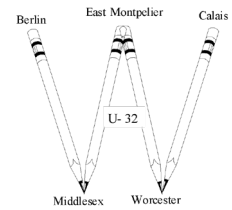


# Washington Central Unified Union School District

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

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



**WCUUSD Policy Committee  
Meeting Agenda  
6.12.24  
5:15-6:15 PM  
VIRTUAL ONLY  
Via Video Conference**

**Virtual Meeting Information**

**<http://tinyurl.com/3ubtcju4>**

**Meeting ID: 896 7316 6140**

**Password: 729154**

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

1. Call to Order
2. Approve Minutes of 5.8.24 – pg. 2
3. Policy for Discussion
  - 3.1. F45: Fundraising – pg. 5
4. Policy Workplan Review - pg. 12
5. Future Agenda Items
  - 5.1. Confirm meeting structures for FY25
6. Adjourn

# Washington Central Unified Union School District

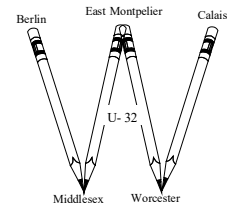
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Meagan Roy, Ed.D.  
Superintendent



## WCUUSD Policy Committee Minutes

5.8.24

5:15-6:45 PM

Via Video Conference

Central Office, 1130 Gallison Hill Rd. Montpelier

Via Video Conference

**Present:** Chris McVeigh, Natasha Eckart, Amelia Contrada, Superintendent Roy, Gillian Fuqua

1. **Call to Order:** Chris McVeigh called the meeting to order at 5:25 p.m. Congratulations on the WCUUSD budget passing! No changes to the agenda tonight.
2. **Approve Minutes of 3.20.24:** Natasha Eckart moved to approve the minutes from March 20, 2024. Seconded by Amelia Contrada, this motion carried unanimously.
3. **Policy for Discussion**
  - 3.1. **Education Philosophy:** Superintendent Roy shared that the drafts from last time, with redlined versions, also drafts from HJC, are included in the packet for the committee's feedback. Natasha Eckart stated that the Educational Philosophy draft is really a combination of work that is already happening; it is a combination of things that we have already said that we stand for. Core Beliefs/ Core Values versus Guiding Principles- same idea. Natasha is going to edit the draft (update core beliefs) and then bring the updated draft to the WCUUSD board on May 22nd. Chris McVeigh would like to add the word "curiosity" to the document. He stated that he would like to incorporate that teaching is an interactive experience versus "teacher-forward" where the teacher is driving the experience. Incorporated into what part of the document? Superintendent Roy stated that the concept of learner agency was discussed a great deal during the Strategic Planning process; she sees these concepts woven within the guiding principles. She stated that it is less about whether it is happening in our classrooms, and that it is important to state it explicitly. Natasha Eckart suggested waiting until the new Core Belief language is included in the draft; this concept might be more explicitly stated in the new language. Superintendent Roy will share the newest draft of Core Beliefs to Natasha, who will update this draft to incorporate them, and then Superintendent Roy will give one last look to the draft before sharing with board members.

**3.2. Teaching and Learning About Controversial Issues:** Natasha Eckart stated that HJC started to look at this draft but has much more to discuss and suggest edits; this is likely to happen at their June meeting. Policy Committee meets in June; WCUUSD Board meets after the Policy Committee's meeting. HJC is meeting on June 11th; will have a draft completed in time for Policy Committee on June 12th. Superintendent Roy shared that we are unclear whether the Board meeting will happen on its planned date; the Steering Committee (meets this Monday) is going to consider changing the date. Chris McVeigh would prefer to present both policies together on the same night. Gillian Fuqua stated that she believes it makes sense to bring the Educational Philosophy policy forward, separate from the "Controversial Issues" policy. The committee will discuss this policy after HJC has had an opportunity to consider it at their June meeting.

#### **4. Policies for Review**

**4.1. F45: Fundraising:** Susanne Gann had provided a couple suggestions (in red on this draft), regarding the Boosters Club. Right now the policy hampers the booster's ability to do one of its core things - to reward kids, to provide incentives, to hold raffles, to create "swag bags" - as a separate entity, they would like to be able to do that. Chris McVeigh asked, what is the goal of the Boosters Club? Superintendent Roy stated, generally, Boosters Clubs originated to raise money for athletics - it has expanded beyond athletics to other extra-curricula's. Amelia Contrada stated that she likes the language that Susanne Gann provided, because of its specificity. Gillian Fuqua wondered whether we need a separate policy that sets guidance for other groups such as Boosters Club and PTO, including in the policy that any fundraising complies with the fundraising policy. That way a separate policy would deal specifically with other activities that the Boosters Club carries out - e.g., buying and selling or giving away their own materials. Superintendent Roy stated that she does not think the board can create a separate policy for the Boosters Club since it is not a WCUUSD entity. She thinks within this draft policy, the "checks and balances" that have been discussed are in place. Superintendent Roy suggested that if the proposed edits to the policy are too complicated, we can take another stab at creating language - the desire is to make it so that the Boosters Club can give things to kids/ students. The committee together edited some of the language in the policy draft to reflect the discussion; Superintendent Roy took notes on the document; she will run this draft by Susanne Gann for her input/ insight. This policy is ready to go to the board after these changes.

