

DRAFT MINUTES

SAU 39 POLICY COMMITTEE MEETING

THURSDAY, AUGUST 11, 2022

BRICK SCHOOL COMMUNITY ROOM

PRESENT: SCSD Board Members: Anna Goulet-Zimmerman; **ASD Board Members:** Victoria Parisi, Josh Conklin; **MVSD Board Members:** Sarah Lawrence (Chair), Jessica Hinckley; **Superintendent:** Steve Chamberlin; **Administrative Assistant:** Abby Wallace; **Public:** Steve Coughlan (Minute-taker).

Chair Sarah Lawrence – Call to order at 8:06 AM.

Policy BEC, Non-Public Sessions and BEDG, Meeting Minutes: Adopted in 2021, and NHSBA then made some changes, moving the non-public minutes language from BEC to BEDG. Beth K. had worked on this policy, and recommended adopting the NHSBA changes, with the normal style edits. Sarah L. finished the editing Beth K. had started. Sarah L. moved to recommend BEC and BEDH as amended to all boards, Jessica H. seconded, unanimous.

Policy BEDH, Public Participation at School Board Meetings: The law changed to require at least 30 minutes of public comment. Discussion about how to present that on the agenda so that timing is clear for members of the public who want to watch a specific portion of a meeting. The law requires compliance by September 6, 2022, but practice can change immediately, and the policy language can follow our slower process. General agreement that scheduling 15 minutes each at the start and end of the meeting helps manage timing expectations for the public. Recommendation to add “Times are approximate” to agendas. Beth K. had worked on adding a section about accepting comments from virtual attendees, and recommended some language. Long discussion about how to integrate live and virtual attendees with current technology, which is not really feasible in seamless manner. Beth’s language does make it clear that technology isn’t guaranteed to work for remote attendees. Anna G-Z. noted that many people do not know how to change their screen names. Sarah L. noted that there is always an option for the public to present written comments in advance. She also suggested removing the proposed provision that people sign up in advance to speak. There was a new update from the NHSBA yesterday that addresses this topic. Sarah L. will bring a new draft to the next meeting based on the discussion. She stated that the policy should not get ahead of the technical capabilities of the SAU. There were multiple views about the importance of remote public comment. Steve Ch. will consult with Brian Miller to see what’s technically feasible, and with Sarah L.’s edits the proposed policy should be completed and recommended at the next meeting, with the intention to have it for the first reading at the SAU meeting on 8/25.

Policy BGAA, Policy Development, Adoption, and Review: Steve Co. added the new paragraph A to describe the formation of the committee, as discussed at a prior meeting, and also added provisions to fill vacancies. Sarah L. moved to recommend the amended policy, Jessica H. seconded, unanimous.

Policy DAF, Administration of Federal Grants: Previously recommended on 7/28, no further action required by the committee.

Policy EBCA, Emergency Plans: Jessica H. noted it’s just the law, and a separate policy isn’t really required. Steve Ch. concurred, because the NH DoE is very attentive to submitting plans to them every

year, and he knows they get done every year. Mont Vernon has EBCA, the other districts don't, Jessica H. moved to rescind it in MV, Sarah L. seconded, unanimous.

Policy EBCG, Communicable and Infectious Diseases: Deanna C. and Kim D. are working on edits, and the nurses want this policy, but they haven't given their edits to Jessica H. yet. She expects to have the nurses' edits for the next meeting.

Policy EEA, Student Transportation Services: Josh C. and Anna G-Z. edited the current version to reference the appropriate RSA's and make compliance the policy, and clarifying that the trigger for board approval of bus suspension is 20 consecutive days, not 20 days total. Discussion about CTE transportation, whether it's required, how it's funded. All CTE transportation was cut a few years ago due to affordability. Steve Ch. is adding limited transportation (Nashua South and North) which will provide access to roughly 30 programs. DOE is authorized to reimburse CTE transportation. Reference to CTE transportation is in the model, and the RSA compliance statement covers that need. Josh C. will make final edits for the next meeting, including checking for JICC conflicts.

