

AGENDA



**Addison Central School District
Policy Committee
Committee Meeting
Wednesday, August 21, 2024, 4:30 pm - 5:30 pm
ACSD District Office
49 Charles Ave**

ACSD District Vision and Mission

OUR VISION

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

OUR MISSION

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

Please click the link below to join the webinar: <https://us06web.zoom.us/j/82289182372?>

- A. Call to Order Upon Reaching a Quorum
 - 1. Introductions - Board Members, Administrators and Staff
- B. Public Comment - Agenda Items
- C. Recommendation to Approve Minutes of 6-25-2024
- D. Committee Discussion:
 - 1. Policy A5 - Code of Conduct
 - 2. Policy A9 - Chair's Role
 - 3. Policy A35 - Students on the School Board
 - 4. Policy A7 - Governing Style
 - 5. Policy E20 - Community Use of School Facilities
 - 6. Policy F26 - Security Cameras
 - 7. Policy F1 - Travel Reimbursement
 - 8. Policy A4 - Policy Development
- E. Public Comment - Any Topic
- F. Adjournment

*Public Comment Guidelines:

Public comments are encouraged and welcome at each regular board meeting during the period designated for public comment. Comments are limited to three minutes per person. Citizens will be called to make their statement by the board chair. Public comments regarding personnel, students or legal matters will not be heard by the Board.

MINUTES

**Addison Central School District
Policy Committee
Committee Meeting
Tuesday, June 25, 2024, 5:30 pm - 6:30 pm
208 Charles Avenue, Middlebury VT & Virtual Connection**

ACSD District Vision and Mission

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OUR MISSION

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

A. Call to Order Upon Reaching a Quorum

Jamie called the meeting to order at 5:53 pm.

1. Introductions - Board Members, Administrators and Staff

Introductions: Jamie McCallum, Steve Orzech, Ellen Whelan-Wuest, Laura Harthan, Wendy Baker, Pietro Lynn.

B. Public Comment - Agenda Items

Amendment of the agenda to include discussion of policy E20.

Move: Jamie McCallum Second: Steve Orzech Status: Passed

C. Recommendation to Approve Minutes of 6/4/2024

Move: Ellen Whelan-Wuest Second: Laura Harthan Status: Passed

D. Committee Discussion:

Jamie reminded everyone that Wendy asked for a special meeting regarding E20 as quickly as possible since ACSD may receive requests over the summer, and Jamie asked Pietro to join to provide some background and advice related to the policy.

Pietro reminded everyone that other districts have had challenges related to facility use, and that our ability to limit the speech of other organizations based on their beliefs is limited because they have constitutional rights. So a policy on this needs to be content neutral. We cannot craft a policy based on picking and choosing because we may lose lawsuits.

Steve asked if we can carve out not allowing groups to use the facilities if their presence makes LGBTQ students or others feel unsafe. Pietro says this is still "picking and choosing" and it will not hold up in court.

Ellen asked for clarity on whether we could retain the sentence in our current E20 policy that state “No use that conflicts with the districts vision and mission will be approved.” Pietro says that this will not stand if we decide that a group goes against our mission and values.

Ellen asked if we could point to prior disruptions related to protests as a reason to deny use of a facility, and Pietro said no, it would not hold up in court. We would have to show that it would make it hard to operate the school.

Jamie asked if we can create a rule that wholly limits the use of ACSD facilities, and then create exceptions? Pietro says no.

Jamie also asked if we can approve for use of facilities for a group at an arduous time, such as 2-3 am. Pietro says not, unless it is equally applied.

Steve asked about prior use of buildings that were for for-profit organizations. Ellen pointed out there is language in the VSBA recommended policy that restricts use for “events or meetings of private for-profit entities.” Pietro pointed out that commercial speech is not protected as political or religious speech is. Also, the ability to restrict use during school hours is robust in the sample policy.

Ellen asked about whether we could limit use during school hours for groups on the more political and religious spectrum. Pietro says we have a lot of flexibility to deny during school hours, but that should be universally applied. Jamie asked about school calendar, and Pietro said that it’s essentially the same. We can’t pick and choose.

Wendy asked if we write it to focus on trainings, but Pietro says that any group would have to have equal access for that purpose.

Ellen asked if should pass a policy that closes the use of the facilities while we try to figure out a stronger policy or the full impact of a new policy that might lead to the use of our facilities by a group that we are worried about.

Wendy said this would create more disruption than we might anticipate and it would be preferable to keep the current policy and over the summer Wendy will follow the current process for evaluating any and all requests.

