



**Spaulding High School
Central Vermont Career Center
Barre City Elementary and Middle School
Barre Town Middle and Elementary School**

Chris Hennessey, M.Ed.
Superintendent of Schools

A rock solid education for a lifetime of discovery

120 Ayers Street, Barre, VT 05641
Phone: 802-476-5011
Fax: 802-476-4944 or 802-477-1132
Website: www.buUSD.org

MEMORANDUM

TO: **Barre Unified Union School District Policy Committee**
Chris Parker - Chair, Emily Reynolds - V. Chair, Michael Boutin, Jon Valsangiacomo, Tom Kelly

DATE: November 9, 2023

RE: BUUSD Policy Committee Meeting
November 15, 2023 @ 6:00 p.m.
In-Person: Spaulding High School Library, 155 Ayers St, Barre
Remote Options: Meeting Link: meet.google.com/dmf-dowp-dyg
Phone: (US)+1 929-266-2537 PIN: 179 047 596#

PLEASE NOTE: If you attend the meeting virtually and the video link fails, we will still proceed with the meeting at the assigned in-person location. You must state your name for the record to satisfy the Open Meeting Law.

AGENDA

1. Call to Order
2. Additions/Changes to Agenda
3. Public Comment
4. Approval of Minutes
 - 4.1. Meeting Minutes of October 18, 2023
5. New Business
 - 5.1. BUUSD Policy Index Review
 - 5.2. VSBA Policy Notes
 - 5.3. Personnel Recruitment, Selection, Appointment, and Background Checks (B20) (Recommended)
 - 5.4. Child Nutrition Act Wellness Policy (C9) (Required)
 - 5.5. Fiscal Management & General Financial Accountability (F20) (Recommended)
 - 5.6. Capitalization of Assets (F23) (Recommended)
 - 5.7. Community Use of School Facilities (E20) (Recommended)
6. Old Business
7. Items for Future Agenda
8. Next Meeting Date: December 20, 2023, 6:00 pm, SHS Library and via Google Meet (Board Meeting moved from December 27 to December 20)
9. Adjournment

Parking Lot of Items:

- A. Title I, Part A: Parent and Family Engagement (E1) (Required) [Cmt added 12/2022]
- B. Communicable Disease Mitigation Measures for Students and Staff (F27) (Recommended) (VSBA New Replaces F33)
- C. Proficiency Based Learning (D1) (Required) (added by Cmt June 2023)
- D. Employee Unlawful Harassment (B5) (Required) (Revised by VSBA 10/10/2023)
- E. Cell Phone Policy Research (Added: 9/23/2023; November - Check with Mr. Boutin first)
- F. Driver Education Policy (VT AOE Notice)

Under Review by VSBA

- A. Wellness & Comprehensive Health (C9) (Required) [AOE issued policy COMING SOON]
- B. Responsible Computer Internet & Network Use (D3) (Required)
- C. Educational Support System (D21) (Recommended)
- D. Transgender and Gender Nonconforming Students (C28) (Recommended)
- E. Student Medication (C30) (Consider)
- F. Student Assessment (C33) (Consider)
- G. School-Community Relations (E30) (Consider)
- H. Educator Supervision & Evaluation: Probationary Teachers (B31) (Consider) (Not adopted By BUUSD 1/28/21)
- I. Personnel Files (B32) (Consider) (Not adopted By BUUSD 1/28/21)
- J. Admission of Non-Resident Tuition Students (C25) (Recommended)

BOARD/COMMITTEE MEETING NORMS

1. Keep the best interest of the school and children in mind, while balancing the needs of the taxpayers
2. Make decisions based on clear information
3. Honor the board's decisions
4. Keep meetings short and on time
5. Stick to the agenda
6. Keep remarks short and to the point
7. Everyone gets a chance to talk before people take a second turn
8. Respect others and their ideas

DRAFT

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY COMMITTEE MEETING

Spaulding High School Library and Via Video Conference – Google Meet
October 18, 2023 – 6:00 p.m.

MINUTES

COMMITTEE MEMBERS PRESENT:

Chris Parker, Chair (BT)
Emily Reynolds, Vice Chair (BT)
Jon Valsangiacomo – (BT Community Member)

COMMITTEE MEMBERS ABSENT:

Michael Boutin (BC)
Thomas Kelly (BC Community Member)

OTHER BOARD MEMBERS PRESENT:

ADMINISTRATORS AND STAFF PRESENT:

Chris Hennessey, Superintendent

GUESTS:

Joelen Mulvaney

1. Call to Order

The Chair, Ms. Parker, called the Wednesday, October 18, 2023, meeting to order at 6:01 p.m., which was held at the Spaulding High School Library and via video conference - Google Meet.

2. Additions and/or Deletions to the Agenda

None.

3. Public Comment

None.

4. Approval of Minutes

4.1 Approval of Minutes – September 20, 2023 Policy Committee Meeting

On a motion by Mr. Valsangiacomo, seconded by Ms. Reynolds, the Committee unanimously voted to approve the Minutes of the September 20, 2023 Policy Committee Meeting.

5. New Business

5.1 Review of BUUSD Policy Manual Index

A copy of the BUUSD Policy Manual Index (dated 10/12/23) was distributed.

Mr. Hennessey advised that since school has started, administrators have not been able to make any additions to the document.

Mr. Hennessey advised that administrators plan to perform some of this work before Thanksgiving. Mr. Hennessey advised that policies F3 and F4 have updated procedures (each school has a Crisis Response Manual which is updated every summer), and handbooks include clear procedures relating to visitors and guests coming into the buildings. In terms of making these procedures accessible, administrators are still working to complete this task. Mr. Hennessey advised the public that the District is way ahead of other districts on these matters.

5.2 VSBA Policy Notes

A document titled ‘VSBA Policy Notes – BUUSD Policy Committee’ was distributed.

Ms. Parker advised that the distributed document includes information pertaining to the policies on this evening’s Agenda. Ms. Parker noted that VSBA made a number of policy changes over the summer and the District is addressing those changes.

5.3 Home Study Students Policy (C6) Required (VSBA Revised 08/22/23)

Copies of the VSBA Model Policy and BUUSD Draft Policy were distributed.

Ms. Parker read from the Policy Notes document. Brief discussion was held and it was confirmed that Home Study students are eligible to participate in sports.

DRAFT

On a motion by Mr. Valsangiacomo, seconded by Ms. Reynolds, the Committee unanimously voted to approve policy C6 as amended and to send it to the Board for a First Reading.

5.4 Title One Comparability Policy (D4) Required (VSBA revised 08/15/23)

Copies of the VSBA Model Policy and BUUSD Draft Policy were distributed.
Ms. Parker read from the Policy Notes document. No discussion was held.

On a motion by Mr. Valsangiacomo, seconded by Ms. Reynolds, the Committee unanimously voted to approve policy D4 as amended and to send it to the Board for a First Reading.

5.5 Animal Dissection Policy (D5) Required (VSBA revised 08/15/23)

Copies of the VSBA Model Policy and BUUSD Draft Policy were distributed.
Ms. Parker advised regarding the amendments provided by VSBA (mainly formatting changes). Brief discussion was held.

On a motion by Ms. Reynolds, seconded by Mr. Valsangiacomo, the Committee unanimously voted to approve policy D5 as amended and to send it to the Board for a First Reading.

5.6 Class Size Policy (D6) Required (VSBA revised 08/15/23)

Copies of the VSBA Model Policy and BUUSD Draft Policy were distributed.
Ms. Parker advised regarding VSBA amendments. Brief discussion was held regarding what appears to be a number of changes. It was noted that the highlighted portions of the draft policy is verbiage that has been moved, not added. The current policy does have recommended guidelines for two groups of classes (PreK – 8 and 9 – 12). Class size information is shared with the Board quarterly, and includes the recommended class sizes as outlined in the policy.

On a motion by Mr. Valsangiacomo, seconded by Ms. Reynolds, the Committee unanimously voted to approve policy D6 as amended and to send it to the Board for a First Reading.

5.7 Travel Reimbursement Policy (F1) Required (VSBA revised 08/15/23)

Copies of the VSBA Model Policy and BUUSD Draft Policy were distributed.
Ms. Parker advised regarding the VSBA amendments, including additional items to be included in written procedures. Mr. Hennessey noted that much of what is in procedures is included in the Collective Bargaining Agreement and that there are forms for employees to fill out for reimbursement. Brief discussion was held regarding what is considered 'reasonable expenses'. VSBA has recommended this verbiage. Administrators do have to review and approve all requests for reimbursement. It was noted that the District, under the current policy, provides reimbursement based on a cost bases. It was agreed to continue reimbursement on a cost basis.

On a motion by Mr. Valsangiacomo, seconded by Ms. Reynolds, the Committee unanimously voted to approve policy F1 as amended and to send it to the Board for a First Reading.

6. Old Business

6.1 Board Member Conflict of Interest Policy (A1) Required

Copies of the VSBA Model Policy and BUUSD Draft Policy were distributed.
Ms. Parker advised that this policy was returned to the Committee by the Board. Discussion was held regarding whether the term utilized by VSBA (impression), should be replaced by the word "appearance". The Committee recommends utilizing the word "appearance".

On a motion by Mr. Valsangiacomo, seconded by Ms. Reynolds, the Committee unanimously voted to approve policy A1 as amended and to send it to the Board for a First Reading.

7. Future Agenda Items

November 15, 2023 meeting: Parking Lot Items D through H.

B20 - Personnel Recruitment, Selection, Appointment, and Background Checks Policy

C9 - Child Nutrition Act Wellness Policy

F20 – Fiscal Management & General Financial Accountability Policy

F23 – Capitalization of Assets Policy

E20 – Community Use of School Facilities Policy

8. Next Meeting Date

The next meeting is Wednesday, November 15, 2023 at 6:00 p.m. at the Spaulding High School Library and via video conference.
Mr. Valsangiacomo advised that he will not be able to attend the November meeting.

DRAFT

9. Adjournment

On a motion by Mr. Valsangiacomo, seconded by Ms. Reynolds, the Committee unanimously voted to adjourn at 6:36 p.m.

Respectfully submitted,
Andrea Poulin

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

Note: Highlighted cells in the Index are Policies left from 2022-2023 to be completed.

