notify students, parents and others that they do not discriminate on the basis of race, color, national origin, sex, disability and age, and, if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups.

^[2] See 34 C.F.R. § 104.12(a-c) for requirements related to reasonable accommodations and factors to be considered when determining when a requested accommodation would create an undue hardship. The inclusion of this provision in this model policy is based on a finding by the federal Office of Civil Rights that a Vermont school district's policy on non-discrimination was not in compliance with Section 504 of the Rehabilitation Act of 1973 because it did not include these provisions.

<i>VSBA Updated:</i>	<i>September 12, 2022</i>
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	<i>9 V.S.A. §4502 (Public accommodations)</i>
	<i>21 V.S.A. §§495 et seq. (Employment practices)</i>
	<i>21 V.S.A. §1726 (Unfair labor practices)</i>
	<i>20 U.S.C. §§1400 et seq. (IDEA)</i>
	<i>20 U.S.C. §§1681 et seq. (Title IX, Education Amendments of 1972))</i>
	<i>29 U.S.C. §206(d) (Equal Pay Act of 1963)</i>
	<i>29 U.S.C. §§621 et seq. (Age Discrimination in Employment Act)</i>
	<i>29 U.S.C. §794 (Section 504, Rehabilitation Act of 1973)</i>
	<i>42 U.S.C. §§2000d et seq. (Title VI of the Civil Rights Act of 1964)</i>
	<i>42 U.S.C. §§2000e et seq. (Title VII of the Civil Rights Act of 1964)</i>
	<i>42 U.S.C. §§12101 et seq. (Americans with Disabilities Act of 1990)</i>
<i>Cross Reference:</i>	

A23 – Community Engagement and Vision

Warned:

Adopted:



The Addison Central School District and the schools within the district are an integral part of the community. Community support is necessary for the schools' operation and achievement of excellence. The Addison Central School District recognizes that community support is based on a mutual exchange, a dynamic process in which the District contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the board will have a clearly articulated vision for the school district. The board will adopt a strategic plan to implement the vision which moves the district forward in its goals for student achievement. The board will closely monitor progress toward the vision and refine it as necessary.

Establishing the Vision

The board will seek community input in its consideration of the vision in a variety of settings and contexts to ensure participation that is representative of the community itself. The vision will be informed by data and research-based best practice provided by the superintendent.

Implementation

The board will strive to keep the vision at the forefront of all decision making. The board will assure that there are resources devoted to implement the strategic plan, and will receive monitoring reports on a timely basis to ensure effective implementation of the strategic plan. If necessary, the board annually will revisit the vision and strategic plan and make adjustments.

<i>VSBA Version:</i>	<i>March 3, 2022</i>
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Cross Reference:</i>	
<i>Legal Reference:</i>	

A24 – Board/Superintendent Relationship

Warned:

Adopted:



Policy

The school board establishes policy and governs through the policy it creates. The superintendent manages all operations of the school system in accordance with school board policies.

The board recognizes and values the superintendent's experience and expertise in instructional and administrative matters. The superintendent recognizes and values the board's experience in issues related to the Addison Central School District and the board's connections and responsibilities to the community it represents.

The superintendent and the board members respect the confidentiality of communication in both directions and work toward open communication and trust. The superintendent works only for the board as a whole, not for any individual member. Only decisions of the board acting as a body are binding on the superintendent.

Board members work directly with the superintendent and central office staff, so long as such communication is clearly not giving direction or suggesting a course of action that staff perceives as direction. When presented with citizen concerns, board members refer them to appropriate levels of authority, in accordance with the district's policy on complaints.

The board directs the superintendent through written policies that prescribe the results the board wants to achieve. The board is realistic in setting expectations about what can be accomplished, given the school district's available resources. The superintendent is accountable to the board for the performance of staff.

Annually, the board evaluates the superintendent's performance. The superintendent is accountable to the school board for the achievement of the board's goals. The board is responsible for clearly setting forth and communicating its expectations before evaluation takes place. The board will evaluate the superintendent's job performance in a way that is systematic, fair, and effective.