Steve also pointed out that we don’t have the ability to do the double reading necessary in order to change the policy. Laura pointed out that Wendy can change procedure, but the policy would have to stay.

Jamie pointed out that the current policy is out of date, and according to Pietro it is unconstitutional. So we can’t just adopt that policy. The alternative is adopting the VSBA recommended policy. And everything about E20 that Pietro is telling us is also true about E21. Pietro confirmed that the principles are the same. He’s confronted the issue of distribution of materials at least 5 times in the last year. His position is the same on that as it is with the facilities use. Pietro is more skeptical of handing out materials, and he thinks its more likely that a group we would disagree with would utilize that policy to circulate their own materials.

Laura asked if there are ways to distinguish between different types of groups in our language. Pietro said we would have to really think about how to do that.

Wendy offered we could restrict by number, meaning size of event. Wendy would guess that the fire department or knitting groups probably don’t have more than 25 people who come. We could say “athletic, recreational or municipal use.”

Ellen asked if we could get a list of the current requests for use of the buildings so we understand how a more restricted or a changed policy might affect current groups. Wendy said it would be possible to get a list of requests but it will take time and may not be fully complete.

Jamie asked what happens if we have an out of date policy? Pietro explained that she can continue operating under the current policy but will not make approval or disapproval decisions based on political or religious beliefs.

Jamie asked if we should bring this issue to the board meeting in August. Ellen suggested the policy committee work more on this as a committee to determine where there might be options for more defined types of groups that can use facilities while remaining constitutional, before bringing it to the full board.

Steve pointed out that we won’t be able to fully prevent everything we may want to even if we

define around athletic, recreational or municipal uses. Pietro said asked what would happen if a group of Nazis want to play basketball, and maybe its best to embrace that bigger events may happen and letting that occur. Ellen said she feels strongly that the type of the event does matter and if we can constitutionally prevent large, political or religious rallies that do harm to people, we should do that.

Jamie suggested that we work to get more information and work through different options that we can bring to the board at a future meeting.

Jamie also agreed that we might consider treating E21 and E20 differently because the distribution of literature is different than community use.

Wendy asked if it would be possible to craft something about “buildings are for use by community residents”? Pietro said this is possible.

1. E21 Distribution of School Sponsored Literature

No discussion was had on E21

E. Public Comment - Any Topic

No public comment

F. Adjournment

Meeting adjourned at 7:00pm.

Respectfully submitted by Ellen Whelan-Wurst

Move: Steve Orzech Second: Laura Harthan Status: Passed

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Addison Central School District

Policy: Code of Conduct
File Code: A5
Warned: September 4, 2018
Adopted: September 17, 2018

Policy

The Board commits itself and its members to ethical, businesslike, lawful conduct, proper use of authority and appropriate decorum when acting as Board Members.

Board Members shall have loyalty to the stakeholders and to the communities who comprise the ACSD. Board members shall be impartial and keep the needs of the entire district paramount. Board members shall not be conflicted by loyalties to staff, other organizations, or any personal interest as a parent, guardian or friend of a student. Board Members shall avoid conflict of interest with respect to fiduciary responsibilities, including any self-dealing or business by a Board member with the school district. Annually Board members shall disclose to the Board Chair any involvement with other organizations vendors or any personal or business associations that might be reasonably seen as a conflict. {See Board Conflict of Interest Policy A1 adopted 11/21/16.}

Board members shall not use their Board position to obtain employment in the school district for themselves, family members, or close associates.

Board members shall not attempt to exercise individual authority over any aspect of the school district. Board members' interaction with the Superintendent or staff shall recognize the lack of authority vested in individual members unless explicitly authorized by the Board. Board members' interaction with public, press, or other entities shall recognize the inability of any individual board member to speak for the Board except as explicitly stated in board decisions.

Board members assigned by the Board Chair to act as a liaison between an organization and the Board shall make clear their role as facilitator of information and not to speak for the Board.

Except for participation in board executive session deliberations about actions or interpretations of Board Policy, board members shall not express individual judgements of ACSD employee performance.

Board members shall respect and keep confidential all personnel issues and all issues of a sensitive nature.

