

## 1 SAU #39 Policy Committee

## 2 Meeting Minutes

3 Tuesday, July 14<sup>th</sup>, 2020- Approved 07 28 2020

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## 5 Attendees:

6 Adam Steel- Superintendent, Christine Landwehrle- Assistant Superintendent, Principal of CW-  
7 Anna Parrill, Abby Wallace- Executive Assistant, SCSB Members: Steve Coughlan and Laura  
8 Taylor, ASB Members: Josh Conklin and Elizabeth Kuzsma, MVSb Members: Sarah Lawrence  
9 and Jessica Hinckley

10 Meeting Minutes: Danae A. Marotta

11 Public: None

12 I. Call to Order

13 **Chair of the Policy Committee, Ms. Elizabeth Kuzsma, called the meeting to order at**  
14 **8:30am.**

15 II. Minutes Approval

16 **Mr. Steve Coughlan motioned to approve the 06 30 2020 Draft Minutes. Mr. Josh Conklin**  
17 **seconded the motion. The vote was unanimous, motion passed.**

18 **Ms. Kuzsma called a roll call: Coughlan-Yes, Taylor-Yes, Conklin-Yes, Kuzsma-Yes**  
19 **Hinckley-Yes and Lawrence-Yes.**

20 • IMGAA- Therapy Dogs

21 Principal of CW, Ms. Anna Parrill noted that she has added a past presentation to the Trello  
22 board. She understands that this is about policy, however, it tells the story. She is starting year 26  
23 as an administrator and Hadley (Therapy dog) is one of the top three impactful things that has  
24 happened in her administrative career.

25 It was a slow roll out, in the beginning, Hadley was in the school for a few days and then finally  
26 ended up 5 days a week. Hadley went through all of her training and all parents had said that the  
27 impact was positive, with one parent requesting to opt out. They had training for staff, kids and  
28 parents. In the beginning they had strict schedules. . There is a video and she will be happy to  
29 answer questions.

30 Ms. Kuzsma asked for questions.

31 There were no questions.

32 Ms. Parrill remarked that there is different insurance and it is about \$500 per year.

33 Mr. Conklin asked about the training and costs.

- 34 Ms. Parrill replied that Cecelia the owner did, there was no cost to the district.
- 35 Ms. Taylor inquired about the insurance and the cost for the training. She did not see a policy for  
36 this in Salem. She asked for a written plan in writing.
- 37 Ms. Parill replied that the Superintendent in Salem had her check in with him every three months  
38 .There was not a definitive plan in writing.
- 39 Ms. Kuzsma added that there was a policy in Salem where Hadley fit in.
- 40 Ms. Parrill remarked that there were two policies where Hadley fit in. The
- 41 Ms. Kuzsma asked for further questions.
- 42 Ms. Taylor asked if she can go over the insurance again. She added that in the video it seemed  
43 Hadley was on as needed basis.
- 44 Ms. Parill replied that Hadley was covered under the handler's general insurance. In the  
45 beginning they had the perception that the most impacted students would be Special Education  
46 students. In the beginning, they had set times for students to meet with Hadley and by the time  
47 she left Hadley everyone had access to Hadley. They would have parents call requesting Hadley  
48 to help their child.
- 49 Ms. Taylor noted that she is looking at costs.
- 50 Ms. Parrill replied that there were no additional costs for training. They would do the trainings  
51 before school and after school.
- 52 Ms. Kuzsma asked about the student with allergies.
- 53 Ms. Parrill added that it was a parent that did not want their child touching Hadley and the  
54 student wore gloves. The benefit far outweighed that concern.
- 55 Ms. Kuzsma mentioned that she loves the idea about therapy dogs but is concerned with the  
56 procedures.
- 57 Ms. Parrill replied that they had the pieces in place.
- 58 Ms. Kuzsma questioned if parents might have concerns with children with asthma or allergic  
59 reaction issues. They need to prepare for more extreme guidelines from parents.
- 60 Ms. Parrill explained that when Hadley has her vest on, she is working, no one is reaching out  
61 and touching her. When she is in the classroom the students can still have access to her in other  
62 ways.
- 63 Ms. Kuzsma asked about the handler's training.
- 64 Ms. Parill replied that Cecelia is an amazing owner and Jeff is also an incredible handler. He
- 65 Ms. Kuzsma asked if Hadley was trained from a puppy.
- 66 Ms. Parill replied, yes.

67 Ms. Kuzsma asked for further questions.

68 Ms. Taylor questioned if this was too soon to implement with COVID-19, perhaps the spring or  
69 fall of next year.

70 Ms. Parill added that there is an increased anxiety and social emotional need in students more  
71 than ever this year. They can still accept the policy and she does not know if there is a dog that is  
72 available.