		PROCEDURES																			
		Operational					Formally Documented														
SECTION/ Status	BUUSD CODE	BTMES	BCEMS	SHS	SEA	BUUSD	BTMES	BCEMS	SHS	SEA	BUUSD	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/ RECOMMEND/ CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE		
		(SH - Student Handbook; FH - Faculty Handbook; WS - Website; O-Other)																			
A																					
BOARD OPERATIONS																					
1st Read: Bd	A1											8/15/2023	9/14/2023	Board Member Conflict of Interest	Required	11/8/2023				B3	
	A20											3/3/2020	3/15/2023	Board Meetings, Agenda Preparation & Distribution	Recommend	3/23/2023	5/10/2023				
	A21											3/3/2020	5/18/2020	Public Participation at Board Meetings	Recommend	9/12/2019	10/10/2019				
	A22											9/12/2022	11/21/2022	Non-Discrimination	Recommend	12/8/2022	1/12/2023		C6		
	A23											3/3/2020	5/18/2020	Community Engagement and Vision	Recommend	9/12/2019	10/10/2019				
	A24											3/3/2020	5/18/2020	Board/Superintendent Relationship	Recommend	9/12/2019	10/10/2019				
	A30											10/16/2021	1/11/2022	Role and Adoption of School Board Policies	Consider	8/25/2022	9/22/2022		A1		
	A31											1/17/2022	1/11/2022	Board Member Education	Consider	8/25/2022	9/22/2022				
Adopted	8																				
B																					
PERSONNEL																					
	B1			X								4/18/2022	8/8/2022	Substitute Teachers	Required	8/25/2022	9/22/2022		D6		
	B2			X								8/15/2023	9/14/2023	Volunteers and Work Study Students	Required	10/11/2023	10/25/2023		D7		
	B3											3/30/2020	6/2/2023	Alcohol & Drug-Free Workplace	Required	6/14/2023	6/28/2023		D8		
	B4											8/15/2023	9/14/2023	Drug & Alcohol Testing: Transportation Employees	Required	10/11/2023	10/25/2023		D11		
VSBA Revised	B5											10/10/2023	10/26/2023	Prevention of Employee Harassment	Required	12/17/2020	1/14/2021		D12		
	B7											8/15/2023	9/14/2023	Tobacco Prohibition	Required	10/11/2023	10/25/2023		E8		
	B8											6/25/2020	11/12/2020	Electronic Communications between Employees and Students	Required	1/14/2021	1/28/2021		B40		
To Cmt 11/15	B20	WS - B20-P	WS - B20-P	WS - B20-P	WS - B20-P	WS - B20-P	12,38 (needs mor					8/24/2023	9/14/2023	Personnel Recruitment, Selection, Appointment, & Background Check	Recommend	5/10/2023	5/24/2023	To Cmt: 11/15/2023			
	B21											3/3/2020	5/18/2020	Professional Development	Recommend	7/22/2021	8/12/2021		D2		
	B22											3/3/2020	3/11/2021	Complaints About Personnel	Recommend	1/27/2022	2/10/2022				
Adopted	10																				
C																					
STUDENTS																					
	C1			X								2/8/2022	4/18/2022	Student Records	Required	4/28/2022	5/12/2022		F5		
	C2											11/2/2022	11/15/2022	Student Drugs & Alcohol	Required	1/26/2023	2/9/2023		F7		
	C3											8/15/2023	9/14/2023	Transportation	Required	10/11/2023	10/25/2023		F9		
	C4			X								12/5/2022	3/1/2023	English Learners	Required	3/23/2023	5/10/2023		F19		
	C5											9/22/2022	1/17/2022	Firearms	Required	1/27/2022	2/10/2022		F21		
1st Read: Bd	C6			X								8/22/2023	9/14/2023	Participation of Home Study Students	Required	11/8/2023			F23		
	C7											2/15/2022	4/18/2022	Student Attendance	Required	4/28/2022	5/12/2022		F25		
	C8											1/17/2022	4/18/2022	Pupil Privacy Rights	Required	4/28/2022	5/12/2022		F27		
To Cmt 11/15	C9											9/7/2023	9/14/2023	Nutrition And Wellness	Required	4/23/2020	5/14/2020	Cmt 6/21: policy on hold until November/December to give the SHAC Committee time to review it; VSBA has removed. AOE Policy Guide - replaces VSBA Model Policy for now. Wellness & Comprehensive Health [AOE issued policy COMING SOON] (C9-Required)	F28		
	C10											12/2/2015	5/18/2020	Policy on the Prevention of Hazing, Harassment and Bullying of Students	Required	5/9/2019	6/13/2019		F20		
	C11											10/3/2022	5/18/2020	Student Freedom of Expression in School-Sponsored Media	Required	5/9/2019	6/13/2019		F34		
	C12											9/1/2020	11/12/2020	Prevention of Sexual Harassment As Prohibited by Title IX	Required	1/14/2021	1/28/2021		C-10; C10P		
	C13											9/12/2022	1/1/2023	Homeless Students	Required	1/26/2023	2/9/2023				
	C14											1/31/2022	2/21/2022	Policy on Section 504 and ADA Grievance Protocol for Students and Staff	Required	8/25/2022	9/8/2022				
	C15											11/15/2022	11/15/2022	Student Conduct and Discipline	Required	1/26/2023	2/9/2023		C20		
	C21											8/30/2020	11/2/2020	Search and Seizure of Students by School Personnel	Recommend	11/12/2020	12/3/2020		F4		

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

Note: Highlighted cells in the Index are Policies left from 2022-2023 to be completed.

SECTION/ Status	BUUSD CODE	PROCEDURES										LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/ RECOMMEND/ CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE		
		Operational					Formally Documented														
		BTMES	BCEMS	SHS	SEA	BUUSD	BTMES	BCEMS	SHS	SEA	BUUSD										
		(SH - Student Handbook; FH - Faculty Handbook; WS - Website; O-Other)																			
	C22												SH - p47-49	11/2/2022	2/1/2023	Student Athletics, Clubs, and Activities	Recommend	3/23/2023	5/10/2023		C23 & C24
Under Review	C25			X										3/3/2020	6/2/2020	Admission of Non-Resident Tuition Students	Recommend	5/9/2019	6/13/2019		F14
	C27						P	P			P	P		10/3/2022	11/1/2022	Student Self-Expression and Student Distribution of Literature	Recommend	12/8/2022	1/12/2023		F29
Under Review	C28											P, O - Counseling Office	3/3/2020	12/10/2020	Transgender and Gender Nonconforming Students	Recommend	1/28/2021	2/11/2021			
	C29						P	P			P	P		7/21/2020	9/22/2020	District Equity Policy	Recommend	6/10/2021	6/24/2021		
Under Review	C30						P	P				P, SH - p52	6/30/2008	5/18/2020	Student Medication	Consider	5/9/2019	6/13/2019		F6	
Under Review	C33						P	P			P	P		2/10/2016	5/18/2020	Student Assessment	Consider	5/9/2019	6/13/2019		F22
	C40						P	P					N/A	N/A	Entrance Age for Admission to Kindergarten	Local Policy	5/9/2019	6/13/2019		F35	
	C41						WS	WS						N/A	N/A	Intra-District School Transfer	Local Policy	4/23/2020	5/14/2020		F36
	C42						P	P			P	P		N/A	N/A	Searches, Seizures, and Interrogation of students by Law Enforcement or other Non-School Personnel	Local Policy	5/9/2019	6/13/2019		F11
	C44												N/A	N/A	Anti-Racism Policy	Local Policy			New Local Policy; has been vetted; Not VSBA - No work to be done at this time.		
	C70						P	P			P	P		1/25/22	2/21/22	Use of Restraint and Seclusion	Recommended	10/27/22	11/10/2022		C34
Adopted	27																				

D

INSTRUCTION

Parking Lot	D1												SH - p17-21	3/3/2020	6/2/2020	Proficiency Based Learning	Required	5/9/2019	6/13/2019	BUUSD version differs from VSBA MP based on recommendation of admin. To Cmt 6/21/23 - After brief discussion, it was agreed to add this item to the Parking Lot for discussion at a future meeting.		G20
Under Review	D3						P	P			P	P		8/1/2019		Acceptable Use of Electronic Resources & the Internet	Required	11/11/2021	12/2/2021		G11	
1st Read: Bd	D4												SH - p56	8/15/2023	9/14/2023	Title I Comparability	Required	11/8/2023			G12	
1st Read: Bd	D5												SH - P16	8/15/2023	9/14/2023	Animal Dissection	Required	11/8/2023			G13	
1st Read: Bd	D6						P	P			P	P		8/15/2023	9/14/2023	Class Size	Required	11/8/2023			G14	
	D7												SH - p56	10/11/2021	11/8/2021	Special Education	Required	12/2/2021	12/16/2021		D40	
	D20													9/18/2013	5/18/2020	Curriculum Development and Coordination	Recommend	5/9/2019	6/13/2019		G1	
Under Review	D21												SH - p22	9/18/2013		Educational Support System	Recommend	5/9/2019	6/13/2019		G7	
	D22													5/11/2022	12/8/2022	Selection of Library Materials	Recommend	12/8/2022	1/12/2023			
	D23			X										11/2/22	11/15/2022	Selection of Instructional Materials	Recommend	3/23/2022	5/10/2023		D32	
	D40													Not VSBA	New Local Policy	Teaching About Controversial and Sensitive Issues	Local Policy	5/10/2023	6/28/2023			
Adopted	11																					

E

SCHOOL-COMMUNITY RELATIONS

Parking Lot	E1			X										9/24/2021	11/8/2021	Title I, Part A Parental Involvement	Required	5/9/2019	6/13/2019	VSBA Changes 9/24/21, Admin Edit Return to Cmt 12/19 - Remain in parking lot, more work needed.		H7
To Cmt 11/15	E20												O - Office	10/3/2023	10/10/2023	Community Use of School Facilities	Recommend	5/9/2019	6/13/2019	To Cmt: 11/15		H3
Under Review	E30													8/1/09	6/2/2020	School-Community Relations	Consider	5/9/2019	6/13/2019		H30	
Adopted	3																					

F

NON-INSTRUCTIONAL OPERATIONS

1st Read: Bd	F1													8/15/2023	9/14/2023	Travel Reimbursement Policy	Consider	11/8/2023				E11
	F2													8/15/2022	9/12/2022	Policy on Non-Discriminatory Mascots and School Branding	Required	10/27/2022	11/10/2022			
	F3													6/1/2023	6/12/2023	Fire and Emergency Preparedness Drills	Required	6/28/2023	7/26/2023			
	F4													6/1/2023	6/12/2023	Access Control and Visitor Management	Required	6/28/2023	7/26/2023		F25/E32	
To Cmt 11/15	F20													8/15/2023	9/14/2023	Fiscal Management & General Financial Accountability	Recommend	4/28/2022	5/12/2022	To Cmt: 11/15		E1
	F22													9/17/2020	11/12/2020	Electronic Communications Use and Retention	Recommend	1/28/2021	2/11/2021			
To Cmt 11/15	F23													8/15/2023	9/14/2023	Capitalization of Assets	Recommend	9/12/2019	10/10/2019	To Cmt: 11/15		E23
	F24													11/6/2016	5/18/2020	Prevention of Conflict of Interest in Procurement	Recommend	5/9/2019	6/13/2019		E24	
	F26											P		10/24/2019	4/19/2021	Security Cameras (Electronic Surveillance Policy)	Recommend	10/11/2023	10/25/2023		F41	
Parking Lot	F27													3/17/2022	3/15/22 changed	Communicable Disease Mitigation Measures for Students and Staff (Recommended)	Recommend			NEW VSBA Policy 2/17/22 - Replaces F33 - To Cmt: 5/16/22 - Will seek additional info and revisit at a later date. Not currently BUUSD Policy. VSBA made changes on 3/15/22 . In Parking Lot		F33

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

Note: Highlighted cells in the Index are Policies left from 2022-2023 to be completed.