<i>VSBA Version:</i>	<i>March 3, 2020</i>
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	

A30 – Role And Adoption of School Board Policies

Warned:

Adopted:



It is the intent of the Addison Central School District to outline direction and goals for the successful, consistent, and efficient operation of the school(s) through the adoption of policies. School district policies will be in writing, codified, and made available to the public and will be in compliance with Vermont and federal law and regulations.

Definitions

- Policies guide the school board, administrators and other district employees, students, parents/guardians and community members by stating district goals and establishing parameters for administrative action.
- **Procedures** (also referred to as rules or regulations) are developed by the superintendent or designee to provide for the management of the public schools in the SU/SD by describing how tasks will be carried out and board policies will be implemented.

Policy Development

In order to ensure efficient development and implementation of school board policies in the District, the Addison Central School Board, or a subcommittee thereof, will determine when school board policies in the school district should be developed or revised. The superintendent will assist board in determining the need for policy development or revision in specific areas and will advise the board and on policy content.

The board will seek appropriate public comment and administrative guidance as it considers proposals for policy development or revision. Comment and information may be sought in areas such as the following:

1. The specific need for the policy
2. The scope of the policy with regard to establishing appropriate roles for the board and the administration
3. The effect of the proposed policy on administrators, students, teaching staff and the community
4. Samples of similar policies of other boards
5. Applicable provisions of state and federal law
6. The anticipated costs and benefits of implementing, enforcing and evaluating the proposed policy

Policy Adoption^[1]

After consideration of the comments and information provided by interested individuals, the board may adopt or revise a policy developed by the board. A policy may be adopted at a regular or special

meeting of the school board, after the board has given at least 10 days prior public notice of its intent to adopt the policy and has stated in its notice the substance of the proposed policy.

Policy Dissemination, Administration & Review

Dissemination

When policies are adopted, the superintendent will publish and make them available to the public, students, and school personnel. The student handbook will include board policies related to student activities and conduct. The teacher handbook will include board policies related to teachers' responsibilities.

Administration

Policies will be administered through procedures and directives of the superintendent of schools and members of the management team.

Review

The superintendent will advise the district board when revisions to adopted policies are required or otherwise appropriate in response to changing legislation or other altered circumstances.

<i>VSBA Version:</i>	<i>10/16/2021</i>
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	<i>16 V.S.A. §563 (1) (Powers of school boards)</i>
<i>Cross Reference:</i>	

[1] See 16 V.S.A. §563(1). At the option of the school board, additional requirements for policy adoption or board approval or review of administrative procedures may be established through the inclusion of those requirements in this policy.

A31 – Board Member Education

Warned:

Adopted:



It is the policy of the Addison Central School District to encourage and support board members' efforts to remain knowledgeable about their roles and the issues with which they deal.

Implementation

Individual board members will take advantage of opportunities to understand their roles, educational issues in general, school programs, Vermont Agency of Education functions, and legislative activities. In developing professional training for school board members, the board may consider topics such as educational equity, dispute resolution, conflict of interest, etc. The superintendent and board chair will be responsible for assuring that information on leadership development opportunities is available to all members. New members will participate in a district orientation session and other opportunities designed to familiarize themselves with all aspects of board operation.

At least annually, the board chair and the superintendent will jointly participate in at least eight (8) hours of professional training that addresses educational leadership, roles and responsibilities of the board, school district boards and the superintendent, Vermont Open Meeting Law, Vermont law regarding access to public records, collective bargaining, and education funding and school finance laws.

Members who take part in workshops and seminars offered by the Vermont School Boards Association and other organizations will be reimbursed for travel and other expenses related to participation in training activities provided prior approval is obtained from the board, and funds for these purposes are available.

VSBA Version:	01/17/2022
Date Warned:	
Date Adopted:	
Legal Reference(s):	16 V.S.A 561(b)
Cross Reference:	