

Grand Isle Supervisory Union  
**Alburgh School District**  
School Board Regular Meeting  
Monday, May 20, 2019, at 5:30 p.m.  
Location: Alburgh Education & Community Center  
**Agenda**

**Call to Order**

1. Call to Order (M. Savage)
2. Adjust the Agenda
3. Citizens and/or Staff to be Heard
4. Consent Agenda (Action)
  - a. Approve the minutes from 5/6/2019
  - b. Approve Building Use Request
5. Reports
  - a. Principal's Report

**Board Business.**

6. Green Wastewater Infrastructure (B. Hemingway)(Discussion)
7. Policy updates (M. Clark)(Discussion)
8. Bereavement time (B. Hemingway)(Discussion, possible Action)
9. Contracts to sign (M. Clark)(Action)
10. Graduation (B. Hemingway)(Discussion)
11. Lawn Care Contract (M. Savage)(Action)
12. Other

**Closure**

13. Setting the next agenda
14. Adjourn

Note: Executive Session: If discussion warrants and the Board so votes, some items may be discussed in Executive Session pursuant to VSA 1 §313(a)

*Discussion Items - Issues the Board needs to discuss and deliberate, but upon which no action is taken at this meeting.*

*Action Items - Issues that require the Board to make a decision by vote, may have been discussed over several meetings prior to this point.*

*Consent Items - Routine matters that need no discussion by the Board, but require Board approval. They are grouped together as a single agenda item. Background materials are provided in the Board packet to be reviewed ahead of the meeting. If there are no concerns, they are approved with a single vote. Any member can request the Board remove an item to be discussed and voted on separately. This frees up time at meetings.*

*Information Items [Incidental Information] - Matters the Board needs to know about, but for which no Board action is needed. The information flow is one way, from presenter to the Board. Questions for clarification are entertained as time allows.*

**Alburgh School Board**  
**Alburgh Community Education Center**  
**May 6, 2019**

**Present:** Board Chair Michael Savage, Board Vice Chair Trevor Creller, Board Members Virginia Wright, Stephanie Waters and Mallory Ovitt, Principal Beth Hemingway, Rick Baker, GISU Superintendent Michael Clark

Meeting called to order at 5:30 P.M. by Mike Savage

**Adjustment of Agenda:**

- Added a letter to Superintendent's Report
- Added a second request for an extension

**Citizens/Staff to be Heard:**

- None

**Consent Agenda:**

- Approved 4/15/19 Minutes
- Building Use Requests- none
- Board correspondence- extension requests

**Reports:**

- Superintendent's Report: Michael Clark updated the board on the status of the FY18 Audit and issues surrounding it, including federal grant funding. Clark wrote a request to the AOE requesting an extension which was denied. Michael Clark also shared information with the board about the administration of Narcan/naloxone. Trained individuals at GISU schools shall be prepared to provide care in the event of an overdose.
- Principal's Report: Beth Hemingway updated the board on upcoming/summer building maintenance and projects, school safety, hiring updates, Alburgh Club House Committee, curriculum & instruction, current/anticipated enrollment, and upcoming dates.

**Board Business:**

- Budget Revote- Budget was approved. Mike Savage shared a statement for The Islander
- Approval of Bills for Payment- Trevor Creller updated the board on current bills.
- GISU Update- Mallory Ovitt updated the board on the 4/22 GISU Meeting
- Side Letter Support Staff- Michael Clark shared a side letter of agreement for the Alburgh Support Unit-NEA for the 2019-2020 school year.
- Support Staff Contracts Signing
- Salary Increase for Non-Union- Mike Savage recused himself from this portion of the meeting and left the room; Trevor Creller took over as chair . Michael Clark presented salary increase options to the board for non-union staff members. The board opted for 4% to stay in line with CIUUSD.
- Next Meeting Business- Contracts to sign, graduation discussion

**Board Action:**

- Trevor Creller moved to accept the minutes of April 15, 2019 (2nd Stephanie Waters) Unan.
- Stephanie Waters moved to have Josh Wolyneec and Susan Pietricola sign and return contracts by May 15, 2019, and identify in writing to the superintendent the positions for which they are currently an active candidate for by May 15, 2019. If by June 1, 2019, Wolyneec or Pietricola notify the superintendent that they have been selected to be hired by one of the positions identified as being an active candidate, the board will release Wolyneec/Pietricola from contracts (2nd Trevor Creller) Unan.
- Trevor Creller moved to support the superintendent's recommendation to allow the district nurse to administer Narcan and train the health assistant to do the same (2nd Stephanie Waters) Unan.
- Stephanie Waters moved to approve an expenditure of \$3500 for shelving building materials (2nd Virginia Wright) Unan.
- Stephanie Waters moved to authorize Beth Hemingway to spend up to \$2,200 for a grant-required archeological dig, and to authorize Trevor Creller to sign off on the expenditure (2nd Virginia Wright) Unan.
- Upon review by Trevor Creller, Stephanie Waters moved to authorize the payment of current valid invoices (2nd Virginia Wright) Unan.
- Trevor Creller moved to authorize Michael Clark to distribute the appropriate contracts to Alburgh Support Staff (2nd Virginia Wright) Unan.
- Virginia Wright moved to approve the side letter of agreement and authorize Mike Savage to sign on behalf of the board (2nd Stephanie Waters) Unan.
- Virginia Wright moved to approve a 4% salary increase for non-union support staff for the 19-20 school year (2nd Trevor Creller) 4- Yes, 1- Recused
- Stephanie Waters moved to adjourn at 6:56 P.M. (2nd Trevor Creller) Unan.

