

**NORTH COUNTRY SUPERVISORY UNION**  
**POLICY COMMITTEE MEETING MINUTES - DRAFT**  
**THURSDAY, OCTOBER 16, 2014**  
**AT 5:30 P.M. -- NCSU CENTRAL OFFICE, Room A205**

Present

***Board Members:***

Arlene Brown, Newport Town  
Gislaine Gobel-Judd, Derby  
Vikki Lantagne, Newport City  
Viola Poirier, Coventry  
Richard Cartee, NCUJHS  
Patrick Austin, Charleston

***Staff:***

John Castle, Superintendent  
Liz Butterfield, Recording Secretary

***Guest:***

Nicole Mace, VSBA Counsel

I. The meeting was called to order at 5:30 p.m. by Committee Chair Steve Mason. There were no changes to the agenda.

II. Approval of Minutes– *Attachment A*

**Motion** to approve the minutes of September 18, 2014. **JUDD/POIRIER APPROVED**

III. Privilege of the Floor/Public Comment: Arlene Brown asked about the Head Lice policy and Steve said that it would be placed on the November agenda. Richard Cartee asked that we have the state Health Department and VSBA information concerning Head Lice for the November meeting. Arlene also asked about policies dealing with Public Displays of Affection, as she has been told that this is happening at the Jr. High, between boyfriend/girlfriend. Steve stated that this is something that the leadership at the school needs to handle, it is not a policy issue. John Castle said that each school should have guidelines in the Student Handbook, and that if there is an issue it should be brought to the principal and then, if not resolved, to John.

IV. Guest: Steve introduced Nicole Mace, an Attorney at the VSBA, who oversees policy service and model policies, including the process for monitoring and adopting policies, and serves as a resource to boards for developing policies.

Policy Process: Nicole shared a PowerPoint and discussed policy with the committee. She explained that SU policy is not binding on local boards: the local boards must also adopt each policy. If you have too many policies, they can grow out of date quickly, and it is difficult for the administration to know and follow the policies. Nicole stated that it is important to limit the number of policies: it is recommended that a board have about 50 policies, 26 of which are required policies. If a policy re-states the law, we do not need a policy.

Nicole described a Policy Audit or review, services offered by the VSBA. She can conduct a diagnostic scan to see which policies have not been reviewed or updated, cross check ours against VSBA policies, and check to make sure we have all of the required policies. One option is for the SU board to start over with a brand new manual of VSBA policies, plus a few that are local. To do this, all of the boards would have to approve rescinding the current policies.

Nicole then discussed Policy Development. She said it is important not to have differences between districts, so an SU policy committee is a good idea. She said policies should be developed at the SU level: the superintendent researches, analyzes, drafts the language, presents options to the committee, then the committee analyzes and reviews. It is important to have a legal review of any new policy, after which the committee can take the policy to the board with confidence. The committee discussed our current system of having the Leadership Team weigh in on policy development. Nicole pointed out that this adds another layer: it is the Superintendent's job to make the administrators aware of policies, which is easier with fewer policies. Nicole agreed with the committee that the current system adds awareness at the Leadership level, but takes a lot of time. John would like input at the development level, if necessary. He pointed out that for boiler-plate policies this system take more time than necessary. The Policy Committee agreed that they would be comfortable letting John decide if a policy needs to be brought to Leadership, and the best way to get input from the Leadership Team. Arlene suggested that 1 or 2 policies be reviewed at board meetings, which helps everyone to be familiar with the policies. Nicole endorses this idea.

**Policy Adoption:** Nicole shared that State law determines minimum standards for policy adoption. Statute does not require multiple readings, but does require 10 days' notice, stating the substance of the policy. The notice does not need to be published in the newspaper, but if big changes are being made it is good practice to state more substance. John is wondering if we can cut down to just one reading for adoption. Nicole shared that the Policy Manual must be accessible to the public, navigable and indexed.

**Monitoring:** The VSBA recommends that each policy be reviewed once every 3 years. Boards should develop a review cycle, as well as consider legal changes. An Audit can be helpful to chart a course, laying out concrete steps. The Education Policy Service is a VSBA partnership with VISBIT, and puts multiple legal eyes on each policy.

Richard Cartee stated that we have too many policies, but he has a problem eliminating policy in favor of procedure, and feels it is not proper for principals to determine procedures. Nicole stated that not all procedures need board approval, and the problem lies in striking a balance. She stated that it is harder to hold administrators responsible if the board is dictating procedure.

John stated that some are so important that it is appropriate to include procedure in policy, and that an audit would help with that. He acknowledged that a lot of good work has been done, and it is a good time to step back, look at the policies and pare down. Nicole stated that in these times of litigation, it is important to keep up with policy.

The Committee asked if Nicole's Power Point could be shared with the Boards. She said that she has sent it to John and Steve, and that they are welcome to share it.

## V. New, Unfinished or Other Business - **TABLED**

### Information and/or Action

#### A. Review and Revise Policies:

**A.1 Policy Development – Attachment B**

**A.2 Policy Adoption – Attachment C**

**A.3 Policy Dissemination – Attachment D**

**A.4 Administrative Procedure Development – Attachment E**

**D.10 Public Complaints About Personnel – Attachment F**

1. Information from Minutes of April 17, 2014 – Attachment G

VI. Date of Next Meeting: The next Policy Committee meeting will be held on November 20<sup>th</sup> At 5:30 p.m., at the NCSU Central Office.

Future Agenda Items:

### Information and/or Action

#### 1. Review and Revise Policies:

**A.1 Policy Development – Attachment B**

**A.2 Policy Adoption – Attachment C**

**A.3 Policy Dissemination – Attachment D**

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**D.10 Public Complaints About Personnel – Attachment F**

*a. Information from Minutes of April 17, 2014 – Attachment G*

2. Policy Audit

VII. Adjourn: The meeting was adjourned at 6:28.

**Meetings:**

**Group**

**Day**

**Date**

**Time**

**Location**

NCSU Policy Committee  
NCSU Executive Committee

Thursday  
Thursday

November 20  
November 20

5:30 p.m.  
6:30 p.m.

NCSU A205  
NCSU A209

NCSU Policy Committee  
NCSU Executive Committee

Thursday  
Thursday

December 18  
December 18

5:30 p.m.  
6:30 p.m.

NCSU A205  
NCSU A209

DRAFT