

## MINUTES

### SAU 39 POLICY COMMITTEE MEETING

MOONDAY, JULY 29, 2019

BRICK SCHOOL, COMMUNITY ROOM

#### PRESENT:

**SCSD Board Members:** Steve Coughlan (Minute Taker); **ASD Board Members:** John Glover, 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 9:20 AM.**

**Approval of Minutes: June 27, 2019:** Question on one item verified as correctly recorded, actions item list verified; moved to approve by **Steve Coughlan**, seconded by **John Glover**, approved unanimously.

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

- **BEDG, Board Minutes**
- **BGA, Policy Development**
- **BGC, Policy Review and Evaluation**
- **CBI, Superintendent Evaluation**
- **DKC, Expense Reimbursement**
- **EEAA, Video and Audio Surveillance on School Property:** the wrong version was inadvertently sent to the SCSB for approval on June 27, causing confusion. SCSB had previously approved the correct compromise language on October 22, 2018. The agreed language about retention states that recordings will be retained until they are erased to make room for new recordings, and a minimum of 30 days.
- **ADB/GBEC, Drug Free Schools and Workplace**
- **JICD, Student Discipline**
- **JIC, Student Conduct**
- **JI, Student Rights and Responsibilities**
- **JIA, Student Due Process:** Reviewed model, not needed.
- **JICDD, Student Discipline/Out of School Actions**
- **JICD, Student Conduct, Discipline, and Due Process**
- **JICK, Pupil Safety and Violence Prevention**
- **JIH, Student Searches and Their Property**
- **JIHB, Searches of Student Automobiles**
- **JICG, Tobacco Products Ban:** reviewed existing policy, no changes need.
- **JICI, Weapons on School Property**
- **JICH, Drugs and Alcohol:** exists in SCSD, not in ASD and MVSD. Revise using model for all districts.

**MEETING ADJOURNED 3:45 PM**

<b>Action Items</b>	
<b>Policy or Topic</b>	<b>Action</b>
<b>ALL</b>	Capitalize <b>B</b> oard and <b>D</b> istrict for consistency when editing policies. Use Unified header for all edited policies.
CBI (Supt Eval)	<del>Amy will forward a recommended policy to the Committee for discussion at the next meeting</del>
JIH (Student Search)	NHSBA Model to be discussed at next meeting
JIHB (Student Vehicle Search)	NHSBA Model to be discussed at next meeting
JICD (Student Discipline and Due Process)	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)	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)	To be reviewed for consistency with other J Discipline policies for consistency at next meeting
JICG (Tobacco)	To be reviewed for consistency with other J Discipline policies for consistency at next meeting
JICI (Weapons on School Property)	To be reviewed for consistency with other J Discipline policies for consistency at next meeting
GBEC/ADB (Drug Free Workplace)	Review with NHSBA Model for at next meeting
KE/KEB (Public Complaints)	Merge to be KE/KEB, using existing Amherst KEB, and sent to SAU Board for 1 <sup>st</sup> reading. Adopt in all 4 districts. Rescind existing SCSD KE.
KEC (Review of Instruction Material)	Steve and Christine to meet and make recommendations to consolidate and harmonize KEC, IJ, IJL, IIAA, IJL.
KED (Facilities or Services Grievances)	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)	To be reviewed at next meeting. Needs: <ul style="list-style-type: none"> <li>- Updated fee schedules reflecting current costs</li> <li>- Adoption in ASD. MVSD</li> <li>- Review by Amherst &amp; MV Rec directors</li> <li>- Review for consistency with Amherst and MV Rec fee schedules</li> <li>- Review for consistency with Amherst, MV, and Makerspace MOUs.</li> </ul>
KFA (Public Conduct)	Model to be reviewed at next meeting, needs adoption by 4 boards.
BBAB (Role & Duties of Board Chairperson)	Christine to edit and draft to be reviewed at 7/29/19 Policy Committee.
BBBH-R (SAU Board)	Christine to edit; place on next SAU Board agenda.
BDC (Elected/Appointed Officials)	Christine to edit; place on next SAU Board agendas for review, then to individual boards.

<b>Action Items</b>	
BDD (Board-Superintendent Relationship)	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)	Christine to edit; review at 7/29/19 Policy Committee.
BEDG (Board Minutes)	Send to SAU for SAU and all boards. Abby to edit.
BGA (Policy Development)	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)	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)	Defer consideration until Amy F. is present.
DKC (Expense Reimbursement)	Add SAU Board Chair approves Superintendent Expenses. Send to SAU for SAU and all boards.
EEAA (Video and Audio Surveillance)	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)	Use Model, eliminate Syringe Exchange references. Send to SAU and all Boards.
JICD (Student Conduct, Discipline, and Due Process)	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)	Use NHSBA Model as Philosophical statement regarding conduct and discipline, send to SAU for 3 school boards.
Jl (Student Rights and Responsibilities)	Use NHSBA Model, add rules of conduct and disciplinary consequences for misbehavior. Send to SAU for 3 school boards.
JICDD (Student Discipline/Out of School Actions)	Review for next meeting.
JICK (Pupil Safety and Violence Prevention)	Review for next meeting
JIH (Student Searches and Their Property)	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.

<b>Action Items</b>	
JIHB (Searches of Student Automobiles)	Use NHSBA Model. Delete 2 <sup>nd</sup> paragraph. Send to SAU for 3 school boards.
JICG (Tobacco)	Add to history: Reviewed By Policy Committee, July 29, 2019
JICI (Weapons on School Property)	Send ASD version to SAU for SCSD and MVSD adoption.
JICH (Drugs and Alcohol)	Use NHSBA Model with edits made in TRELLO board. Send to SAU for 3 school boards.