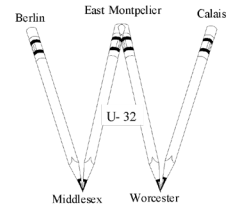


Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761



**WCUUSD Policy Committee
Meeting Agenda
12.13.23
4:45-6:45 PM
Central Office, 1130 Gallison Hill Rd. Montpelier
Via Video Conference**

Virtual Meeting Information

<https://tinyurl.com/3kjb8f5d>

Meeting ID: 896 7316 6140

Password: 729154

Dial by Your Location: 1-929-205-6099

1. Call to Order
2. Approve Minutes of 11.8.23 -pg. 2
3. Policies from November 15th First Reading
 - 3.1. B20 Personnel Recruitment, Selection, Appointment and Background Checks – pg. 6
 - 3.2. D22 Library Media Center Selection & Reconsideration (formerly D34) - pg. 9 3.3.
 - A30 Policies and Procedures (formerly A2) – pg. 13
 - 3.4. A20 Board Meetings, Agenda Preparation & Distribution – pg. 16
 - 3.5. A22 Notice of Non-Discrimination – pg. 18
4. Policy for Discussion
 - 4.1. School Choice
 - 4.2. F26 Security Cameras - pg. 20
5. Policies for Sequential Review
 - 5.1. A21 Public Participation at Board Meetings – pg. 22
 - 5.2. A23 Community Engagement and Vision – pg. pg. 24
 - 5.3. A24 Board Superintendent Relationship – pg. 25
 - 5.4. A31 Board Member Education – pg. 26
 - 5.5. A32 Board Goal Setting & Evaluation – pg. 27
 - 5.6. A34 Board Relations with School Personnel – pg. 28
6. Future Agenda Items
 - 6.1. Next Meeting: January 10, 2023

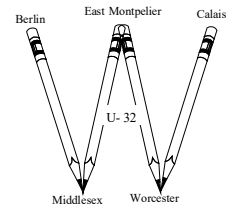
7. Adjourn

Washington Central Unified Union School District

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Meagan Roy, Ed.D.
Superintendent



**WCUUSD Policy Committee Minutes
11.8.23
4:45-6:45 PM
Central Office, 1130 Gallison Hill Rd. Montpelier
Via Video Conference**

Present: Superintendent Meagan Roy, Gillian Fuqua, Maggie Weiss, Chris McVeigh, Amelia Contrada, Amy Molina, Jonathan Goddard

- 1. Call to Order: Chris McVeigh called the meeting to order at 4:49 p.m.**
- 2. Approve Minutes of 10.11.23: Amelia Contrada moved to approve the minutes of October 11, 2023. Seconded by Maggie Weiss, this motion carried unanimously.**
- 3. Policies for Review**
 - 3.1. B20: Personnel Recruitment, Selection, Appointment and Background Checks:**

Superintendent Roy confirmed with VSBA that the changes to their model policy are directly related to Supreme Court ruling (has to be very clear that we can/ should recruit to secure diverse candidates but when we make a hiring decision it cannot be based on any protected class.) She shared that our policy used to ask candidates to disclose criminal record during the application process; that is not legal, it is removed from the policy; it can be included as part of the hiring process. Chris McVeigh clarified that the criminal background check occurs after the hiring process; Superintendent Roy explained that this is part of the paperwork that new hires complete. Superintendent Roy clarified that typically the date of hire is the day that new employees fill out the paperwork; however they do not collect their first paycheck until after the criminal record check has come back. Chris McVeigh clarified - the offer for hire is contingent upon the background check. Some discussion followed around the hypothetical scenario if a new candidate for hire were to make an untruthful report about a criminal record; the offer for hire can be rescinded. This policy will go to the board for first reading.
 - 3.2. D34: Library Media Center Selection & Reconsideration:** The Bill of Rights is spelled out in this new policy draft, as per previous discussion. The committee had wanted to be clear to honor/ delegate to the expertise of staff. The policy includes explicit procedures. Maggie Weiss asked when a procedure is being included into a policy, is the procedure then updated to reflect that it was incorporated into policy on date. Superintendent Roy stated that the policy would replace the procedure in this case (when the procedure is included in the body of the policy). Amy Molina asked, in the definition do we have certified library

