

MINUTES

SAU 39 POLICY COMMITTEE MEETING

*** THURSDAY , MAY 2, 2019 ***

BRICK SCHOOL, COMMUNITY ROOM

PRESENT:

SCSD Board Member: Steve Coughlan (Minute Taker); **ASD Board Members:** John Glover, Elizabeth Kuzsma; **Superintendent:** Adam Steel; **Assistant Superintendent:** Christine Landwehrle.

ABSENT:

SCSD Board Member: Amy Facey, **MVSD Board Members:** Sarah Lawrence, Jessica Hinckley, **Minute Taker:** Danae Marotta

Superintendent Adam Steel – Call to order at 9:37 AM.

Because 3 members are missing, Supt. Steel suggested deferring election of the Chair and Secretary to the next meeting. Steve Coughlan nominated John Glover as chairman pro tem, unanimously agreed. Steve Coughlan volunteered to act as Secretary pro tem, unanimously agreed.

Christine has been working with Danae to get the website up to date with current policies. They have also identified policies that were reviewed at the SAU and hadn't moved to individual boards for approval, and they are now being placed on board agendas.

GBEC/ADB Drug Free Workplace (incorrectly identified on the agenda as GBCD/ADB) Will be reviewed as if new at next meeting, to encompass NHSBA 2007 updates.

DBF Budget Review was returned from the SAU Board 4/16/19 meeting for review, for being too weakly worded. The second sentence in ¶1 will be struck.

DBJ Transfer of Appropriations was returned from the SAU Board 4/16/19 for review, for being confusing in conjunction with DBI. It will be amended to say transfers between functional areas may be permitted if deemed necessary (omit "to achieve Board Policy Goals") and sent to all boards for approval or amendment as needed.

DBI Budget Implementation will be changed back to the NHSBA model language and sent to all board for approval or amendment as needed.

EHB-R Data Retention was sent back from the SAU Board 4/16/19 for clarification of the rationales for individual retention periods. Christine pointed out the draft sent to the SAU Board inadvertently contained different retention schedules (old version and new version in different formats), and the new draft did include rationales, but not in a clear format that made them apparent. Discussion focused on reformatting the table and supporting notes to clarify what rationales applied to individual item decisions. Notes with "*" and "***" designations will be moved to the end of the table, and individual items will be tagged with "*" or "***" as required to clarify where the notes apply. The columns of the table will be moved to make the important information more clearly linked to the individual items by adjacency, with supporting rationales' last in the row.

KFA Public Conduct on School Property and **KLK Relations with Police Authorities** were tabled from the last meeting. They are already existing, and do not need to be reviewed.

JICH Student Use of Drugs and Alcohol exists in Souhegan only (approved 1996). NHSBA revised it in 2006. ¶4 need amendment. The current policy and model will be referred to Dean of Students at Souhegan for her recommended wording, and for review by the principals at the other schools. The general strategy is to make the policy generic across all districts, and address school-appropriate specifics in the student handbooks. **JLCD Administering Medication to Children** is only known to exist at Souhegan. **JIH Student Searches** does not exist in any district and will be drafted for the next meeting. **JICD Student Discipline and Due Process** exists at Souhegan and Amherst.

Two policies need to be developed for the next meeting: **JIH Student Searches** and **JIHB Student Automobile Searches**.

B and K Policies on the agenda were tabled due to time constraints.

NEXT MEETING:

- **May 15 at 9:15 AM (to 11:15 AM) in the Brick School Community Room.**

NEXT TOPICS:

- **Tabled K Policies from 5/2 Agenda**
- **Tabled B Policies from 5/2 Agenda**
- **Second half of D Policies for SAU Adoption**

MEETING ADJOURNED 11:32 AM