Respectfully Submitted,

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Stephanie Waters

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Virginia Wright

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Mallory Ovitt

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Trevor Creller, Vice Chair

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Michael Savage, Chair

**VERMONT SCHOOL BOARDS ASSOCIATION**  
**2 Prospect Street**  
**Montpelier VT 05602**  
**802-223-3580**

**MEMO**

TO: Gary Marckres, Chair, Champlain Islands Unified Union School District  
 FROM: Sue Ceglowski, Director of Legal and Policy Services  
 DATE: February 7, 2019  
 RE: CIUUSD/GISU Policy Review – REQUIRED Policies  
 CC: CIUUSD Board Members  
 Michael Clark, Superintendent

The Champlain Islands Unified Union School District (“CIUUSD”) Board has requested a review of the Grand Isle Supervisory Union (“GISU”) policies in preparation for CIUUSD’s policy adoption process as a new unified union district. This is to summarize my findings after reviewing all of GISU’s required policies. As a reminder, the VSBA lists policies as “required” when a state or federal law or regulation states, or a regulatory agency advises, that a school district must have a policy governing its activities in a certain area.

GISU does not have two required policies. In addition, some GISU’s required policies should be updated. The following table reflects which policies are missing, which are in need of revision and which are up-to-date. Explanations regarding the need for revision will follow the table:

<b>VSBA Policy Name &amp; Code</b>	<b>GISU Policy Name &amp; Code</b>	<b>Needs Revision</b>
Board Member Conflict of Interest (A1)	Board Member Conflict of Interest (B3)	No
Substitute Teachers (B1)	Substitute Teachers (D6)	No
Volunteers and Work Study Students (B2)	Volunteers and Work Study Students (D7)	No
Alcohol & Drug-Free Workplace (B3)	Alcohol and Drug-Free Workplace (D8)	No
Drug & Alcohol Testing: Transportation Employees (B4)	Mandatory Drug & Alcohol Prohibition and Testing Policy: Transportation Employees (D11)	No
<b>Prevention of Employee Harassment (B5)</b>	<b>Harassment of Employees (D12)</b>	<b>Yes</b>
HIPAA Compliance (B6)	Health Insurance Portability and Accountability Act Compliance (D13)	No
<b>Tobacco Prohibition (B7)</b>	<b>Tobacco Prohibition (E8)</b>	<b>Yes</b>
<b>Education Records (C1)</b>	<b>Student Records (F5)</b>	<b>Yes</b>
Student Alcohol & Drugs (C2)	Student Alcohol and Drugs (F7)	No

<b>VSBA Policy Name &amp; Code</b>	<b>GISU Policy Name &amp; Code</b>	<b>Needs Revision</b>
Transportation (C3)	Transportation (F9)	No
Limited English Proficiency Students (C4)	Limited English Proficiency Students (F19)	No
Firearms (C5)	Firearms/Weapons (F21)	Yes
Participation of Home Study Students (C6)	Participation of Home Study Students in School Programs and Activities (F23)	Yes
Student Attendance (C7)	Student Attendance (F25)	Yes
Pupil Privacy Rights (C8)	Pupil Privacy (F27)	Yes
Federal Child Nutrition Act Wellness Policy (C9)	Federal Child Nutrition Act Wellness Policy (F28)	Yes
Prevention of Harassment, Hazing and Bullying of Students Policy (C10)	Prevention of Harassment, Hazing and Bullying of Students (F31)	Yes
Prevention of Harassment, Hazing and Bullying of Students Procedures (C10P)	Prevention of Harassment, Hazing and Bullying of Students Procedures (F31-P)	No
Student Freedom of Expression in School-Sponsored Media (C11)	Student Publications (F15)	Yes
Proficiency Based Graduation Requirements (D1)	GISU does not have this policy	Adopt policy
Responsible Computer, Network and Internet Use (D3)	Student Computer and Internet Use (G11)	No
Title I Comparability Policy (D4)	Title I Comparability Policy (G13)	No
Animal Dissection (D5)	Animal Dissection (G14)	No
Class Size Policy (D6)	Class Size Policy (G12)	Yes
Title I, Part A, Parental Involvement (E1)	Title I, Part A, Parental Involvement (H7)	No
Travel Reimbursement (F1)	GISU does not have this policy	Adopt policy

The following required policies are missing from GISU's policy manual and **should be included** in CIUUSD's policy manual:

**Proficiency Based Graduation Requirements:** GISU does not have this required policy. Recommend that CIUUSD adopt a policy based on the language of VSBA's model policy D1.

**Travel Reimbursement Policy:** GISU does not have this required policy. Recommend that CIUUSD adopt a policy based on the language of VSBA's model policy F1.