media staff? Do we want to use the term “certified”? Superintendent Roy stated that she interprets “certified” as referring to licensed. Amelia suggested reversing the language to read: library media staff and licensed...”; Chris recommended replacing “certified” with “licensed” - Amy Molina pointed out some typos in the policy draft: “by” versus “be” and adding periods to the ends of some of the bullets. Chris McVeigh asked for clarification about storage of materials that have been removed from the shelves and a notification process. Gillian stated that for outdated materials, she suspects that each school has different practice. She suggested that for any material that is removed as result of complaint, there might be some procedure about how long the material is kept. Superintendent Roy questioned the impact of storage, and whether the language in the policy is close to what they currently do, to not add more complication to their current practice. The committee agreed to reach out to librarians in the schools to ask what is their current practice for storage of materials that have been removed. Amy Molina pointed out some punctuation inconsistencies/ typos in this policy (on page 11) (e.g. 7a, 7b, 7c). Chris McVeigh suggested that some time frames should be declared, e.g., 30 school days from receipt of request within 7c, and that the superintendent’s review (in 7d) be completed in 15 school days. Gillian Fuqua suggested having a consistent process for the review and a consistent format for the report to the board. Some discussion followed - do librarians currently have a form to receive complaints? Would they provide input into updating or drafting a form for this policy/ procedure? Amy Molina: the first half of the policy refers to school librarians but then the term changes to library media specialist. Superintendent Roy suggested that we should use consistent language, based on Vermont’s license language. Some discussion followed around adding a timeframe to the complaint resolution process. Superintendent Roy stated that it is helpful to have flexibility as far as timelines, and that she is in agreement with a reasonable timeframe. Some suggestion of adding language, if the committee does not have time to complete the process, then a delay of an additional 15 school days can be obtained. This policy will go to the board for first reading, with an explanation that the school librarians are going to be asked for input which might affect the draft for the second reading.

3.3. C3 and C6: Recommend for Second reading and Adoption

3.4. Policies for Sequential Review:

- 3.4.1. A2 Policies and Procedures:** Chris McVeigh asked Superintendent Roy what is the initial process from her end in updating/ drafting procedures for the committee and the board’s consideration; she reviewed her process. (typo: “constant” should be “content”) This policy is ready to go to the board for first reading.
- 3.4.2. A20 Board Meetings, Agenda Preparation & Distribution:** This policy is ready to go to the board for first reading.
- 3.4.3. A22 Notice of Non-Discrimination:** Superintendent Roy reviewed that the changes in this policy are related to changes in the VSBA model policy. This policy is ready to go to the board for first reading.

4. Policies for Initial Discussion

- 4.1. F26 Security Cameras:** Superintendent Roy had provided the VSBA model policy; WCUUSD does not currently have a Security Camera policy. Chris McVeigh asked whether the committee would like to discuss where security cameras are NOT allowed, for example, bathrooms, classrooms. Amy Molina asked the question about how classroom is defined - is it any area where teaching takes place (e.g. a gymnasium that serves as many spaces including teaching space) - would cameras be appropriate in a gymnasium? Superintendent

Roy stated that the Safety Team will consider the cost of having such cameras in other areas, as well as the safety benefit versus privacy concern. Gillian Fuqua wondered about building use issues - would we need to notify people who are using the building, for example, the gymnasium after school hours, if a security camera is in the gymnasium? Amelia suggested that we take a poll of stakeholders to ask how they feel about the use of security cameras? Superintendent Roy stated that the idea of having security cameras in classrooms is not on the table. Amy Molina explained what the current process is for security cameras on buses, should the footage be reviewed. The cameras are not currently “live monitored.” We don’t currently have the staffing capacity or the need to live monitor. Some discussion followed around whether a particular security camera/ monitoring system is in mind. Superintendent Roy stated that she thinks the desire will be to use the same system that is currently in use at U-32. Amelia wondered whether there might be a tiered process of installation of cameras, depending on the safety assessment and the recommendations. Chris McVeigh suggested sharing this policy with the board for an initial review/ discussion. Maggie Weiss suggested that an executive summary of the safety review be shared with board members for context for the discussion.