		PROCEDURES																	
		Operational					Formally Documented												
SECTION/ Status	BUUSD CODE	BTMES	BCEMS	SHS	SEA	BUUSD	BTMES	BCEMS	SHS	SEA	BUUSD	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/ RECOMMEND/ CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE
(SH - Student Handbook; FH - Faculty Handbook; WS - Website; O-Other)																			
Rescind if F27 Adopted	F33											3/25/2009	5/18/2020	HIV Policy	Consider	5/9/2019	6/13/2019	VSBA replacing with F27 - 3/15/22; Rescind after F27 is Adopted	F32
Adopted	F40			X								N/A	N/A	Scholarship Awards Policy	Does Not Exist	5/9/2019	6/13/2019		E31

RESCINDED/NOT ADOPTED POLICIES

Removed	A25											8/5/2020	9/22/2020	Delegation of Authority During State of Emergency Due to COVID-19 Pandemic	Recommend	10/8/2020	10/22/2020	Recommended policy during COVID.	
Rescinded 4/14/22	A32											10/21/2021	1/11/2022	Board Goal-Setting & Evaluation	Consider	9/12/2019	10/10/2019	VSBA Removed 10/21/21. Rescinded by Board 4/14/22	
Rescinded 12/8/22	A33											5/11/2022	11/21/2022	School Visits By Board Members	Consider	9/12/2019	10/10/2019	VSBA Removed; To cmt 11/21 - Bd Rescind 12/8/2022	
Rescinded 12/8/22	A34											5/11/2022	11/21/2022	Board Relationships With School Personnel	Consider	9/12/2019	10/10/2019	VSBA Removed; To cmt 11/21 - Bd Rescind 12/8/2022	
Rescinded 11/14/19	B6											10/1/2019	Removed	Health Insurance Portability and Accountability Act Compliance	Required	-	-	This policy was deleted in October 2019. The VSBA reasoning for deletion of the policy is that the policy is covered under statute. To Cmt 4/18/22 - Removed by VSBA Committe and Board Opted to Not Consider 1/28/2021. Under review again by VSBA - Removed again 10/2/2023	
Not Adopted VSBA - Under Review; Not Adopted	B30											3/29/09	12/10/2020	Staffing and Job Descriptions	Consider	Not Adopting	Not Adopting		
VSBA - Under Review; Not Adopted	B31											3/29/09	12/10/2020	Educator Supervision & Evaluation: Probationary Teachers	Consider	Not Adopting	Not Adopting	Committe and Board Opted to Not Consider 1/28/2021. Under review again by VSBA	
VSBA - Not Adopted	B32											3/29/09	12/10/2020	Personnel Files	Consider	Not Adopting	Not Adopting	Committe and Board Opted to Not Consider 1/28/2021. Under review again by VSBA	
VSBA - Not Adopted	B33											3/39/09	12/10/2020	Resignations	Consider	Not Adopting	Not Adopting	Committe and Board Opted to Not Consider 1/28/2021.	
Not Adopted	C22											3/25/2009	3/11/2021	Student Activities (Elementary)	Recommend	Not Adopting	Not Adopting	To Cmt 3/15/21, not current BUUSD Policy; Cmt 4/26/21; To Bd 5/27 recommend not adopt. Board agreed to not adopt 5/27/21 Under review again by VSBA	
VSBA - Rescinded 11/2/22	C23											11/2/2022	11/15/2022	Student Clubs & Activities	Recommend	5/27/2021	6/10/2021	Board rescinded 5/10/23	F33
VSBA - Rescinded 11/2/22	C24											11/2/2022	11/15/2022	Interscholastic Sports	Recommend	5/9/2019	6/13/2019	Board rescinded 5/10/23	F12
VSBA - Not Adopted	C26											9/18/2013	8/31/2021	Tuition Payment	Recommend	Not Adopting	Not Adopting	Recommendation to Board to not adopt to Board 11/11. Board agreed to not adopt.	
VSBA - Rescinded 11/10/22	C31											6/14/2022	5/18/2020	Admission of Resident Students	Consider	5/9/2019	6/13/2019	VSBA Removed. To cmt 10/17; Board to Rescind 11/10 - Approved to Rescind	F13
VSBA - Rescinded 11/10/22	C32											2/10/2016	5/18/2020	Eighteen Year-Old Students	Consider	5/9/2019	6/13/2019	VSBA Removed. To cmt 10/17; Board to Rescind 11/10 - Approved to Rescind	F18
Recinded 11/10/22	C34											3/3/2020	6/2/2020	Restraint and Seclusion	Consider	5/9/2019	6/13/2019	To Cmt - 5/16/22. VSBA replacing with C70; Rescind after C70 is Adopted; To cmt 10/17; To Board to Rescind 11/10 - C70 adopted C34 Rescinded.	C23
Recinded 11/10/22	C43											N/A	N/A	STI and Pregnancy Prevention Policy	Does Not Exist	6/10/2021	6/24/2021	Luke requested review - Change in wording - To cmt 10/17; To Board to Rescind 11/10 - Approved to Rescind	F31
Rescinded 11/14/19	D2											10/1/2019	Removed	Grade Advancement, Promotion, Acceleration, and Retention of Students	Required	-	-	Deleted in October 2019. This policy, which used to be required by statute, is no longer applicable because of Proficiency Based Grading/Graduation Requirements. To Cmt 4/18/22 - Removed by VSBA	
Rescinded after COVID	D22											5/11/2022	9/22/2020	Modes of Instruction During State of Emergency Due To COVID-19 Pandemic	Recommend	12/8/2022		VSBA Change 5/11/22; Bd 2nd read - 01/12/23	D31
Rescinded 6/23/22	D30											July 2020	6/2/2020	Field Trips	Consider	4/23/2020	5/14/2020	Removed by VSBA - Cmt. Review 11/16/2020 - Committee will discuss in the spring 2021. (BUUSD version differs from VSBA MP based on recommendation of admin) VSBA Removed July 2020 - To Cmt 5/16/22; Rescinded by Board 6/23/22	G3
Recinded 1/12/2023	D31											5/11/22	6/2/2020	Selecting Library Materials	Consider	5/9/2019	6/13/2019	VSBA Removed 5/11/22; replaced with D22	G4
Recinded 5/10/23	D32											5/11/22	6/2/2020	Selection of Instructional Materials and Sensitive Issues	Consider	5/9/2019	6/13/2019	Board Rescinded 5/10/23	G5
VSBA - Not BUUSD	D33											5/11/22	Not BUUSD	Local Action Plan		-	-	VSBA Removed - Not BUUSD Policy	
Rescinded 12/16/2021	D40											N/A	N/A	Special Education	Does Not Exist	12/2/2021	Rescinded 12/16/21	To Board: Rescinded D40 - Board Adopted D7 12/16/21	G15
Not Adopted	E31											7/2020		Parental Involvement	Removed	none	none	VSBA Removed 7/2020 - BUUSD never adopted.	
Not BUUSD Policy	E32											8/1/09	11/8/21	Visits by Parents, Community Members or Media	Consider			Not BUUSD Policy	
VSBA Removed	F21											8/15/2023	9/14/2023	Financial Reports and Statements	Recommend			Not BUUSD policy	

10/26/2023

70

Adopted Policies

BARRE UNIFIED UNION SCHOOL DISTRICT POLICY MANUAL INDEX

Note: Highlighted cells in the Index are Policies left from 2022-2023 to be completed.

		PROCEDURES																			
		Operational					Formally Documented														
SECTION/ Status	BUUSD CODE	BTMES	BCEMS	SHS	SEA	BUUSD	BTMES	BCEMS	SHS	SEA	BUUSD	LAST VSBA MP UPDATE	CHECKED WITH VSBA UPDATE...	TITLE	VSBA REQUIRE/ RECOMMEND/ CONSIDER	BUUSD 1st READ DATE	BUUSD APPROVAL DATE	COMMENTS/ACTION	BSU CODE		
		(SH - Student Handbook; FH - Faculty Handbook; WS - Website; O-Other)																			
VSBA Removed	F25			X								10/24/2019	11/8/2021	Access Control	Recommend	6/28/2023	7/26/2023	Board Rescinded 7/26/2023			
VSBA Rescinded 6/23/22	F30										3/25/2009	5/18/2020	Budgeting	Consider	5/9/2019	6/13/2019	VSBA Removed 5/11/22; Replaced by F20; Board adopted 5/12/22	E2			
Not Adopted	F31										7/1/2020		Emergency Closings	Removed	None	None	VSBA Removed 7/2020 - Never adopted by BSU				
Not Adopted	F32										3/25/2009	11/8/2021	School Crisis Prevention and Response	Consider			To Cmt: 12/20/2021 Table - Luke Modify, have vetted, and return. VSBA Removed 8/2022; Not BUUSD Policy				
Rescinded 4/28/22	F41										F26	3/11/2021	Video Surveillance Policy	F26	5/9/2019	6/13/2019	Committee 4/26/21; Rescinded by Board 4/28/22	E32			

VSBA Policy Notes
BUUSD POLICY COMMITTEE

2023-2024

POLICY EDIT KEY (Edits in Policies being discussed)		
Added Text - <u>Underlined</u>	Deleted Text - Strikethrough	Moved/Shifted Text - Highlighted

November 15, 2023 Meeting

From VSBA: As part of our commitment to review our model policies every 3-5 years, the policy team has been working hard this summer to review and update model policies that were last reviewed in 2019. You will see that we revised the formatting of our policies - our model policies now have a section on "Administrative Responsibilities" that outline the necessary steps for implementation, and where appropriate, we added a definitions section. Any substantive changes are explained below.

