

1 SAU #39 Policy Committee

2 Meeting Minutes

3 Tuesday, July 28th, 2020- Not Approved

4

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 **11:04AM.**

15 II. Approval of Minutes 07 14 2020

16 **Ms. Lawrence motioned to approve the Draft Minutes of 07 14 2020. Mr. Coughlan**
17 **seconded the motion. (5-0-1) motion passed.**

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

20 III. Discussion

21

22 • KA/IJO School, Family and Community Partnerships

23 Ms. Lawrence commented that the NHSBA policy was updated in 2014. All of their versions use
24 the NHSBA 2014 version and they last reviewed and adopted in 2018.

25 Assistant Superintendent, Ms. Christine Landwehrle, added that they have both print and digital
26 and she is concerned that they might not be complying with the intent.

27 Ms. Lawrence replied that she has been able to print them but will be happy to soften the
28 language.

29 Ms. Kuzsma suggested adding “and/or”.

30 Mr. Conklin replied that he is comfortable with that edit.

31 Ms. Landwehrle suggested adding “using print and or online” at the end of sentence, last
32 paragraph.

33 Ms. Taylor asked which policy are they using.

34 Ms. Kuzsma replied that they have Souhegan's Policy with the edits mentioned by Ms.
35 Landwehrle.

36 The committee voted to move KA/IJO forward with the edits "using print and or online" at the
37 end of sentence, last paragraph.

38 • KB Title I- Parent Involvement in Education

39 Ms. Lawrence commented that all 3 of the current policies were adopted in 2008. NHSBA has
40 revised them twice in 2010 and then in 2016. The updates seem reasonable and the language is
41 clarifying. She agrees with Ms. Landwehrle to adopt the language in the sample policy as is.

42 Ms. Landwehrle added that it does reflect current practice.

43 Ms. Kuzsma called for a vote using the current sample policy.

44 Ms. Taylor remarked that she is abstaining from voting.

45 The committee moved Policy KB Title I to the August 11th meeting.

46 • KCB- Community Involvement

47 Ms. Lawrence noted that the policy states " The Board shall encourage the involvement of
48 citizens to fulfill the mission of the schools through such means as hearings, surveys,
49 informational meetings ect., where the Board may hear and evaluate community opinions as it
50 conducts its responsibilities".

51 She added that she is not sure that it is needed.

52 Ms. Kuzsma suggested that they add this to a list for policies that do not need approval.

53 Ms. Landwehrle commented that they have a spreadsheet that they have been working on.

54 The committee voted not to adopt Policy KCB- Community Involvement.

55 • KCD- Public Gifts and Donations

56 Ms. Lawrence discussed that the sample policy offers clarity for gift value and provides
57 flexibility for gifts under \$500 to be accepted without Board approval. The Superintendent would
58 be allowed to approve those "small" gifts while the Board would need to approve anything over
59 \$500. The current policy does not list dollar value. The policy seems reasonable for all districts.

60 Ms. Landwehrle added that the current practice is for the Board to approve all donations even
61 under \$500.

62 Ms. Lawrence added that the acknowledgement piece.

63 Ms. Kuzsma agreed that she likes to acknowledge the generosity.

64 Mr. Coughlan added that they could adopt this now and nothing would change for them. He
65 suggested deleting the first sentences of “The Superintendent may accept gifts in the amount of
66 \$500 or less. Gifts in excess of \$500 may only be accepted by the Board”. He recommended
67 changing it to “All gifts may only be accepted by the Board in Public Session”. This is for
68 maximum transparency.

69 Ms. Kuzsma remarked that is what they do now.

70 Ms. Taylor questioned when some of the athletes get free merchandise from companies.

71 Ms. Lawrence noted that is a different policy.

72 The committee voted to move KCD- Public Gifts and Donations, with the edits above to the
73 August 11th meeting.

74 • KD/KDC- School District Publishing Online

75 Mr. Coughlan mentioned that IT Director, Mr. Alex Stone, has proposed a draft and
76 recommended that they approve his revised sample.