4.2. School Choice: The committee discussed broadly and initially the idea of school choice. Chris McVeigh reviewed some possible parameters for school choice for the elementary schools. He asked the committee members whether there is a desire to pursue this. Maggie Weiss stated that the first thing that comes to her mind is the inconsistency with after school programs at the schools at this time, and how that creates disparities. She stated that she does not think we have a “level playing field” from school to school. Gillian Fuqua shared that some addresses are physically closer to a school - for instance some of the roads in Calais are closer to Doty School than they are to a Calais bus stop. She feels that a policy would help create consistency for each family and eliminate some of the vagueness. The committee agreed that it is worthwhile to pursue a School Choice policy. Chris McVeigh reviewed some possible parameters:

- siblings get first choice
- maintain education viability of receiving school and sending school - giving discretion to administration (Superintendent Roy indicated that she supports this parameter.)
- transportation? Chris McVeigh - this option of school choice would not be accessible to everyone if transportation were not offered.

Maggie Weiss does not support transportation in the context of this policy. It is self selecting already; she does not see how transportation would significantly increase access. Amy Molina asked what is the process for us to use an equity lens around this? Regarding transportation, she believes offering transportation for school choice would complicate our already complicated transportation system. Superintendent Roy reminded the committee that there is an Equity Lens Tool; she suggested including the tool in the board packet for the board to discuss the topic of this policy. Chris McVeigh suggested including the Equity Policy as well, for context. Chris McVeigh asked whether we should consider School Choice as an option during the school year versus during the school year/ mid-year. Maggie Weiss asked regarding deadlines for applications - is there a lottery-type selection? Superintendent Roy stated that in her experience any requests are always considered. She stated that she is anxious to discuss this, through the lens of equity and through the lens of rural schools. She would be interested to hear if there have been

rigorous discussions around this and if there are resources already available about the topic (from other school districts). This policy discussion will be brought to the board.

5. Future Agenda Items

5.1. Next Meeting: December 13, 2023

6. Adjourn: The committee adjourned at 6:47 p.m.

Respectfully submitted,

Lisa Grace, Committee Recording Secretary

Recommended

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICY:	<u>B20</u>
WARNED:	<u>2.14.2020</u>
ADOPTED:	<u>4.1.20</u>
EFFECTIVE:	<u>4.11.20</u>

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

Policy

It is the policy of the Washington Central Unified Union School 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 state law regarding the recruitment, selection, and employment of school district employees and contractors.

Individuals applying for the following employment positions are subject to criminal record checks and abuse registry checks under this policy: 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 and sub-contractors, who may have unsupervised contact with students and are subject by law to criminal record and abuse registry 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 district's schools 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.

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 and sub-contractors, who may have unsupervised contact with students.

Recruitment

1. The board is committed to securing the services of the best personnel available. Only individuals who meet applicable state licensing requirements, or are eligible for waiver, will be employed.
2. The board actively seeks diverse candidates. The board seeks applicants in accordance with its policy pertaining to non-discrimination. The district will attempt to provide an educational experience enhanced by the professional contributions of representatives of different races, physical conditions, sexes, ethnic backgrounds and age groups. We will make every effort to advertise widely to reach a diverse group of applicants. Every two years the administration will report on its participation in a training to avoid implicit bias in the recruitment and selection process with a goal of increasing the diversity of our employees
3. All personnel will be recruited by the district's administrative staff under the immediate direction of the superintendent.
4. Written or electronic applications will be required of candidates for employment. The application will include a statement signed by the candidate listing the dates, locations and dispositions of any convictions, including findings of guilt, pleas of nolo contendere or guilty, for criminal violations. The application will also 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.

Selection

1. It is the policy of the board to select employees on the basis of character, professional qualifications, and critical job requirements. Employees will be selected in a manner that does not unlawfully discriminate. The superintendent shall require all applicants, as a condition of employment consideration, to cooperate fully with background investigations, supplying references and releases so the district can contact previous employers. For applicants the superintendent is prepared to recommend for employment will be expected to provide fingerprints, releases and other information necessary to conduct criminal record background investigations. The costs of such checks will be borne by the district. All offers of employment will be conditioned upon satisfactory completion of the background investigation and a finding that the information provided by the application 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 they intend to appoint or 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 or sex offense

convictions 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.

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:
 - o notify the person subject to the check about the district's protocol for maintenance of criminal history files, and
 - o ask the person subject to the check to indicate if their 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.