**4.2. C20: Student Conduct and Discipline (discussed in 22-23 & committee request admin feedback; VSBA updated in 2022 to C15):** This policy has been updated in the VSBA model policy handbook. Superintendent Roy shared that WCUUSD's current policy has more specificity than the VSBA model policy. Some discussion followed around definitions of weapons, and the definition of "expulsion" which by Vermont law indicates that a student can return to school at the beginning of the next school year. Natasha Eckart stated that if we are trying to create supports so that a student can come back and be successful, using the term "expulsion" does not seem consistent with that, as the word is "loaded" and sounds final. Superintendent Roy stated that, for what it's worth, a recommendation for expulsion should be very rare. In her previous district there was not as often a recommendation to expel. Discussion followed around expulsion, including the topic of students who are incarcerated. The idea of suspension with services, or providing educational resources, etc. was discussed within the context of expulsion. Superintendent Roy suggested that this is a larger conversation that should include more people at the table. This policy will be

discussed at the next committee meeting. Superintendent Roy suggested inviting Steven Dellinger-Pate to the table. Natasha Eckart suggested inviting a school counselor to the discussion: when they come to board hearings and speak, they have great insight. Amelia

Contrada suggested inviting Flor Diaz Smith to the discussion; Chris McVeigh also suggested inviting a child psychologist to the table.

**4.2.1. Discussion about whether to require manifestation determination processes, when applicable, before Board expulsion hearing.** Some discussion followed about this. Committee members discussed that it can be very stressful for families and students, and a use of time for staff and families, to have a board hearing, when a manifestation determination hearing, which results in the board hearing decision being turned around, might possibly follow it. Superintendent Roy spoke to this issue; she indicated that when a student with a disability has discipline infraction issues that are substantial, a manifestation determination hearing should take place regardless of whether the ten day criteria is approaching. Superintendent Roy will edit the Student Conduct and Discipline policy and provide a few options based on other model policies, and run them by Steven Dellinger-Pate and Amy Molina before bringing back to the Policy Committee for further consideration.

**4.3. C34: Use of Restraint & Seclusion (VSBA updated model policy to C70 in 2022)**

**4.4. C45: Bus discipline**

**5. Future Agenda Items:**

**5.1.** Drug policy: definition of “distribution”

**5.2. Next Meeting:** June 12, 2024

**6. Adjourn: The committee adjourned at 6:51 p.m.**

Respectfully submitted,  
Lisa Grace, Committee Recording Secretary

## Recommended

### WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT

#### Board of Directors' Policy

### FUNDRAISING & SALES TO STUDENTS ON SCHOOL PROPERTY

**POLICY:** F45

**WARNED:** 6.1.19

**ADOPTED:** 6.26.19

**EFFECTIVE:** 7.1.19

## Purpose

The Washington Central Unified Union School District board of directors recognizes that some individuals or groups in the WCUUSD community may wish to raise funds for the purpose of financing additional educational opportunities for students that are outside the regular budgeted curricular and co-curricular programs of the school. Additionally, the board recognizes that funds or other resources may need to be raised on behalf of the organizations or individuals with acute needs that are part of our community and/or part of our citizenship responsibility. "Fund-raising" for the purpose of this policy includes fund-raising drives for cash donations from individuals. Businesses, and other groups; sales of school related items, food, apparel, or other household items; raffles; and donations for goods and/or services. The school board recognizes that fundraising may benefit students' overall experiences as a supplement to taxpayer funding for curricular and co-curricular activities. The school board also recognizes that fund-raising activities can be an important learning experience for students, in part through encouraging the development of business skills, honest dealing, and personal, as well as group, goal attainment. Nevertheless the school board intends to limit fund-raising and establish controls over the fund-raising that does occur.

## I. SCOPE OF POLICY

### A. This policy applies to:

1. All fundraising activities conducted at WCUUSD schools, represented as sponsored by WCUUSD schools, or intended to support curricular or co-curricular activities at the school. This includes fundraising efforts by the booster club, class trips, athletic teams and clubs, and any other groups and individuals at WCUUSD schools.
2. On-campus sales and fund-raising activity occurring on school grounds, whether for student projects, school programs, commercial, or other purposes (charitable causes).