1. **B20** (recommended) [Revised 8/24/2023] **Personnel Recruitment, Selection, Appointment, & Background Check** - We also reviewed Model Policy B20 and added a clarifying sentence in the 'Selection' section of the policy. This clarification is in response to the recent U.S. Supreme Court case, *Students for Fair Admissions, Inc. v. President and Fellows of Harvard College*. In that case, the Court considered a challenge to affirmative action in admissions to a college. Despite well-established precedent to the contrary, the Court found a general preference for students of color is unlawfully discriminatory under the Equal Protection Clause. We discuss the recent Supreme Court decision in our fall newsletter, which will be out soon.
2. **C9** (required) [Removed 9/7/2023] **Nutrition and Wellness** - Removed by VSBA - **AOE Policy Guide replaces VSBA Model Policy; 8/24/2023** - [AOE Vermont Local Wellness Policy Guide](#)
 - a. **C9 (required) Wellness & Comprehensive Health [AOE issued policy COMING SOON]**
3. **F20** (recommended) [Revised 8/15/2023] **Fiscal Management and General Financial Accountability** - incorporated F21 (Financial Reports and Statements)(now under #10 in F20); with input from the Vermont Association of School Business Officials (VASBO), we modernized the policy to include updates to the bond law and aligned the policy with best practices for managing district finances post-Act 46; we also reference the Vermont AOE Handbook for Financial and Accounting for Vermont School Systems (Handbook II) - Vermont law (16 V.S.A. §242(4) (B) & (C)) requires LEAs to follow the definitions, instructions, and procedures as presented in the Handbook II
4. **F23** (recommended) [Revised 8/15/2023] **Capitalization of Assets** - with input from VASBO and the AOE, we re-wrote the policy statement, added a new definitions section and defined capital assets and estimated useful life; added an option for districts to group assets that are acquired at the same time but do not meet the threshold for capitalization individually (e.g. library books)
5. **E20** (recommended) [Revised 10/3/2023] We completed a thorough review of our model policy on community use of school facilities and have re-issued the policy with the following revisions.
 - a. It is recommended that school boards who wish to prohibit all community use of school facilities should adopt a policy affirming that decision. We therefore created a choice for school boards - adopt a policy prohibiting all community use of school

facilities or a policy permitting community use. Please delete the other policy statement before adoption.

- b. We created an option for school boards to authorize possession or use of a firearm or a dangerous or deadly weapon for specific occasions or for instructional or other specific purposes (eg: gun safety courses or gun shows). Both federal and state law prohibit possession of firearms on school grounds but allow the school board to authorize possession or use for specific occasions or for instructional or other specific purposes. We strongly encourage school boards that decide to permit possession or use of firearms or dangerous or deadly weapons in compliance with federal and state law to consult with their attorney to understand their rights and legal obligations.
- c. We reformatted the administrative responsibilities section and reviewed all footnotes, updating where appropriate.

Note - Staffing and Job Descriptions (B30) (Consider) (Removed by VSBA 10/2/2023). This is not a BUUSD adopted policy so will not be on an agenda to remove.

**BARRE UNIFIED UNION SCHOOL DISTRICT #097
POLICY**

CODE: B 20

1ST READING: 05/10/2023

2ND READING: 5/24/2023

ADOPTED: 5/24/2023

**PERSONNEL RECRUITMENT, SELECTION, APPOINTMENT, AND
BACKGROUND CHECKS**

Policy

It is the policy of the Barre Unified Union School District (BUUSD) to select for employment only persons of good character who have the skills and other qualifications necessary to fulfill job requirements while complying with the provisions of federal and state law regarding the recruitment, selection, and employment of school district employees. The District shall make reasonable efforts to recruit candidates from diverse backgrounds to enhance the educational experience of students.

Persons subject to criminal record checks and abuse registry checks under this policy include all those recommended for full-time, part-time or temporary employment in the school district, including student teachers, and those contractors and employees of contractors who may have unsupervised contact with students and are subject by law to criminal record, including hate crimes, and abuse registry, report checks prior to or in the course of employment.

The superintendent may request a name and date of birth or fingerprint-supported check of the criminal record of any current employee who has previously undergone a check at any time during the course of the record subject's employment in the capacity for which the original check was required.

The district shall ensure that adults employed in the schools maintained by the district receive orientation, information, or instruction on the prevention, identification, and reporting of child abuse as required by state law. The district will also provide opportunities for parents, guardians, and other interested persons to receive the same information.

The BUUSD will ensure that employees receive training in non-discrimination, bias, and anti-racism as part of the BUUSD onboarding process.

Definitions

1. The term "criminal record" as used in this policy shall have the same meaning as defined in 16 V.S.A. § 252(1).
2. The term "unsupervised" as used in this policy shall have the same meaning as defined in 16 V.S.A. § 252(4).
3. The term "abuse registry" as used in this policy shall include the Vermont Child Protection Registry maintained by the Vermont Department for Children and Families and the Vulnerable Adult Abuse Registry maintained by the Vermont Department of Disabilities, Aging and Independent Living.
4. The terms "employ" or "employment" as used in this policy shall, as the context requires, apply to individuals who are, or are being considered for, full-time, part-time or temporary employment in the school district, including student teachers and those contractors and employees of contractors who may have unsupervised contact with students.

Recruitment

1. The board seeks to strengthen recruitment of educators within historically excluded groups.
2. All personnel will be recruited by the district's administrative staff under the immediate direction of the superintendent.
3. Written or electronic applications will be required of candidates for employment. The application will include a warning to the applicant that falsification of information on the application or during the application process will be grounds for dismissal if the applicant is hired. The district will make reasonable efforts to give equitable access to the application process.
4. After the initial written or electronic application process is complete, applicants selected for an interview will be required to provide a statement identifying any criminal charges brought against the applicant, including the date of each charge, the court where the charge was filed and the disposition of the charge. The statement shall also include a warning to the applicant in bold print that falsification of information or the omission of information on the statement may constitute grounds for dismissal if the applicant is hired. In reviewing a criminal background check, the district will consider issues of historical inequity. Any job offer shall be made contingent on the candidate successfully completing the school district's background check process.

Selection

1. It is the policy of the board to select employees solely on the basis of character, professional qualifications, and critical job requirements. The District shall not consider protected characteristics, like race, religion, national origin, gender, gender identity or sexual orientation, in connection with hiring decisions. Employees will be selected in a manner that does not unlawfully discriminate. The superintendent shall require that all applicants, as a condition of employment consideration, cooperate fully with background investigations, supplying references and releases so the district can contact previous employers. Applicants the superintendent is prepared to recommend for employment will be expected to provide fingerprints, releases, and other information necessary to conduct background investigations. The costs of such checks will be borne by the [CHOOSE: prospective employee OR the school district]. All offers of employment shall be contingent on the candidate's successful completion of the background investigation process and a finding that the information provided by the applicant during the pre-employment process was accurate, complete, and truthful.
2. The superintendent shall request a criminal record check through the Vermont Criminal Information Center (VCIC) on any candidate the superintendent intends to appoint or is prepared to recommend for appointment. Requests will be made for fingerprint-supported criminal records from the FBI as well as criminal records from the state of Vermont and any state in which the superintendent knows the applicant has resided, or been employed. The superintendent shall maintain such records in accordance with state law.
3. The superintendent shall also request information through any available abuse registry to determine whether there are any substantiated abuse/neglect charges and sex offense against an applicant before appointing or nominating a candidate for employment. The superintendent shall maintain such records in accordance with state law.
4. Employment conditioned on the completion of a background check may be terminated if it is determined that the employee failed to respond truthfully to questions about criminal activity or prior employment. In any event the Superintendent shall forward the information received from VCIC to the person about whom the request was made and inform the person of their rights to challenge the accuracy of the record and to determine the disposition of the record under 16 V.S.A. §§ 255(f), (g).
5. Providing a safe learning environment for students is a primary consideration in district employment decisions. The district will base such decisions on all relevant information.

qualifications, and circumstances. Unfavorable background check information is not an automatic bar to employment, nor is a background check with no unfavorable information a guarantee of employment. However, no person convicted of a sexual offense requiring registration on the Vermont comprehensive sex offender registry shall be employed by the school district or supervisory union.

Appointment

1. The appointment of licensed employees will be made by the board subject to the nomination of candidates by the superintendent of schools.
2. Subject to any pre-employment screening processes approved by the board, the superintendent shall appoint all non-licensed employees to be employed by the school district or supervisory union.
3. Contracts of employment or other notification of employment will be conditional pending receipt of criminal records check information and evaluation of that information.
4. Upon completion of a criminal records check, the superintendent shall:
 1. notify the person subject to the check about the district's protocol for maintenance of criminal history files, and
 2. ask the person subject to the check to indicate if the record should be maintained or destroyed after the retention period specified in the District's user agreement with VCIC.
5. Employees who have been employed for fewer than two years in Vermont public schools are considered probationary teachers and may be offered a probationary contract.
6. All offers of employment may be withdrawn based on the criminal records check report or upon a finding that the information provided by the applicant during the pre-employment process was inaccurate, incomplete, or untruthful.

CODE B20
(Recommended)^[1]

PERSONNEL RECRUITMENT, SELECTION, APPOINTMENT, AND BACKGROUND CHECKS

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.

Policy

It is the policy of the _____ School District (District) to select for employment only persons of good character who have the skills and other qualifications necessary to fulfill job requirements while complying with the provisions of federal and state law regarding the recruitment, selection, and employment of school district employees. The District shall make reasonable efforts to recruit candidates from diverse backgrounds to enhance the educational experience of students.

Persons subject to criminal record checks and abuse registry checks under this policy include all those recommended for full-time, part-time, or temporary employment in the school district, including student teachers, and those contractors and employees of contractors who may have unsupervised contact with students and are subject by law to criminal record, including hate crimes, abuse registry, report checks prior to or in the course of employment.

The superintendent may request a name and date of birth or fingerprint-supported check of the criminal record of any current employee who has previously undergone a check at any time during the course of the record subject’s employment in the capacity for which the original check was required.^[2]

The district shall ensure that adults employed in the schools maintained by the district receive orientation, information, or instruction on the prevention, identification, and reporting of child

¹ A school board policy on the recruitment and selection of employees is not explicitly required by state law. This model policy is intended to incorporate the various legal requirements that school districts must address when employing individuals to work as licensed or non-licensed employees and as contractors or employees of contractors. The VSBA recommends that a policy on the recruitment and selection of employees be adopted by all school district and supervisory union boards.

² See 16 V.S.A. § 256(a)(2).

abuse as required by state law. The district will also provide opportunities for parents, guardians, and other interested persons to receive the same information.^[3]

[OPTIONAL] The _____ School District will ensure that employees receive training in non-discrimination, bias, and anti-racism.