*Legal Reference(s): 16 V.S.A. §§251 et seq. (Criminal record checks)
16 V.S.A. §242(3) and 563 (12) (Responsibility for hiring)
Act 1 of 2009 (Adjourned Sess.)
Act 108 of 2010*

Recommended

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

**LIBRARY MEDIA CENTER
SELECTION & RECONSIDERATION
SELECTION OF LIBRARY MATERIALS**

POLICY: **D22**

WARNED: **11.1.19**

ADOPTED: **11.20.19**

EFFECTIVE: **11.25.19**

Introduction

The WCUUSD Board recognizes that it is the primary objective of the instructional program and the library media centers to implement, enrich, and support teaching and learning, and the education programs in our schools. By accessing a wide range of materials at all levels of difficulty which offer a diversity of appeal and presentation of different points of view, our students will expand their knowledge and hone their skills.

The WCUUSD supports the free exchange of ideas as a vital element of our democracy and in our public schools. Access to instructional and library media materials that foster critical thinking and respectful civil discourse are important to our students as they prepare to be responsible and involved citizens in our democracy.

To assist with the selection of materials, the Board endorses the Library Bill of Rights, as adopted by the American Library Association. The Library Bill of Rights asserts that the responsibility of the school library is to:

- Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served
- Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards
- Provide a background of information that will enable students to make intelligent judgements in their daily lives
- Provide materials on opposing sides of controversial issues so that young citizens may develop with guidance the practice of critical reading and thinking
- Provide materials which are representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage
- Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

~~The WCUUSD Library Media Centers will provide a broad range of educational materials to enrich and support the curriculum and to meet the needs of individual students and teachers. In addition to supporting the curriculum, the Library Media Center also provides materials designed to encourage students to seek information beyond daily assignments, read with discrimination and pleasure, personalize their learning on their path to proficiency, and to grow in understanding that books and libraries can serve them well throughout their lives. The certified School Librarian will provide students with a wide range of materials of diverse appeal. Materials should be available in a variety of formats and represent varying levels of difficulty and varying points of view. Should there be any complaint about Library media in our collection, it is our policy to provide a fair and impartial review as outlined in the administrative procedure.~~

Definitions

For the Purpose of this Policy:

1. **Media** include all materials considered part of the library collection.
2. **Library Media Center** is the space, room or complex of rooms and spaces designated as a library, media center, instructional materials center, or similar term managed by certified School Librarians and Library Media Staff.
3. **School Librarian** is an educator who meets the competencies of the School Librarian endorsement as articulated by the Vermont Agency of Education
4. **Library Media Staff** is made up of but not limited to administrative assistants and paraprofessionals, whose job includes managing library materials

Responsibility & Implementation

1. ~~While the Board retains its authority to approve the selection of instructional materials, it recognizes the educational expertise of its professional staff and the need for staff to be involved in the recommendation of instructional materials. The Board delegates responsibility for the selection of instructional materials and library-media resources to the professionally trained personnel employed b the District, subject to the criteria and procedures for selection and the Board policy on challenged materials. Responsibility for the selection of all library materials is delegated to the School Librarian through the principal. The selection process involves open opportunity for consultation with administrators, faculty, and students.~~
 - a. Selection is based upon evaluation:
 - i. By the School Librarian
 - ii. Through the use of resources which includes, but is not limited to: library journals, publications, professional development, and learning communities
2. In selecting materials the School Librarian is guided by: the principles incorporated in the School Library Bill of Rights, the Freedom to Read Statement, and the standards and best practices adopted by the American Association of School Librarians and the American Library Association. The WCUUSD school libraries embrace the ALA Library bill of Rights

except where required by law to comply with the Children's Internet Protection Act, USC Title IVII, §§1701 *et seq.*

