

## MINUTES

### SAU 39 POLICY COMMITTEE MEETING

WEDNESDAY, OCTOBER 2, 2019

BRICK SCHOOL, SUPERINTENDENT'S OFFICE

#### PRESENT:

**SCSD Board Members:** Steve Coughlan (Minute Taker), Amy Facey; **ASD Board Members:** John Glover; **MVSD Board Members:** Jessica Hinckley; **Administrative Assistant:** Abby Wallace

**Chairman John Glover – Call to order at 9:05 AM.**

**CBI, Evaluation of the Superintendent:** Amy Facey related the issues with using the existing Policy CBI for the last evaluation, and the short timeline available to complete the policy-required second evaluation prior to the contractual renewal date for the Superintendent's contract (end of October). The Committee reviewed the Kentucky model for Superintendent Evaluation as a potential simpler and faster tool for evaluation, which is also consistent with the common SAU rubric system of evaluation on a 1-4 scale. The Committee reviewed the timeline and process for evaluation, deciding on renewal, and deciding compensation for the next fiscal year if renewal is approved.

The Committee recommended that

1. The existing policy tool be used for the October evaluation. Board members should be provided with JUST the 2 page evaluation form, with instructions to RATE the Superintendents performance in the 4 target areas in the context of their own individual district board goals agreed with the Superintendent, and then optionally add any written feedback which will be shared verbatim with the SAU Board and Superintendent.
2. The results of the evaluations will be rolled up and shared with the SAU board in non-public session at the October 22 SAU Board meeting, when a renewal decision will be made.
3. The results of the evaluation will be shared with the Superintendent privately before being made public.
4. The results of the evaluation will be summarized at the next SAU board meeting after October 22.
5. The SAU Board Chair will provide Superintendent compensation comparable data to the SAU Board at the October 22 meeting (after consultation with the SAU Business Administrator and HR Director), o the board can budget an appropriate pool of funds for increases across the SAU for all employees, including the Superintendent.
6. Goal setting for the next review cycle should begin immediately, but not be formally adopted until after the March election, so that new SAU Board members could add their input. The adopted goals should be SAU-wide and generally higher level, medium-to-long term in scope.
7. CBI should be revisited after the review process, and before new goals are adopted, to explicitly address performance against both Standards and Goals.

Next Meeting is scheduled for **November 6, 2019, 1-3PM**, at the **Brick School**.

**MEETING ADJOURNED 10:38 AM.**

<i>Action Items</i>	
<b>Policy or Topic</b>	<b>Action</b>
<b>ALL</b>	Capitalize Board and District for consistency when editing policies. Use Unified header for all edited policies.
CBI (Supt Eval)	<del>{5/15/2019} Amy will forward a recommended policy to the Committee for discussion at the next meeting</del> {8/14/2019} Take up at next meeting with Amy F. present. (10/2/19) Revise CBI to separate and explicitly discuss performance against standards for a Superintendent AND performance against explicit goals. Steve C. to provide a recommended timeline for the current evaluation/goalsetting process for the Oct 22 Board Meeting.
JIH (Student Search)	{5/15/2019} NHSBA Model to be discussed at next meeting
JHVB (Student Vehicle Search)	{5/15/2019} NHSBA Model to be discussed at next meeting
JICD (Student Discipline and Due Process)	{5/15/2019} 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)	{5/15/2019} 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)	{5/15/2019} To be reviewed for consistency with other J Discipline policies for consistency at next meeting
JICG (Tobacco)	{5/15/2019} To be reviewed for consistency with other J Discipline policies for consistency at next meeting
JICI (Weapons on School Property)	{5/15/2019} To be reviewed for consistency with other J Discipline policies for consistency at next meeting
GBEC/ADB (Drug Free Workplace)	{5/15/2019} Review with NHSBA Model for at next meeting
KE/KEB (Public Complaints)	{5/15/2019} 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)	{5/15/2019} Steve and Christine to meet and make recommendations to consolidate and harmonize KEC, IJ, IJL, IIAA, IJL.
KED (Facilities or Services Grievances)	{5/15/2019} 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)	{5/15/2019} 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)	{5/15/2019} Model to be reviewed at next meeting, needs adoption by 4 boards.

