

DRAFT MINUTES

SAU 39 POLICY COMMITTEE MEETING

TUESDAY, NOVEMBER 30, 2021

BRICK SCHOOL COMMUNITY ROOM

**PRESENT: SCSB Board Members:** Steve Coughlan (Minute Taker), John Glover; **ASD Board Members:** Beth Kuzsma (Chair); **MVSD Board Members:** Sarah Lawrence; **Administrative Assistant** Abby Wallace; **Assistant Superintendent:** Christine Landwehrle (Zoom).

**Chair Beth Kuzsma – Call to order at 3:10 PM.**

**Approval of Minutes:** John G. moved to approve the 10/6/21 minutes, Sarah L. seconded, unanimous.

**Policy GBEBB, Employee Use of Social Media:** John G. gave an update on the status of two related policies, this one and GBEBB, Staff-Student Interaction (going through PPC and SCSB first, then coming to the policy committee). John advised both were being reviewed by SCSB counsel, and no response has yet been received back from counsel. Beth stated that the committee will keep GBEBB on the “to do” list to be addressed until there is some conclusion at the Souhegan Board.

**Policy BDD, Board-Superintendent Relationship:** There had been a comment on this from Laura before the October meeting which got overlooked, so it’s back to be addressed now. *How does BDD incorporate the Ed Rule 302.01 (c): "Ed 302 - DUTIES OF SCHOOL SUPERINTENDENTS Ed Rule 302.01(c) The administrative and leadership services shall be defined and directed by the governing body employing the superintendent."* Steve C. had responded in the Trello card for this policy: *In SAU 39, the BOARDS' (aka "Governing Bodies") policies are a complex tapestry defining "the administrative and leadership services" that direct the Superintendent. Every Policy (outside the A and B Group) typically is in the form "The Board want X, and the Superintendent or one of his administrative arms is directed to make it happen either 'Y way defined in the policy', or 'any way they deem appropriate.'"* The committee agreed that BDD as written is consistent with the rule.

John G. asked if the policy is required. It is not required, just recommended. John G. then pointed out that the requirement to meet with the Superintendent was not always followed. Sarah L. also pointed out that the style needs to be updated to the current SAU standard. Historical versions were consulted, and the current list of responsibilities goes back to at least 1992. Committee discussion led to amending that section to allow for meetings with the Superintendent’s designee, and to allow for meetings without the Superintendent in limited situation where appropriate. The committee discussed circumstances in recent memory where the Superintendent (or designee) was not present for parts of meetings. There were all meetings where the Superintendent was present for part of the meeting, and then left when the Board and Superintendent agreed that their presence was no longer necessary or desirable. Ed Rule 303.01 (f) is the requirement, and it places the responsibility on the board to require the attendance of the Superintendent. Steve C. agreed to draft specific language to capture the sense of the committee, allowing designees, making the language gender neutral, and allowing for meetings without the Superintendent under certain rare circumstances, and allow for comments from the committee in the Trello Board. Also, the phrasing of the review complaints section at a “regular” meeting was confusing. The Committee preferred “at a Board meeting” instead. Steve C. will add that

to the amended language. Steve C. moved to approve BDD as amended, Sarah L. seconded. Steve will create and circulate the amended language in time to make the deadline for the next SAU packet.

**Policy GBK, Staff Concerns, Complaints, and Grievances:** This is an SAU and SCSD policy only. The concern was that this policy doesn't cover all possible reportable incidents, and there was a feeling that some "see also" references for other kinds of reports would be helpful. Laura T. had suggested using the language she had been given by the NHSBA attorney for her draft policy, which Steve C. agreed seemed to cover the concern, so he proposed that in the current draft. While editing, he also noticed that the cut & paste of the existing Souhegan process language gave SAU employees more rights than they currently had, so he added a caveat only allow board level appeals when enabled by another policy or law. John G. asked to add AC and ACAC reports to the examples, and there was general agreement that those additions made sense. Motion to approve as amended by Steve C. and then adding the AC/ACAC examples; made by Steve C., seconded by John G., unanimous.

**Emergency Policy on Personal Protective Measures:** John G. proposed updating the existing Emergency policy because it references many out-of-date references to enabling Executive Orders and possible mitigations. John rewrote the language to simplify to the current circumstances and practices, without changing the current status from what the Boards have agreed to. He has run it by Stephanie G. and Adam S. as well, and they are comfortable with the draft under discussion. Beth noted that the original policy came from the SAU attorney, and suggested that anything we propose also be reviewed. John agreed. John reviewed the important principles he was emphasizing, including the Board's duty to protect the health of the system, while relying on guidance from recognized health authorities because Board members are not health professionals. He also reiterated the guidance the Boards gave to the Superintendent, and the options and limitations imposed on us, so that his basis for action was still obvious. He also generalized the policy, including grounds for excluding a student, from "masks, and not wearing a cloth mask when required" to "general mitigation strategies, and not complying with the school safety plan". John summarized that his main goals was to summarize the Board findings, references to law, and establish the basic intent to follow health guidance. Beth thought that it looked like a lot of findings, but couldn't find any that she would remove.

Sarah L. asked if we had looked at Model EBCF, Pandemic/Epidemic Emergencies. The Model was added to the Trello board for reference. Sarah suggested sending to the attorney was well. Beth K. placed on the list for the FY23 Policy season. Steve C. noted that it was influenza-specific, and optional. John G. noted that it also explicitly called out that Board members were not Public Health professionals.

Motion to send the draft Emergency Policy update to the attorney for review made by John G., seconded by Steve C., unanimous.

**Policy Season Discussion:** Steve C. had brought it up at the SAU meeting that the current "season" approach was not working, and noted that we were still meeting after Thanksgiving as part of the "Spring" 2021 season. Beth K. proposed a "mini season" to handle Fall NHSBA update, while retaining the Summer season that handles the Spring NHSBA updates and major category reviews in time to get them done in the September SAU meeting. Sarah L. agreed that the level of work was unsustainable for her next year if we try to do it all in one summer season. Discussion covered how to spread the load while still getting it done in a timely fashion. Christine advocated for "chunking" groups of policies together to make it possible for administrators to contribute and be aware of changes in a manageable way.

Beth K. will write a memo to the SAU Board chair summarizing the committee's desire to change the process slightly, including two distinct seasons to handle NHSBA Spring/Fall Updates, retaining regular cyclic reviews of major letter groupings of policies, accommodating adequate time for administrators to provide input. Everybody agreed that assigning policies to individual committee members for initial review was helpful, allowing for a lot of thought and analysis to happen without committee meetings, in preparation for the committee discussions to be efficient. Seasons need to balance the busy times for administrators (spring to graduations) and board members (budget, October-January).

A brief discussion about Trello and how to make the content accessible to the public for reading without allowing the ability to edit/change/delete content, and also protecting confidential information, such as the NHSBA Model Policies username & password.

**Motion to adjourn the meeting** made by Sarah L., seconded by John G., passed unanimously. **Meeting adjourned by Chair Kuzsma at 5:25 PM.**