3. The collection will be developed systematically ensuring equitable and inclusive access to:
 - a. Materials in a variety of formats (print, digital, etc.) which will support the curricular, academic interests, personal interests, and the personalized learning pathways of the diverse viewpoints and identities of the members of our learning and global communities.
4. Selection is an ongoing process overseen by the School Librarian which shall include the removal and/or replacement of materials using a variety of criteria which includes but is not limited to: outdated and/or inaccurate information, lost or worn materials which are still of value to our learning community, low circulation, etc.
5. All gift materials and donations will come under the same selection policy as those purchased by the library. If these gift materials cannot be used by the school, they will either be sold and the profits used for the Library Media Center or given to someone who can use them.
6. Library materials are communal property. Borrowers are expected to make arrangements with the School Librarian and/or the Library Media Staff for damaged or lost materials.
7. ~~Despite the care taken to select materials for student and teacher use and the qualifications of the persons who select the materials, the Board recognizes that occasional objections may be raised by students, parents/guardians, employees or residents of the District. Challenges from individuals not in one of those identified groups will not be considered. In the event a complaint is made, the following procedures will apply: Should a citizen of a WCUUSD town have a complaint about any library media materials, the administrative procedure will be followed.~~
 - a. ~~All complaints about Library Media Center materials shall be brought to the immediate attention of the Library Media Specialist who will contact the complainant to discuss the complaint.~~
 - b. ~~If the complainant is not satisfied, they may submit a request for review of library media center materials form to the Principal~~
 - c. ~~Upon receipt of the request, the Principal will form a committee made up of the Library Media Specialist, a member of the professional staff and a community member. All sides of the question will be discussed thoroughly and a decision rendered. The media review committee will read and view the material in question, weigh its contested element against existing selection criteria, and write a report explaining the action taken. The Principal is responsible for sending a copy of the report to the complainant and the Superintendent~~
 - d. ~~Should the complainant remain unsatisfied, they may take the complaint to the Superintendent. The Superintendent will review the committee's report to determine if the policy and procedures were followed. The Superintendent will respond to the complainant in writing.~~
 - e. ~~Should the complainant still remain unsatisfied, they may take the complaint to the School Board. The School Board may choose to review the appeal. If the School Board chooses to review the appeal, the Board will make a final decision.~~
 - f. ~~Access to challenged material shall not be restricted during the complaint process.~~

*Reference Materials: School Library Bill of Rights
Freedom to Read Statement*

*Standards and best practices adopted by the American Association of
School Librarians and the American Library Association
Children's Internet Protection Act, USC Title IVII, §§1701 et seq.*

Recommended

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

POLICIES AND PROCEDURES

ROLE AND ADOPTION OF SCHOOL BOARD POLICIES

POLICY:	<u>A30 A2</u>
WARNED:	<u>12.2.19</u>
ADOPTED:	<u>1.15.20</u>
EFFECTIVE:	<u>1.25.20</u>

PURPOSE

It is the purpose of this policy to prescribe the creation and maintenance of a set of documents that embody the important principles, values, practices and standards of the school. Policies serve to inform and guide all people connected with the school. It is the intent of the board to outline direction and goals for successful operation of the school through adoption of policies. It is also the purpose of this policy to ensure that those documents are available to the public.

DEFINITIONS

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

POLICY

- A. The school board should adopt and maintain policies to carry out its purposes or pursuant to any of its authorities under law.
- B. Policy development that affects all schools will be considered through the WCUUSD Policy Committee. Any person residing in or employed by the school district may suggest policies by submitting suggestions in writing to the school board chair or policy committee representative. The board, acting as a whole or through the policy committee will seek appropriate public comment and administrative guidance for policy development and revision.
- C. Administration will provide procedures to a policy, along with the policy, whenever a policy issue has been raised.
- D. At a minimum, public notice on intent to adopt a policy shall be given at least 10 days prior to adoption at a regularly scheduled or special school board meeting.
- E. In general, policies shall be adopted according to the following process:
 1. A policy shall be warned for a first reading at a regular board meeting. The proposed policy, and any background information, will be distributed to board members prior to the meeting. The proposed policy shall also be made available to the public.

2. At the first reading of the policy, the board may reject, revise, or approve the policy as written. If revised or approved, the policy shall move to a second reading at the board's next regular meeting.
 3. The second reading of the proposed policy shall be warned on the agenda for the following meeting. Copies of the policy and any background information, shall be distributed to board members prior to the meeting. The proposed policy shall also be made available to the public. At the second reading of the policy, the board may reject, revise, table or approve the policy as written.
 4. If the policy is approved at the second reading with little or only minor revisions, the policy shall be considered duly adopted.
 5. If the policy is rejected at the second reading, the policy shall be considered "dead."
 6. If the policy is revised at the second reading and the revisions are major (ie., constant is substantially changed), the policy shall move to a third reading at the board's next regular meeting. The same procedures for warning the policy shall be followed.
 7. If there is a third reading of the policy, the third reading shall be warned on the agenda for the board's following meeting. Copies of the policy, and any background information, shall be distributed to board members prior to the meeting. The proposed policy shall also be made available to the public. At the third reading of the policy, the board may reject, table, or approve the policy as written. If rejected, the policy shall be considered "dead." If approved, the policy shall be considered duly adopted. If tabled, the policy may be taken off the table and reconsidered only after the reconsideration has been warned and board members have been provided a copy of the draft policy. The proposed policy shall also be made available to the public. When taken off the table, the policy shall be considered at the same level of reading as it was when tabled.
- F. Each policy shall have a title and should state its date of adoption and effective date.
- G. Policies shall be numbered in accordance with the system established by the Vermont School Boards Association.

