

## 1 SAU #39 Policy Committee

## 2 Meeting Minutes

3 Tuesday, August 18<sup>th</sup>, 2020

4

## 5 Attendees:

6 Adam Steel- Superintendent, Christine Landwehrle- Assistant Superintendent, and Executive  
7 Assistant: Abby Wallace, SCSB Board Members: Steve Coughlan, and Laura Taylor, ASB  
8 Board Members: Josh Conklin, and Elizabeth Kuzsma; MVS Board Members: Sarah  
9 Lawrence; and Jessica Hinckley;

10 Meeting Minutes: Danae A. Marotta

11 Public: None

## 12 I. Call to Order

13 **Chair of the SAU #39 Policy Committee, Ms. Elizabeth Kuzsma, called the meeting to**  
14 **order at 12:00PM.**

## 15 II. Discussion

16

## 17 • AC- Non-Discrimination

18 Ms. Kuzsma added that there is the sample policy and it is her recommendation to accept this  
19 one.

20 Ms. Landwehrle mentioned that they should double check the policy references.

21 Ms. Kuzsma they will probably move it to GBA

22 Ms. Landwehrle questioned if there was an ACE.

23 Mr. Coughlan replied, yes.

24 Mr. Coughlan remarked that he went through and edited and there will be an AC-E, it is in the  
25 KED card.

26 Ms. Landwehrle added that they want to check all policy titles from page 3.

27 Ms. Kuzsma questioned about the existing comment wording.

28 Ms. Landwehrle mentioned they might need to have it go to the boards they are finalizing their  
29 anti-discrimination on the first day of school. They might have to have it adopted by October  
30 15<sup>th</sup>. They are finalizing their anti-discrimination on the first day of school.

31 Ms. Kuzsma added that she is making those edits. She prefers using “gender and gender identity”  
32 instead of “sex and gender identity”

33 Mr. Coughlan replied that they had crafted their own and those are their words. The statute says  
34 “sex”.

35 Ms. Kuzsma added that other than that she agrees with Mr. Coughlan’s notes.

36 Ms. Landwehrle mentioned that if it is over and over again and not necessary then she does not  
37 have a strong preference.

38 Mr. Conklin remarked that he agrees with a single mention.

39 Ms. Taylor questions that she is trying to get the full picture.

40 Mr. Coughlan added that this is around 18 laws that this is constructed from.

41 Mr. Steel commented that it comes from Title IX Federal Statute

42 Ms. Kuzsma requested that the committee vote for the final.

43 The committee approved AC to the SAU.

44 • ACA and JBAA

45 Ms. Kuzsma remarked that part of the discussion is that the NHSBA wants GBAA and GBA  
46 rescinded and this would replace it. She questioned if they combine them with the / slashes. It is  
47 not what they were recommending or not have a sexual harassment policy. She prefers keeping  
48 the J and the G policies.

49 Mr. Conklin remarked that he is in agreement of getting rid of overlapping policies.

50 Ms. Taylor commented that the biggest thing is that when students are online, they are still  
51 subject to Title IX. It has to be a school related correspondence.

52 Ms. Kuzsma added that she had seen her comments on the Trello. She questioned if they were  
53 using school devices would it still apply.

54 Mr. Steel replied, most likely.

55 Ms. Taylor added that not all Title IX is sexual harassment. The school has to have some element  
56 of responsibility or control.

57 Ms. Kuzsma added that it but if it is using school property and technology.

58 Mr. Steel remarked that Policy JICK pulls in online bullying, it is most likely a school issue.

59 Mr. Coughlan mentioned that he attended the Mr. Dean Eggert, Esq. webinar and there are two  
60 possible standards to use when evaluating and making a decision. Mr. Eggert noted that he  
61 prefers the preponderance of the evidence standard. He is in support, but they can change that  
62 standard.

