

SAU #39 Policy Committee

Meeting Minutes

Tuesday, June 16th, 2020- Approved 06 30 2020

Attendees:

Adam Steel- Superintendent, Christine Landwehrle- Assistant Superintendent, and Executive Assistant: Abby Wallace, SCSB Board Members: Steve Coughlan, and Laura Taylor, ASB Board Members: Josh Conklin, and Elizabeth Kuzsma; MVS Board Members: Sarah Lawrence; and Jessica Hinckley;

Meeting Minutes: Danae A. Marotta

Public: None

I. Call to Order

Superintendent, Mr. Adam Steel, called the meeting to order at 8:34AM

II. Pre-Covid Plan

He added that the original plan was to identify all of the policies in February and March of each year, including all of the policies on a cycle (they have a 6-year cycle) any new legally required policies and then any of the policies that board members or himself want to have reviewed. From April to June, they would then collect the comments and make changes to the policies that they want to put forward. In September, they could then have a public hearing and in October adopt all of those policies by the board. The thinking is that they would have the process completed before budget season.

They are starting the process today, with organized policies. He explained that you can see what happens with the policies in the Trello Board.

The plan was to have meetings this summer to review the changes, with meetings scheduled for today, June 30th, July 14th, July 28th and Aug 11th to get the work done. He suggested that they work over the summer to work on the proposed changes to the policies and at the end of August publish them to the community and the school boards. They could then have a public hearing in September and ask for the boards' approval in October.

The procedure that they have adopted is that the SAU Board would discuss, debate and adopt those policies and then the ASB, MVS and SCSB would adopt them in bulk.

Mr. Coughlan noted that he has found more policies, per Assistant Superintendent, Ms. Christine Landwehrle.

Mr. Steel suggested that they define that process and be mindful of the time that they have.

35 Ms. Landwehrle added that the NHSBA has added some new policies.

36 Mr. Coughlan explained the color coding.

37 Mr. Conklin inquired if this was a public meeting.

38 Mr. Steel replied yes; it is public. There are minutes being taken and it was posted on the SAU
39 website.

40 Mr. Steel commented on the challenge of tracking policies.

41 Ms. Taylor inquired about the policies that are “ok”, such as EHAB.

42 Mr. Coughlan replied those are policies that have already been updated by the NHSBA.

43 Mr. Steel clarified that the policy exists and has been reviewed since the last NHSBA update.

44 Mr. Coughlan replied, yes, correct.

45 **Ms. Kuzsma motioned to approve the minutes of March 5th 2020. Mr. Coughlan seconded**
46 **the motion. Hinckley- Yes, Kuzsma- Yes, Landwehrle- Yes, Conklin- Abstain, Taylor-**
47 **Abstain, Coughlan- Yes, and Steel- Yes. (5-0-2)**

48 Mr. Steel remarked that you can still vote even if you were not at the meeting. If you abstain, it
49 lowers the quorum.

50 III. Discussion

51 • AA- School District Legal Status

52 Mr. Steel suggested they start with Policy AA- School District Legal Status.

53 Ms. Landwehrle explained that the goal was to use the sample policies as they are the most up to
54 date and legally reviewed. Ms. Wallace has put all of the NHSBA policies in a Google Drive and
55 they can make the edits live.

56 Mr. Steel showed the committee the updated sample and the recommended policy.

57 Ms. Taylor asked if they are using the ones that are already in the books.

58 Mr. Steel replied that what is attached in there is what is currently on the books. What Ms.
59 Landwehrle is stating is that they should start with the recommended policies and then go from
60 there.

61 Ms. Taylor remarked that the policies are all different.

62 Ms. Landwehrle added that they are looking at having consistency in their policies. That is why
63 it might be easier to start with the NHSBA.

64 Mr. Coughlan suggested that they leave Policy AA as is.

65 Ms. Kuzsma asked if it would be easier to make everything the same and then they can review
66 later.

67 Mr. Coughlan replied that it would be 7 years when they would review it again.

68 Mr. Steel mentioned that the three choices are to keep it as is, adopt the NHSBA copy or pause
69 and return.

70 He noted that they need to be mindful about time.

71 Ms. Kuzsma suggested that they call for a vote.

72 The committee voted (6-1) in favor of quickly adopting the policy NHSBA sample policy AA-
73 School District Legal Status for all three districts.