The following policies **should be updated** to be consistent with statutory or regulatory requirements:

**Harassment of Employees (D12):** GISU's policy was adopted in 2015 and is missing language requiring that the witness, complainant and accused shall keep confidential matters related to the

charge of unlawful harassment. Recommend rescinding this policy and adopting new policy based on VSBA's model policy which was updated in 2016.

**Tobacco Prohibition (E8):** GISU's policy was adopted in 2007 and is lacking definitions of "tobacco substitutes" and "tobacco paraphernalia." Act 14 of 2013 prohibits individuals under age 18 from possessing "tobacco substitutes" and "tobacco paraphernalia", in addition to "tobacco products." These changes address the issues of electronic cigarettes and vaping which have become a significant problem. Recommend rescinding this policy and adopting new policy based on VSBA's model policy B7.

**Student Records (F5):** GISU's policy is lengthy and contains details that should be included in procedures. Recommend rescinding this policy and adopting new policy based on VSBA's model policy C1. Recommend that Superintendent develop procedures as set forth in the model policy (which could include details from the current policy).

**Firearms (F20):** GISU's policy contains some of the language from VSBA's model policy but not all of it. GISU's policy is confusing because it contains a lengthy definition of "weapon" but prohibits bringing a firearm (not a weapon) to school. Recommend rescinding this policy and adopting new policy based on VSBA's model policy C5. The model policy's reference to the Commissioner of Education in the last paragraph should be changed to the Secretary of Education.

**Participation of Home Study Students in School Programs and Activities (F23):** GISU's policy contains details that are more appropriately located in procedures. Recommend rescinding policy and adopting new policy based on VSBA's model policy C6. Recommend that Superintendent develop and implement procedures that comply with State Board Rules including 4400 and 9200.3.1.

**Student Attendance (F25):** GISU's policy does not require the Superintendent to ensure that the school board appoints a Truant Officer and ensure the appointment is recorded with the Clerk. This is an important responsibility which should be included in the policy. Recommend rescinding GISU policy and adopting new policy based on VSBA model policy. Recommend that Superintendent develop or review procedures to ensure they address the issues listed in VSBA's model policy.

**Pupil Privacy (F27):** GISU's policy contains the language from VSBA's model policy but contains additional language which may be more appropriate to include in procedures. Also, GISU's policy is confusing because there are two policy statement sections. Recommend rescission of GISU's policy and adoption of a new policy based on VSBA's model policy C8. Recommend that Superintendent develop or review procedures as set forth in the model policy.

**Federal Child Nutrition Act Wellness Policy (F28):** GISU's policy was adopted in 2015 and does not contain updated requirements regarding food and beverage marketing, goals for physical activity, and goals for nutrition services. VSBA's model policy was revised in 2017 based on changes to federal law and guidance from the Vermont Agency of Agriculture, Food and Markets, the Vermont Agency of Education and the Vermont Department of Health entitled

“Vermont School Wellness Policy Guidelines.” Recommend that GISU rescind its policy and adopt VSBA’s model policy, C9 (may be revised to meet local needs and reflect community priorities).

**Prevention of Harassment, Hazing and Bullying of Students (F24 and F24P):** GISU’s policy tracks the language of VSBA’s model policy. GISU’s Appendix A, listing the designated employees to receive complaints, does not include the specific names of individuals. Recommend that GISU include the names and titles of at least two designated employees in Appendix A of the policy.

**Student Publications (F15):** GISU’s policy was adopted in 2007. In 2017, the Vermont legislature passed 16 V.S.A. § 1623(i) which requires each school or its governing body to adopt a written policy consistent with the provisions of § 1623. VSBA’s model policy C11, Student Freedom of Expression in School-Sponsored Media, was developed in 2018 based on this requirement. Recommend GISU rescind its Student Publications policy and adopt VSBA’s model policy C11.

**Class Size Policy (G14) and Class Size Guidelines and Procedures (G14P):** GISU’s policy language tracks the language of VSBA’s model policy except that it refers to State Board Rule 2000 in the first sentence rather than the Vermont statute which requires this policy. Recommend that the first sentence of GISU’s policy be amended to read as follows: “It is the intent of the Board to comply with 16 V.S.A. § 242(5) requiring superintendents to work with school boards to develop policy guidelines for minimum and optimal average class sizes in regular and technical education classes.”

The following policy does not need to be revised but it requires the development of compacts:

**Title I, Part A, Parental Involvement (H7):** GISU’s policy mirrors VSBA’s model policy and does not need to be revised. Please note this policy requires two compacts: School District Parental Involvement Compact (to be developed by Superintendent or designee) and School Level Parental Involvement Compact (to be developed by Principal or designee). Recommend Superintendent and Principals develop compacts or review existing compacts. Model compacts are attached to VSBA’s model policy E1.

Please let me know if you have any questions regarding the initial phase of this review. As part of the next phase of my review, I will provide:

- An analysis of VSBA’s recommended policies compared to GISU’s policies - do you have all the recommended ones? If so, how old are they, do they need revision, etc?
- A proposed indexing system
- A recommended process for dealing with remaining policies

I look forward to meeting with the CIUUSD board on February 12 to discuss the results of the required policy review. Again, if you have any questions, please let me know.