63 Mr. Steel prefers the lower standard of proof and they can always appeal.

64 Ms. Landwehrle remarked that she is looking at page 13.

65 Mr. Coughlan the real timeline is below.

66 Ms. Kuzsma remarked that it is 110 days.

67 Ms. Landwehrle questioned Mr. Steel if he feels comfortable with the timeline.

68 Mr. Steel replied, yes, and they can let legal counsel review.

69 Ms. Landwehrle questioned the calendar days.

70 Discussion ensued over the timeline.

71 Mr. Steel commented that most of the time investigations do not take that long.

72 Ms. Kuzsma requested that the committee vote. Part of it is they are rescinding the old ACA,  
73 JBAA and GBAAA.

74 The committee voted to move ACA to the SAU.

75 • ACE- Rights of Disabled/ Handicapped Persons

76 Ms. Kuzsma asked if anyone had questions of this model that Mr. Coughlan did.

77 Mr. Conklin inquired if it was the ACE-Model- SWC-V1 document.

78 Mr. Kuzsma replied, yes.

79 The committee voted to move forward with Mr. Coughlan's edits.

80 • KED- Grievance Procedure for Alleged Discrimination

81 Ms. Kuzsma there is the model not the sample hyperlink and there are some red line changes to  
82 make it more generic.

83 Mr. Coughlan the model states "Principal" or they can go back and add individuals for each  
84 district.

85 Ms. Landwehrle commented that ultimately it is the Principal that is responsible for that  
86 building, unless it says "superintendent or his designee" and that is the other thought.

87 Mr. Steel agreed.

88 Ms. Taylor questioned who they would appeal to.

89 Mr. Coughlan replied that they would appeal to the 504 Coordinator.

90 Ms. Kuzsma asked if the person would be different in each building.

91 Ms. Landwehrle explained that the 504 Coordinator for MV would be Director of Student  
92 Services, Ms. Meg Beauchamp.

93 Ms. Kuzsma asked if it was SAU specific, they can reference Ms. Beauchamp.

94 Ms. Landwehrle replied, yes.

95 Ms. Kuzsma mentioned that they will change in the third paragraph, with the removing  
96 “Principal” to “recipient”.

97 The committee approved Policy KED.

98 • KF- Use of School Buildings and Facilities

99 Ms. Kuzsma noted that she has reached out to Director of Facilities, Mr. Roger Preston. He  
100 recommended to keep current KL policy, not sample policy. Current KL policy might need to be  
101 amended to reference SAU #39 Facilities Use Procedures Manual. It is the very first attachment  
102 at the top. Also, possibly rescinding Souhegan KF-R since it overlaps with the Facility Use  
103 Manual.

104 Ms. Landwehrle commented that he has great ideas, but they want to give him time to execute it  
105 well.

106 Ms. Kuzsma mentioned that she can talk to him about her experiences.

107 Ms. Landwehrle noted that the policy states that the “Superintendent can waive the requirement  
108 for a employee can be present”. She questioned Mr. Steel on his thoughts.

109 Mr. Steel remarked that a good example is the PTA play, with an employee being apart of the  
110 play.

111 Ms. Taylor asked if SHS was an emergency location for the Town.

112 Mr. Coughlan remarked that it is an Emergency Shelter.

113 Ms. Kuzsma added that it mentions where they can and cannot park. She asked if Mr. Preston  
114 can take those items into account.

115 Mr. Coughlan there is a difference with the Mont Vernon policy.

116 Ms. Landwehrle they should take the asd or Souhegan as a model.

117 Ms. Kuzsma added that they will return to KF.

118 She asked if she bypassed the KED/AC/ACA

119 Mr. Coughlan noted that they have touched on those already.

120 Ms. Kuzsma asked if the committee is aware that they are also rescinding policies ACA, GBA  
121 JBA/JBAA, ACA-R, ACB-R.