### B. This policy does not apply to :

1. General admission to school sponsored activities such as athletic and drama events and student dances.

2. Sales related to student programs that are managed by the administration, which include but are not limited to the lunch program, yearbook sales, graduation supplies, student supplies in classrooms, or for the formation of a school store.

## **II. AUTHORIZATION FOR FUNDRAISING**

- A. Fundraising activities and use of WCUUSD school names or logos require advance approval of the principal, or designee.
- B. The ~~superintendent or designee principal~~ shall establish the procedure for application, management, and reporting for all fund-raising efforts at WCUUSD schools.
- C. The principal, or designee, in consultation with the school board has the authority to limit the number of fund appeals during a school year, so that the community is not overburdened by excessive requests for funding support from WCUUSD.
- D. The principal, or designee, has the authority to use discretion in approving methods and timing of fund-raising in a manner that will avoid potential confusion because of duplication or multiple efforts by fund-raising groups.

## **III. THE FOLLOWING CONDITIONS APPLY TO FUNDRAISING**

- A. All funds raised on behalf of WCUUSD schools become the property of the school and must support the educational mission of the school. Any unused funds remain the property of the school and will be used in succeeding years in a manner consistent with the spirit of the original effort as much as is reasonably possible. Items purchased with funds raised under this policy become and remain the property of the school as public property. Individuals who raised the funds have no special claim to the administration of leftover funds or priority claim as to the use of any school property acquired from fund-raising.
- B. Fundraising must be conducted in a manner that strengthens student learning of valued behaviors, such as honest dealings, business accountability, and compliance with the mission that was originally established for the need or desire to raise funds.
- C. Student time at school is valuable, and time spent on fundraising should not detract in any significant way from students' academic school day or co-curricular activities after school.
- D. Persons proposing or promoting any type of fundraising shall disclose to the principal any financial or other tangible benefit of any type that may derive from the activity. Additionally, any significant costs relating to the fundraising will be disclosed.
- E. Proceeds of any fundraising efforts on behalf of the school shall be submitted to the treasurer of the student activities account, who shall be accountable to the organization, as well as the principal or designee, for the funds.

- F.** Fund-raising at WCUUSD schools must be for group benefit only. Fund-raising solely for the benefit of an individual is prohibited with the following exceptions: an individual happens to be the only remaining member of a team or group program that has been qualified by the governing body of that activity to continue participating in a competition or performance at a higher level than the rest of the team or group; funds are being raised to support the 8<sup>th</sup> Grade Washington, D.C. trip; or funds are being raised for an individual with acute needs.
- G.** Fund-raising incentives or prizes offered by professional fund-raising companies to individual students are prohibited.
- H.** Donations of equipment, supplies, uniforms, or services by anyone or any entity in return for promotional recognition are prohibited unless approved in advance by the school board.
- I.** All fund-raising efforts must have a staff or administrative sponsor from the application process to the final reporting. This sponsor is responsible and accountable for supervising the fund-raising group's compliance with this policy.
- J.** Coin drops that impede public traffic are strictly prohibited.
- K.** Employees or others requesting donations from general fund-raising organizations such as the Booster Club must have their request approved by the principal or designee prior to submitting that request to any school affiliated fund-raising organization.
- L.** Employees may fundraise from other employees or adults for gifts or charitable causes if approved by the administration.

#### **IV. SALES TO STUDENTS**

- A.** No person, outside the school community, shall sell or attempt to sell anything to a student on school premises without advance approval of the principal, or designee.
- B.** The principal, or designee, is authorized to approve vendors to sell on school grounds school logo apparel or other items, student photographs, and traditional graduation materials.
- C.** Transactions related to authorized sales to students are not to occur during classroom time. Such transactions may occur only during student's free time, TA, before school, or after school.
- D.** The school is not responsible for casual sales of personal property between students, or between students and school employees, on school premises.
- E.** All other sales of products by outside vendors to students require the approval of the school board.

## Reccommended

### WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT

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## BOARD POLICY DEVELOPMENT & MAINTENANCE PROCEDURES

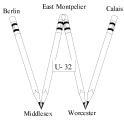
The development and maintenance of school district policies is the central job of school boards. The Vermont statute entitled “Powers of School Boards” lists over twenty-five specific duties delegated to local boards by the General Assembly. The very first responsibility on the list is the duty to “Determine the educational policies of the school district...” ([VT School Boards Association Resource Directory](#), 2022)

One of the standing committees of the Boards of WCUUSD is the Policy Committee. The board selects representatives to the Committee. In addition, three administrators (two local building administrators and one central office administrator) are on the committee. The committee meets once per month to review policies and each year a work plan is established outlining which policies will be reviewed or developed during the school year. Policies are identified for review or development three ways:

1. Mandatory review/development (State and federal law may require the adoption of new policies or revision of existing board policies and often have a deadline for doing so.)
2. Selected review/development (Board or Policy Committee requests a review ahead of the regular review cycle or identifies a need for a new policy that does not yet exist. The Policy Committee establishes a process for considering requests for policy review that come from the public.)
3. As part of the policy review cycle (Our goal is that all policies are reviewed no less than every five years and policies are reviewed in sequential order.)