Definitions

1. The term “***criminal record***” as used in this policy shall have the same meaning as defined in 16 V.S.A. § 252(1).^[4]
2. The term “***unsupervised***” as used in this policy shall have the same meaning as defined in 16 V.S.A. § 252(4).^[5]
3. The term “***abuse registry***” as used in this policy shall include the Vermont Child Protection Registry maintained by the Vermont Department for Children and Families and the Vulnerable Adult Abuse Registry maintained by the Vermont Department of Disabilities, Aging and Independent Living.
4. The terms “***employ***” or “***employment***” as used in this policy shall, as the context requires, apply to individuals who are, or are being considered for, full-time, part-time or temporary employment in the school district, including student teachers and those contractors and employees of contractors who may have unsupervised contact with students.

Recruitment

1. The board seeks to strengthen recruitment of educators within historically excluded groups.
2. All personnel will be recruited by the district's administrative staff under the immediate direction of the superintendent.
3. Written or electronic applications will be required of candidates for employment. The application will include a warning to the applicant that falsification of information on the application or during the application process will be grounds for dismissal if the applicant is hired. The district will make reasonable efforts to give equitable access to the application process.
4. After the initial written or electronic application process is complete, applicants selected for an interview will be required to provide a statement identifying any criminal charges brought against the applicant, including the date of each charge, the court where the charge was filed and the disposition of the charge. The statement shall also include a warning to the applicant in bold print that falsification of information or the omission of information on the statement may constitute grounds for dismissal if the applicant is hired. In reviewing a criminal background check, the district will consider issues of historical inequity. Any job offer shall be made contingent on the candidate successfully completing the school district's background check process.

Selection

1. It is the policy of the board to select employees solely on the basis of character, professional qualifications, and critical job requirements. The District shall not consider protected characteristics, like race, religion, national origin, gender, gender identity or sexual orientation, in connection with hiring decisions. Employees will be selected in a

³ See 16 V.S.A. § 563a.

⁴ “Criminal record” means the record of: (A) convictions in Vermont, including whether any of the convictions listed in 13 V.S.A. § 5401(10) (sex offender definition for registration purposes); and (B) convictions in other jurisdictions recorded in other state repositories or by the Federal Bureau of Investigation (FBI). 16 V.S.A. § 252(1).

⁵ “Unsupervised” means not in the presence of a responsible adult in the employ of or under the direction of the independent school or school district. 16 V.S.A. § 252(2).

manner that does not unlawfully discriminate.^[6] The superintendent shall require that all applicants, as a condition of employment consideration, cooperate fully with background investigations, supplying references and releases so the district can contact previous employers. Applicants the superintendent is prepared to recommend for employment will be expected to provide fingerprints, releases, and other information necessary to conduct background investigations. The costs of such checks will be borne by the **[CHOOSE: prospective employee OR the school district]**. All offers of employment shall be contingent on the candidate's successful completion of the background investigation process and a finding that the information provided by the applicant during the pre-employment process was accurate, complete, and truthful.

2. The superintendent shall request a criminal record check through the Vermont Criminal Information Center (VCIC) on any candidate the superintendent intends to appoint or is prepared to recommend for appointment. Requests will be made for fingerprint-supported criminal records from the FBI as well as criminal records from the state of Vermont and any state in which the superintendent knows the applicant has resided, or been employed. The superintendent shall maintain such records in accordance with state law.
3. The superintendent shall also request information through any available abuse registry to determine whether there are any substantiated abuse/neglect charges and sex offense against an applicant before appointing or nominating a candidate for employment. The superintendent shall maintain such records in accordance with state law.^[7]
4. Employment conditioned on the completion of a background check may be terminated if it is determined that the employee failed to respond truthfully to questions about criminal activity or prior employment. In any event the Superintendent shall forward the information received from VCIC to the person about whom the request was made and inform the person of their rights to challenge the accuracy of the record and to determine the disposition of the record under 16 V.S.A. §§ 255(f), (g).
5. Providing a safe learning environment for students is a primary consideration in district employment decisions. The district will base such decisions on all relevant information, qualifications, and circumstances. Unfavorable background check information is not an automatic bar to employment, nor is a background check with no unfavorable information a guarantee of employment. However, no person convicted of a sexual offense requiring registration on the Vermont comprehensive sex offender registry shall be employed by the school district or supervisory union.^[8]

Appointment

1. The appointment of licensed employees will be made by the board subject to the nomination of candidates by the superintendent of schools.^[9]
2. Subject to any pre-employment screening processes approved by the board,^[10] the superintendent shall appoint all non-licensed employees to be employed by the school district or supervisory union.^[11]
3. Contracts of employment or other notification of employment will be conditional pending receipt of criminal records check information and evaluation of that information.
4. Upon completion of a criminal records check, the superintendent shall:

⁶ See, e.g. 21 V.S.A. § 495, et seq. (Fair Employment Practices) and 9 V.S.A. § 4500, et seq. (Public Accommodations Act).

⁷ 16 V.S.A. § 255

⁸ 16 V.S.A. § 255

⁹ 16 V.S.A. § 242(3)(A)

¹⁰ The term "Pre-employment screening processes" as used in this model policy is intended to refer to background checks other than required criminal record and abuse registry checks, interviewing processes or other methods of assessing a candidate's qualifications prior to appointment by the Superintendent. Pre-employment screening processes involving participation by employee groups, board members or other interest groups are not required, but are frequently used.

¹¹ 16 V.S.A. § 242(3)(B)

1. notify the person subject to the check about the district's protocol for maintenance of criminal history files, and
 2. ask the person subject to the check to indicate if the record should be maintained or destroyed after the retention period specified in the District's user agreement with VCIC.
5. Employees who have been employed for fewer than two years in Vermont public schools are considered probationary teachers and may be offered a probationary contract.
 6. All offers of employment may be withdrawn based on the criminal records check report or upon a finding that the information provided by the applicant during the pre-employment process was inaccurate, incomplete, or untruthful.

<i>VSBA Version:</i>	<i>August 24, 2023</i>
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	<i>16 V.S.A. §§251 et seq. (Criminal record checks)</i>
	<i>16 V.S.A. §255 (Public and independent school employees; contractors)</i>
	<i>16 V.S.A. §242(3) and 563 (12) (Responsibility for hiring)</i>
	<i>Act 1 of 2009 (Adjourned Sess.)</i>
	<i>Act 108 of 2010</i>
<i>Cross Reference:</i>	<i>Notice of Non-Discrimination</i>
	<i>District Equity Policy</i>
	<i>Substitute Teachers</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.

~~BARRE UNIFIED UNION SCHOOL DISTRICT #097~~ ~~CODE: C 9~~
~~POLICY~~

~~1st Reading: 5/9/2019~~

~~2nd Reading: 6/13/2019~~

~~ADOPTED: 6/13/2019~~

~~FEDERAL CHILD NUTRITION ACT WELLNESS POLICY~~

Purpose

~~It is the intent of the Barre Unified Union School District (BUUSD) to comply with the local policy requirements of the federal *Child Nutrition and WIC Reauthorization Act of 2004* and *Healthy, Hunger-Free Kids Act of 2010*. In accord with those requirements, this policy has been developed in consultation with parents, representatives of the school food services authority, school administrators, school health professionals and the public.~~

Policy Statement

~~It is the policy of the BUUSD to establish goals for nutrition promotion and education, health education, physical education, and physical activity, and other school-based activities that are designed to promote student wellness. With the objective of promoting student health and reducing childhood obesity, the district will also establish nutrition guidelines for all foods available at school during the school day.~~

1. Goals for Nutrition Promotion and Education.

- ~~a. The BUUSD shall provide nutrition promotion and education programs as required by state law and regulations of the State Board of Education. In particular, the supervisory union shall provide a nutrition component in its Comprehensive Health Education program and shall develop curricular programs intended to accomplish applicable goals enumerated in the National Health Education Standards.~~
- ~~b. To the extent practicable, nutrition promotion and education shall be integrated into core curricula areas, such as science, health, physical education, and family and consumer science courses.~~
- ~~c. The BUUSD shall establish meal periods that provide adequate time to eat and are scheduled at appropriate hours in a clean, safe, and adequate space.~~
- ~~d. Food shall not be used in BUUSD schools as a reward or punishment, except when rewards are part of a student's written IEP, 504, or behavioral plan.~~
- ~~e. The BUUSD shall provide training opportunities as appropriate for food service and other staff members in areas of nutrition and wellness as described in the Vermont Education Quality of Standards.~~

2. Guidelines for Health Education

- ~~a. The BUUSD shall enable students to engage annually in rigorous, relevant and comprehensive learning opportunities that allow them to demonstrate proficiency in health education as defined by Vermont state law 16 V.S.A. 131 (EQS rule 2120.5). In particular, the district shall develop curricular programs intended to accomplish the goals enumerated in the National Health Education Standards for all students in grades K-12.~~

- ~~b. Health Education shall be integrated into core curricula areas, such as science, physical education, and family and consumer science courses.~~

~~3. **Goals for Physical Education and Physical Activity:**~~

- ~~a. The BUUSD shall provide physical education and adaptive physical education classes for all students as required by Education Quality Standards and 16 V.S.A. 2902.~~
- ~~b. The BUUSD will provide students with Physical Education, using an age-appropriate, sequential Physical Education program consistent with 2014 SHAPE America National Standards and Grade-Level Outcomes for Physical Education.~~
- ~~e. The BUUSD shall provide physical activity opportunities to all students as required by Education Quality Standards and 16 V.S.A. 2210.5.~~

~~4. **Goals for Other School-Based Activities:**~~

- ~~a. The BUUSD shall use evidence-based strategies to determine goals for promoting student wellness.~~
- ~~b. The BUUSD shall promote health and wellness by encouraging staff to model healthy eating/drinking behaviors at school, by displaying USDA promotional materials, such as informational posters on school property, by marketing health and wellness on signs, score boards, sports equipment, in curricula, educational materials, both printed and electronic, and through its website. No foods of minimal nutritional value will be advertised on school grounds.~~

~~5. **Nutrition Guidelines:**~~

- ~~a. Following state law 16 V.S.A. section 1264, the BUUSD shall offer National School Lunch and School Breakfast Programs that meet 7 CRF 210 and 7 CRF 220 and the Healthy, Hunger-Free Kids Act of 2010.~~
- ~~b. The BUUSD shall ensure that guidelines for reimbursable school meals are not less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to sections (a) and (b) of section 9A(a) and (b) of the Richard B. Russell National School Lunch Act as those regulations and guidance apply to schools.~~
- ~~c. The BUUSD shall ensure that foods and beverages offered at school during the school day other than through the National School Lunch or School Breakfast programs, including foods sold through vending machines and foods sold for fundraising during the school day, shall comply with the USDA Smart Snacks Standards.~~

