

AGENDA



**Addison Central School District
Policy Committee
Committee Meeting
Tuesday, December 10, 2024, 4:30 pm - 5:30 pm
49 Charles Avenue
Middlebury VT
05753**

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/85749612991>

- 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 12-3-2024
- D. Committee Discussion:
 - 1. Policy: C30 School Residence
 - 2. Policy: D6 Class Size
 - 3. Policy: D4 Title 1 Comparability
- 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, December 3, 2024, 4:30 pm - 5:30 pm
49 Charles Avenue
Middlebury VT
05753**

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.

A. Call to Order Upon Reaching a Quorum

Call to order at 4:34 pm

1. Introductions - Board Members, Administrators and Staff

Jamie McCallum, Wendy Baker, Steve Orzech, Courtney Krahn, Ellen Whelan-Wuest

B. Public Comment - Agenda Items

No public comment

C. Recommendation to Approve Minutes from 11-5-24 and 11-12-24

Move: Steve Orzech Second: Jamie McCallum Status: Passed

D. Committee Discussion:

1. Policy: C30 School Residence

2. Policy: D6 Class Size

Jamie explained that the point of this meeting is to ensure that the presentation that Ellen has drafted is an accurate reflection of the information we want to present to the Board on Monday's upcoming meeting.

The Committee worked through a draft of slides to possibly present at the upcoming Board meeting. Through this discussion, the committee decided that it would be best to propose immediate amendments to D6 to the board, and then take more time to determine how to present other, larger-scale ideas for how to restructure the district around D6 and C30, and present those ideas and a process for further investigating them at a future Board meeting.

The amendments to D6 the committee agreed to present to the Board are:

If a combined class of 2 grades is projected to have a size that does not meet D6 requirements, the Superintendent will invite ACSD families to indicate if they prefer to have their student move to that school and class.

The Superintendent will ensure that any movement of students across schools will take class and school capacity in account ensuring compliance with D6 across all schools.

If indicated preferences do not adequately ensure class sizes that comply with D6, the Superintendent can assign a cohort of students to another school.

Laura raised a concern about ensuring equitable access to transportation. Wendy confirmed that under C30 we provide transportation to students and this would remain true if students are assigned to new schools.

Wendy and Jamie will work with this language to develop a draft for the Board to read and discuss at the next Board meeting. The draft will include mention and discussion of transportation considerations as well.

The committee discussed how class section sizes in the high school are a different situation from elementary class sizes.

3. Policy: D4 Title 1 Comparability

E. Public Comment - Any Topic

No public comment

F. Adjournment

Adjourned at 5:55 pm.

Move: Ellen Whelan-Wuest Second: Steve Orzech Status: Passed

*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.

Addison Central School District

Policy: School Residence
File Code: C30
Warned: June 8, 2017
Adopted: June 19, 2017

Policy

PK-12 students are assigned to schools based on the attendance area in which their parent(s) and/or legal guardian reside(s). The attendance areas are established with the premise that the assigned schools provide equal educational opportunities for students in the communities they serve. Attendance areas for Addison Central School District are town borders, and correspond to town elementary schools:

Town of Bridport: Bridport Central School
Town of Cornwall: Bingham Memorial Elementary School
Town of Middlebury: Mary Hogan Elementary School
Town of Ripton: Ripton Elementary School
Town of Salisbury: Salisbury Community School
Town of Shoreham: Shoreham Elementary School
Town of Weybridge: Weybridge Elementary School

Students who live in towns whose elementary school has a pre-Kindergarten program have first priority to enroll in their school of residence pre-Kindergarten program. If space allows, pre-Kindergarten slots will be opened annually at ACSD schools with pre-Kindergarten programs for students in Addison Central School District from towns in which their local schools do not provide a pre-Kindergarten program.

Students whose residence changes within the District boundaries after January 15 may continue in the school serving the former residence until the end of the school year. The parent/guardian will be responsible for providing transportation for his/her student changing attendance areas for reasons other than those provided by law.

The Board acknowledges that circumstances may arise that result in a need to transfer a student to a school outside of his/her designated attendance area. All intra-district transfers shall be evaluated based upon documented circumstances which may include the following:

1. The student is a victim of a violent criminal offense in or on the resident school grounds;
2. Continuing enrollment in the student's current school for the remainder of the school year, given a change of the parent/guardian official residence;
3. Significant family and/or student circumstances of an educational, medical, financial, or personal nature which would be relieved by a change in attendance status;
4. A request is made to enroll a student in a school prior to the parent/guardian moving into that school's attendance area with documentation showing the move will occur within two months of the start of the school year or the date of the transfer submission, whichever is later;

Decisions regarding a student transfer shall be made by the Superintendent or designee, in consultation with the student's parent(s)/guardian, and relevant education and social service professionals. The decision by the Superintendent is final and not subject to appeal.