Addison Central School District

Policy: Chair's Role
File Code: A9
Warned: September 4, 2018
Adopted: September 17, 2018

Policy

The Chair of the Board oversees the integrity of the Board's processes and serves as the Board's official spokesperson. The Chair has the following authority and duties and shall:

- chair Board meetings following Robert's Rules of Order;
- appoint committee members to standing and *ad hoc* committees and initiate *ad hoc* committees to accomplish specific tasks;
- oversee the development of Board meeting agendas;
- ensure Board meeting deliberations are fair and open as well as efficient, timely, and orderly;
- ensure that only Board issues are discussed in Board meeting deliberations;
- participate in the orientation of new Board members;
- ensure that Board behavior is consistent with the Board's rules and policies;
- sign all contracts authorized by the Board;
- lead and coordinate the evaluation process for the Superintendent; and,
- unless specifically directed by the Board, the Chair shall refrain from exercising any authority to supervise or direct the Superintendent.

The Chair shall make all interpretive decisions that fall within the topics covered by Board policies on Governance Process and Board/Superintendent Relationship unless the Board specifically delegates such authority to others.

The Chair shall represent the Board to outside parties in announcing Board-stated positions and in stating decisions and interpretations within the areas assigned to the Chair and may delegate this authority to other Board members as appropriate.

In the absence or inability of the Chair to act, the Vice Chair shall have all of the powers and duties of the Chair. In the absence or inability of the Chair and Vice Chair, the Secretary shall have all the powers and duties of the Chair. In the absence of all Executive officers, the Superintendent will designate a Chair until a temporary presiding officer is elected.

Addison Central School District

Policy: Students on the School Board

File Code: A35

Warned: October 15, 2019

Adopted: October 28, 2019

Purpose:

The Addison Central School District Board values the perspective of students and believes their participation as members of the governing body will strengthen the district's mission of providing a rich student supported learning environment. Student voices and perspectives will enrich the school board's understanding of how educational programs impact students and their efforts to achieve personal learning goals as well as confirm to all students that their voice matters to our community. In addition, the student representative will gain leadership skills and experience in civic engagement.

Policy Statement:

Each year, the Board shall include two Middlebury Union High School students to serve as members of the Board. Each spring, a rising junior shall be appointed to the Board for a two-year term*. Student representatives will participate in an orientation and training program, and partner with a current board member and senior year student who will serve as mentors. The Superintendent and/or designees shall establish criteria and a process for student selection that reflects the Board's commitment to inclusivity and equitable access for all.

The role of the student representatives shall include:

- Communicate board activity and decisions to student body
- Represent the views of the entire student ACSD student body to the Board as appropriate and to the extent possible

The responsibilities of the student representatives shall include:

- Attend all board meetings and retreats
- Adhere to Robert's Rules of Order
- Respect confidentiality and other norms as outlined in Board Operations

The student representatives shall:

- Participate in the work of the Board to the fullest extent possible
- Receive the same materials as produced to elected members (with the exception of confidential materials)
- May participate in committee meetings, to the greatest extent possible.

The student representatives shall not:

- Make or vote on a motion
- Attend executive sessions
- Have access to confidential material

*Note: For the first year, a rising junior and rising senior shall be appointed. The rising senior shall only serve the one-year.

Addison Central School District

Policy: Governing Style
File Code: A7
Warned: September 4, 2018
Adopted: September 17, 2018

Policy

The Board shall govern with emphasis on end results for students not issues of individual Board members.

The Board shall:

- encourage diversity of viewpoints during discussions,
- focus on strategic leadership rather than administrative detail,
- observe clear distinction between Board and Superintendent roles,
- make collective decisions,
- emphasize future orientation rather than past or present, and
- govern proactively rather than reactively.

The Board shall cultivate a sense of group responsibility and be responsible for excellence in governing by:

- focusing on system issues and goals rather than personal individual member issues,
- respecting decisions of the full Board,
- making every reasonable effort to protect the integrity of the district,
- being honest in all written and interpersonal interactions,
- never intentionally misleading or misinforming each other,
- never embarrassing other members or the district.

To ensure that the Board's business meetings are conducted with maximum effectiveness and efficiency, members shall:

- discharge the duties of the office as prescribed by statute (Title 16, §563);
- speak only when recognized by the chair during meetings;
- be prepared for board meetings;
- listen for content and understanding, ask questions for clarification.
- communicate information in a timely manner to avoid surprises;
- support the chair's efforts to facilitate an orderly, and productive, and efficient meeting;
- ensure that all members' opinions are heard; and
- observe civility and discussion norms, such as not interrupting during meetings or repeating what has already been said or holding side conversations.

Board development includes orientation of new Board members about the governance process, continued education of all Board Members and periodic evaluation of the Board's process to assure continued improvement.

The Board will monitor its process and performance on an annual basis.

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.