Current

**CODE B3**

**CODE B3 - BOARD MEMBER CONFLICT OF INTEREST**

**Policy**

It is the policy of the Grand Isle Supervisory Union that it is the ethical and legal duty of all school board members to avoid conflicts of interest as well as the appearance of conflicts of interest.

**Definitions**

“Conflict of interest” means a situation when a board member’s private interests, as distinguished from the board member’s interest as a member of the general public, would benefit from or be harmed by his or her actions as a member of the board.

“Majority vote”, for the purposes of this policy, means a majority of the full board less the individual board member(s) subject to a complaint of a conflict of interest under this policy. A quorum of the board would not be sufficient for the board to take action under the complaint section of this policy.

**Implementation**

In order to comply with the obligations thus imposed, the board and its members will adhere to the following recommended standards.

1. Board members will be familiar with the VSBA or similar Code of Ethics, and will observe their provisions.
2. Board members will be familiar with, and adhere to, those provisions of Vermont education law which define school board powers and govern board member compensation and public bidding processes.
3. A board member will not take any action which is intended to give the impression that he or she would represent special interests or partisan politics for personal gain.
4. A board member will do nothing intended to give the false impression that he or she has the authority to make decisions or take action on behalf of the board or the school administration.
5. A board member will not use his or her position on the board in any manner intended to unfairly promote personal financial interests or the financial interests of family members, friends or supporters.
6. A board member will not solicit or accept anything of value in return for taking particular positions on matters before the board.
7. A board member will do nothing intended to leave the impression that his or her position on any issue can be influenced by anything other than a fair presentation of all sides of the question.

**Avoiding Conflicts**

When a board member becomes aware that he or she is in a position that creates a conflict of interest or the appearance of a conflict of interest as defined in state law or this policy, he or she will declare the nature and extent of the conflict or appearance of conflict for inclusion in the board minutes, and will abstain from voting or participating in the discussion of the issue giving rise to the conflict.

## Complaints of Conflict of Interest

When a conflict of interest claim against a board member is brought to the board in writing and is signed by another board member or a member of the public, and the board member against whom the claim is made does not concur that a conflict in fact exists, the following board procedures will be followed:

1. Upon a majority vote of the remaining board members, or upon order of the chair, the board will hold an informal hearing on the conflict of interest claim, giving both the board member and the person bringing the claim an opportunity to be heard.
2. At the conclusion of the informal hearing, the remaining board members will determine by majority vote whether to:
  1. Issue a public finding that the conflict of interest charge is not supported by the evidence and is therefore dismissed;
  2. Issue a public finding that the conflict of interest charge is supported by the evidence and that the member should disqualify him or herself from voting or otherwise participating in the board deliberations or decision related to that issue, as required by Vermont statute; and/or,
  3. Issue a public finding that the conflict of interest charge is supported by the evidence and the board member should be formally censured or subjected to such other action as may be allowed by law.

*Date Warned:* 6/8/16

*Date Adopted:* 6/22/16

*Legal Reference(s):* 16 VSA §262(d) (Election of Officers)  
16 VSA §557 (Gratuity/Compensation Prohibited)  
16 VSA §558 (Eligibility for Election to School Board)  
16 VSA §559 (Public Bids)  
16 VSA §563(20) (Powers of School Boards)  
VSBA Code of Ethics for School Board Members – Code B3-R

Proposed

CODE A1

## CODE A1 - BOARD MEMBER CONFLICT OF INTEREST

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  3. Issue a public finding that the conflict of interest charge is supported by the evidence and the board member should be formally censured or subjected to such other action as may be allowed by law.

	<i>GISU</i>	<i>Alburgh</i>	<i>CIUUSD</i>	<i>South Hero</i>
<i>Date Warned</i>	<i>4/22/2019</i>		<i>2/12/2019</i>	<i>4/18/2019</i>
<i>Date Adopted</i>				

*Legal Reference(s): 16 VSA §262(d) (Election of Officers)  
 16 VSA §557 (Gratuity/Compensation Prohibited)  
 16 VSA §558 (Eligibility for Election to School Board)  
 16 VSA §559 (Public Bids)  
 16 VSA §563(20) (Powers of School Boards)  
 VSBA Code of Ethics for School Board Members – Code B3-R*

## CODE D6 - SUBSTITUTE TEACHERS

**Policy**

It is the policy of the Grand Isle Supervisory Union and its member School Districts to employ substitute educators who will meet the minimum qualifications outlined by Vermont Standards Board for Professional Educators (VSBPE) Rule, as well as the additional requirements established by this policy.

**Qualifications**

No person will be placed on the qualified substitute list unless that person has graduated from high school and meets the following additional minimal requirements:

All substitutes will have comply with all current statutory regulations such as a criminal records check.

**Unlicensed Persons**

An unlicensed person may be employed as a substitute teacher for up to 30 consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for emergency or provisional licenses as provided in VSBPE Rules 5350 and 5360.