122 Mr. Coughlan added that they also need to rescind a GBA that is in Souhegan only.

123 Ms. Kuzsma remarked that she will put that note in Trello.

124 She reviewed the KF policy as it pertains to Mont Vernon.

125 Ms. Landwehrle commented that sometimes with ice storms the weather conditions are favorable  
126 by 10AM, in that case the planned event can go on.

127 Ms. Lawrence added that she is comfortable with that.

128 Ms. Kuzsma requested that the committee vote on the policy with the edit of “*see SAU #39*  
129 *Facilities Manual*”.

130 • ACD- Commitment to Religious Neutrality

131 Mr. Conklin commented that should let the law does what it does.

132 Ms. Kuzsma noted that the vote is to not move this forward to the boards.

133 The committee voted not to move this forward.

134 • AFA- Evaluation of School Board Operational Procedures.

135 Mr. Conklin discussed that they looked at this and the idea was to build an additional “R”  
136 version which he modeled from the Superintendent Evaluation Form. He has not edited it in a  
137 while.

138 The committee had technical difficulties and will return to AFA.

139 • KH- Public Solicitation in Schools

140 Ms. Taylor remarked that she prefers the Souhegan version and inquired why is there an  
141 additional benefit for the United Way.

142 Ms. Landwehrle mentioned that they can make some changes to the list.

143 Mr. Coughlan commented that with PPC they gave examples it is helpful but against legal  
144 counsel advice.

145 Ms. Taylor remarked that she appreciates (c) “Private music lessons given on the premises after  
146 normal teaching hours.

147 Ms. Landwehrle added that there is a liability and they want to use caution.

148 Mr. Steel agreed.

149 Ms. Kuzsma noted that what she is hearing is that they should remove the list.

150 Mr. Coughlan replied, examples in general.

151 Ms. Kuzsma asked if there was any group that they would not be ok with.

152 Ms. Landwehrle remarked that it is unclear. It states, “*any request for an exception to this rule*  
153 *must be submitted in writing to the School Board or its agents (Superintendent and/or*  
154 *Principal)*”. She mentioned that they might want to rewrite this policy although that is  
155 substantial work.

156 Mr. Coughlan this is about sales activities during school time by ex-students.

157 Discussion ensued.

- 158 Mr. Coughlan mentioned the Scholastic Book Fair.
- 159 Ms. Lawrence added that only MV has policy KHA and they should look at them both together.
- 160 Ms. Landwehrle asked if they should table this till the end of the meeting or for the next Policy  
161 Season.
- 162 Mr. Steel suggested that they use the NHSBA suggested policies.
- 163 Ms. Lawrence suggested that they table these for further review.
- 164 Ms. Taylor mentioned that she is not comfortable with the sample policy.
- 165 Ms. Kuzsma added that they will go back to AFA with Mr. Conklin.
- 166 • AFA- Evaluation of School Board Operational Procedures
- 167 Mr. Conklin commented that he added AFA-R.
- 168 Ms. Landwehrle remarked that it can be helpful to mention that they can share it electronically,  
169 such as the Superintendent Evaluation for.
- 170 Ms. Lawrence added that it is a great form to capture the data but could use an additional box for  
171 what you are actually evaluating in each link.
- 172 Ms. Kuzsma mentioned with the Superintendent's Form there was a bar below with key words.
- 173 Mr. Coughlan remarked that he does not believe that this will work in that case.
- 174 Ms. Taylor replied that every time they speak about this it is public record. It is a fine line.
- 175 Ms. Landwehrle added, in looking back (in Mont Vernon), they did this different times and they  
176 did become a more cohesive group. It was a positive experience.
- 177 Ms. Lawrence mentioned that past MV Board Chair, Mr. Tom Driscoll, did a great job with these  
178 types of things. She appreciated when he facilitated these processes and it was a good exercise to  
179 take.
- 180 Ms. Kuzsma questioned if having the list broken down as MV had done before is easier.
- 181 Mr. Coughlan mentioned that there are sometimes new board members and when in the year do  
182 you do this.
- 183 Ms. Landwehrle remarked that she believes that they completed this evaluation when the new  
184 members were on for a few months. It gave everyone a chance to look deeply and the board. It  
185 felt appropriate in MV but possibly not with the other boards.
- 186 Ms. Taylor asked about BA going to AFA.
- 187 Ms. Kuzsma added that Amherst has a BA that was approved in 2017. They need to rescind it in  
188 the other districts.
- 189 Mr. Conklin suggested they rescind AFA in Amherst and MV and keep BA in all districts.