As stated in the VSBA reference above, policy is different than procedures. Except when required by law, the Policy Committee generally does not include procedures in policy. Policy implementation and procedure development is the role of the administration. Sometimes guidelines are added to policy to provide guidance to the administration as it develops procedures and implements policy.

All board policies, by state law, must be warned before the board can adopt a new policy, revise and/or repeal an existing policy. This process helps all of the boards to efficiently address their policy governance role. We are continually making improvements to the system.

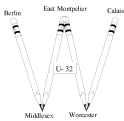


**Accomplished:** Policy has been updated/or discussion has been completed

**In process:** Policy is currently under discussion by the policy committee

**Not addressed:** Policy was not discussed and should be considered for the FY25 Cycle

Month	Goal #1: Educational and Academic Outcomes Goal #2: Broadening Communication with the Community Goal #3: Long Term Planning		
	Mandatory Review/ Development	Selected Review/Development	Policy Review Cycle (sequential order by adoption date - beginning from 2019)
August			
September 13	Workplan development		
October 11	Affirm workplan		
	<a href="#">B20</a> : Personnel Recruitment, Selection, Appointment and Background Checks - <i>Adopted in January</i> <a href="#">C6</a> : Home Study Students- <i>Adopted in November</i> <a href="#">C3</a> : Transportation - <i>Adopted in November</i>	School Choice - <i>Board            opted not to create policy</i> Instructional & Library Materials Selection - <i>Adopted as <a href="#">D22</a> in            January</i>	
November 8			<a href="#">A2</a> : Policies & Procedures <a href="#">A20</a> : Board Meetings, Agenda Preparation and Distribution <a href="#">A22</a> : Notice of Non-Discrimination <i>All adopted in January</i>



**Washington Central Unified Union School District**  
*Reflection: Policy Review Cycle, 2023-2024 ([A2 Procedures](#))*

<b>December 13</b>		<p>School Choice - <i>Board opted not to create policy</i></p> <p><a href="#">F26</a>: Security Cameras - <i>Adopted in January</i></p>	<p><a href="#">A21</a>: Public Participation at Board Meetings</p> <p><a href="#">A23</a>: Community Engagement &amp; Vision</p> <p><a href="#">A24</a>: Board Supervision Relationship</p> <p><a href="#">A31</a>: Board Member Education</p> <p><a href="#">A32</a>: Board Goal Setting &amp; Evaluation</p> <p><a href="#">A34</a>: Board Relations with School Personnel</p> <p><i>All discussed in December; no further action taken</i></p>
<b>January 10</b>			
<b>February 14</b>	<p><a href="#">D4</a>: Title I Comparability</p> <p><i>Committee discussed in Feb and agreed to send to the Board but due to budget it has not been discussed by the full Board</i></p>	<p>Education Philosophy</p> <p>Instruction (including curriculum)</p> <p>Teaching and Learning About Controversial Issues</p> <p><i>Various discussion and drafts over this spring; additional input being sought from the Humanity &amp; Justice Coalition</i></p>	
<b>March 20</b>			<p><a href="#">F45</a>: Fundraising - <i>First reading May 2024</i></p> <p><a href="#">C20</a>: Student Conduct and Discipline) - <i>Currently under discussion by committee</i></p> <p><a href="#">C34</a>: Use of Restraint &amp; Seclusion (VSBA updated model policy to <a href="#">C70</a> in 2022)</p> <p><a href="#">C45</a>: Bus discipline</p>
<b>April 10</b>	<p><a href="#">F20</a>: Fiscal Management &amp; General Fiscal Accountability (VSBA Recommended policy)</p>		<p><a href="#">C47</a>: Student Exchanges</p> <p><a href="#">C48</a>: Foreign Exchange Students</p> <p><a href="#">C50</a>: Comprehensive Sexual Health Services</p>
<b>May 8</b>	<p><a href="#">C9</a>: Nutrition &amp; Wellness (AOE has issued a new model policy and replaces the VSBA policy)</p>		<p><a href="#">D1</a>: Proficiency-Based Graduation Requirements</p> <p><a href="#">D2</a>: Grade Advancement: Retention, Promotion and Acceleration of Students</p> <p><a href="#">E46</a>: Memorials</p>