~~6. **Policy Implementation:**~~

- ~~a. The superintendent or his or her designee shall periodically monitor BUUSD programs and curriculum to ensure compliance with this policy and any administrative procedures established to carry out the requirements of this policy. The BUUSD shall periodically inform and update the public about the content and implementation of this policy, including the extent to which BUUSD schools are in compliance with this policy, the extent to which this policy compares to model local school wellness policies and a description of the progress made in attaining the goals of this policy.~~

- ~~b. The BUUSD shall permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators and the general public to participate in the development, implementation and periodic review and update of this policy.~~
- ~~e. The superintendent or his or her designee shall establish ongoing BUUSD health and wellness committee(s) following the Vermont Agency of Education and Vermont Department of Health recommendation evidence-based collaboration approach to learning and health. Information on how to join the committee(s) is available on the supervisory union websites.~~
- ~~d. The BUUSD health and wellness committee(s) assist the superintendent or his or her designee, at least triennially, in the assessment and/or revision of the wellness policy using best practice assessment tools, in auditing supervisory union-wide compliance, and in reviewing evidence of student health and learning impact.~~

~~The superintendent or his or her designee shall report yearly to the board and to the public on the BUUSD's compliance with law and policies related to student wellness. The report shall include information as to the content and implementation of this policy, and an assurance that BUUSD guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.~~

Vermont Agency of Education Model Local Wellness Policy

Purpose

It is the intent of the Barre Unified Union School District to comply with all applicable federal and state requirements (as outlined in the [Vermont Local Wellness Policy Guide](#), updated October 2023). In accordance with those requirements, this local wellness policy (LWP) (hereafter referred to as “this policy”) has been developed in consultation with parents, students, school food service program/school food authority personnel, physical education and health education teachers, school board members, school administration, members of the public, and school health professionals, which may include school nurses, school counselors, school-based clinicians, school social workers, or behavioral health professionals.

Definition

For the purpose of this policy, the term “standard(s)” applies to all age and/or grade applicable learning standards.

Policy Statement

It is the policy of the Barre Unified Union School District (hereafter referred to as “District”) to establish goals that are developed to promote student wellness and comprehensive health, and include the following goal areas:

1. Nutrition Promotion and Education
2. Nutrition Services/Guidelines for all foods available on school campus
3. Physical Education and Physical Activity
4. Comprehensive Health Education
5. Other school-based activities to promote student wellness

Goals for Nutrition Promotion and Education

1. Provide nutrition promotion and education programs as required by state law and regulations of the State Board of Education. In particular, the District will provide a nutrition component in its Comprehensive Health Education program and will develop curricular programs intended to accomplish applicable goals enumerated in the Vermont Education Quality Standards.
2. Conduct nutrition promotion and education programs through appropriately licensed staff members.
3. Limit food and beverage marketing to the promotion of only those foods and beverages that meet the USDA Smart Snacks in School nutrition standards on school campus.
4. Integrate nutrition promotion and education into core curricula in areas such as science and family and consumer science courses, to the extent practicable.

Goals for Nutrition Services/Guidelines for All Foods Available on School Campus

1. Provide adequate space for eating and serving school meals.
2. Provide a clean and safe meal environment for students.
3. Establish meal periods that provide adequate time to eat and are scheduled at appropriate hours.
4. Prohibit the use of food in District schools as a reward or punishment.
5. Provide training opportunities, as appropriate for food service and other staff members, in areas of nutrition and wellness.
6. Make free potable water available to children in meal service areas (for schools participating in the National School Lunch and School Breakfast program).
7. Ensure that nutrition services will reference USDA geographic preference rules and seasonal and local agricultural information when planning school meal menus, to the extent practicable.
8. Ensure that guidelines for reimbursable school meals are not less restrictive than regulations and guidance issued by the United States Secretary of Agriculture pursuant to sections (a) and (b) of section 9A(a) and (b) of the Richard B. Russell National School Lunch Act as those regulations and guidance apply to schools.

Nutrition Guidelines

- i. The National School Lunch and School Breakfast Programs will meet the requirements provided in 7 CFR 210 and 7 CFR 220 (National School Lunch Program and School Breakfast Guidelines)
- ii. All foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet the USDA Smart Snacks nutrition standards.
- iii. District fundraisers that occur during the school day will meet the USDA Smart Snack nutrition standards.
- iv. The District is required to establish nutrition guidelines for all other foods provided, but not sold to students during the school day. Foods provided but not sold may include food that is part of a classroom celebration or provided by parents or community organizations free of charge. *[Districts should choose either 1 or 2 below or write their own guidelines.]*
 - (1) It is the policy of the District that, when feasible, food provided but not sold should be limited to those foods that improve the diet and health of students, help mitigate childhood obesity, and model healthy choices.
 - (2) Food provided but not sold will, at minimum, comply with the Smart Snacks Standards.

Goals for Physical Education and Physical Activity

1. Offer opportunities for students in grades K-12 to participate in at least 30 minutes of physical activity within or outside of the school day. Physical activity may include recess and movement built into the curriculum but does not replace physical education classes.

2. Ensure that physical education is designed to enable all students, including those who may need adapted physical education, to engage annually in rigorous, relevant, and comprehensive learning opportunities that allow them to demonstrate proficiency in physical education.
3. Ensure that educator licensure, professional development, and staff and program evaluation complies with state laws and regulations.

Goals for Comprehensive Health Education

1. Ensure the development and delivery of comprehensive health education as required by state law (currently 16 V.S.A. § 131, 16 V.S.A. § 906(3), 16 V.S.A. § 909) and Education Quality Standards Rules (Series 2000), Pupils Rules (Series 4000 as specified), and in coordination with expectations delineated in 16 V.S.A § § 131,132.
2. Consider the promotion and integration of health education throughout the school day and within various curriculum areas in addition to health education courses. This will be done to the extent practicable, under the supervision of the superintendent or designee, and aligned with state rules and standards.
3. Ensure that educator licensure, professional development, and staff and program evaluation complies with state laws and regulations.

Other School-based Activities to Promote Student Wellness

Policy Development, Implementation, and Assessment

The local wellness team will participate in the development, implementation, monitoring, and annual review and update of the LWP in order to prepare annual progress reports and triennial assessments.

Annually, the District will issue a progress report to inform and update the public about the content and implementation of this policy, including the extent to which District schools are in compliance with this policy, the extent to which this policy compares to the model local wellness policies and a description of the progress made in attaining the goals of this policy.

Every three years, the District will conduct an assessment of:

1. How well the District's LWP aligns with the AOE's model LWP,
2. Compliance within the District with regard to its LWP, and
3. Progress made in attaining the goals of the District's LWP.

Administrative Responsibilities

The superintendent or designee will:

1. Convene a local wellness team that includes parents, students, school food service program personnel, physical education and health education teachers, school board members, school administration, members of the public, and school health professionals, which may include school nurses, school counselors, school-based clinicians, school social workers or behavioral health professionals.

2. Periodically monitor District programs and curriculum to ensure compliance with this policy and any administrative procedures established to carry out the requirements of this policy.
3. Provide a report at least annually to the board and to the public on the District's compliance with law and policies related to student wellness and the school nutrition environment. The report shall include information as to the content and implementation of this policy, and an assurance that District guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.
4. Assist in ensuring compliance with the District's LWP including goals for all required components and that evidence-based strategies have been reviewed and considered in the development of those goals.
5. Be responsible for ensuring that the District complies with applicable state law and regulations governing the provision of and access to physical activity, physical education, and comprehensive health education as set forth in 16 V.S.A. § 136, 16 V.S.A. § 906, 16 V.S.A. § 941, and Education Quality Standard Rules (Series 2000).
6. Be responsible for ensuring that schools identify, near or at the beginning of serving lines, what foods constitute unit priced reimbursable meals.
7. Be responsible for ensuring that the District complies with any Administrative Review procedures of the State Educational Agency.
8. Develop a plan to respond to a parent's signed statement that the teaching of disease, its symptoms, development, and treatment, conflicts with the parents' religious convictions. In the case of a student exemption from such instruction, the exempted student shall not be penalized by reason of that exemption.

**BARRE UNIFIED UNION SCHOOL DISTRICT # 097
POLICY**

CODE: F 20

1ST READING: 04/28/2022

2ND READING: 05/12/2022

ADOPTED: 05/12/2022

**FISCAL MANAGEMENT AND GENERAL FINANCIAL
ACCOUNTABILITY**

Statement of Policy

It is the policy of the Barre Unified Union School District (BUUSD) (~~Barre Town Middle and Elementary School, Barre City Elementary and Middle School, and Spaulding High School~~) to manage its financial affairs in a lawful, responsible and transparent manner. As trustee of local, state and federal funds allocated for use in public education, the Board shall fulfill its responsibility to see that funds are used to achieve the purposes intended, using generally accepted accounting practices, providing appropriate accountability, and assuring compliance with guidelines published by the Agency of Education.

Administrative Responsibilities

The superintendent or designee shall develop procedures and/or assist the board to: With the advice and consent of the Auditor of Accounts and the Secretary of Education, the Superintendent shall establish and maintain an accrual system of accounting for the proper control and reporting of school district finances and for stating the financial condition of the School Districts.