**Licensed Educators**

A substitute teacher who is licensed but not appropriately endorsed for the position for which he or she is employed may fill a position for thirty consecutive calendar days in the same assignment. The Superintendent may apply to the Vermont Standards Board for Professional Educators or its designee for an additional thirty days for specific substitute teachers, or for provisional licenses as provided in VSBPE Rule 5350.

**Administrative Responsibilities**

A list of qualified substitute teachers, organized by grade level and subject, will be developed by the Superintendent or his or her designee for all schools in the District.

The Superintendent or his or her designee will conduct an orientation session for substitute teachers each year. Each teacher under contract will compile a packet of information containing pertinent substitute teacher information as defined by the Principal.

Substitute teachers will be paid per diem wages as determined by the Superintendent from year to year. Distinctions in pay level may be made based on the need for the substitute teacher to prepare lessons and assess and record student progress, on the length of service and on the credentials of the substitute teacher.

*Date Warned:* 9/6/15, 10/8/15

*Date Adopted:* 10/20/15

*Legal Reference(s):* Vt. Standards Board for Professional Educators Rules §§5381 et seq.  
16 VSA §558 (Employment of school board members)  
16 VSA §251 et seq. (Access to Criminal Records)

*Cross Reference:*

## CODE B1 - SUBSTITUTE TEACHERS

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<i>Date Warned</i>	<i>4/22/2019</i>		<i>2/12/2019</i>	<i>4/18/2019</i>
<i>Date Adopted</i>				

*Legal Reference(s): Vt. Standards Board for Professional Educators Rules §§5381 et seq.  
16 VSA §558 (Employment of school board members)  
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*Cross Reference:*

Current

**CODE D7 (Mandatory)**

**CODE D7 - VOLUNTEERS AND WORK STUDY STUDENTS**

The Grand Isle Supervisory Union and its member School Districts recognize the valuable contributions made to the schools by volunteers and work study students. Appropriate supervision of volunteers and work study students will enhance their contributions as well as fulfill the responsibility that the school district has for the education and safety of its students.

**Definitions**

For purposes of this policy and administrative rules and procedures developed pursuant to this policy:

1. **Volunteer** means an individual not employed by the school district who works on an occasional or regular basis in the school setting to assist the staff. A volunteer works without compensation or economic benefits unless otherwise stipulated in a memorandum of understanding.
2. **Work Study Student** means a post-secondary student who receives compensation for work performed at a school operated by the district as part of a work experience program sponsored or provided by the college or university at which he or she is enrolled. A student working toward a teaching credential who is placed as a student teacher at a district school is not a work study student.

**Policy**

The Superintendent shall develop administrative rules and procedures to ensure that volunteers and work study students are appropriately screened prior to entering into service in the school district, and that only volunteers and work study students who have been screened and approved by the superintendent have extended unsupervised contact with students. The screening process utilized by the school district shall minimally include a name and birth date check with the Vermont Internet Sex Abuse Registry for any person being considered for service as a work study student. A person who is on the Vermont Internet Sex Offender Registry shall not be eligible to be a work study student.

*Date Warned:* 9/6/15,10/8/15

*Date Adopted:* 10/20/15

*Legal Reference(s):* 16 VSA §260

*Cross Reference:*

## CODE B2 - VOLUNTEERS AND WORK STUDY STUDENTS

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<i>Date Warned</i>	<i>4/22/2019</i>		<i>2/12/2019</i>	<i>4/18/2019</i>
<i>Date Adopted</i>				

*Legal Reference(s): 16 VSA §260*

*Cross Reference:*

## CODE D8 - ALCOHOL AND DRUG-FREE WORKPLACE

### Policy

It is the policy of the Grand Isle Supervisory Union and its member School Districts to maintain a workplace free of alcohol and drugs. No employee, volunteer or work study student will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug on or in the workplace. Nor shall any employee, volunteer or work study student be in the workplace while unlawfully under the influence of drugs or alcohol. If there are reasonable grounds to believe that an employee, volunteer or work study student is unlawfully under the influence of drugs or alcohol while on or in the workplace, the person will be immediately removed from the performance of his or her duties.

### Definitions

**Drug** means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal statute or regulation.

**Workplace** means the site for the performance of work for the School District or Supervisory Union, including any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. It also includes off school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the School District.

**Employee** means all persons directly or indirectly compensated by the School District or Supervisory Union for providing services to the district and all employees of independent contractors who provide services to the district.

**Volunteer** means an individual not employed by the School District or Supervisory Union who works on an occasional or regular basis or under a memorandum of understanding, in the school setting to assist the staff. A volunteer works without compensation or economic benefits provided by the school district.

**Work Study Student** means a student who receives compensation for work performed at the school as part of a college work experience program. For purposes of this policy, an intern, working without pay, will be considered as a work study student. A student working toward a teaching credential who may be placed at a school as a student teacher is not a work study student.

### Employee Responsibilities

As a condition of employment, each employee will notify the Superintendent in writing of his or her conviction of any criminal drug statute for a violation occurring on or in the workplace as defined above. The employee must notify the Superintendent no later than five days after such conviction. Entry of a *nolo contendere* plea shall constitute a conviction for purposes of this policy, as will any judicial finding of guilt or imposition of sentence. Within 10 days of notification from an employee, or receipt of actual notice of an alcohol or drug conviction, the Superintendent will notify any federal or state officers or agencies legally entitled to such notification.