77 Ms. Landwehrle questioned whether they will move to just KDC.

78 Mr. Coughlan replied, yes.

79 Ms. Kuzsma called for a vote on Mr. Stone’s revised version of KDC.

80 Ms. Taylor remarked that Souhegan has the *Claw Magazine* and does not want to limit the
81 students with what they publish.

82 Mr. Coughlan replied that he believes that with the Claw, is an official school district
83 publication. At some level the authorities control that account. The teacher is good about
84 providing guidance about what to write.

85 Ms. Taylor noted that there was an interesting student option piece last year. She does not want
86 to censor the students and asked if SHS Teacher, Mr. Adam Theriault, had a chance to review
87 this.

88 Ms. Landwehrle replied that this policy also has a technology piece which he oversees and sent it
89 along to Mr. Alex Stone. She added that they review student graduation speeches because it is a
90 school sponsored event. She feels in that they need to be careful in limiting what the students
91 perspective but also has the responsibility to protect their school community. They can also have
92 it reviewed by Mr. Theriault and Principal Berry.

93 Ms. Taylor questioned if it was reviewed by legal counsel. She is trying not to limit the students.

94 Ms. Landwehrle replied, no, she felt that they need to find that right balance with appropriate
95 content. She asked Ms. Taylor if she had other appropriate language.

96 Ms. Kuzsma suggested that they move this policy forward as is, have Ms. Taylor give additional
97 recommendations and discuss it at the August 11th meeting.

98 • KD-R- School District Publishing Online-Regulations

99 Mr. Coughlan commented that he should have reviewed the model KD. He recommended
100 putting KD on the next agenda.

101 Ms. Landwehrle added that there is no sample and worries about consistency.

102 Ms. Kuzsma suggested that they should move KD-R to the August 11th meeting and table the
103 conversation.

104 • KDA- Public Information Program

105 Ms. Landwehrle commented that Mr. Coughlan had put a note in the card to adopt the more
106 recent NHSBA model in all districts and the SAU. The current versions predate the model and
107 there are some discrepancies in what is approved.

108 Ms. Kuzsma suggested voting to adopting the model with Mr. Coughlan's recommendations.

109 Mr. Coughlan asked if anyone gives gifts to the SAU.

110 Ms. Landwehrle remarked that it is the ASD that owns the SAU.

111 Ms. Kuzsma remarked that sometimes people with voluntarily pay off student lunch accounts.

112 Ms. Landwehrle noted that it was Policy KCD- Public Gifts and Donations.

113 The committee voted to move forward with the KDA sample policy.

114 • KDCA- Use of Students in Public Information Program

115 Mr. Coughlan added that the NHSBA model is the most recent. The SCSD version includes a
116 useful statement for all districts. About how they allow their students to participate. For example,
117 there are students that perform before the school board.

118 Ms. Kuzsma asked if this was including the SAU.

119 Mr. Coughlan replied that he is not sure.

120 Ms. Kuzsma added that Superintendent Steel's forum this morning included an SHS student, she
121 sees this fitting under that category.

122 Ms. Lawrence replied that she was appointed. She remarked that it seems like the model is
123 sending information home with the students.

124 Mr. Coughlan explained that the Souhegan adds on to that. He noted years ago it was an issue
125 and he is not sure how it was resolved.

126 Ms. Kuzsma added that they took videos of the students, with parents' permission, about the
127 grading system.

128 She suggested to vote on the sample with the addition of the last section in the Souhegan policy
129 (Intro and 1,2,3 bullets) to just the three districts.

130 The committee voted to move forward with the changes listed above.

131 • KEE- Website Accessibility and Grievances

132 Mr. Coughlan noted that he tagged Mr. Stone on this policy.

133 Ms. Kuzsma questioned if this is under Title VIII because of accessibility.

134 Mr. Coughlan suggested getting legal counsel to weigh in.

135 Mr. Conklin recommended Mr. Stone weigh in on this.

136 Ms. Landwehrle added that she let him know and post once she got details.

137 Ms. Taylor asked Mr. Stone to get more feedback on the schools.

138 Ms. Landwehrle added that the schools have nothing to do with website accessibility. This policy
139 refers to what the website company can provide to them.

