

1 SAU #39 Policy Committee

2 Meeting Minutes

3 Tuesday, June 30th, 2020- Approved 07 14 2020

4

5 Attendees:

6 Adam Steel- Superintendent, Christine Landwehrle- Assistant Superintendent, Abby Wallace-
7 Executive Assistant, and Deanna Cordts- CW Nurse, SCSB Members: Steve Coughlan, and
8 Laura Taylor, ASB Members: Josh Conklin, and Elizabeth Kuzsma;

9 Meeting Minutes: Danae A. Marotta

10 Public: None

11 I. Call to Order

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

14 II. Approval of Minutes

15 **Mr. Conklin motioned to approve the Minutes of 06 16 2020. Mr. Coughlan seconded the**
16 **motion. The vote was unanimous. Motion passed.**

17 **Ms. Kuzsma called a roll call: Steel- Yes, Landwehrle- Yes, Coughlan-Yes, Taylor-Yes,**
18 **Conklin-Yes and Kuzsma- Yes.**

19 III. Discussion

20 Superintendent, Mr. Adam Steel, remarked that he has enabled the Zoom feature to vote.

21 • JLF- Reporting Child Abuse or Neglect

22 Mr. Conklin noted that he is listed on Policy JLF- Reporting Child Abuse or Neglect and it is a
23 priority policy. The SAU does not need it. There are other requirements, a signage portion and
24 training required. He has searched trainings and they are available, however, three hours long.
25 He recommended updating this policy.

26 Ms. Kuzsma suggested that they do a straw poll.

27 Mr. Steel inquired if they will agree with the entire policy.

28 Ms. Kuzsma remarked, yes.

29 She noted that there is a majority “No”.

30 Mr. Steel commented that he is thrilled about updating this policy. They need to retrain this staff
31 and this policy reinforces that. The teacher makes the report and notifies the Principal or
32 Superintendent. He suggested removing section “D”.

- 33 Ms. Kuzsma asked if there was a legal reason to keep in section “D”.
- 34 Assistant Superintendent Landwehrle commented that they have been looking at the training and
35 they were planning on adding this to the new teacher orientation.
- 36 Mr. Coughlan remarked about adding in subs.
- 37 Ms. Kuzsma suggested they remind subs that every adult is a mandated reporter.
- 38 Mr. Conklin mentioned that the signage can get them further down the road.
- 39 Ms. Landwehrle clarified the policy voting.
- 40 Ms. Kuzsma added they will do a straw poll vote and remove section “D”.
- 41 Approved Unanimously.
- 42 • JICD- Student Discipline and Due Process
- 43 Ms. Taylor added that Souhegan has a student disciplinary board.
- 44 Mr. Steel noted that he is familiar with that and there is no reference to the J-Board, or the other
45 one.
- 46 Ms. Kuzsma added that there is one thing that should be labeled “c”.
- 47 Ms. Taylor asked if she is looking at the sample policy.
- 48 Ms. Kuzsma replied that the way it was formatted the “c” is missing. She suggested keeping their
49 policies as is.
- 50 Ms. Taylor asked where the J-Board at Souhegan fits in.
- 51 Ms. Kuzsma suggested they start with a straw poll. They should have the discussion. They
52 approved this policy a long time ago.
- 53 Mr. Coughlan remarked that the J-Board and the CRB are different in that this has the ultimate
54 authority. He discussed that even if their decision was to suspend, they are lower level processes.
- 55 • JEC- Change of School or Assignment- Manifest Educational Hardship
- 56 Mr. Coughlan commented on his changes under 1 (a), 3 and C. Tuition and Transportation.
- 57 Ms. Kuzsma asked for questions on changes. She noted that they will vote on adopting Mr.
58 Coughlan’s version of the document.
- 59 Approved unanimously.
- 60 Ms. Kuzsma remarked that they will move that to the final Policy Committee meeting.
- 61 Ms. Kuzsma added that they will go back to JFABD.
- 62 Ms. Taylor remarked that Mr. Steel and Ms. Landwehrle are administration and should not be
63 voting members.

64 • JFABD- Education of Homeless Children

65 Ms. Kuzsma noted that there were no changes. They will move it forward with the label “no
66 change”

67 Ms. Kuzsma noted that Ms. Wallace will be moving all of these so far to the August meeting.

68 • JCA- Change of School or Assignment-Best Interests

69 Mr. Coughlan noted that there was a minor typo.

70 Ms. Kuzsma added they will do a straw poll.

71 Policy JCA was approved with no changes except for a minor typo.

72 • IMGGA- Service Animals in Schools

73 Mr. Coughlan commented that there is no harm in getting Mont Vernon on board and also
74 adopting this at the SAU.

75 Mr. Kuzsma noted that Ms. Lawrence should be tagged in this card and this should be moved to
76 the next meeting on Tuesday, July 14th.

77 Mr. Coughlan suggested that they move the card and he will discuss it with Ms. Lawrence.

78 • ILD- Non- Educational/ Non-Academic Questionnaires

79 Mr. Conklin noted that Ms. Taylor has some questions.

80 Mr. Steel explained the Youth Risk Behavior Survey (YRBS). He read Ms. Taylor’s question of
81 “can we include a requirement to notify parents and provide opt-out options?”