DISSEMINATION

Immediately following adoption, all policies will be distributed to board members, the principals and WCUUSD Central Office. All policies will be posted on the district website. Where appropriate or required, policies will be included in staff and/or family handbooks. It will be the responsibility of the principal to ensure that staff and students are familiar with applicable policies.

REVIEW

The superintendent will advise the board when revisions to adopted policies are required or otherwise appropriate. In addition, the superintendent will develop a policy review schedule to ensure that all policies are reviewed at least once every three to five years and, if necessary or appropriate, revised or repealed in response to changing legislation or other altered circumstances.

PROCEDURES

Policies will be administered through procedures and directives of the superintendent of schools and members of the management team. The superintendent shall, in a timely fashion, notify the school board when they have developed any new procedure. At its discretion, the board may order a review of any rule or procedure.

~~A. The superintendent shall maintain and implement procedures that:~~

~~1. Are consistent with policy;~~

~~2. Establish guidance and standards of behavior for faculty, staff, and students, provide an explanations of how those standards are enforced, and establish consequences for failing to follow those standards; and~~

~~3. Provide detailed procedures and operational rules concerning the administration of the school.~~

Required/Recommended

WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT

Board of Directors' Policy

BOARD MEETINGS, AGENDA
PREPARATION

POLICY:	<u> A20 </u>
WARNED:	<u> 12.2.19 </u>
ADOPTED:	<u> 1.15.20 </u>
EFFECTIVE:	<u> 1.25.20 </u>

Recommended

Policy

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

Regular Meeting Schedule

Board will determine regularly scheduled meetings. The meeting schedule will be published and made available by the superintendent to any person on request. Special and emergency meetings will be called by the chair on their own initiative or when requested by a majority of the board and shall be warned appropriately. Only items on the agenda may be acted upon at these meetings.

Conduct of Board Meetings

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

Executive Sessions

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

Agenda Preparation

The superintendent will prepare proposed agendas for all meetings of the board after consultation with the board chair. Items of business may be suggested by any board member, staff member, student, or citizen of the district. The inclusion of items on proposed agendas will be at the discretion of the board chair and superintendent, unless a majority of board members attending the meeting vote to add an agenda item to the next regularly scheduled meeting. An item may only be added or removed from a meeting agenda as the first order of business at the meeting. Other adjustments to an agenda may be made at any time during the meeting.

Agenda Distribution

The proposed agenda, together with supporting materials, will be distributed to board members by the superintendent five days prior to regular meetings and as soon as practicable before special and emergency meetings. At least 48 hours prior to a regular meeting and 24 hours prior to a

special meeting, the superintendent shall ensure that the agenda is posted on the district website, in the municipal clerk's office and two other designated physical locations in the municipality. In addition, proposed meeting agendas will be made available to any interested person upon specific request.

Legal Reference(s): 1 V.S.A. §§310 et seq. (Public meetings)
16 V.S.A. §554 (School board meetings)

Recommended

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

NOTICE OF NON-DISCRIMINATION

POLICY:	<u>A22</u>
WARNED:	<u>12.13.19</u>
ADOPTED:	<u>2.5.20</u>
EFFECTIVE:	<u>2.15.20</u>

Policy

The board will not unlawfully discriminate in its programs and activities against any person or group on any basis prohibited by federal or state law, and will provide equal access to ~~the Boy Scouts and other~~ designated youth groups.

The district shall make reasonable accommodations to the known physical or **emotional disabilities of an** ~~mental limitations of an otherwise qualified handicapped~~ applicant or employee unless the district can demonstrate that the accommodation would impose an undue hardship on the operation of its program or activity.

~~The superintendent or their designee shall prepare for board review and approval guidance to applicants and employees regarding requests for reasonable accommodations, including provisions for undue hardship.~~

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

A person has been designated by the WCUUSD to coordinate the district's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 of the Rehabilitation Act of 173, and other non-discrimination laws or regulations. The designated coordinator is identified in the procedure accompanying this policy along with the information on how that person may be contacted.