140 Mr. Coughlan suggested accessibility training for those who post to the website.

141 • KFAA- Public Conduct on School Property

142 Ms. Hinckley recommended to rescind this policy since they have it elsewhere as KFA.

143 Ms. Kuzsma noted that they should just remove it from the discussion.

144 The committee voted not to adopt this policy because the districts already have adopted KFA.

145 • KFD- Use and Location of Automated External Defibrillators

146 Ms. Conklin mentioned that this seems straight forward. He knows that there are already AED's
147 in most of the buildings. He then recommended that all districts adopt the sample. There also
148 should be and AED at the Brick School if there is not one.

149 Ms. Kuzsma suggested they vote to move KFD forward.

150 The committee voted to approve the sample policy and move it to the August 11th meeting.

151 • KH- Public Solicitation in the Schools

152 Ms. Taylor requested more time on this policy.

153 The committee moved Policy KH to the August 11th meeting.

154 • KHA- Commercial Promotions

155 Ms. Lawrence noted that she tagged Ms. Kelli Braley, SHS Teacher, to see how they handle the
156 promotional items. She then asked the committee if they know about how it gets handled.

157 Mr. Coughlan replied that it goes back to 1990, perhaps KHB- Advertising in Schools served as
158 a replacement.

159 Ms. Lawrence added that Ms. Taylor noted that students were not able to accept promotional
160 items due to this policy. Based on her comment that is why she is bringing Ms. Braley into it.

161 Ms. Taylor thought that they can clear it up with a policy.

162 Mr. Coughlan noted that he knows someone that is in that industry.

163 Ms. Kuzsma thought that the students had to pay money for it.

164 Ms. Lawrence added that she is not sure that was the intent of the policy. She noted that it is
165 outdated and questioned what to do at this point.

166 Ms. Kuzsma recapped the conversation with Superintendent Steel.

167 Superintendent Steel replied that anything with cash brings up an internal control concern and
168 many schools have changed their policies. Additionally, it questions if they are promoting an
169 affiliation. He then gave an example.

170 Ms. Taylor gave an example where SHS athletes could not accept any promotional gifts unless
171 they paid for it.

172 Ms. Lawrence added that it is probably something from NHIAA.

173 Ms. Taylor remarked that in other schools in different states have banners on the back of baseball
174 field. She is grateful that they don't have that at SHS.

175 Ms. Landwehrle noted that is the next policy KHB- Advertising in Schools.

176 Ms. Lawrence read from the NHIAA Handbook. She commented that she will reach out to the
177 NHSBA for additional guidance.

178 Ms. Kuzsma mentioned that they will table till the August 11th meeting.

179

- KHB- Advertising in the Schools

180 Mr. Coughlan noted that he did not see this card.

181 Ms. Kuzsma suggested that they move this to the August 11th meeting.

182

- KI- Visitors to the School

183 Ms. Kuzsma commented that she did not see an issue with this policy and did not find it in
184 conflict with Amherst's Volunteer Policy. She recommended moving forward with the sample
185 policy. She read from MV's policy " During community/school events and activities*, the policy
186 regarding reporting to the office and use of badges may be relaxed".

187 Mr. Coughlan asked about MV's security. He noted that the asterisk on the MV Policy does not r
188 apply anymore.

189 Ms. Lawrence explained that the doors in between the MPR and the rest of the building are
190 locked. They are only using the MPR. She gave her support for the sample policy.

191 Ms. Hinckley also gave her support. In an event, such as Grandparents Day, there are staff at the
192 door.

193 Ms. Kuzsma called for a vote on the sample policy.

194 The committee voted to move the sample policy forward for all three districts.

195

- KL- Legislative Representative

196 Ms. Hinckley recommended to go with the sample policy as it seems straight forward. It would
197 be good practice to have one person on the Board as a representative.