73 Ms. Kuzsma agreed. Part of the policy is that it has to be approved. Approving a dog for this year  
74 can be a different discussion. She asked Mr. Steel guidance on the policy. She recommended  
75 moving it to the August 11<sup>th</sup> meeting.

76 Ms. Taylor noted that she did not see any limitations in the draft policy.

77 Ms. Kuzsma asked her to clarify.

78 Ms. Taylor replied that she has family members that are severely allergic to dogs.

79 Ms. Kuzsma explained that they need to have prior written approval for each dog. There is a lot  
80 of due diligence done identifying who the families are with issues.

81 Ms. Taylor asked Ms. Parrill if there is a standard available for this type of service animal.

82 Ms. Kuzsma read from the policy.

83 Ms. Parrill replied that through Jeff's company they are able to certify a dog as a therapy dog. He  
84 was able to certify Hadley as a therapy dog. In Salem she wanted it to be a success and wants to  
85 the do the same here.

86 Ms. Kuzsma reminded the committee that therapy dogs are heavily trained. That is something  
87 that they need to keep in mind. She suggested to vote to move it forward. She questioned Ms.  
88 Taylor about her vote.

89 Ms. Taylor replied that she does not want to hold back the administration if they are committed  
90 to having this in the school. She noted that she believes that this is a bad year.

91 Mr. Coughlan mentioned that the policy needs some editing to make sure that it is district  
92 neutral.

93 Ms. Kuzsma questioned Ms. Taylor for her vote.

94 Ms. Taylor added that she is happy to move the policy forward in support of the administration.  
95 A 4-month trial sounds like a lot of training.

96 Ms. Kuzsma noted that they will move it to the August 11<sup>th</sup> meeting. She suggested that Hadley  
97 come to a board meeting.

98 Ms. Parrill replied, yes.

99 • AC, ACA/JBAA, ACE, KEC/AC/ACA/ACE

100 Ms. Kuzsma explained that the policies she is listed on AC, ACA/JBAA, ACE,  
101 KEC/AC/ACA/ACE connects with the Title VIII Non- Discrimination items. She noted that  
102 NHSBA is working through the discrimination policies and they need to figure out how to weigh  
103 these. They will have them completed by August 6<sup>th</sup>. She suggested that they add in an additional  
104 meeting to review Superintendent Steel's policies. In short, they cannot review any of the  
105 discrimination policies.

106 Mr. Steel suggested that they split the August 11<sup>th</sup> meeting to do the AC policies.

107 Ms. Kuzsma reminded Mr. Steel to add KED as well.

108 • JFABE- Education of Children in Foster Care

109 Ms. Taylor noted that she had spoken to the NHSBA and they have not updated the policy and  
110 they do not have it on their docket.

111 Mr. Steel noted that he can reach out and speak to Mr. Barrett Christina Esq.

112 • AD- Educational Philosophy/ School District

113 Ms. Hinckley remarked that unless the individual boards are planning to change or update their  
114 mission statements, she does not see a reason to make changes to this.

115 Ms. Taylor added that she thought that Souhegan was going to remain unchanged.

116 Mr. Steel commented that they should move them forward and keep them as is.

117 Mr. Coughlan questioned whether the boards should vote to reapprove them.

118 Mr. Steel replied, yes, it is good form.

119 The committee voted to move them forward to the August 11<sup>th</sup> meeting.

120 • ADD- Safe Schools

121 Ms. Hinckley suggested that they update the headers. This was just adopted a few years ago and  
122 they do not need it for the SAU.

123 Assistant Superintendent Landwehrle agreed.

124 Mr. Coughlan commented that he does not see them on the website or card.

125 Ms. Kuzsma noted that the Google Doc is in the card.

126 Ms. Hinckley remarked that if you look at the websites, they are all adopted in 2018 with  
127 different months, look for EBB/ADD.

