

## DRAFT MINUTES

### SAU 39 POLICY COMMITTEE MEETING

TUESDAY, JULY 27, 2021

BRICK SCHOOL, COMMUNITY ROOM

**PRESENT: SCSD Board Members:** Steve Coughlan (Minute Taker), John Glover, Laura Taylor (non-voting); **ASD Board Members:** Elizabeth Kuzsma (Chair); **MVSD Board Members:** Jessica Hinckley; **Administrative Assistant** Abby Wallace; **Assistant Superintendent:** Christine Landwehrle (left at 11:05).

**Chair Elizabeth Kuzsma – Call to order at 9:11 AM.** Josh and Sarah are unable to attend, and have placed their comments in the Trello cards.

**Approval of Minutes:** John Glover moved to approve the minutes of 7/20/21. Steve Coughlan seconded. Approved unanimously.

**Policy DID, Fixed Assets (Inventories):** Steve Coughlan reviewed the policy the auditors recommend we adopt with Katie Hannan, and we agreed their language was consistent with our existing policy language and our practice. There is one choice for the boards to make in the policy, the capitalization threshold. Recommendation is to set it at \$20,000. Some discussion occurred about unique language in our existing versions around not capitalizing software licenses, and no example could be found where existing (or potential future) software would meet the capitalization criteria. Motion to accept recommendation for districts and SAU made by John Glover, seconded by Jessica Hinckley, unanimous.

**Policy JFAB, Admission of Tuition and Non-Resident Students:** Brought to the Policy Committee because there are occasional abuses of the 60 day grace period for families moving in the district before they can occupy their intended residence, where tuition is not paid as required by the policy. Christine Landwehrle explained that once a student is accepted into a district, if they aren't in a permanent residence, they can claim homelessness, and the law requires them to be provided services tuition free. Additional points brought out: abuses are relatively rare, abuses are usually the result of circumstances rather than intent, the potential financial impact is greatest on MVSD because of its small population and the cost of tuition for AMS if there are students attending there, the SAU makes it abundantly clear to applicants about the time deadlines and costs, families appear to be willing to gamble on achieving occupancy during the grace period despite significant uncertainties in construction and approval timelines, families may are not be financially prepared for tuition costs even though they attest they will pay them, and it is not usually in the best interest of a school district to return students to their original district (nor may it be feasible) OR to take legal action to recover promised tuition fees that are unpaid. Alternatives around monthly billing or billing from day one and then refunding if the waiver deadline is met were considered; the SAU practice for tuition is to bill quarterly. The sense of the administrators was that the overwhelming majority of cases occur coincident with the start of school each year, and that while the families sign a lot of statements accepting financial responsibility if they don't achieve residency in time, they don't seem to absorb financial responsibility they are agreeing to. The Committee agreed to recommend amending JFAB to tighten the grace period from 60 school days to 30 calendar days, and the administration will change its practice to have the financial responsibility statement that families sign notarized as well, so the significance is clearer. Also, the language around

students from divorced families in the model will be added. Beth Kuzsma will make edits and bring it back to the Committee for 8/3.

**Policy JCA, CHANGES OF CLASS OR SCHOOL ASSIGNMENT – BEST INTERESTS AND MANIFEST**

**HARDSHIP:** John Glover edits accepted by the committee; proposed language that allowed for a mutually agreeable meeting date after the statutory 10 day deadline was removed. “Parties” in B.2.b. will be changed to “parents/guardians and Superintendent”. Motion to recommend approval of the edited policy made by Steve Coughlan, seconded by John Glover, unanimous.

**Policy JIC, Student Conduct:** Christine Landwehrle recommends removing explicit references to MTSS-B because we follow the spirit of MTSS-B but not the exact process order. Josh Conklin’s edits include some suggestions from Steve Chamberlain that are already contained in the model text, so the duplicates will be removed. Laura Taylor raised a concern that the Souhegan Constitution gives the Community Council authority over the Student Handbook. The Constitution was consulted (Souhegan Policy CE), and there was no conflict found; the Council can add to the “student planner” but does not produce or approve the entire document. References where “Principal” were changed to “Administration” will be changed back to “Principal”. Requirement to print as part of student awareness will be modified to allow for non-print alternatives, as the Ed Rule requires only that they be disseminated. A brief discussion about age-appropriate forms of disseminating conduct rules explored how it’s done in different classes. Motion to recommend the policy as amended made by John Glover, seconded by Jessica Hinckley, unanimous.

**Policy KFA, Public Conduct on School Property:** No input from the Superintendent as to why this policy needs updating, and nobody on the committee could see an obvious problem with the existing language. Abby will check with Adam. Absent any input before the next scheduled meeting, no action will be taken, and it will be placed on list to be reviewed in next Policy Season.

**Policy EBCG. Communicable and Infectious Diseases:** Per comments from the nurses, explicit references to using bleach solution will be changed to appropriate cleaner or disinfectant as determined by the Facility Director. Discussion about education requirements and if we meet them. Concerns raised about should/must language for PPE, and specifics vs. general statements about best practices; teachers have required annual training on handling body fluids. Christine Landwehrle will check with nurses about provision of gloves in each classroom. General desire was to make policy simpler and less detailed about specific potential situations and focus on general principles. John Glover recommended removing references to specific publications and instead identifying sources (NH DHSS, CDC, etc.) to be consulted for current guidance. Focus should be on practices to minimize contamination in schools, such as through training and best practice, not rigid rules. Reference to Emergency Policy for Pandemic/Epidemic will be removed. Jessica Hinckley will make edits for review at the next meeting. When this is approved, GBGAA should be rescinded, which will be linked to the EBCG decision.

**Policy GBCD, BACKGROUND INVESTIGATION AND CRIMINAL HISTORY RECORDS CHECK:** Christine Landwehrle is not aware of any changes to the law that would obsolete the current model. Current model language follows the law that makes the Superintendent responsible for maintaining confidentiality, and talks about retention periods and mandatory destruction of reports. Motion to

recommend model language with style edits made by John Glover, seconded by Jessica Hinckley, unanimous. Christine Landwehrle Left the meeting at 11:05.

**Policy KH, Commercialism in Schools:** Steve Coughlan drafted a unified policy KH, which combines existing policies KH, KHA, and KHB. Steve Coughlan explained how the existing policies and models were blended. In addition to merging KH/KHA/KHB, a new section (D) was added to cover recognition of donations through plaques or other permanent means. General agreement with the draft language, followed by a discussion about whether the donation/plaque language more properly belongs under Commercialization (KH) or Donations. Steve Coughlan will move the donation language to KCD, leave a cross-reference to KCD in KH, and bring both KH and KCD back to the 8/3 meeting for final review and approval. Motion to recommend approval of KH with the edits discussed made by khx, seconded John Glover, unanimous. Motion to recommend rescinding KHA and KHB in the districts where they exist, as they are replaced by the new KH, made by John Glover seconded by khx, unanimous.

**Policies BG, BGA, BGB, BGC, BGE:** Adoption of BGAA will replace these policies, so they need to be recommended for rescission. Motion to recommend BG/BGA/BGB/BGC/BGE be rescinded made by Steve Coughlan, seconded by Jessica Hinckley, unanimous.

Next (and Final) Meeting is scheduled for **August 3, 2021, 9AM-Noon**, at the **Brick**

**School.**

**Meeting adjourned by Chair Kuzsma 12:10 PM.**