<b>Action Items</b>	
BBAB (Role & Duties of Board Chairperson)	{6/27/2019} Christine to edit and draft to be reviewed at 7/29/19 Policy Committee.
BBBH-R (SAU Board)	{6/27/2019} Christine to edit; place on next SAU Board agenda.
BDC (Elected/Appointed Officials)	{6/27/2019} Christine to edit; place on next SAU Board agendas for review, then to individual boards.
BDD (Board-Superintendent Relationship)	{6/27/2019} 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)	{6/27/2019} Christine to edit; review at 7/29/19 Policy Committee.
BEDG (Board Minutes)	{7/29/2019} Send to SAU for SAU and all boards. Abby to edit.
BGA (Policy Development)	{7/29/2019} 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)	{7/29/2019} 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)	{7/29/2019} Defer consideration until Amy F. is present.
DKC (Expense Reimbursement)	{7/29/2019} Add SAU Board Chair approves Superintendent Expenses. Send to SAU for SAU and all boards.
EEAA (Video and Audio Surveillance)	{7/29/2019} 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)	{7/29/2019} Use Model, eliminate Syringe Exchange references. Send to SAU and all Boards.
JICD (Student Conduct, Discipline, and Due Process)	{7/29/2019} 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)	{7/29/2019} Use NHSBA Model as Philosophical statement regarding conduct and discipline, send to SAU for 3 school boards. {8/14/2019} Amend preamble to include Souhegan Six as fundamental expectation for student behavior (see minutes body for suggested phrasing). Review final draft in Policy Committee before sending to SAU for 3 boards.
Jl (Student Rights and Responsibilities)	{7/29/2019} Use NHSBA Model, add rules of conduct and disciplinary consequences for misbehavior. Send to SAU for 3 school boards. {8/14/2019}

<b>Action Items</b>	
JICDD (Student Discipline/Out of School Actions)	{7/29/2019} Review for next meeting. {8/14/2019} Insert new bullet #5 (Cyberbullying) and renumber #5 to #6. Remove model section covering Cyberbullying. Send to SAU for 3 boards.
JICK (Pupil Safety and Violence Prevention)	{7/29/2019} Review for next meeting. {8/14/2019} Use model, but retain preamble paragraph from existing JICK. Send to SAU for 3 boards.
JIH (Student Searches and Their Property)	{7/29/2019} 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.
JHBA (Searches of Student Automobiles)	{7/29/2019} Use NHSBA Model. Delete 2 <sup>nd</sup> paragraph. Send to SAU for 3 school boards.
JICG (Tobacco)	{7/29/2019} Add to history: Reviewed By Policy Committee, July 29, 2019
JICI (Weapons on School Property)	{7/29/2019} Send ASD version to SAU for SCSD and MVSD adoption.
JICH (Drugs and Alcohol)	{7/29/2019} Use NHSBA Model with edits made in TRELLO board. Send to SAU for 3 school boards.
BDB/BBAB (Roles and Duties of Board Chairperson and Board Officers)	{8/14/2019} Send to SAU for First Reading. Applies to SAU and 3 boards.
BEB (Emergency Board Meetings)	{8/14/2019} Send to SAU for First Reading for SAU. Already approved in 3 districts.
BEDA (Public Notification of School Board Meetings)	{8/14/2019} Replace existing version of BEDA with the NHSBA model for all districts and the SAU, eliminating references to newspapers and radio. Include reference to BEB Emergency Meetings. Adopt in all districts and SAU.
BEDB (Agenda Preparation Dissemination)	{8/14/2019} Adopt NHSBA Model with edits to remove 14 days in advance and change order of agenda items with consent of the board, not majority vote. Adopt in all districts and SAU.
IKA (Grading and Reporting Policy)	{8/14/2019} New draft based on 8/14/19 committee review and comments to be prepared by Christine L. ???
EEAE, School Bus Safety Program	{8/14/2019} Needs to be adopted in ASD.