

APPROVED MINUTES

SAU 39 POLICY COMMITTEE MEETING

TUESDAY, FEBRUARY 8, 2022

SOUHEGAN HIGH SCHOOL LEARNING COMMONS

PRESENT: SCSD Board Members: Steve Coughlan (Minute Taker), John Glover; **ASD Board Members:** Beth Kuzsma (Chair), Josh Conklin; **MVSD Board Members:** Sarah Lawrence, Jessica Hinckley; **Assistant Superintendent:** Christine Landwehrle.

Chair Beth Kuzsma – Call to order at 5:47 PM.

Policy Season Discussion: The committee discussed how to level the workload over the next few years based on the current planned rotation of major policy groups. Currently, the “D” (Finance) policies are scheduled to be reviewed next. John proposed that since we have recently (in the last 3 years) done a complete review of the D policies, we instead swap them in the schedule with the “G” (Personnel) policies, since they haven’t been done yet, and are part of the group (C, E, F, and G) scheduled for FY26. The committee discussed alternative scheduling options, and decided to amend the rotation as follows, in order to better level the workload based on the number of policies in each group.

Fiscal Year	NEW Major Group Scheduled	PRIOR Major Group
FY 23	G	D
FY 24	E, I	I
FY 25	J	J
FY 26	C, D, F	C, E, F, G
FY 27	Begin 7 year rotation again	Being 7 year rotation again

Sarah made a motion to adopt the new rotation schedule, Jessica seconded, and the motion passed unanimously.

Beth will notify SAU Chair O’Keefe of the amended schedule so Board Members can review the new focus (G) policies for comments and recommendations. Beth and Christine will notify key staff to review policies on the schedule in their areas of expertise. Beth will work with Abby Wallace to populate the Trello Board with the G policies to be assigned to committee members and reviewed.

Next Meeting: Calendars were compared, and the committee scheduled its next meeting for Wednesday, 2/16/22, at 8:45 AM until 10 AM at the Brick School. Committee members are to review their currently assigned policies and bring recommendations to the meeting for quick action or more detailed attention.

Meeting adjourned by Chair Kuzsma at 6:15 PM.