198 Mr. Steel suggested the change from “S/he” to “appointed representative”.

199 The committee voted to move the sample policy forward with the changes listed above.

200

- KLG- Relations with Policy Authorities

201 Mr. Conklin remarked that the policy itself does not say much which is fine, however, the MOU
202 does. He then recommended adding a link to the MOU to make it accessible.

203 Mr. Coughlan thought the MOU was the policy.

204 Mr. Steel commented that he prefers that the policy establishes the overarching criteria and then
205 the MOU is between himself and the PD.

206 Ms. Kuzsma questioned whether the MOU’s should be available to the public.

207 Mr. Steel replied that he is comfortable with them being public. He suggested putting it on the
208 Policy page. He requested the change in the word “relations”.

209 Mr. Coughlan suggested “Cooperation with Police Authorities”.

210 The committee voted to move the sample policy forward with the above changes.

211

- EHAB- Data Governance and Security

212 Ms. Kuzsma remarked that she believes that some of these policies are coming back due to edits
213 that were made.

214 Ms. Taylor added that this was updated just slightly.

215 Ms. Wallace commented that there was a request to add In B 1 (e), please insert...standards “set
216 by the New Hampshire Department of Education” for data protection and privacy.

217 Ms. Kuzsma asked the committee if they were comfortable with voting on the suggestions by
218 Ms. Taylor above.

219 The Committee voted to move forward with the changes above.

220

- JICG/GBED- Tobacco Policy (Refer to Policy ADC- Tobacco Products a Required
221 Policy)

222 Ms. Kuzsma asked Mr. Coughlan about the edits.

223 Mr. Coughlan replied that this has been approved many times with different sets of letters and
 224 then it does not get updated on the website under each of the sets of letters separately. There is an
 225 “A” Policy for general statement, “G” policies are for personnel, “I” policies apply to students
 226 and “K” Policy applies to everyone else.

227 He then recommended to get it published with all three sets of letters.

228 Ms. Kuzsma clarified that they will adopt ADC with the heading ADC/JICG/GBED.

229 Mr. Coughlan added that they have to have it at the SAU as well.

230 The Committee voted to move ADC/JICG/GBED to the August 11th meeting.

231 • IHAMA- Teaching about Alcohol, Drugs and Tobacco

232 Ms. Kuzsma explained that she is taking the sample policy and switched the paragraphs. She
 233 added that everyone has voted on this already.

234 The Committee voted to approve the policy with Ms. Kuzsma’s edits and move to the August
 235 11th meeting.

236 • JFABE- Education of Children in Foster Care

237 Mr. Steel remarked that he has not had a chance to reach out to the NHSBA.

238 Ms. Taylor added that when she spoke to them it was not on their list of things to review.

239 Ms. Kuzsma suggested that they move it to the August 11th meeting.

240 IV. Additional Policies

241 Ms. Kuzsma noted that the NHSBA sent their Spring updates, required and updates to the law.
 242 There are other policies that are important to the upcoming school year. She recommended a
 243 meeting before August 11th.

244 Mr. Steel mentioned that he just received a first draft policy regarding masks from legal counsel.

245 Ms. Kuzsma remarked that she would like to go through some policies now. She explained that
 246 Ms. Wallace has created a July NHSBA Update List.

247 • DGA- Authorized Signatures

248 Ms. Kuzsma commented that this is regarding who qualifies to sign. This gives structure as to
 249 who can sign for the district and some RSA’s. She then asked for questions.

250 Mr. Coughlan read the second to last paragraph *“Execution of a document on behalf of the*
 251 *District or the Board is indication by the person so signing that the document is accurate, has*
 252 *been adequately approved by the Board or other District personnel as appropriate and*
 253 *necessary, and is in the best interest of the District”*.

254 He added that some board members have a hard time in signing manifests under the document is
255 accurate standard. He has interpreted it to mean, from a board member perspective, that they are
256 aware that the expense is being paid.