82 Ms. Landwehrle added that sometimes teachers will often ask for feedback from students and
83 they are very careful. It might cause teachers to limit seeking feedback.

84 Ms. Taylor asked if it was possible to have a notification to students that they have options,
85 especially the younger grades. The handbook at the high school is out of date and Ms. Driscoll
86 was working on it.

87 Ms. Landwehrle suggested that they can put it in with registration to parents. She is not sure that
88 it will get to students.

89 Ms. Kuzsma added that including it in the handbook would be helpful. She asked Ms.
90 Landwehrle to work with each building on their handbooks.

91 Ms. Taylor inquired about the Kindergarten assessment.

92 Ms. Landwehrle replied that parents have to sign up to receive that assessment. Since they
93 cannot do that this year, they are asking parents through a survey. She does always send a notice
94 to families and they can opt out. A few families have chosen that option.

95 Ms. Taylor noted that it was not just Kindergarteners but K-8.

96 Ms. Landwehrle replied that it is the teacher providing feedback and that was one way to
97 evaluate.

98 Ms. Kuzsma noted that the staff is involved, and the parents are notified. She suggested that they
99 do a straw poll on this policy.

100 Mr. Conklin added that their update probably covers the NHSBA update.

101 Ms. Kuzsma move to the Aug 11th with no changes and instructed Ms. Wallace to edit italicized
102 text below header.

103 Ms. Taylor did not give her support.

104 • IHCD/LEB- Advanced Coursework

105 Ms. Landwehrle added that she did have a chance to look and it was adopted in October 2018.
106 She noted some minor changes and preferred to keep the policy as is.

107 Ms. Taylor asked about the grade levels.

108 Mr. Coughlan commented that it needs to go through 10-12.

109 Ms. Landwehrle added to keep their approved policy, change “assist” to “aid”, update
110 “guidance” to “school counselor” and change grade “11-12” to “10-12”.

111 Ms. Kuzsma suggested they do a straw poll.

112 She added that they will move that to the August 11th meeting.

113 Ms. Taylor asked about the policy related to Non- Educational Questionnaires. She then
114 referenced the BIMAS.

115 Ms. Landwehrle explained that the information is used for the full day Kindergarten and students
116 are not involved. It is an opt-out letter that she sends to parents.

117 • IHAMA- Teaching about Alcohol, Drugs and Tobacco

118 Ms. Kuzsma noted that they will straw poll this policy.

119 She added that they will move this forward.

120 • GADA- Employment References and Verification etc.

121 Ms. Kuzsma added that there are no current approved district policies. There is a NHSBA
122 sample. There is a typo in section 2 and 3 D.

123 Vote to move forward with minor typo changes.

124 • DAF- Administration of Federal Grants

125 Ms. Landwehrle noted that it was already in process.

126 • EHB- Data/ Records Retention

127 Ms. Kuzsma noted that they will move this to the July 14th meeting.

- 128 • ADB/GCEB- Drug-Free Workplace/Drug Free Schools

129 Ms. Kuzsma asked Ms. Landwehrle to quickly compare and come back, also ADC- Tobacco
130 Products.

- 131 • CBI and CRI-R- Superintendent Review

132 Ms. Taylor noted that she has read through this and there were a lot of attachments.

133 Mr. Conklin added that it was his understanding that it was adopted in 2018 or 2019. He noted
134 that he found a highlighted sentence that was confusing.

135 Ms. Taylor requested a document that was free from the highlights.

136 Mr. Coughlan replied that he can give Mr. Conklin the original file.

137 Ms. Kuzsma suggested keeping in the red marks and reviewing it again at the July 14th meeting.

- 138 • ADB/GCEB- Drug-Free Workplace/Drug Free Schools

139 Ms. Landwehrle recommended keeping the current policies as is.

140 Ms. Kuzsma noted that they will move that to the August 11th meeting.

141 Ms. Kuzsma noted that Ms. Hinckley's recommendation was to move forward with the
142 recommended NHSBA policy. She suggested that they will straw poll on the NHSBA sample
143 policy.

144 Mr. Steel noted that it is a State Law and should be at the SAU as well.

145 Ms. Kuzsma remarked that they are finding the most recent version.

- 146 • JLCD- Medications from Students

147 Ms. Deanna Cordts, CW Nurse, is attendance to the meeting.

148 Ms. Taylor inquired about the students keeping an EpiPen in the office.

149 Ms. Cordts commented that the child is not always in the classroom and they want to get ahold
150 of getting the emergency medication. If parents want it in the classroom then they will ask for a
151 second one. The school also has an extra EpiPen.

152 The Committee thanked Ms. Cordts.

153 Ms. Kuzsma noted that they will straw poll on the changes recommended by Ms. Cordts with the
154 substitution of the "blue #2" and moving to the Aug 11th meeting.