190 The committee voted to rescind AFA in MV and Amherst and keep BA in all districts.

191 • JFABE- Education of Children in Foster Care

192 Mr. Steel suggested that they keep the current policy. He is very familiar with the processes and  
193 will make sure that the right things happen for the students.

194 Ms. Landwehrle mentioned that the NHSBA sample is updated and the old policy had included  
195 homeless students.

196 Ms. Kuzsma asked Mr. Steel if he wanted to add any language to it.

197 Mr. Steel replied, not at this time.

198 The committee voted to approve the NHSBA policy sample with no changes.

199 • KD-R School District Publishing Online

200 Mr. Coughlan noted that he has made some language changes and added things that had gotten  
201 lost in the model.

202 Ms. Kuzsma asked for any additional comments with Mr. Coughlan's recommendations. There  
203 is KD and KD-R.

204 Mr. Coughlan added that the "R" was adapting it for the future.

205 The committee voted to approve Mr. Coughlan's recommendations of KD and KD-R.

206 • KD/KDC- School District Publishing

207 Mr. Coughlan remarked that he was in support of the edits by Director of Technology, Mr. Alex  
208 Stone.

209 The committee voted to approve KDC with Mr. Stone's edits.

210 • KEE- Website Accessibility and Grievances

211 Ms. Landwehrle mentioned that she believes that they need to table this.

212 Mr. Steel recommended to move this to next year's season.

213 KEE was moved to the next policy season.

214 • DGA- Authorized Signatures

215 Ms. Kuzsma mentioned that these are now the NHSBA Spring updates. SAU #39 Business  
216 Administrator, Ms. Michele Croteau, had put in some notes.

217 Mr. Coughlan commented that the second paragraph seems very broad and he has drafted  
218 alternative language.

219 Mr. Steel commented that in general the Superintendent or the Business Administrator is allowed  
220 to sign documents for the Board.

221 Ms. Kuzsma suggested it include “*or his designee*”. They have been doing electronic signatures  
222 and have been signing the manifest that way. She asked if they were ok to use electronic  
223 signature without this policy.

224 Mr. Steel replied that there is a federal law regarding electronic signatures.

225 Ms. Taylor inquired if legal counsel could review this for the boards. It might be something that  
226 they can benefit from.

227 Ms. Kuzsma replied that the original policy was written by a lawyer.

228 She asked the committee for their thoughts.

229 Ms. Lawrence mentioned that she would be in support of the policy with the edits.

230 Discussion ensued about the edits.

231 The committee voted to approve DGA- Authorized Signatures (Final) with changes by Mr.  
232 Coughlan and Ms. Croteau’s edit in the modification of the grant applications.

233 • JLDBB- Suicide Prevention and Response

234 Ms. Kuzsma remarked that Mr. Coughlan has a marked-up version.

235 Ms. Landwehrle asked if they need a District Suicide Prevention Coordinator and Suicide  
236 Prevention Liaisons. She believes that she revised #2.

237 Mr. Steel replied, yes, they are required to have a District Suicide Prevention Coordinator and  
238 Suicide Prevention Liaisons.

239 Ms. Taylor asked about the training.

240 Ms. Landwehrle replied that they were ahead of the RSA before it came into effect. Ms.  
241 Beauchamp has already developed a suicide prevention plan. They are meeting on the first day of  
242 school to finalize. She will have to decide who the point person will be.