Policy EEAB, Establishment of School Bus Routes: Doesn't exist in any district, and Amy F. proposes language based on the model, based on bussing concerns last year and the year before. Steve Ch. recommends not having a policy, since it's only recommended, not required. The proposed policy seems to be very procedural. Steve Ch. will check with Amy F. Anna G-Z. suggests being cautious so as not to create unforeseen problems. Steve Ch. noted that there is no plan for the Superintendent to approve the schedules; it's being handled at the BA/Assistant Superintendent level. Steve Co. asked that the administrators speak with one voice on this. The committee in general doesn't feel this is necessary, but will wait to hear from Steve Ch./Amy F. at the next meeting.

Policy EEAEA, Mandatory Drug and Alcohol Testing – School Bus Drivers and Contracted Carriers: Sarah L. noted that the model is just an update in the law from our 2007 policy, and we just need to change the language in section 1 to add Contracted carriers, and minor changes in section 5 to reflect Federal law. **Policy EEAEA-R, Procedure for Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers** isn't in any district, and cover the processes to be followed. Steve Ch. noted that Souhegan purchased two vans to cover for the current bus/driver shortage statewide. Josh C. suggested that we create one policy that covers the desired outcomes. EEAEA is required by law, and reflects RSAs. Administration has started working on procedures for the new "fleet" of 12-passenger vans, but hasn't finished the work yet. Steve Co. suggested amending the current (works for the district) version of EEAEA with the NHSBA model changes, rather than wholesale adopting the new model, to minimize disruption. Anna G-Z. agreed to that process, and Steve Co. agreed to draft the suggested amendment.

Policy EEAG, Use of Private Vehicles to Transport Students: This policy doesn't exist in any district but is covered in Student Handbooks. Anna G-Z. noted that the model policy has unrealistic insurance requirements (\$500,000 Combined Single Limit and naming the District as Co-insured on the policy). Steve Ch. noted that is a huge issue across NH because of the bus driver shortage. He is talking to Primex, and their advice is to have policy with \$300/500,000 limits and background checks for parent drivers. The schools are starting to collect insurance and background check information now so the pool of eligible drivers will be known in advance. Steve Ch. said the most important thing for him is that a parent says "It's OK for my child to drive with that driver."; that covers the vast majority of issues. Anna G-Z suggest that parents fill out a form at the beginning of a season giving permission for their child to

ride with any other team member (or other specific levels of permission), and that they could make day-of modifications with a note if necessary. Victoria P. Thought this was very workable. Steve Ch. said that the language should be parental authorization with “recommended” \$300/\$500,000 insurance is the best language in his mind. Sarah L. noted that the driver’s parents should also be required, since it’s their insurance on the line. Sarah L. made live edits to the language, and Anna G-Z. will review it for next time. She suggested that the policy include a strong preference for parents driving and not students.

Policy GBEAB, Mandatory Codes of Conduct Reporting – All Employees: Josh C. made style edits to the model, and recommends the simpler option of the choices in the model – encouraging but not requiring a written follow-up report if the initial report of a violation is oral. He noted that this is recommended, not required. Sarah L. asked if this is covered in employee training for all employees, and Steve Ch. stated that it is well covered. Adopting this policy would make all employees, not just certified employees, mandatory reporters of violations. The new employee training doesn’t cover all employees (student-facing such as teachers and paras, but not support staff like administrative assistants and facilities). Anna G-Z expressed concern that that this covers a broad swath, including independent contractors. Some discussion covered how it amend the language to make it non-binding on contactors who are transient in the schools. Anna G-Z suggested removing consultants/independent contractors to match the language in GBEB, effectively saying that this policy only applies to individuals that GBEB applies to. Anna G-Z. also noted that the formatting of the SAU version GBEB on the website is different from the formatting of the district versions. After further discussion, