

MINUTES

SAU 39 POLICY COMMITTEE MEETING

*** DRAFT *** WODENSDAY, AUGUST 14, 2019 ***DRAFT ***

BRICK SCHOOL, COMMUNITY ROOM

PRESENT:

SCSD Board Members: Steve Coughlan (Minute Taker); **ASD Board Members:** John Glover (9:25 AM), Elizabeth Kuzsma; **MVSD Board Members:** Sarah Lawrence; **Superintendent:** Adam Steel; **Assistant Superintendent:** Christine Landwehrle; **Administrative Assistant:** Abby Wallace

Assistant Superintendent Christine Landwehrle – Call to order at 9:19 AM.

Approval of Minutes: July 29, 2019: no corrections, moved to approve by **Beth Kuzsma**, seconded by **Steve Coughlan**, approved unanimously.

The Following topics were discussed; see Action Item list for decisions and recommendations.

- **CBI, Evaluation of the Superintendent:** Tabled until next meeting when Amy F. is present.
- **BDB/BBAB, Roles and Duties of Board Chairperson and Board Officers:** Reviewed consolidated draft done by Christine.
- **BEB, Emergency Board Meetings:** Exists in all districts, needed for SAU. No changes needed.
- Document Management for policies (workflow from discussion/editing to availability of approved policies) discussed. Adam and Abby will work on how files are managed within the SAU to solve problems of tracking.
- **BEDA, Public Notification of School Board Meetings** and **BEDB, Agenda Preparation and Dissemination:** Split into two. Replace existing version of **BEDA** with the NHSBA model for all districts and the SAU, eliminating references to newspapers and radio. Include reference to BEB Emergency Meetings. Adopt in all districts and SAU. For **BEDB**, adopt NHSBA Model with edits to remove 14 days in advance and change order of agenda items with consent of the board, not majority vote.
- **IKA, Grading and Reporting Policy:** Discussed draft prepared by Christine. Decided SCSD, ASD, and MVSD can use the same policy, addressing Pre-K through 12. Transcript and Credit topics should be moved to a high-school specific policy such as IK (Earning of Credit). Policy applies to Classes of 2023 and later. Christine L. will prepare a revised draft based on comments received from the policy committee, and a review by the AGR Committee.
- **JIC, Student Conduct:** Add Souhegan Six to preamble as philosophical basis for the policy – “Students are expected to... {insert six here}.” Noticed that the NHSBA Model website is inconsistent; the model displayed is not identical to the model that gets printed on demand. General agreement to not continue editing in the interest of getting a useful policy adopted faster. “The perfect is the enemy of the good.” Final draft to be reviewed before sending to SAU Board for review.

- **JICDD, Student Discipline/Out-Of-School Actions:** Use NHSBA Model. Replace model Cyberbullying section by inserting new #5 bullet, pushing old #5 to #6. “5. Cyberbullying as described in policy JICK.” Send to SAU for 3 boards.
- **JICK, Pupil Safety and Violence Prevention (Bullying):** Adopt model for 3 districts, but include first paragraph from existing JICK as preamble.
- **EEAE, School Bus Safety Program:** ASD this policy. Mont Vernon and Souhegan both have it.

Next Meeting is scheduled for **October 16, 2019, 1-3PM**, at the **Brick School**.

MEETING ADJOURNED 12:03 PM

<i>Action Items</i>	
Policy or Topic	Action
ALL	Capitalize Board and District for consistency when editing policies. Use Unified header for all edited policies.
CBI (Supt Eval)	{5/15/2019} Amy will forward a recommended policy to the Committee for discussion at the next meeting {8/14/2019} Take up at next meeting with Amy F. present.
JIH (Student Search)	{5/15/2019} NHSBA Model to be discussed at next meeting
JIHB (Student Vehicle Search)	{5/15/2019} NHSBA Model to be discussed at next meeting
JICD (Student Discipline and Due Process)	{5/15/2019} Needs Harmonization with NHSBA Model at next meeting To be reviewed for consistency with other J Discipline policies for consistency
JICH (Student Use of Drugs and Alcohol)	{5/15/2019} To be updated by SHS Dean of Students and Principals for consistency with preferred and current practice. To be reviewed for consistency with NHSBA Model and other J Discipline policies for consistency
JLCD (Administering Medication)	{5/15/2019} To be reviewed for consistency with other J Discipline policies for consistency at next meeting
JICG (Tobacco)	{5/15/2019} To be reviewed for consistency with other J Discipline policies for consistency at next meeting
JICI (Weapons on School Property)	{5/15/2019} To be reviewed for consistency with other J Discipline policies for consistency at next meeting
GBEC/ADB (Drug Free Workplace)	{5/15/2019} Review with NHSBA Model for at next meeting
KE/KEB (Public Complaints)	{5/15/2019} Merge to be KE/KEB, using existing Amherst KEB, and sent to SAU Board for 1 st reading. Adopt in all 4 districts. Rescind existing SCSD KE.
KEC (Review of Instruction Material)	{5/15/2019} Steve and Christine to meet and make recommendations to consolidate and harmonize KEC, IJ, IJL, IIAA, IJL.
KED (Facilities or Services Grievances)	{5/15/2019} Steve and Beth to meet and recommendations for simplification and easy access for the public to procedures, harmonizing with AC, ACA, ACA-R, ACB-R.
KF (Use of School Facilities)	{5/15/2019} To be reviewed at next meeting. Needs: <ul style="list-style-type: none"> - Updated fee schedules reflecting current costs - Adoption in ASD. MVSD