243 Mr. Steel replied that it should be an administrator.

244 Mr. Coughlan mentioned that he had changed the date for the training to begin with the 21-22  
245 school year.

246 The committee moved policy JLDBB forward with Mr. Coughlan’s edits.

247 • JLCD and JLCD F1-F3 and R

248 Ms. Kuzsma remarked that these go above and beyond the JLCD that is already in the consent  
249 agenda for today. She has spoken with Ms. Deanna Cordts, C/W Nurse, and is comfortable with  
250 this but would want the other school nurses to review. She recommended that they go forward  
251 with JLCD, JLCD F1-F3 and R. The nurses will review during their Inservice time. She  
252 recommended that they get sent to the SAU board.

253 Ms. Taylor asked where the emergency inhaler that students falls in these categories.



254 Ms. Kuzsma added that it is in JLCD-F3, Inhaler Self Administering, it is attached to that card.

255 Ms. Taylor inquired about parent signatures.

256 Ms. Kuzsma replied that there is a parent signature at the bottom.

257 Ms. Taylor noted that there is provider signature as well.

258 Ms. Kuzsma mentioned that with smaller children the provider might not want them carrying  
259 their inhaler.

260 Ms. Taylor inquired if they are making parents aware that they need a signature from their  
261 provider.

262 Ms. Kuzsma remarked that often you don't have to make an appointment for providers to fill out  
263 a form.

264 Discussion ensued.

265 The committee voted to move Policy JLCD F1-F3+R forward.

- 266 • JLC- Student Health Services and School Nurses

267 Ms. Kuzsma mentioned that this is a new version with updates, they had just approved it in 2018.

268 She recommended to approve the sample policy and asked for questions.

269 The committee voted to move Policy JLC forward with no changes.

- 270 • IHAM- Health Education and Exemption Form

271 Ms. Kuzsma mentioned that there was an edit last sentence of 1st paragraph: Change the line  
272 from "*Sexuality education shall include instruction relative to abstinence and sexually*  
273 *transmitted infections*" To "*Sexuality education shall include instruction relative to abstinence*  
274 *and other forms of protection against sexually transmitted infections.*".

275 She asked for committee questions.

276 The committee voted to move IHAM forward with the above edits.

- 277 • EBBC- Emergency Care and First Aid

278 Ms. Kuzsma mentioned that the nurses want the Narcan section included.

279 Ms. Taylor asked about the Narcan cost and do you have to train the nurses on how to use it.

280 Mr. Steel replied, yes, Narcan is applied through the nose.

281 The committee voted to move EBBC forward with the Narcan addition.

- 282 • EBBB- Accident Reporting

283 Ms. Kuzsma mentioned that in the sample policy there is a training requirement. She inquired if  
284 it was required by law. She recommended the sample policy without the training section.

285 The committee voted to move Policy EBBB forward without the training section.

- 286 • EBCG- Communicable and Infectious Diseases

287 Ms. Kuzsma mentioned that they have never had this policy.

288 Mr. Steel commented that RSA 200:39 exists, and legal counsel has drafted them a policy. He  
289 does not want to create a conflict.

290 Ms. Kuzsma agreed and suggested it should go in the “rejected” section.

291 The committee added EBCG to the “rejected” card.

- 292 • GBGA- Medical Examination of Employees (renamed Staff Health by NHSBA)