Procedure outlines application and enrollment criteria.

Addison Central School District

Policy: Class Size
File Code: D6
Warned: November 8, 2016
Adopted: November 21, 2016
Warned: November 18, 2022
Amended: November 28, 2022

Policy

It is the intent of the Board to comply with Sections 15 and 16 of Act 153 of 2010 requiring superintendents to work with school boards to develop policy guidelines for minimum and optimal average class sizes in regular and technical education classes. Class size guidelines will be used to inform annual decisions related to staffing and program offerings.

Implementation

1. The superintendent or his or her designee shall, in consultation with building principals, develop supervisory union wide class minimum, maximum and optimum average class size guidelines that take into account the instructional needs of specific elementary grade intervals and required and elective courses at the secondary level.
2. Class size guidelines in the supervisory union may vary as necessary to reflect differences among school districts due to geography and other factors, such as school size and programmatic needs.
3. The guidelines shall also ensure compliance with state or federal requirements related to matters such as student-teacher ratios, special education, technical education and English Language Learners.
4. The superintendent shall report to the Board at least annually on the implementation of this policy, and shall include in his or her report information related to the use of the guidelines in determining actual class sizes and program offerings in the schools within the supervisory union.
5. This policy shall be posted on the Addison Central School District website and forwarded to the Secretary of Education.

Addison Central School District

Policy: Class Size
File Code: D6
Warned: November 8, 2016
Adopted: November 21, 2016
Warned: November 18, 2022
Amended: November 28, 2022
Warned: September 24, 2024
Adopted:

Policy

It is the intent of the Board to comply with Sections 15 and 16 of Act 153 of 2010 requiring superintendents to work with school boards to develop policy guidelines for minimum, maximum and optimal class sizes in regular and technical education classes. Class size guidelines will be used to inform annual decisions related to staffing and program offerings. A “class” shall be defined as a group of students composed of one or two grades of students unless otherwise authorized by the superintendent.¹

Implementation

1. The superintendent or his or her designee shall, in consultation with building principals, develop district wide class minimum, maximum and optimum class size guidelines that take into account the instructional needs of specific elementary grade intervals and required and elective courses at the secondary level.

Current ACSD guidelines are as follows:

K: A minimum of 10, maximum of 19
Grades 1-3: A minimum of 10, maximum of 20
Grades 4-5: A minimum of 10, maximum of 24

2. Class size guidelines in the district may vary as necessary to reflect differences among school districts due to geography and other factors, such as school size and programmatic needs.

3. The guidelines shall also ensure compliance with state or federal requirements related to matters such as student-teacher ratios, special education, technical education and English Language Learners.

4. The superintendent shall report to the Board at least annually on the implementation of this policy, and shall include in his or her report information related to the use of the guidelines in determining actual class sizes and program offerings in the schools within the district.

¹ Typically, these class size guidelines are followed with greater fidelity in grades K-8 than in technical education settings or in grades 9-12, where a variety of factors may require smaller subsets of students.

Policy Contingencies

1. If a class exceeds or is projected to exceed the upper limit of D6 requirements and the superintendent determines the integrity of the instructional environment is jeopardized, the superintendent has the authority to divide that class into two sections that meet policy guidelines
2. If a class is projected to have a size that is below the minimum D6 requirements and the superintendent determines the integrity of the instructional environment is jeopardized, the superintendent will invite families across ACSD to indicate if they prefer to have their student move to that school and class.
3. The superintendent will ensure that any movement of students across schools will take class and school capacity into account ensuring compliance with D6 across all schools.
4. If indicated preferences do not adequately ensure class sizes that comply with D6, the superintendent can assign a cohort of students—the entire class—to another school. In this case, ACSD will provide transportation for these students to and from their assigned school.
5. Families will have the option to attend a different school than the one they are assigned by the superintendent, in accordance with policy C30. In this case, ACSD may not be able to provide transportation for their student to and from school.

Addison Central School District

Policy: Title I Comparability

File Code: D4

Warned: January 6, 2017

Adopted: January 17, 2017

If a school in the *Addison Central School District* becomes eligible to receive Title I funds, the school shall provide comparable services, staffing levels, curriculum materials, and instructional supplies for Title I eligible and non-Title I eligible schools. The district shall use local and state funds to ensure equivalence among schools in staffing and the provision of curricular materials and instructional supplies. Students in all schools shall be eligible for comparable programs and supplemental supports. The district shall utilize district-wide salary schedules for professional and non-professional staff.

The superintendent or designee shall develop procedures for compliance with this policy and shall maintain records that are updated biennially documenting the district's compliance with this policy.