1. Establish and maintain a system for receipt, deposit, disbursement, accounting, control, and reporting procedures that meets the Generally Accepted Accounting Principles (GAAP) for state and local governments and will follow, at a minimum, the code structure contained in the Handbook for Financial Accounting of Vermont School Systems: Financial Code Classification system.
2. Examine claims against the district for school expenses and draw orders for the payment of those claims.
3. Establish, with the advice and consent of the Auditor of Accounts and the Vermont Secretary of Education, a system of accounts for the proper control and reporting of school district finances and for stating the annual financial condition of the district.
4. Arrange an annual audit of accounts by a certified public accountant. The Board shall review the final audit.
5. Provide suitable crime insurance coverage or bonding for employees handling large sums of money, for any school directors authorized to receive or disburse funds, and for the collector, or treasurer, or both.
6. Maintain inventories of supplies, materials, and instructional equipment to be presented to the board annually.
7. Follow the bidding requirements set out in 16 V.S.A. §559.
8. Establish a system for managing miscellaneous accounts such as fees, fines, penalties, book losses, breakage and sale of equipment and materials. At the school level, the principal will be responsible for overseeing all student accounts.
9. Ensure that the Board is aware of any material deviations from the budget.
10. Provide the Board with financial reports at least quarterly, and as requested. The reports will provide the Board with the information needed to assure focused and responsible management of financial resources, including but not limited to:
 - a. Appropriation Accounts
 - i. Original appropriation
 - ii. Authorized transfers and adjustments
 - b. Revised appropriations
 - i. Expenditures to date
 - ii. Outstanding encumbrances

- iii. Unencumbered balance
- c. Revenue Accounts
 - i. Estimated revenues
 - ii. Amounts received to date
 - iii. Revenues estimated to be received during the balance of the fiscal year

Guidelines

1. ~~The approved budget will be the spending plan for the year. The Superintendent or his or her designee is authorized to make commitments in accordance with the budget appropriations in amounts not to exceed \$40,000. Individual expenditures in excess of that amount, or expenditures of over \$15,000 not planned for in the budget, require approval by the Board. Required expenses, such as special education expenses in accordance with the approved IEP or 504 plan, are not subject to Board approval. The Superintendent shall assure that the district does not materially deviate from the approved spending plan, and shall notify the Board of significant overages in spending or significant reduction in revenue that might threaten adherence to the annual budget plan for the year.~~
2. ~~The Superintendent or designee shall arrange with the BUUSD Board an annual audit of accounts by a certified public accountant.~~
3. ~~The Superintendent shall be responsible for establishing a system of appropriate internal controls for the handling of all financial obligations and all funds and accounts.~~
4. ~~The Superintendent or designee shall provide regular information to the board regarding the status of the organization relative to expenses and revenues according to a schedule established by the Board.~~
5. ~~The Board shall, annually, authorize the Superintendent or his/her designee to “examine claims against the district for school expenses and draw orders for such as shall be allowed by it payable to the party entitles thereto.”~~
6. ~~The bidding requirements of 16 V.S.A. §559 will be followed by the Board and its designees.~~

F20

RECOMMENDED

FISCAL MANAGEMENT AND GENERAL FINANCIAL ACCOUNTABILITY

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

It is the policy of the _____ Supervisory Union/School District to manage its financial affairs in a lawful, responsible and transparent manner. As trustee of local, state and federal funds allocated for use in public education, the Board shall fulfill its responsibility to see that funds are used to achieve the purposes intended.

Administrative Responsibilities

The superintendent or designee shall develop procedures and/or assist the board to:

1. Establish and maintain a system for receipt, deposit, disbursement, accounting, control, and reporting procedures that meets the Generally Accepted Accounting Principles (GAAP) for state and local governments and will follow, at a minimum, the code structure contained in the Handbook for Financial Accounting of Vermont School Systems: Financial Code Classification system.¹
2. Examine claims against the district for school expenses and draw orders for the payment of those claims.²

¹ 16 VSA § 563(8)

² 16 VSA § 563(8)

3. Establish, with the advice and consent of the Auditor of Accounts and the Vermont Secretary of Education, a system of accounts for the proper control and reporting of school district finances and for stating the annual financial condition of the district.³
4. Arrange an annual audit of accounts by a certified public accountant. The Board shall review the final audit.
5. Provide suitable crime insurance coverage or bonding for employees handling large sums of money, for any school directors authorized to receive or disburse funds, and for the collector, or treasurer, or both.⁴
6. Maintain inventories of supplies, materials, and instructional equipment to be presented to the board annually.
7. Follow the bidding requirements set out in 16 V.S.A. §559.
8. Establish a system for managing miscellaneous accounts such as fees, fines, penalties, book losses, breakage and sale of equipment and materials. At the school level, the principal will be responsible for overseeing all student accounts.
9. Ensure that the Board is aware of any material deviations from the budget.
10. Provide the Board with financial reports at least quarterly, and as requested. The reports will provide the Board with the information needed to assure focused and responsible management of financial resources, including but not limited to:
 - a. Appropriation Accounts
 - i. Original appropriation
 - ii. Authorized transfers and adjustments
 - b. Revised appropriations
 - i. Expenditures to date
 - ii. Outstanding encumbrances
 - iii. Unencumbered balance
 - c. Revenue Accounts
 - i. Estimated revenues
 - ii. Amounts received to date
 - iii. Revenues estimated to be received during the balance of the fiscal year

[1] 16 V.S.A. §563(8)

[2] 16 V.S.A. §563(8)

[3] 16 V.S.A. §563(9)

VSBA Versions:	August 15, 2023
Date Warned:	

³ 16 VSA § 563(9)

⁴ 16 VSA § 492, 16 VSA § 735(f), 24 VSA § § 832, 833

**BARRE UNIFIED UNION SCHOOL DISTRICT #97
POLICY**

CODE: F 23

1st READING: 9/12/2019

2nd READING: 10/10/2019

ADOPTED: 10/10/2019

CAPITALIZATION OF ASSETS

Statement of Policy

It is the policy of the ~~In order to provide for the proper control and conservation of Barre Unified Union School District (BUUSD) to account for and control all capital assets under the District's control. property~~ as well as proper accounting for financial reporting purposes, the Superintendent or his or her designee shall maintain a schedule of capitalized assets reported in conjunction with BUUSD's annual audit.

Definitions

1. **Capital Assets -**
 - a. Tangible or intangible assets used in operations and having a useful life of more than one year, including (i) land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and (ii) additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).
 - b. Capital assets do not include intangible right-to-use assets (per GASB) and right-to-use operating lease assets (per FASB). For example, assets capitalized that recognize a lessee's right to control the use of property and/or equipment for a period of time under a lease contract.
2. **Estimated Useful Life - an estimate of the time period that an asset can be used for the purpose for which it was intended.**

Implementation Administrative Responsibilities

1. The superintendent or designee shall maintain a schedule of capital assets reported in conjunction with the annual audit. Capitalization of assets, inclusive of computing devices, equipment, general purpose equipment, information technology systems, special purpose equipment and supplies;
2. Capitalization occurs when all of the following criteria are met:
 1. The asset is tangible and complete. Construction in progress is capitalized but not depreciated until construction is completed;.
 2. The asset is used in the operation of the district's activities;.
 3. The asset has a value and useful life at the date of acquisition that meets or exceeds the following;
 - a. A value of \$5,000 individual component value and one year of useful life.
 - b. All buildings and land must be reported regardless of value and useful life at the date of acquisition.
 - c. [OPTIONAL] If a group of assets acquired at the same time represents a significant asset for the district but do not meet the threshold for capitalization

individually, the group assets should be capitalized according to the thresholds set out above.

3. Assets acquired through donation ~~will~~ shall be recorded at their estimated fair market value on the date of donation and capitalized according to the above criteria ~~above~~.
4. Annual depreciation ~~will~~ shall be charged in equal amounts over the estimated useful lives of all capital assets. The superintendent or designee shall assign the assets' estimated useful life ~~will be assigned by management~~ in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) rulings.

F23

RECOMMENDED¹

CAPITALIZATION OF ASSETS

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

It is the policy of the _____ School District to account for and control all capital assets under the District’s control.

Definitions

1. Capital Assets -

- a. Tangible or intangible assets used in operations and having a useful life of more than one year, including (i) land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and (ii) additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).
- b. Capital assets do not include intangible right-to-use assets (per GASB) and right-to-use operating lease assets (per FASB). For example, assets capitalized that recognize a lessee's right to control the use of property and/or equipment for a period of time under a lease contract.

¹ Adoption of this policy is recommended by a joint VASBO/Agency of Education working group on federal grant compliance.

2. **Estimated Useful Life** - an estimate of the time period that an asset can be used for the purpose for which it was intended.

Administrative Responsibilities

1. The superintendent or designee shall maintain a schedule of capital assets reported in conjunction with the annual audit.
2. Capitalization occurs when all of the following criteria are met:
 - 1) The asset is tangible and complete. Construction in progress is capitalized but not depreciated until construction is complete.
 - 2) The asset is used in the operation of the district’s activities.
 - 3) The asset has a value and useful life at the date of acquisition that meets or exceeds the following.
 - a) A value of \$ _____ (max \$5,000) individual component value and one year of useful life.
 - b) All buildings and land must be reported regardless of value and useful life at the date of acquisition.
 - c) [OPTIONAL] If a group of assets acquired at the same time represents a significant asset for the district but do not meet the threshold for capitalization individually, the group assets should be capitalized according to the thresholds set out above.²
3. Assets acquired through donation shall be recorded at their estimated fair market value on the date of donation and capitalized according to the above criteria.
4. Annual depreciation shall be charged in equal amounts over the estimated useful lives of all capital assets. The superintendent or designee shall assign the assets’ estimated useful life in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) rulings.

VSBA Versions:	August 15, 2023
Date Warned:	
Date Adopted:	
Legal Reference(s):	2 CFR 200.1

² The Handbook for Financial Accounting of Vermont School Systems (Handbook II) addresses the capitalization of group assets and states that districts **may** choose to capitalize groups of items acquired at the same time that do not meet the threshold for capitalization individually.

**BARRE UNIFIED UNION SCHOOL DISTRICT # 097
POLICY**

CODE: E 20

**1ST READING: 5/9/2019
2ND READING: 6/13/2019
ADOPTED: 6/13/2019**

COMMUNITY USE OF SCHOOL FACILITIES

Barre Unified Union School District (BUUSD) ~~While the~~ recognizes that although the primary purpose of the school facilities is to educate students within ~~this the~~ district, ~~the school board recognizes that the~~ facilities are a valuable community resource. ~~Accordingly, the Superintendent may~~ It is the policy of the BUUSD to make school facilities available to individuals and community groups without discrimination in accordance with this policy, provided the facilities are preserved for regular school activities.

Administrative Responsibilities

1. The superintendent may authorize the ~~Individuals and groups may~~ use school facilities by community members for the following purposes, provided all relevant procedures are followed:
 - a. Meetings by parent-teacher organizations and school booster organizations whose purpose is to support the operations of the schools and the school district;
 - b. Meetings by employees' professional organizations comprised of school district employees;
 - c. Instruction in any branch of education, learning, and the arts;
 - d. Social, civic and recreational meetings, and entertainment, provided the events are open to the public;
 - e. Civic forums and community centers, provided the events are open to the public;
 - f. Recreation, physical training and athletics, including competitive athletic contests for children and adults;
 - g. Private academic tutoring or music lessons;
 - h. Child care programs;
 - i. Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose, and the events are open to the public.
 - j. The Boy Scouts of America, Big Sisters of America and Girls Club of America, Future Farmers of America, Girls Scouts of America, Little League Baseball, Inc, and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use of school facilities upon payment of suitable fees and costs according to the district fee schedule.
2. The superintendent shall establish procedures for the use of school facilities by community members, which, at minimum,
 - a. may include reasonable time, place, and manner restrictions on the use of the facilities;
 - b. shall not discriminate based on viewpoint;
 - c. shall include a fee schedule for facilities use;
 - d. shall require all users to demonstrate adequate insurance coverage;
 - e. shall require all users to agree to hold the district harmless from any and all liability resulting from their use of the facilities;
 - f. shall require all users to make clear in announcements and publicity that their events and activities are not sponsored by the school district; and

- g. [OPTION: choose one of the following and delete the other choice once your board decides whether/not to permit possession or use:] shall prohibit possession or use of a firearm or a dangerous or deadly weapon.