An employee, volunteer or work study student who violates the terms of this policy may be asked to satisfactorily complete an alcohol or drug abuse assistance or rehabilitation program approved by the Superintendent. In addition, an employee who violates the terms of this policy will be subject to disciplinary action, including but not limited to non-renewal, suspension or termination at the discretion of the Superintendent or, if required, the Board.

*Date Warned:* 9/6/15, 10/8/15  
*Date Adopted:* 10/20/15

## CODE B3 - ALCOHOL AND DRUG-FREE WORKPLACE

### Policy

It is the policy of the Grand Isle Supervisory Union and its member School Districts to maintain a workplace free of alcohol and drugs. No employee, volunteer or work study student will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug on or in the workplace. Nor shall any employee, volunteer or work study student be in the workplace while unlawfully under the influence of drugs or alcohol. If there are reasonable grounds to believe that an employee, volunteer or work study student is unlawfully under the influence of drugs or alcohol while on or in the workplace, the person will be immediately removed from the performance of his or her duties.

### Definitions

**Drug** means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal statute or regulation.

**Workplace** means the site for the performance of work for the School District or Supervisory Union, including any school building or any school premises and any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities. It also includes off school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the School District.

**Employee** means all persons directly or indirectly compensated by the School District or Supervisory Union for providing services to the district and all employees of independent contractors who provide services to the district.

**Volunteer** means an individual not employed by the School District or Supervisory Union who works on an occasional or regular basis or under a memorandum of understanding, in the school setting to assist the staff. A volunteer works without compensation or economic benefits provided by the school district.

**Work Study Student** means a student who receives compensation for work performed at the school as part of a college work experience program. For purposes of this policy, an intern, working without pay, will be considered as a work study student. A student working toward a teaching credential who may be placed at a school as a student teacher is not a work study student.

### Employee Responsibilities

As a condition of employment, each employee will notify the Superintendent in writing of his or her conviction of any criminal drug statute for a violation occurring on or in the workplace as defined above. The employee must notify the Superintendent no later than five days after such conviction. Entry of a *nolo contendere* plea shall constitute a conviction for purposes of this policy, as will any judicial finding of guilt or imposition of sentence. Within 10 days of notification from an employee, or receipt of actual notice of an alcohol or drug conviction, the Superintendent will notify any federal or state officers or agencies legally entitled to such notification.

An employee, volunteer or work study student who violates the terms of this policy may be asked to satisfactorily complete an alcohol or drug abuse assistance or rehabilitation program approved by the Superintendent. In addition, an employee who violates the terms of this policy will be subject to disciplinary action, including but not limited to non-renewal, suspension or termination at the discretion of the Superintendent or, if required, the Board.

	<i>GISU</i>	<i>Alburgh</i>	<i>CIUUSD</i>	<i>South Hero</i>
<i>Date Warned</i>	<i>4/22/2019</i>		<i>2/12/2019</i>	<i>4/18/2019</i>
<i>Date Adopted</i>				

## CODE D11 - DRUG & ALCOHOL TESTING: TRANSPORTATION OF EMPLOYEES

### **Policy**

The Grand Isle Supervisory Union and its member School Districts will comply with state and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The superintendent or his or her designee will implement procedures to conduct alcohol and drug tests for all safety sensitive transportation employees as required by the federal Omnibus Transportation Employee Testing Act of 1991.

*Date Warned:* 9/6/15, 10/8/15

*Date Adopted:* 10/20/15

*Legal Reference(s):* 49 USC §§ 5331, 31306 (Omnibus Transportation Employee Testing Act of 1991)  
49 CFR Parts 40, 382, 391, 392, 395 and 653  
21 VSA 511 et seq.

*Cross Reference:*

Proposed  
CODE B4

## CODE B4 - DRUG & ALCOHOL TESTING: TRANSPORTATION OF EMPLOYEES

### Policy

The Grand Isle Supervisory Union and its member School Districts will comply with state and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The superintendent or his or her designee will implement procedures to conduct alcohol and drug tests for all safety sensitive transportation employees as required by the federal Omnibus Transportation Employee Testing Act of 1991.

	<i>GISU</i>	<i>Alburgh</i>	<i>CIUUSD</i>	<i>South Hero</i>
<i>Date Warned</i>	4/22/2019		2/12/2019	4/18/2019
<i>Date Adopted</i>				

*Legal Reference(s):* 49 USC §§ 5331, 31306 (Omnibus Transportation Employee Testing Act of 1991)  
49 CFR Parts 40, 382, 391, 392, 395 and 653  
21 VSA 511 et seq.

*Cross Reference:*

## CODE D13 - HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

The Grand Isle Supervisory Union and its member School Districts shall comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) with regard to any employee benefit or group health plan provided by the district that is subject to the requirements of the Act. The superintendent or his or her designee shall develop and implement procedures necessary to ensure continuing compliance with the requirements of HIPAA.