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

Administrative Responsibilities

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

1Federal regulations implementing Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), the Age Discrimination Act, and the Boy Scouts Act contain requirements for recipients of federal funds to issue notices of non-discrimination. These regulations require that recipients notify students, parents and others that they do not discriminate on the basis of race, color, national origin, sex, disability and age, and, if applicable, that they provide equal access to the Boy Scouts of America and other designated youth groups. 2 See 34 C.F.R. § 104.12(a). 3 See 34 C.F.R. § 104.12(b) &(c) for requirements related to reasonable accommodations and factors to be considered when determining when a requested accommodation would create an undue hardship. The inclusion of this provision in this model policy is based on a finding by the federal Office of Civil Rights that a Vermont school district's policy on non-discrimination was not in compliance with Section 504 of the Rehabilitation Act of 1973 because it did not include these provisions. 4 Discrimination against an employee on the basis of political affiliation is prohibited by the Vermont Municipal Labor Relations Act. 21 V.S.A. § 1726(a)(7)

Discrimination and Harassment, Hazing and Bullying (e.g., race, gender, sexual orientation, national origin, disability, etc.)

8. Security cameras shall be used only to promote the order, safety, and security of students, staff, and property and to assist school administrators in investigating misconduct by persons on the premises.
9. Security recordings shall be maintained by the district for at least 30 days, after which time the recordings may be purged. If the District becomes aware that a recording is evidence in any kind of disciplinary proceeding, investigation, or litigation, the recording must be retained until the matter has been resolved.
10. The District shall keep a log of any persons accessing video images from cameras.

<i>VSBA Version:</i>	<i>October 24, 2019</i>
<i>Date Warned:</i>	
<i>Date Adopted:</i>	
<i>Legal Reference(s):</i>	<i>Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq. Balancing Student Privacy and School Safety: A Guide to the Family Educational Rights and Privacy Act for Elementary and Secondary Schools, US Department of Education (October 2007), available at http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/.</i>
<i>Cross Reference(s):</i>	<i>Fire and Emergency Preparedness Drills Access Control and Visitor Management</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.

Recommended

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

**PUBLIC PARTICIPATION AT
BOARD MEETINGS**

POLICY:	<u>A21</u>
WARNED:	<u>12.13.19</u>
ADOPTED:	<u>2.5.20</u>
EFFECTIVE:	<u>2.15.20</u>

Policy

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

Background

Public participation is very important to the successful function of the Washington Central Unified Union School District. The board wants to carry out its timely business with the benefit of public input and expertise, and to keep public informed on what is happening in the community's schools.

Implementation

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

Persons Who May Address the Board

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

Public Comment on Agenda Items

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

Public Input on Items Not on the Agenda

1. There will be a time set aside for public input on items not on the agenda at every regular, special or emergency meeting of the board.

2. The time allotted to this item will be assigned by the chair and acting chair or the person responsible for organizing the agenda.
3. The chair shall rule out of order any presentation to the board which breaches the privacy or other rights of students, parents, or school employees, or which does not comply with Board policy on complaints.

Legal Reference(s): 1 V.S.A. §§310 et seq. (Public meetings)
16 V.S.A. §554 (b) (School board meetings)

Recommended

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

**COMMUNITY ENGAGEMENT &
VISION**

POLICY:	<u>A23</u>
WARNED:	<u>12.13.19</u>
ADOPTED:	<u>2.5.20</u>
EFFECTIVE:	<u>2.15.20</u>

The schools within the Washington Central Unified Union School District are an integral part of their communities. Community support, financial and advisory, is necessary for the schools' operation and achievement of excellence. The WCUUSD understands the success of its vision is inextricably intertwined with the vibrant community it serves. This partnership should be mutually beneficial. Community support is based on mutual exchange, a dynamic process in which the WCUUSD contributes to the community's success and, in turn, benefits from the community's resources.

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

Establishing the Vision

When creating a vision for the district and the communities served, the board will solicit community input in a variety of settings and contexts to ensure participation that is representative of the community itself. The vision will be informed by community input into values for use in creating the district's vision and goals. The superintendent will provide the board with data and research based best practice.

Implementation

The board vision should inform the board's decision making. The board will budget sufficient resources to implement the strategic plan, and will receive monitoring reports on a quarterly basis to ensure effective implementation of the strategic plan. On an annual basis, the board will revisit the vision and strategic plan and make adjustments according to input from the community and the superintendent.