OR

shall permit possession or use of a firearm or a dangerous or deadly weapon for instructional or other specific purposes, e.g. gun safety courses or gun shows.

- 3. The superintendent may deny an application for use of facilities or terminate an individual or group’s use for the following reasons:
 - a. Uses that are likely to cause a material and substantial disruption to school operations;
 - b. Events and meetings promoting or sponsored by a political party;
 - c. Political campaign events by someone running for office;
 - d. Uses that interfere with school district maintenance and repair of facilities;
 - e. Uses that could damage special equipment in the facilities;
 - f. Uses that could reasonably be expected to or actually do give rise to a riot or public disturbance;
 - g. Events or meetings of private for-profit entities;
 - h. Events at which fees are charged for profit;
 - i. Uses where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed; and
 - j. any other Uses prohibited by law.

~~The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc. and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school facilities upon payment of suitable fees and costs according to the district fee schedule.~~

~~The superintendent may place reasonable time, place, and manner restrictions on the use of facilities.~~

~~The superintendent shall set a fee schedule and shall administer it in a manner that does not discriminate based on viewpoint. All users shall be required to demonstrate adequate insurance coverage and shall agree to hold the district harmless from any and all liability resulting from their use of the facilities. All users shall be required to make clear in all announcements and publicity that their events and activities are not sponsored by the school district.~~

~~The superintendent may allow individuals and groups to use special equipment, such as audiovisual equipment, provided that the group uses an operator of the equipment who is approved by the superintendent.~~

CODE E20
RECOMMENDED¹

COMMUNITY USE OF SCHOOL FACILITIES

NOTE: Any School District permitting community use of school facilities does so with the understanding that it may not restrict that use based on the nature and/or viewpoints of the requesting organization or person(s). VSBA encourages Districts to consult with legal counsel to better understand their rights and obligations under this policy before adopting it.

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

_____ Supervisory Union/School District recognizes its legal right to preserve its facilities exclusively for the purpose of conducting its educational programs, and therefore prohibits all community use of school facilities.²

OR (OPTION: Delete the other policy statement once your board decides whether/not to permit community use of school facilities)

¹ 16 V.S.A. §563(30) authorizes school boards to “make available school facilities and equipment for specified public purposes if such purposes appear, in the judgment of the board, to be in the best interests of the district and are an efficient, economical, and appropriate use of they facilities and equipment.”

² The School District has a legitimate interest in preserving the property for the use to which it was lawfully dedicated. *Perry Ed. Assn. v. Perry Local Educators’ Assn*, 460 U.S. 37 (1983).

_____ Supervisory Union/School District (SU/SD) recognizes that although the primary purpose of the school facilities is to educate students within the district, school facilities are a valuable community resource. It is the policy of the (SU/SD) to make school facilities available to individuals and community groups without discrimination in accordance with this policy, provided the facilities are preserved for regular school activities.³

Administrative Responsibilities

1. The superintendent may authorize the use of school facilities by community members for the following purposes, provided all relevant procedures are followed⁴:
 - a. Meetings by parent-teacher organizations and school booster organizations whose purpose is to support the operations of the schools and the school district;
 - b. Meetings by employees' professional organizations comprised of school district employees;⁵
 - c. Instruction in any branch of education, learning, and the arts;
 - d. Social, civic and recreational meetings, and entertainment, provided the events are open to the public;⁶
 - e. Civic forums and community centers, provided the events are open to the public;
 - f. Recreation, physical training and athletics, including competitive athletic contests for children and adults;
 - g. Private academic tutoring or music lessons;⁷
 - h. Child care programs;

³ A district has the legal right to preserve its facilities exclusively for the purpose of conducting its educational programs. It could do that by prohibiting all community use of facilities. However, once a district allows any community use of its facilities, then it has created either a public forum or a limited public forum. A totally public forum is one where all uses are permitted on a first come, first serve basis. A limited public forum is one where certain categories of uses are allowed. *Travis v. Owego-Apalachin School Dist.*, 927 F.2d 688 (2d Cir. 1991) (good overview of differences between types of public forums). This is the most common approach for school districts.

In a limited public forum, once the district allows a community group to use its facility for one purpose then it must open the facilities to all other community groups wishing to use the facilities for the same genre of activity. Access to facilities may not be restricted based on the group's viewpoint. *Lamb's Chapel v. Center Moriches Union Free School Dist.*, 508 U.S. 384 (1993); *Good News Club v. Milford Central Schools*, 533 U.S. 98 (2001). In these cases, the Supreme Court specifically held that religious groups' use of school facilities must be permitted when other groups seeking to teach morals have been permitted to use facilities.

⁴ This list is merely an example. An individual school district could decide to make this list broader or narrower. However, when designating categories of permissible uses, a district must remain viewpoint neutral. For example, if the district allows groups to meet to discuss anti-war activities, it must also allow groups to meet in support of the military

⁵ As illustrated by the first two entries on this list, a district may allow certain types of groups, such as parent-teacher organizations or employee organizations to use school facilities. Such designations are constitutionally permissible because they do not specify the group by viewpoint. Similarly, a school district may adopt a policy that limits community use to groups whose members are mostly children or young adults, or that limits use of facilities to groups that are comprised predominantly of residents of the school district.

⁶ There is no constitutional requirement that events be open to the public. However, many school districts have this requirement in order to prevent the use of school facilities for exclusive, private functions.

⁷ This is an example of a viewpoint neutral exception to the prohibition on for-profit activities

- i. Meetings, entertainment, and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose, and the events are open to the public.⁸
 - j. The Boy Scouts of America, Big Sisters of America and Girls Club of America, Future Farmers of America, Girls Scouts of America, Little League Baseball, Inc, and any other group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code use of school facilities upon payment of suitable fees and costs according to the district fee schedule.⁹
2. The superintendent shall establish procedures for the use of school facilities by community members, which, at minimum,
- a. may include reasonable time, place, and manner restrictions on the use of the facilities;¹⁰
 - b. shall not discriminate based on viewpoint;
 - c. shall include a fee schedule for facilities use¹¹;
 - d. shall require all users to demonstrate adequate insurance coverage;
 - e. shall require all users to agree to hold the district harmless from any and all liability resulting from their use of the facilities;
 - f. shall require all users to make clear in announcements and publicity that their events and activities are not sponsored by the school district; and
 - g. *[OPTION: choose one of the following and delete the other choice once your board decides whether/not to permit possession or use:]* shall prohibit possession or use of a firearm or a dangerous or deadly weapon.

OR

⁸ Again, the requirement that the proceeds from admission-charging events be used for educational or charitable purposes is not a constitutional one. Rather it is a preference that many school districts might wish to make.

⁹ Boy Scouts of America Equal Access Act, 20 U.S.C. 7905 allows youth groups of certain designated patriotic societies access to schools.

¹⁰ Examples of a “time” restriction are that all groups conclude their meetings by 9 p.m. or that they limit the frequency with which they use facilities. A “place” restriction might be that the new gym not be used. A “manner” restriction might require all groups to leave the facility in the condition in which it was when they arrived. Such restrictions must be applied evenly to all groups and must not be designed to preclude particular groups from access.

¹¹ As a matter of fiscal responsibility, fee schedules should take into account the actual cost to the district of the use of the facilities. Fees for different facilities may be tailored to the unique size or quality of the facility. Fees for one category of use may not be set differently depending on the type of group using the facility. It is permissible, however, for a district to set a schedule that charges no fees for parent-teacher organizations and employee professional organizations. *Child Evangelism Fellowship of South Carolina v. Anderson*, 47 F.3d 1062 (4th Cir. 2006) held that it was unlawful to give school administrators discretion to waive fees for community groups’ use of school facilities because it presents too great a risk of viewpoint discrimination, which runs afoul of the First Amendment. The court left open the possibility that a set of narrow, objective, and definite standards that ensure viewpoint neutrality for fee waivers might be permissible. The district’s policy of allowing free use for three types of school organizations and when in the “best interest” of the district, without defining the groups, was improper. Districts should proceed cautiously when waiving fees.

shall permit possession or use of a firearm or a dangerous or deadly weapon for instructional or other specific purposes, e.g. gun safety courses or gun shows.¹²

3. The superintendent may deny an application for use of facilities or terminate an individual or group's use for the following reasons:
 - a. Uses that are likely to cause a material and substantial disruption to school operations;
 - b. events and meetings promoting or sponsored by a political party;¹³
 - c. political campaign events by someone running for office;
 - d. uses that interfere with school district maintenance and repair of facilities;
 - e. uses that could damage special equipment in the facilities;
 - f. uses that could reasonably be expected to or actually do give rise to a riot or public disturbance;
 - g. events or meetings of private for-profit entities;
 - h. events at which fees are charged for profit;
 - i. uses where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed; and
 - j. any other uses prohibited by law.

<i>VSBA Review Date</i>	October 3, 2023
<i>Date Warned</i>	
<i>Date Adopted</i>	
<i>Legal References</i>	16 V.S.A. § (3), (5) (Powers of school boards) 13. V.S.A. § 4004 20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act) 18 U.S.C. § 921 (Gun Free School Zones Act of 1990) <i>Travis v. Owego-Apalachin School Dist.</i> , 927 F.2d 688 (2d Cir. 1991) <i>Lamb's Chapel v. Center Moriches Union Free School Dist.</i> , 508 U.S. 384 (1993) <i>Good News Club v. Milford Central Schools</i> , 533 U.S. 98 (2001)

¹² 13 VSA § 4004 prohibits any person from knowingly possessing a firearm or a dangerous or deadly weapon while within a school building or on a school bus. However, the board of school directors, or the superintendent or principal if delegated authority to do so by the board, may authorize possession or use for specific occasions or for instructional or other specific purposes. Similarly, 18 USC § 921, which prohibits the possession of firearms on school grounds, carves out an exception for use by an individual in a program approved by the school. We encourage you to seek legal advice should your district decide to permit community members to possess or use of firearms or dangerous or deadly weapons in your schools for instructional or other specific purposes.

¹³ In *Hickock v. Orange County Comm.College*, 472 F. Supp. 2d 469 (S.D.N.Y. 2006), the court held that the college's policy of excluding events that promote activities of political parties is an appropriate restriction for a limited public forum because it is viewpoint neutral. If a school district adopts a policy that permits political events, then it must permit all political groups to hold events regardless of their viewpoint.