*Date Warned:* 9/6/15, 10/8/15  
*Date Adopted:* 10/20/15  
*Legal References:* 42 USC 1320d-2 and 1320d-4  
45 CFR Subpart C

*Proposed*  
CODE B6

## CODE B6 – HIPAA Compliance

The Grand Isle Supervisory Union and its member School Districts shall comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) with regard to any employee benefit or group health plan provided by the district that is subject to the requirements of the Act. The Superintendent or his or her designee shall develop and implement procedures necessary to ensure continuing compliance with the requirements of HIPAA.

	<i>GISU</i>	<i>Alburgh</i>	<i>CIUUSD</i>	<i>South Hero</i>
<i>Date Warned</i>	<i>4/22/2019</i>		<i>2/12/2019</i>	<i>4/18/2019</i>
<i>Date Adopted</i>				

*Legal References: 42 USC 1320d-2 and 1320d-4  
45 CFR Subpart C*

## CODE F7 – STUDENT ALCOHOL AND DRUGS

It is the policy of the Grand Isle Supervisory Union and its member School Districts that no student shall unlawfully possess, use, sell, give or otherwise transmit, or be under the influence of any drug, regulated substance, or alcohol on any school property, or at any school sponsored activity away from or within the school. It is further the policy of the district to make appropriate referrals in cases of substance abuse.

### **Definitions**

*Substance Abuse* is the ingestion of drugs and or alcohol in such a way that it interferes with a person's ability to perform physically, intellectually, emotionally, or socially.

*Drug* means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal regulation or statute.

### **Educational Program**

The Superintendent and his or her designees shall work with appropriate staff members to develop and conduct an alcohol and drug abuse educational program. The program shall be consistent with the Vermont Alcohol and Drug Education Curriculum Plan. If the school district is a recipient of federal Safe and Drug-Free Schools and Communities Act funds, the Act will be considered in the development of the alcohol and drug abuse educational program.

### **Support and Referral System**

In each school the principal or his or her designee shall develop a support and referral system for screening students who refer themselves and students who are referred by staff for suspected drug and/or alcohol use and/or abuse problems. The support and referral system will include processes to determine the need for further screening, education, counseling or referral for treatment in each referred case. In addition, the principal shall establish procedures for administering emergency first aid related to alcohol and drug abuse.

### **Cooperative Agreements**

The Superintendent shall annually designate an individual to be responsible for providing information to students and parents or guardians about outside agencies that provide substance abuse prevention services and to encourage the use of their services and programs when appropriate.

The District/Supervisory Union has entered into a cooperative agreement with Northwestern Counseling and Support Services (NCSS) will provide substance abuse treatment to students who are referred through the school's support and referral system, or who refer themselves for treatment.

### **Staff Training**

The Superintendent and his or her designee will work with appropriate staff to provide training for teachers and health and guidance personnel who teach or provide other services in the school's alcohol and drug abuse prevention education program. The training provided will meet the requirements of State Board Rules related to staff training.

### **Community Involvement**

The Principals will work with school staff and community members to implement a program to inform the community about substance abuse issues in accord with State Board of Education rules.

**Annual Report**

In a standard format provided by the Vermont Department of Education, the Superintendent will submit an annual report to the Commissioner of Education describing substance abuse education programs and their effectiveness.

**Notification**

The Principals shall ensure that parents and students are given copies of the standards of conduct and disciplinary sanctions contained in the procedures related to this policy, and are notified that compliance with the standards of conduct is mandatory. Notice to students will, at a minimum, be provided through inclusion of these standards and sanctions in the student handbook distributed to all students at the beginning of each school year or when a student enrolls in the school.

*Date Warned: 9/6/15, 10/8/15*  
*Date Adopted: 10/20/15*

## CODE C2 – STUDENT ALCOHOL AND DRUGS

It is the policy of the Grand Isle Supervisory Union and its member School Districts that no student shall unlawfully possess, use, sell, give or otherwise transmit, or be under the influence of any drug, regulated substance, or alcohol on any school property, or at any school sponsored activity away from or within the school. It is further the policy of the district to make appropriate referrals in cases of substance abuse.

### **Definitions**

*Substance Abuse* is the ingestion of drugs and or alcohol in such a way that it interferes with a person's ability to perform physically, intellectually, emotionally, or socially.

*Drug* means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal regulation or statute.

### **Educational Program**

The Superintendent and his or her designees shall work with appropriate staff members to develop and conduct an alcohol and drug abuse educational program. The program shall be consistent with the Vermont Alcohol and Drug Education Curriculum Plan. If the school district is a recipient of federal Safe and Drug-Free Schools and Communities Act funds, the Act will be considered in the development of the alcohol and drug abuse educational program.

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In each school the principal or his or her designee shall develop a support and referral system for screening students who refer themselves and students who are referred by staff for suspected drug and/or alcohol use and/or abuse problems. The support and referral system will include processes to determine the need for further screening, education, counseling or referral for treatment in each referred case. In addition, the principal shall establish procedures for administering emergency first aid related to alcohol and drug abuse.

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The District/Supervisory Union has entered into a cooperative agreement with Northwestern Counseling and Support Services (NCSS) will provide substance abuse treatment to students who are referred through the school's support and referral system, or who refer themselves for treatment.