293 Mr. Steel remarked that RSA 200:39 only applies to students.

294 Mr. Coughlan added that the staff had no issues with this policy.

295 Mr. Steel mentioned if he requests an examination then they have to pay for it. He then reviewed  
296 an example.

297 The committee voted to move GBGA forward with the sample policy.

- 298 • JLCB- Immunization of Students

299 Mr. Steel referenced RSA 141-C.

300 Ms. Kuzsma remarked that there are exemptions for religious and medical reasons.

301 Ms. Taylor mentioned that they she feels strongly that they should not be requiring but the State.

302 Ms. Kuzsma replied that this specifically refers to State required ones.

303 Mr. Coughlan commented in the sample policy section “A”.

304 Mr. Steel suggested that they end the paragraph after the first sentence. *“Any child being  
305 admitted to the District must present written documentation of meeting the then current New  
306 Hampshire immunization requirements, unless exempted for medical reasons under RSA 141-  
307 C:20-c, or for religious reasons as provided in paragraph D of this policy.”*

308 Ms. Kuzsma asked for further questions.

309 The committee moved Policy JLCB with the edit above.

- 310 • JLCC- Pediculosis Management

311 The committee voted to keep the policy in MV and Souhegan and move the MV version in  
312 Amherst.

313 Ms. Kuzsma remarked that MV has the correct heading.

- 314 • JLCH-DNR- Do Not Resuscitate Orders

315 Mr. Steel noted that it creates an ethical dilemma.

316 Ms. Lawrence requested more input from the nurses before they move forward on this.

317 Ms. Kuzsma noted that she has reached out to Ms. Cordts for feedback.

318 Ms. Lawrence mentioned that their response is critical.

319 Ms. Taylor commented that this seems like an optional policy.

320 Mr. Conklin suggested they speak with the nurses as well.

321 Ms. Lawrence questioned if they need a staff version.

322 Ms. Kuzsma noted that she will email Ms. Cordts and put policy JLCH-DNR on next year's  
323 policy season card.

324 • EHAC- Electronic/ Digital Records and Signatures

325 Ms. Kuzsma asked if they should come back to EHAC.

326 Ms. Taylor suggested that they put EHAC on for next year's policy season.

327 The committee added EHAC to the Next Year's Policy Season card.

328 • Withdrawn Policies

329 Ms. Kuzsma mentioned that GBGAA/JLCCA/IHAMC- was replaced by EBCG- Communicable  
330 and Infectious Diseases. The ones that they want to withdraw are the HIV policies. They are in  
331 MV and Souhegan but not Amherst.

332 JLCC-R is not in any of the districts and they are replacing with JFA-R which they are also  
333 rescinding.

334 JLCEA is missing in MV and Amherst but present in Souhegan. It is also being rescinded. She  
335 asked Mr. Coughlan to look it up.

336 Mr. Coughlan remembered adopting this when they added the defibrillators on the walls.

337 • KFD- Use and Location of Automated External Defibrillators.

338 Mr. Conklin added that Souhegan should withdraw JLCEA at the time of adoption.

339 Mr. Coughlan mentioned that with KFD there is a typo in the NHSBA model numbering.

340 III. Consent Agenda

341 Ms. Taylor asked if there was room not to approve some of the items.

342 Ms. Kuzsma replied that it is listed in the Trello. The rejected ones are not in this list.

343 **The committee moved the following policies to the SAU Board: JLCC- Pediculosis**  
344 **Management (Lice), JLCB- Immunizations of Students, GBGA- Medical Examination of**  
345 **Employees (renamed Staff Health by NHSBA), EBBB- Accident Reporting, EBBC-**