Recommended

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

BOARD/SUPERINTENDENT

RELATIONSHIP

POLICY:	<u>A24</u>
WARNED:	<u>12.13.19</u>
ADOPTED:	<u>2.5.20</u>
EFFECTIVE:	<u>2.5.20</u>

Policy

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

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

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

While board members can work directly with the superintendent and central office staff, board members may not give substantive direction to a staff member or suggest a course of action that staff perceives as substantive direction. When presented with citizen concerns, board members refer them to appropriate levels of authority, in accordance with the district's policy on complaints.

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

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

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

BOARD MEMBER EDUCATION

POLICY:	<u>A31</u>
WARNED:	<u>12.13.19</u>
ADOPTED:	<u>2.5.20</u>
EFFECTIVE:	<u>2.15.20</u>

Policy

It is the policy of the Washington Central Unified Union School District to encourage and support board members' efforts to actively engage in their roles and the issues with which they deal.

Implementation

Individual board members should pursue opportunities to understand their roles, educational issues in general, school programs, Agency of Education functions and legislative activities. The superintendent and board chair will provide information on leadership development opportunities to all board members. New members will participate in a district orientation session specific to WCUUSD and consider other opportunities designed to familiarize themselves with all aspects of board operation.

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

The chair of the school board and the superintendent, at least annually per 16 V.S.A. § 561, shall jointly participate in at least eight hours of professional training that, at a minimum, addresses educational leadership; the relative roles and responsibilities of the supervisory union board, the school district boards, and the superintendent; the Vermont Open Meeting Law; Vermont law regarding access to public records; collective bargaining; and education funding and school finance laws.

Legal Reference: 16 V.S.A. § 561 et seq. (Election of school board members; oath; chair; clerk)

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

**Board of Directors' Policy
BOARD GOAL SETTING &
EVALUATION**

POLICY:	<u>A32</u>
WARNED:	<u>12.13.19</u>
ADOPTED:	<u>2.5.20</u>
EFFECTIVE:	<u>2.15.20</u>

Policy

The board will participate in goal-setting and self evaluation activities developed or recommended by the superintendent annually in April.

Implementation

Particular attention will be given to board goals and performance in the following areas:

- Policy making
- Policy implementation
- Community relations
- Board interpersonal communication skills
- Board-Superintendent relations
- Fiscal/budget management
- The instructional program
- Labor relations
- Board in-service training
- Government relations
-

**WASHINGTON CENTRAL UNIFIED
UNION SCHOOL DISTRICT**

Board of Directors' Policy

**BOARD RELATIONS WITH SCHOOL
PERSONNEL**

POLICY:	<u>A34</u>
WARNED:	<u>1.10.20</u>
ADOPTED:	<u>2.19.20</u>
EFFECTIVE:	<u>2.29.20</u>

It is the policy of Washington Central Unified Union School District to encourage school board interactions with school personnel while respecting appropriate reporting relationships.

At School Board Meetings

The board will request the superintendent to invite school personnel to school board meetings regularly to discuss student achievement relative to their programs.

Relations with the Principal

The superintendent and the board chair will develop guidelines for board relations with principals and other administrators. Guidelines for board relations with principals should take into account:

1. The responsibility of the superintendent to direct the administration and coordination of educational programs in the district, and the responsibility of the board for overall operation of the district;
2. The periodic need of board members for information most readily available from school principals; and
3. The need to respect the distinction between the administrative role of the principal and the policy making role of the board.

Relations with Other School Staff

1. While board members can work directly with the superintendent and Central Office staff, board members may not give substantive direction to a staff member or suggest a course of action that staff perceives as substantive direction.
2. Staff participation in the development of educational and personnel policies will be encouraged and facilitated by the board.
3. Board members will adhere to procedures required by board policy and Vermont law related to collective bargaining and teacher evaluation.
4. When presented with citizen concerns about school staff or school operations, board members shall refer them to appropriate levels of authority, in accordance with the district's policy on complaints.

When a staff member has concerns that an interaction with a board member violates this policy, the staff member shall communicate their concerns in writing to the superintendent who will, in

writing, bring it to the attention of the board chair, who will discuss the matter with the board member. If the concern involves the board chair, then the superintendent will communicate with the vice chair who will then address the chair. All communications in this process shall be confidential unless disclosure is required by law.

Legal Reference(s): 16 V.S.A. §§1981 et seq. (Labor Relations)
16 V.S.A. §§1751 et seq. (Contracts, etc.)
16 V.S.A. §§243 et seq. (Principals)
21 V.S.A. §§1721 et seq. (Municipal Labor Act)