### **Staff Training**

The Superintendent and his or her designee will work with appropriate staff to provide training for teachers and health and guidance personnel who teach or provide other services in the school's alcohol and drug abuse prevention education program. The training provided will meet the requirements of State Board Rules related to staff training.

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	<i>GISU</i>	<i>Alburgh</i>	<i>CIUUSD</i>	<i>South Hero</i>
<i>Date Warned</i>	<i>4/22/2019</i>		<i>2/12/2019</i>	<i>4/18/2019</i>
<i>Date Adopted</i>				

## CODE F9 - TRANSPORTATION

### Policy

Where it is reasonable and necessary to enable a student entitled or required to attend an elementary or a secondary school within the Grand Isle Supervisory Union and its member School Districts, the District/Supervisory Union may furnish transportation on public roads to students who reside within the District. The District/Supervisory Union may also provide transportation to non-resident students as authorized by the board(s).

#### *For districts furnishing transportation:*

The superintendent and his or her designee will establish routes and designate stops after considering both the safety of children and efficiency of operation. The superintendent will consider the following factors when determining routes and stops.

1. The age and health of pupils,
2. Distance to be traveled,
3. Condition of the road, and
4. Type of highway.

The superintendent may consider any other factors he or she deems appropriate when establishing routes and designated stops.

The superintendent shall submit to the school board for approval any contracts, leases or purchases necessary to maintain and operate transportation equipment, and shall include in his or her annual report to the board information as to all pupils transported by the school district and the expense thereof.

*Date Warned:* 9/6/15, 10/8/15

*Date Adopted:* 10/20/15

*Legal Reference(s):* 16 VSA §§1221, 1222, 1224 (Student transportation)  
16 VSA §1551 (Technical center transport)

*Cross Reference:*

## CODE C3 - TRANSPORTATION

### Policy

Where it is reasonable and necessary to enable a student entitled or required to attend an elementary or a secondary school within the Grand Isle Supervisory Union and its member School Districts, the District/Supervisory Union may furnish transportation on public roads to students who reside within the District. The District/Supervisory Union may also provide transportation to non-resident students as authorized by the board(s).

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3. Condition of the road, and
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The superintendent may consider any other factors he or she deems appropriate when establishing routes and designated stops.

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	<i>GISU</i>	<i>Alburgh</i>	<i>CIUUSD</i>	<i>South Hero</i>
<i>Date Warned</i>	<i>4/22/2019</i>		<i>2/12/2019</i>	<i>4/18/2019</i>
<i>Date Adopted</i>				

*Legal Reference(s): 16 VSA §§1221, 1222, 1224 (Student transportation)  
16 VSA §1551 (Technical center transport)*

*Cross Reference:*

## CODE G12 - CLASS SIZE POLICY

It is the intent of the Grand Isle Supervisory Union and its member School Districts to comply with State Board Rule 2000 of 2014 Educational Quality Standards 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 supervisory union's website and forwarded to the Secretary of Education.

Class sizes by Rule 2000:

K-3 fewer than 20 when banded together

4-8 fewer than 25 when banded together

Grade Cluster	Instructional Area	Minimum Average per Grade Cluster	Optimal Range Per Grade Cluster	Vermont State Board Rule 2000 Maximums
K-3	<i>All</i>	15	<i>15-20</i>	<i>20</i>
4-8	<i>All</i>	15	<i>15-25</i>	<i>25</i>

*Date Warned: 9/6/15, 10/8/15*

*Date Adopted: 10/20/15*

## CODE D6 - CLASS SIZE POLICY

It is the intent of the Board to comply with 16 V.S.A § 242(5) 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.
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Class sizes by Rule 2000:

K-3 fewer than 20 when banded together

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Grade Cluster	Instructional Area	Minimum Average per Grade Cluster	Optimal Range Per Grade Cluster	Vermont State Board Rule 2000 Maximums
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4-8	<i>All</i>	15	<i>15-25</i>	<i>25</i>

	<i>GISU</i>	<i>Alburgh</i>	<i>CIUUSD</i>	<i>South Hero</i>
<i>Date Warned</i>	<i>4/22/2019</i>		<i>2/12/2019</i>	<i>4/18/2019</i>
<i>Date Adopted</i>				

## CODE F1 – TRAVEL REIMBURSEMENT

### Policy

It is the policy of the Grand Isle Supervisory Union and member districts to reimburse the reasonable expenses for travel for school business on actual cost, except IRS rate for mileage 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 Grand Isle Supervisory Union and member districts. The method of 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.

### Implementation

Pursuant to the policy and consistent with relevant collective bargaining agreements, the Superintendent or his or her designee will establish written procedures to govern the reimbursement and method of prior approval for the following: air/rail travel, meals, lodging, and mileage.

	<i>GISU</i>	<i>Alburgh</i>	<i>CIUUSD</i>	<i>South Hero</i>
<i>Date Adopted</i>	<i>4/22/2019</i>		<i>2/12/2019</i>	<i>4/18/2019</i>
<i>Date Warned</i>				

*Legal Reference(s): 2 CFR 200.474*