Action Items	
	<ul style="list-style-type: none"> - Review by Amherst & MV Rec directors - Review for consistency with Amherst and MV Rec fee schedules - Review for consistency with Amherst, MV, and Makerspace MOUs.
KFA (Public Conduct)	{5/15/2019} Model to be reviewed at next meeting, needs adoption by 4 boards.
BBAB (Role & Duties of Board Chairperson)	{6/27/2019} Christine to edit and draft to be reviewed at 7/29/19 Policy Committee.
BBBH-R (SAU Board)	{6/27/2019} Christine to edit; place on next SAU Board agenda.
BDC (Elected/Appointed Officials)	{6/27/2019} Christine to edit; place on next SAU Board agendas for review, then to individual boards.
BDD (Board-Superintendent Relationship)	{6/27/2019} Christine to edit; place on next SAU Board agendas for review. Advise individual boards that it already exists and is unchanged for them.
BEDA/BEDB (Board Agenda Prep & Dissemination)	{6/27/2019} Christine to edit; review at 7/29/19 Policy Committee.
BEDG (Board Minutes)	{7/29/2019} Send to SAU for SAU and all boards. Abby to edit.
BGA (Policy Development)	{7/29/2019} Use NHSBA Model; remove Section H; delete last sentence of Section I. Send to SAU for SAU and all Boards.
BGC (Policy Review and Evaluation)	{7/29/2019} Change title to eliminate Manual Accuracy Check. Remove last para from model. Change first sentence to use language from BGA. Send to SAU for SAU and all boards.
CBI (Superintendent Evaluation)	{7/29/2019} Defer consideration until Amy F. is present.
DKC (Expense Reimbursement)	{7/29/2019} Add SAU Board Chair approves Superintendent Expenses. Send to SAU for SAU and all boards.
EEAA (Video and Audio Surveillance)	{7/29/2019} Send to SCSD approved version to ASD, MVSD for approval, after adding language to make Community Council's role <i>if applicable</i> .
ADB/GBEC (Drug Free Workplace)	{7/29/2019} Use Model, eliminate Syringe Exchange references. Send to SAU and all Boards.
JICD (Student Conduct, Discipline, and Due Process)	{7/29/2019} Use Model. [Delete any JIC Duplicate language.] Add preamble from Souhegan JCF. Add guidelines for Detention in section A.2 (and publish in Student Handbook). Add "and Principal" in section B, assigning to detention in addition to teacher. Add to Section C "Principal may consult with the Superintendent prior to issuing an in-school suspension. The Principal shall notify the Superintendent of any in-school suspension issued." Section D.1 state the Principal is the designee of the Superintendent, and remove "building". Section D.2 specify Superintendent. Omit JICD-R. Send to SAU for 3 school boards.
JIC (Student Conduct)	{7/29/2019} Use NHSBA Model as Philosophical statement regarding conduct and discipline, send to SAU for 3 school boards.

Action Items	
	{8/14/2019} Amend preamble to include Souhegan Six as fundamental expectation for student behavior (see minutes body for suggested phrasing). Review final draft in Policy Committee before sending to SAU for 3 boards.
Jl (Student Rights and Responsibilities)	{7/29/2019} Use NHSBA Model, add rules of conduct and disciplinary consequences for misbehavior. Send to SAU for 3 school boards. {8/14/2019}
JICDD (Student Discipline/Out of School Actions)	{7/29/2019} Review for next meeting. {8/14/2019} Insert new bullet #5 (Cyberbullying) and renumber #5 to #6. Remove model section covering Cyberbullying. Send to SAU for 3 boards.
JICK (Pupil Safety and Violence Prevention)	{7/29/2019} Review for next meeting. {8/14/2019} Use model, but retain preamble paragraph from existing JICK. Send to SAU for 3 boards.
JIH (Student Searches and Their Property)	{7/29/2019} Use NHSBA Model. In first sentence change "or authorized personnel" to "or personnel authorized by the Superintendent" Delete first sentence of item 6. Send to SAU for 3 school Boards.
JIHB (Searches of Student Automobiles)	{7/29/2019} Use NHSBA Model. Delete 2 nd paragraph. Send to SAU for 3 school boards.
JICG (Tobacco)	{7/29/2019} Add to history: Reviewed By Policy Committee, July 29, 2019
JICI (Weapons on School Property)	{7/29/2019} Send ASD version to SAU for SCSD and MVSD adoption.
JICH (Drugs and Alcohol)	{7/29/2019} Use NHSBA Model with edits made in TRELLO board. Send to SAU for 3 school boards.
BDB/BBAB (Roles and Duties of Board Chairperson and Board Officers)	{8/14/2019} Send to SAU for First Reading. Applies to SAU and 3 boards.
BEB (Emergency Board Meetings)	{8/14/2019} Send to SAU for First Reading for SAU. Already approved in 3 districts.
BEDA (Public Notification of School Board Meetings)	{8/14/2019} Replace existing version of BEDA with the NHSBA model for all districts and the SAU, eliminating references to newspapers and radio. Include reference to BEB Emergency Meetings. Adopt in all districts and SAU.
BEDB (Agenda Preparation Dissemination)	{8/14/2019} Adopt NHSBA Model with edits to remove 14 days in advance and change order of agenda items with consent of the board, not majority vote. Adopt in all districts and SAU.
IKA (Grading and Reporting Policy)	{8/14/2019} New draft based on 8/14/19 committee review and comments to be prepared by Christine L. ???
EEAE, School Bus Safety Program	{8/14/2019} Needs to be adopted in ASD.