346 **Emergency Care and First Aid, IHAM- Health Education and Exemption Form, JLC-**  
 347 **Student Health Services and School Nurses, JLCD - Administering Medication to Students,**  
 348 **JLCD F1, JLCD F2, JLCD F3 & JLCD R, JLDBB - Suicide Prevention and Response, DK**  
 349 **- Payment Procedures (manifest), DGA - Authorized Signatures, KD-R-School District**  
 350 **Publishing Online- Regulations (looking at KD), KDC - School District Publishing Online**  
 351 **(will become just KDC), JFABE - Education of Children in Foster Care, AFA - Evaluation**  
 352 **of School Board Operational Procedures, ACAC- Sexual Harassment , KF - Use of School**  
 353 **Buildings and Facilities, ACE- Rights of Disabled/Handicapped Persons, KED - Grievance**  
 354 **Procedure for Alleged Discrimination, AC- Non Discrimination, AA- School District Legal**  
 355 **Status, AD- Educational Philosophy/School District, ADB/GCEB- Drug-Free**  
 356 **Workplace/Drug-Free Schools (NHSBA REQUIRED UPDATE), ADD- Safe Schools, AE-**  
 357 **Accountability, CBI & CBI-R- Superintendent Review, DBI- Budget Implementation ,**  
 358 **DFA- Investment, DID- Fixed Asset (Review), EHAB- Data Governance and Security,**  
 359 **EHB- Data/Records Retention (NHSBA REQUIRED UPDATE), GADA- Employment**  
 360 **References and Verification, etc. (NHSBA REQUIRED UPDATE), GCEB-Principal**  
 361 **Search, IHAMA- Teaching about Alcohol, Drugs, and Tobacco (NHSBA REQUIRED**  
 362 **UPDATE), IHCD/LEB- Advanced Coursework (NHSBA REQUIRED UPDATE), IKA-**  
 363 **Grading & Reporting, ILD- Non-Educational/Non-Academic Questionnaires (NHSBA**  
 364 **REQUIRED UPDATE), IMGAA- Service Animals in School (NHSBA REQUIRED**  
 365 **UPDATE), IMGAA- Therapy Dogs, JCA-Change of School or Assignment - Best Interests**  
 366 **(NHSBA REQUIRED UPDATE), JEC-Change of School or Assignment- Manifest**  
 367 **Educational Hardship (NHSBA REQUIRED UPDATE), JFABD- Education of Homeless**  
 368 **Children (NHSBA REQUIRED UPDATE), JICD-Student Discipline and Due Process**  
 369 **(NHSBA REQUIRED UPDATE), JICG/GBED- Tobacco Policy (Ref ADC: Tobacco**  
 370 **Products; Required), JLCD- Medications for Students, JLF- Reporting Child Abuse or**  
 371 **Neglect (NHSBA REQUIRED UPDATE), KA/IJO-, School, Family, and Community**  
 372 **Partnerships, KB- Title I - Parent Involvement in Education, KCD- Public Gifts/Donations,**  
 373 **KDA-Public Information Program, KDCA- Use of Students in Public Information**  
 374 **Program, KFD- Use and Location of Automated External Defibrillator(s), KI- Visitors to**  
 375 **the School, KL- Legislative Representative, KLG- Relations with Police Authorities, and**  
 376 **DI- Fiscal Accounting and Reporting.**

377 Ms. Kuzsma called a Roll call: Mr. Coughlan- Yes, Ms. Lawrence- Yes, Mr. Conklin- Yes,  
 378 Ms. Kuzsma- Yes, and Ms. Taylor- No.

379 Ms. Taylor remarked that she had mostly “yes” votes with a few “no” votes.

380 IV. Approval of Minutes

381 **Mr. Coughlan motioned to approve the Minutes of July 28<sup>th</sup>, 2020. Ms. Lawrence seconded**  
 382 **the motion. The vote was unanimous, motion passed.**

383 Ms. Kuzsma called a Roll call: Mr. Coughlan- Yes, Ms. Lawrence- Yes, Mr. Conklin- Yes,  
 384 Ms. Kuzsma- Yes, and Ms. Taylor- Yes.

385 **Mr. Coughlan motioned to approve the Minutes of August 3<sup>rd</sup>, 2020. Mr. Conklin seconded**  
386 **the motion. (4-0-1), motion passed.**

387 **Ms. Kuzsma called a Roll call: Mr. Coughlan- Yes, Ms. Lawrence- Yes, Mr. Conklin- Yes,**  
388 **Ms. Kuzsma- Yes, and Ms. Taylor- Abstain.**

Draft