257 Ms. Kuzsma mentioned that there is something more specific to Manifest signatures. This would
258 cover everything and there are a lot of documents that need to be signed such as the MOU, MS-
259 26's, CBA's.

260 Mr. Coughlan added that on those documents, they say what you are signing.

261 Ms. Kuzsma mentioned that they can review this further and compare.

262 Mr. Coughlan agreed.

263 The committee moved Policy DGA to the to the next meeting on Mon, Aug 3rd.

264

- DK- Payment Procedures

265 Ms. Kuzsma remarked that this takes the language in their old DGA and moves it here. She
266 suggested to review this again with Mr. Coughlan.

267 Mr. Steel noted that he would like Business Administrator, Ms. Michele Croteau, and Finance
268 Director, Ms. Katie Hannan, to review this as well.

269 The Committee moved Policy DK to the next meeting on Mon, Aug 3rd.

270

- EBBC- Emergency Care and First Aid

271 Ms. Kuzsma remarked that Souhegan had approved this in 2019 and ASD and MV approved in
272 2007. The Naloxone/Narcan section is not required by law. She was not sure how the committee
273 felt about the Narcan being added.

274 Mr. Coughlan replied that he remembers that the committee has worked on this. It made it
275 through the process in Souhegan and the policy got lost in Amherst and MV.

276 Ms. Lawrence added that there is something in their August 2019 agenda packet. She knows that
277 they had discussed this in MV and had approved it.

278 Ms. Kuzsma remarked that there were some policies that were approved in the Consent Agenda
279 and were not uploaded.

280 Ms. Lawrence noted that she has it listed as JLCE/EBBC.

281 Ms. Kuzsma mentioned that there is a whole Naloxone Policy.

282 Mr. Lawrence added that JLCE did not make it to the website.

283 Ms. Kuzsma agreed that it did not make it to their website as well. She will tag Ms. Deanna
284 Cordts, C/W Nurse.

285 The committee moved Policy EBBC to the August 3rd meeting.

286 • IHAM- Health Education and Exemption Form

287 Ms. Kuzsma added that the NHSBA note says the changes are to connect the education of STDs
288 into health education. (previously found in IHAMC/GBGAA/JLCCA). Also added language
289 distinguishing the difference between opt out for religious reasons vs “objectionable course
290 material”. Other changes include detailed information about how and when parents will be
291 notified.

292 Ms. Hinckley responded that reading through the policy, it sounds like they are only teaching
293 abstinence.

294 Mr. Steel referenced an RSA.

295 Ms. Kuzsma suggested that Ms. Hinckley review the RSA and make recommendations. She
296 asked Mr. Coughlan to add the link to the Trello.

297 Mr. Steel reminded the committee to use caution with this policy.

298 Mr. Coughlan added the links to the Trello.

299 The Committee moved Policy IHAM to the next meeting on Mon, Aug 3rd.

300 • JLC- Student Health Services and School Nurses

301 Ms. Kuzsma commented that she will add Ms. Cordts to the card. They all need to be
302 acknowledged and adopted together. She questioned not having it at the SAU and they can tag
303 Ms. Cordts as well.

304 The Committee moved Policy JLC to the next meeting on Mon, Aug 3rd.

305 • JLCD and JLCD F1-F3+R- Administering Medication to Students

306 Ms. Kuzsma added that the JLCD provided by the NHSBA explains the more detailed policy
307 while the “R” and form policies provide additional detail and back up. She will add Ms. Cordts
308 on this as well.