128 The committee voted to move this forward to the August 11<sup>th</sup> meeting.

129 • AE- Accountability

130 Ms. Hinckley commented that it was adopted in 2017.

- 131 Ms. Landwehrle asked if it is needed at the SAU.
- 132 Mr. Steel replied, no it seems as it is based on the district.
- 133 Ms. Kuzsma questioned if they are approving the NHSBA sample policy.
- 134 The committee voted to move the NHSBA sample forward to the August 11<sup>th</sup> meeting.
- 135     • AFA- Evaluation of School Board Operational Procedures
- 136 Mr. Conklin commented that these are 30-year-old policies that seem outdated and he has  
137 completed some leg work.
- 138 Ms. Kuzsma questioned the committee if they see the value in having a policy regarding  
139 evaluation of school board operational procedures.
- 140 Mr. Coughlan added that they have a self-evaluation policy, BA.
- 141 Mr. Conklin mentioned that he had did some previous work and he would like to see an actual  
142 form to complete and it may be easier to complete work on the form now.
- 143 Ms. Lawrence replied, yes, she sees the value. Mr. Driscoll had a great form that they had used.
- 144 Ms. Hinckley added that she believes that it valuable also but needs to be accessible.
- 145 Ms. Taylor gave her support.
- 146 Ms. Kuzsma commented that they should definitely have something and suggested to have a  
147 policy that
- 148 Ms. Taylor asked if Mr. Coughlan can attach the Souhegan version.
- 149 Mr. Coughlan replied, yes.
- 150 Ms. Landwehrle noted that she put something in Trello from a previous assistant. She noted if  
151 they have a procedural piece, they add an “R”.
- 152 Ms. Kuzsma there are a lot of forms and options. She suggested that they look at their options  
153 and making it in somewhat in line with the superintendent evaluation.
- 154     • CBI and CBI R- Superintendent Review
- 155 Mr. Conklin noted that Mr. Coughlan had added the updated versions of CBI and CBI-R. He  
156 made some minor language changes. He then recommended the as approved version.
- 157 Ms. Taylor asked about the changes.
- 158 Mr. Conklin commented that he thought this was still a draft and the changes he made were  
159 language changes. He was not aware that there was already an approved policy.
- 160 Mr. Coughlan mentioned that these were previous board members on a committee that had come  
161 up with this policy.

162 Mr. Conklin noted that he would like to approve the currently approved policy with no changes.

163 Ms. Landwehrle added that she is not voting on this because this is directly related to  
164 Superintendent Steel's role.

165 Ms. Taylor noted that she is comfortable with pushing the form forward that is on the books. She  
166 added that some of the goals are specific to schools, certain metrics. As long as the individual  
167 districts are acknowledged.

168 • EHB- Data Record Retention

169 Ms. Lawrence remarked that she believes that they did the update.

170 The committee voted to keep the policy as is and move forward to the August 11<sup>th</sup> meeting.

171 • GCEB- Principal Search

172 Ms. Taylor remarked they have a principal for the next 3 years. She is comfortable with leaving  
173 the policy as is and revisiting in the future.

174 Mr. Coughlan added he would like this to be broader and uniform across administrative  
175 positions.

176 Mr. Steel noted that he spoke to Mr. Chen yesterday. Mr. Chen mentioned that Principal hiring  
177 should be a partnership between the school board and the faculty. The selection process should  
178 be a partnership. Mr. Chen was comfortable with his edits.

179 Ms. Taylor commented that she believes that it goes beyond State Law.

180 Ms. Lawrence added that she just participated in a recent principal search and is very  
181 comfortable with this policy.

182 Mr. Steel added that it is something that he has broad discretion on. His suggested revision is a  
183 compromise.

184 Ms. Taylor noted that she had a conversation with the NHDOE regarding Case Law. She will  
185 have to think about it more, respectfully.

186 • IMGGA- Service Animals in Schools

187 Mr. Coughlan mentioned that when they last met, they were comfortable with the exception of  
188 MV. He suggested that they adopt the model.

189 Ms. Kuzsma clarified that they will be voting on moving forward with the sample policy.

190 Ms. Taylor gave her support.

191 The committee voted to move this policy to the August 11<sup>th</sup> meeting.

192 Mr. Conklin asked about the policy for Religious Neutrality.

193 Mr. Steel remarked that he is not sure at this time.

194 Ms. Kuzsma suggested they wait until the next meeting.

195 Ms. Taylor commented that she would like to hear what other thought about the policy.

196 Ms. Kuzsma replied that there is a lot of recent legal changes regarding Title VIII. They are not  
197 sure if there are going to be any legal changes that they are required to do. She further  
198 recommended waiting to have an informed conversation.

199 Ms. Taylor questioned if the policy would change.

200 Ms. Kuzsma replied that the possibility of the policy changing is very high. Legal counsel at the  
201 NHSBA is taking time to review the 500-page document. They will know at the August 11<sup>th</sup>  
202 meeting.

203 III. Meeting Adjourned

204 **Ms. Kuzsma adjourned the meeting at 10:18AM.**

205 **Ms. Kuzsma called a roll call: Coughlan-Yes, Taylor-Yes, Conklin-Yes, Kuzsma-Yes**  
206 **Hinckley-Yes and Lawrence-Yes.**

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