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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, on a limited basis, available to ~~individuals and community members, groups and local municipal entities~~ without for the purposes of athletics, recreation, or training municipal government 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 followed³:
 - 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;⁴
 - 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;⁵
 - 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*

³ 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

⁴ 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.

⁵ 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

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.

- 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;⁶
 - b. shall not discriminate based on viewpoint;
 - c. shall include a fee schedule for facilities use⁷;
 - 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.

⁶ 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.

⁷ 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.

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

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.⁸

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;⁹
- 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.

⁸ 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.

⁹ 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 that promotes activities of political parties is an appropriate restriction for a limited public district adopts a policy that permits political events, then it must permit all political groups to hold events regardless of their viewpoint.

<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)

	<i>Child Evangelism Fellowship of South Carolina v. Anderson</i> , 47 F.3d 1062 (4th Cir. 2006) <i>Hickock v. Orange County Comm. College</i> , 472 F. Supp. 2d 469 (S.D.N.Y. 2006)
<i>Cross References</i>	Student Athletics, Clubs and Activities

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.

Addison Central School District

F26

RECOMMENDED

SECURITY CAMERAS

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- (b) Legal references are listed for convenience, but do not need to be included in the policy as adopted.
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- (d) Withdrawn and earlier versions of revised policies should be maintained separately as part of the permanent records of the District.

Policy: ~~Security Cameras~~ **File Code:** ~~F26~~

Warned: ~~June 18, 2021~~

Adopted: ~~June 28, 2021~~

Purpose

~~In order to improve the safety and security of students and district property it is the policy of the Addison Central School District/Supervisory Union (SD/SU) to allow the use of security cameras to monitor and record activity in public areas of district SD/SU-owned buildings and property to promote the safety and security of students, staff and property, and during to assist school related transportation administrators in investigating misconduct on the premises.~~

Scope

~~This policy applies to all staff, faculty, students, vendors, contractors, visitors, and contracted transportation services property of the Addison Central School District. SD/SU.~~

General Principle

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Administrative Responsibilities

The superintendent or designee shall ensure the following:

1. The use of security camera equipment on school grounds, and on other district property, and contracted transportation services shall be SD/SU property are supervised and controlled by the Superintendent or designee.
- 3.2. The district shall annually notify its Annual notice is provided to students, staff, and parents/guardians that security cameras may be in use on any school district-owned property and contracted transportation services.
3. Security Signs are posted at all district-owned properties with security cameras, notifying occupants that security cameras may be used in use.
4. Security cameras shall not make audio recordings without prior approval from the superintendent.
- 4.5. Only authorized staff use security cameras for live, day, and night viewing of buildings, and grounds and contracted transportation services by staff authorized by the Superintendent.
6. The use of video recordings from security camera equipment shall be subject to all the other policies of the district, including policies concerning the confidentiality of student records. Video monitoring for security purposes shall will be conducted in a manner consistent with this policy, labor master agreements, and any applicable federal, state, and local law. Violations of this policy may result in disciplinary action.
- 8.7. Video monitoring of public areas for security purposes will be conducted in a manner consistent with all existing Addison Central School District SD/SU policies, including the Non-Discrimination Policy, the Harassment, Hazing and Bullying Policy and other relevant policies. This policy prohibits monitoring based on legally protected bases outlined in Addison Central School District's the SD/SU Policies on Non-Discrimination and Harassment, Hazing and Bullying (e.g., race, gender, sexual orientation, national origin, disability, etc.).
9. Security cameras are only placed in areas where there is not a reasonable expectation of privacy, such as building entrances, exits and perimeters, parking lots, cafeterias, and common areas. Security cameras shall not be used only to promote the order, safety and security of students placed in restrooms, changing rooms, staff, and property rooms, locker rooms, and to assist school administrators in investigating misconduct on school premises or while utilizing contracted transportation services.
8. other areas where there is a reasonable expectation of privacy.
- 10.9. Security recordings shall be maintained by the district SD/SU for at least 30 days, after which time the recordings may be purged. If the District SD/SU becomes aware that a recording is evidence in any kind of disciplinary proceeding, investigation or litigation, the recording shall must be retained until the matter has been resolved.

Legal Reference(s): Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq. Balancing Student Privacy and School Safety: A

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Guide to the Family Educational Rights and Privacy Act for
Elementary and

10. Secondary Schools, US Department of Education (October 2007), available at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/safeschools/>. The SD/SU keeps a log of any persons accessing video images from cameras.
11. For districts using cloud-based security surveillance, procedures are developed that control access, address password management, provide for employee training, and establish minimum requirements that vendors must meet before the district enters a contract for cloud-based security surveillance.