- 155 • DBI- Budget Implementation

156 Mr. Conklin commented that they need to be agreement in that they went through this process.

157 Ms. Taylor inquired about the potential priorities.

158 Ms. Kuzsma commented that SAU #39 Business Administrator, Ms. Michele Croteau, did a
159 great job.

160 Mr. Coughlan commented that they closer that they get to the end of the year, the more accurate
161 they are.

162 Mr. Conklin added that he is not familiar with the fiscal year.

163 Mr. Steel noted that Ms. Croteau will provide a projection each month in the consent agenda.

164 Ms. Taylor inquired about the MS-26.

165 Mr. Steel noted that every year the MS-26 has a projection on the Revenue section.

166 Ms. Kuzsma questioned if they want to change the language to “monthly”.

167 Mr. Steel noted that there is a policy reference as well.

168 Mr. Conklin added that there are a few technical questions.

169 Ms. Kuzsma suggested that they vote, as amended, with the recommendation of the addition of
170 “as designee”.

171 Mr. Conklin noted that they put “0” in a line item then you cannot spend even one dollar.

172 Mr. Steel showed the committee a MS-26 noting that this is legally the budget. He further
173 explained the document.

174 Mr. Conklin added that the suggested practice is to add “\$1”.

175 Mr. Steel replied that he errs in the side of letting the voters have fair warning.

176 Ms. Taylor commented that their margins are not great on passing the budget.

177 Ms. Kuzsma remarked that each of the individual boards need to have this discussion.

178 Mr. Conklin noted that Mr. Chen had a question on grant funds.

179 Mr. Steel gave the example of a donation.

180 Ms. Kuzsma they will not be implementing DI but will be using DBI.

181 Mr. Conklin commented that they can review it again in a year.

182 • DFA- Investment

183 Mr. Conklin noted that it is up to date and he suggested to leave it as is.

184 Mr. Coughlan added that it is the law that they review this policy.

185 Ms. Kuzsma added that they should take a straw poll.

186 She added that they will leave the current policies in place and move this to the August 11th
187 meeting.

- 188 • DID- Fixed Asset (Review)

189 Mr. Steel noted that it has been mentioned by the auditors to review and adjust. He suggested
190 that they adopt the sample and remove the last line.

191 Ms. Kuzsma commented that they will move this to the August 11th meeting.

- 192 • EHB- Data/ Records Retention

193 Mr. Coughlan noted that he appreciates consistency with the policy and the suggested
194 amendments are reasonable.

195 Mr. Steel commented that they should put this in the registration packet.

196 Ms. Landwehrle inquired about the timing.

197 Ms. Kuzsma suggested they move the policy forward to the July 14th meeting with the changes.

- 198 • GCEB- Principal Search

199 Ms. Taylor remarked that the Board should have more say in the process.

200 Ms. Kuzsma noted that she would like to see it clearer on the Board's role.

201 Ms. Taylor remarked that it is the Board's responsibility.

202 Mr. Coughlan replied that the Board does change.

203 Mr. Steel explained that State Law is explicit in that he alone picks the Principals. In this case, he
204 brought the entire process forward and it is a courtesy not a requirement of the law. He added
205 that if you disagree with his selection then the board can vote "no".

206 Ms. Taylor noted that she disagreed with Mr. Steel. She suggested that they put it off for two
207 weeks while she does some research.

208 Mr. Conklin agreed.

209 Ms. Kuzsma asked Mr. Steel to draft his own language for recommendation. They can then
210 finalize at their next meeting.

- 211 • IKA- Grading and Reporting

212 Ms. Taylor noted that she is not in support of this for the high school but for the lower schools. It
213 is not a required policy.

214 Ms. Kuzsma remarked that they discussed this in March, and it is required.

215 Ms. Landwehrle added that this is similar to Portrait of a Graduate. She added that there is a
216 policy in the Trello.

217 Ms. Kuzsma noted that they will move this to the August 11th meeting.

- 218 • JFABE- Education of Children in Foster Care

219 Ms. Taylor commented that she can reach out to the NHSBA because Mr. Steel had mentioned
220 that it was not up to date.

221 Mr. Steel suggested they verify that it was updated. He the referenced the Families First Act and
222 a number of things have changed.

223 Ms. Taylor noted that she will reach out to NHSBA to check for updates with the Families First
224 Act and current ESSA requirements.

225 Ms. Kuzsma noted that they will review it again at the July 14th meeting.

- 226 • Therapy Dogs

227 Mr. Steel commented that there is a big desire in the community to support this effort. There are
228 three different categories. He suggested Principal Parrill come to the next meeting as she has
229 successfully implemented this in Salem.

230 Ms. Kuzsma commented that they need to put more thought into it.

231 Ms. Taylor noted that she can probably find the Salem policy.

232 Ms. Kuzsma suggested that she comes in the beginning of the next meeting.

233 Mr. Coughlan suggested IMGAA- it does not exist in the NHSBA yet.

234 Ms. Taylor remarked that there are a lot of policies and the NHSBA is using the term kind of
235 broad.

236 Ms. Kuzsma noted that they will add this to the next meeting on July 14th.

237 IV. Meeting Adjourned

238 **Ms. Kuzsma adjourned the meeting at 11:38AM.**

239

240

241

242

243

244

245

246

247

248