309 The Committee moved Policy JLCD to the next meeting on Mon, Aug 3rd.

310 • JLCF- Wellness

311 Ms. Kuzsma commented that the NHSBA Note states that this policy was revised to conform to
312 current Federal Regulations regarding school lunch and breakfast programs as well as NH DoE
313 guidelines. The differences between the sample and their current policies (Amherst April 2019,
314 Souhegan Nov 2018 and MV Oct 2018) are significant. She would like to spend more time
315 reviewing the differences to see if there is a way to merge them better

316 She noted that she would like to add SAU Nutrition Director, Mr. John Lash.

317 Ms. Taylor mentioned her concern with the carbonated fruit juice at AMS.

318 Ms. Kuzsma suggested that Ms. Taylor send her an email.

319 The Committee moved Policy JLCF to the next meeting on Mon, Aug 3rd.

- 320 • EBBB- Accident Reporting

321 Ms. Kuzsma added that the NHSBA note is that the changes of this policy relate to the 2019
322 passing of HB406 (RSA 277:15-b). There are significant differences with the sample policy. The
323 sample has a more clearly defined set of rules of what, when, how to report.

324 She recommended adopting the sample but checking with Ms. Landwehrle to see if the training
325 is required by law or if it is something that can be removed.

326 The Committee moved Policy EBBB to the next meeting on Mon, Aug 3rd.

- 327 • EBCG- Communicable and Infectious Diseases

328 Ms. Kuzsma commented that this replaces former identical sample policies
329 JLCAA/GBGAA/JHAMC which only address HIV/AIDS. This policy is intended to cover
330 communicable diseases in general. This policy overlaps but extends further than sample EBCF.

331 Ms. Taylor requested more information from Principal Mr. Mike Berry. She would like to have a
332 dialogue.

333 Superintendent Steel suggested that she forward him her questions and he will pass them to
334 Principal Berry.

335 The Committee moved Policy EBCG to the next meeting on Mon, Aug 3rd.

- 336 • GBGA- Medical Examination of Employees

337 Ms. Kuzsma commented that it is present in Souhegan (1991) and missing in all other districts
338 and SAU. The policy now allows for the Superintendent to request a medical exam at any time if
339 there is concern that the employee's physical or mental health could compromise students.

340 Ms. Kuzsma asked Mr. Coughlan to review this policy as well.

341 The Committee moved Policy GBGA to the next meeting on Mon, Aug 3rd.

- 342 • JLCA- Physical Examination of Students and JLCJ-R Family Physician's report of
343 Physical Examination

344 Ms. Kuzsma mentioned that this is present in ASD and MV but are different from each other. It
345 is missing in Souhegan. The new sample policy includes the following language Specific
346 language pertaining to homeless students and unaccompanied youth, sports physicals. It also
347 clarifies the districts discretion to require additional examinations.

348 The "R" is the form portion.

349 The Committee moved Policy JLCA to the next meeting on Mon, Aug 3rd.

- 350 • JLCB- Immunization of Students

351 Ms. Kuzsma mentioned that Present in MV (2002) Amherst (date unknown but it matches MV)
352 and Souhegan 2018. The new sample policy includes the following changes, language specific to
353 homeless students, conditional enrollment, medical and religious exemptions and language about
354 how to handle an outbreak with exempt students.

355 The Committee moved Policy JLCB to the next meeting on Mon, Aug 3rd.

- 356 • JLCC- Pediculosis Management

357 Ms. Kuzsma requested Superintendent Steel to carefully review this policy.

358 The Committee moved Policy JLCC to the next meeting on Mon, Aug 3rd.

- 359 • JLCG- Exclusion of Students from School for Illness

360 Ms. Kuzsma added that this policy is missing in all districts.

361 Mr. Steel clarified that this ties into the Mask Policy.

362 The Committee moved Policy JLCG to the next meeting on Mon, Aug 3rd.

- 363 • JLCH-DNR

364 Ms. Kuzsma suggested that the nurses review. She would like to get their thoughts if this is a
365 policy they want to consider.

366 The Committee moved Policy JLCH to the next meeting on Mon, Aug 3rd.

367 Mr. Steel added that he has reviewed the mask policy a few times and Mr. Dean Eggert, Esq. has
368 provided it to him upon his request.

369 The next policy meeting will be on Monday, August 3rd 8:30am.

370 Ms. Kuzsma requested the committee to review the policies in the Aug 3rd, 2020 Trello card.

371 V. Meeting Adjourned

372 **Ms. Kuzsma adjourned the meeting at 1:50PM.**

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Draft