

**HARWOOD UNIFIED UNION SCHOOL DISTRICT  
POLICY WORK GROUP COMMITTEE  
WEDNESDAY, FEBRUARY 1, 2017, 6:00 P.M.  
HARWOOD UNION HIGH SCHOOL LIBRARY**

**APPROVED MINUTES**

**HUUSD Board members present:** Gabe Gilman, Garrett MacCurtain, Sam Jackson, Caitlin Hollister, Maureen McCracken, Jill Ellis

**Administration present:** Brigid Nease, Superintendent of Schools

**Others present:** Chris Keating

**1. Call to Order:**

- The meeting was called to order at 6:38 pm at the Harwood Union High School Library

**2. Additions/Deletions to Agenda**

- No changes were necessary.

**3. Approval of Minutes of January 25, 2017**

- MOTION: Gabriel Gilman mad a motion to approve the minutes of January 25, 2017. The motion was seconded by Jill Ellis. All voted in favor.

**4. Public Comment**

- There was no public comment or input.

**5. Presentation and Discussion of Policy Priorities beginning with those statutorily required**

- Meeting minutes and action items consolidated under Agenda Item #7

**6. Assessment of Existing Policies that, if adapted for HUUSD, may serve no purpose or create unintended consequences**

- Meeting minutes and action items consolidated under Agenda Item #7

**7. Assessment of Policies Not Developed by WWSU, but Possibly Needed by HUUSD**

- There was a lengthy discussion regarding whether or not the Policy Work Group (PWG) should recommend to the HUUSD Board to adopt the existing WWSU Policy Manual and edit policies as we move forward.

- The point was made that the existing WWSU Policy Manual was reviewed, edits made and approved by all of the individual school board districts and that there is no compelling reason why they cannot be adopted as is at this time.
- In addition, there are policies that are statutorily required and if edits are to be recommended legal review might be required.
- The point was made that given that HUUSD Board is not required to have policies in place until July 1, 2017 that there is time for the PWG to review the WWSU policies and provide any edits, if any.
- It was also expressed that there is discomfort in adopting the WWSU Policy Manual without reading through the policies.
- It was suggested that the PWG prioritize the policies and review based upon the prioritization.
- As we get closer to the 7/1/17 date, that the PWG will assess how many policies have yet to be reviewed and determine if we should adopt the balance of the policies as is.

*Action Item:*

- *Members of the PWG will review all statutorily required policies (described as "R" policies) prior to the next PWG meeting on 2/20/17 and be prepared to review and discuss any edits.*
- *The statutorily required policies that have been reviewed by the PWG and no edits will be brought to the 3/8/17 HUUSD Board meeting for consideration.*
- *The PWG will continue to review policies with the goal to complete review of all policies by June 30, 2017.*

**8. Draft Proposed Policies Respecting Facilities Use, Class Size, Admission of Tuitioned and Other Out-of-District Students, Other Priority Policies as Time Permits**

**F33-L Intra-District School Choice K-8**

- The draft policy was reviewed
- There was general agreement that the goal of the offering intra-district school choice is to both keep existing students that reside in the district and attract students from outside the district to our schools from k-12.
- There was a discussion on the potential need to have more specificity around timelines and ability to have siblings attend the same school.
- It was determined to keep the **Intra-District School Choice K-8** Policy as open as possible.

*Action Item:*

- *First draft of the F33 Intra-District School Choice K-8 will be presented to the HUUSD Board at the 2/22/17 meeting.*

**F13-L Admission of Resident Students**

- The existing policy was reviewed

*Action Item:*

- *First draft of the L13 Admission of Resident Students will be presented to the HUUSD Board at the 2/22/17 meeting.*

#### **F14-L Admission of Non-Resident Tuition Students**

- The existing policies were reviewed
- There was general agreement that it would be advisable to accept non-resident students on a tuition basis who come from towns that do not operate a school or with a Memorandum of Understanding agreement between Superintendents.
- There was general agreement that the potential financial risk is too high to accept non-resident students on a tuition basis who do have an operating school in their district.

##### *Action Item:*

- *First draft of the F14 Admission of Non-Resident Tuition Students will be presented to the HUUSD Board at the 2/22/17 meeting.*

#### **H-3 Community Use of School Facilities**

- It was agreed that the existing Community Use of School Facilities policy should be re-evaluated.
- There was a general discussion of the various types of requests to use the school facilities.
- It was also mentioned that for the various towns that the schools are viewed as community gathering places, especially since there are no community centers in the area.
- It was noted that given that the schools are built and maintained with local tax dollars the goal is to have the buildings, within reason, available to the public.

##### *Action Item:*

- *Brigid Nease, Superintendent of Schools, will provide the PWG with policies from Chittenden South, South Burlington, Lamoille North, Lamoille South and Waterbury-Duxbury prior to the 2/20/17.*
- *The PWG will review the policies from other districts prior to the 2/20/17 meeting.*
- *The PWG will review and make edits to the Community Use of School Facilities policy*

#### **G14-R Class Size**

- There was a general discussion about how to approach the Class Size policy given the various staffing models at the schools within the HUUSD.
- There was input that there are state guidelines and requirements on class size.

##### *Action Item:*

- *The PWG will review the existing Class Size policy and be prepared to discuss this policy at the next PWG meeting on 2/20/17.*

### **9. Identify Next Priority Policies**

- Please see meeting minutes and action items noted in agenda #5.

## **10. Other Business**

*Action Item:*

*PWG determined dates, location and timing of the next 5 PWG meetings.*

*Location: Central Office*

*Time: 6:00-8:00 pm*

*Dates: 2/20, 3/13, 4/3, 5/1 and 6/5*

## **11. Adjourn**

- MOTION: Gabriel Gilman mad a motion to adjourn the meeting. The motion was seconded by Jill Ellis. All voted in favor.
- The meeting adjourned at 8:31 pm.

Respectfully submitted,

Jill Ellis, HUUSD Board Director