<u>VSBA Version:</u>	January 12, 2024
<u>Date Warned:</u>	
<u>Date Adopted:</u>	
<u>Legal Reference(s):</u>	<u>Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g et seq.</u>
<u>Cross Reference(s):</u>	Fire and Emergency Preparedness Drills Access Control and Visitor Management

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.

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Addison Central School District

F1

REQUIRED¹

TRAVEL REIMBURSEMENT

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: Travel Reimbursement

File Code: F1

Warned: March 20, 2019

Adopted: April 1, 2019

Policy

It is the policy of the Addison Central School District/Supervisory Union to reimburse the reasonable expenses for travel for school business on [CHOOSE ONE: an actual cost basis or, on a per diem or mileage basis in lieu of actual costs incurred / or on a combination of the two] by its employees, school board members, and volunteers, to the extent that budgeted funds permit.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the Addison Central School District/Supervisory Union. The method of

¹ 2 CFR 200.475

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reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities. ~~Prior approval from the superintendent or his or her designee will be required.~~

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Implementation

~~Pursuant to this policy and consistent with relevant collective bargaining agreements, the~~

Administrative Responsibilities

~~The superintendent or his or her designee will~~shall establish written procedures to ~~govern the implement this travel reimbursement and method of prior approval for the following: air/rail travel, meals, policy.~~ Such procedures shall include:

1. The types of expenses that are covered, such as airfare, car rental, lodging, meals, tolls, parking, and mileage;
2. Expenses that are excluded, such as alcohol;
3. Spending limits;
4. Method of prior approval; and
5. Time frame for reimbursement.

<u>VSBA Review Date</u>	<u>August 15, 2023</u>
<u>Date Warned</u>	
<u>Date Adopted</u>	
<u>Legal References</u>	<u>2 CFR 200.475</u>
<u>Cross References</u>	

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

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districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

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1. Addison Central School District

Policy: Policy Development

File Code: A4

Warned: September 4, 2018

Adopted: September 17, 2018

CODE A30

(Policy to Consider)

ROLE AND ADOPTION OF SCHOOL BOARD POLICIES

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

Definitions

- Policies guide the school Board/board, administrators and other district employees, students, parents/guardians and community members by clarifying courses, stating district goals and establishing parameters for administrative action. School district policies will be in compliance with Vermont and federal laws and regulations.

The Board will direct, control, and inspire the district through the careful establishment of written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term benefits for students, not on the administrative or programmatic means of attaining those benefits. Board members, therefore, will not assume responsibility for resolving operational problems or complaints or give personal direction to any part of the operational organization.

- Policy Procedures are developed by the superintendent or designee to provide for the management of the public schools in the SU/SD by describing how tasks will be carried out and board policies will be implemented.

Policy Development

In order to ensure efficient development or review originates and implementation of school board policies in the Policy and Governance Committee of SU/SD, the ACSD Board, SU/SD board, or a subcommittee thereof, will determine when school board policies in the SU/SD should be developed or revised. The Superintendent assists and advises the Committee superintendent will assist the SU/SD

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board in determining the need for policy development or ~~review~~ revision in specific areas and will advise the SU/SD board and member boards within the SU/SD on policy content.

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When the SU/SD board has approved a policy for distribution to the member boards of the SU/SD, the policy will be distributed by the superintendent for consideration by each member board. The adopting board will seek appropriate public comment and administrative guidance as it considers proposals for policy development or revision. Comment and information may be sought in areas such as the following:

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

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Policy Adoption⁽¹⁾

After consideration of the comments and information provided by interested individuals, the adopting board may adopt or revise a policy developed by the SU/SD board. A policy may be adopted at a regular or special meeting of the school ~~Board~~board, after the ~~Board~~board has ~~provided~~given at least 10 days prior public notice of its intent to adopt a ~~proposed~~the policy and has stated in its notice the substance of the proposed policy.

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The Board may, by majority vote of the members, revise or amend its policies at any time.

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Procedures are developed by the Superintendent to provide clarity for how policies will be put into action.

-Policy Dissemination, Administration & Review

Dissemination

When policies are adopted, the superintendent will publish and make them available to the public, students, and school personnel. A copy of the district policy manual will be available during the normal working day in the office and/or library of each school within the district. The student handbook will include board policies related to student activities and conduct. The teacher handbook will include board policies related to teachers' responsibilities.

Administration

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

Review

The superintendent will advise the supervisory union/supervisory district 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.

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

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

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