74 Mr. Steel replied that they will move it forward and at the next meeting vote for final approval.

75 • ABA- Volunteer Involvement

76 Ms. Kuzsma added they are in the process of adopting a volunteer policy, but it is much more
77 detailed.

78 Mr. Steel explained that last year the ASB received a request from some members of the public
79 for a policy regarding volunteers. The Board hired a consultant and is in the process of adopting
80 a local policy on Volunteers. They have had a first reading, and it was public, and then a special
81 meeting to adopt the policy.

82 Ms. Taylor asked for a copy of the policy.

83 Ms. Kuzsma replied, yes, it is not a ABA policy.

84 Ms. Taylor inquired about having background checks.

85 Mr. Steel remarked that is one of the loopholes that they are closing.

86 Ms. Kuzsma noted that she is attaching the ASD policy to the card.

87 Mr. Coughlan remarked that ABA should be discussed at the next meeting.

88 Ms. Hinckley noted that they do require a background check for some volunteer positions.

89 Ms. Taylor commented that they should prioritize policies.

90 Mr. Steel asked the committee to vote on policy ABA.

91 Mr. Conklin suggested they scrap Policy ABA.

92 Mr. Steel instructed Ms. Wallace to move Policy ABA to the rejected policies.

93 He added that they will be voting on a Policy Committee Chair and Secretary. He asked if
94 anyone wanted to volunteer, Ms. Taylor and Ms. Kuzsma both volunteered.

95 He then accepted nominations.

96 **Mr. Conklin and Mr. Coughlan nominated Ms. Kuzsma for Policy Committee Chair.**
97 **There were no other nominations and Mr. Steel called for a vote.**

98 **Mr. Steel called a roll call: Hinckley- Yes, Kuzsma- Yes, Landwehrle- Yes, Conklin- Yes,**
99 **Taylor- Yes, Coughlan- Yes, Lawrence- Yes and Steel- Yes**

100 **Mr. Conklin nominated Ms. Taylor as Policy Committee Secretary. Mr. Steel seconded.**
101 **There were no other nominations and Ms. Kuzsma called for a vote.**

102 **Ms. Kuzsma called a roll call: Hinckley- Yes, Kuzsma- Yes, Landwehrle- Yes, Conklin-**
103 **Yes, Taylor- Yes, Coughlan- Yes, Lawrence-Yes, and Steel- Yes**

104 Ms. Kuzsma recapped the meeting for Ms. Lawrence.

105 Ms. Landwehrle suggested that they review how to make the meetings efficient, possibly
106 breaking up into subgroups.

107 Ms. Kuzsma also suggested subgroups, two groups, one person per board.

108 Ms. Landwehrle noted that they do not want to make more meetings.

109 Mr. Conklin also suggested subgroups.

110 Mr. Steel mentioned that they can add their comments to the Trello card.

111 Ms. Taylor suggested an ownership of policies.

112 Ms. Kuzsma inquired how the policies will be assigned.

113 Ms. Landwehrle noted that Ms. Wallace can separate them. She asked why KED/AC/ACA/ ACE
114 was brought together.

115 Mr. Coughlan replied that it was a grievance procedure.

116 Ms. Landwehrle noted that it looks KED was never part of the original document.

117 Mr. Coughlan added that he would need to review that again.

118 Mr. Steel suggested groups of 5.

119 Ms. Landwehrle suggested that they should work independently.

120 Mr. Coughlan asked if they will stay on Zoom.

121 Ms. Kuzsma replied that she prefers Zoom and possibly to meet in person in August.

122 Ms. Taylor commented that she wanted to prioritize the required policies.

123 Ms. Kuzsma gave her support.

124 Ms. Landwehrle suggested that they have tag on the Trello.

125 Mr. Coughlan replied that “P” is Priority, “O” is optional, and “R” is recommended.

126 Ms. Kuzsma noted that they can mark up the “Required” policies.

127 Mr. Steel clarified that on June 30th they will review and approve all of these policies. They can
128 contact the person assigned to the policy or comment in the Trello.

129 Ms. Landwehrle added that you can “watch” a card and get emailed a notification when someone
130 adds a comment.

131 Ms. Wallace noted that she will tag committee members on the card.

132 Ms. Kuzsma noted that they can spend the next two hours working individually.

133 IV. Meeting Adjourned

134 **Mr. Coughlan motioned to adjourn the meeting at 9:47 AM. Ms. Hinckley seconded the**
135 **motion. The vote was unanimous, motion passed.**

136 **Ms. Kuzsma called a Roll Call: Hinckley- Yes, Kuzsma- Yes, Landwehrle- Yes, Conklin-**
137 **Yes, Taylor- Yes, Coughlan- Yes, Lawrence- Yes and Steel- Yes**

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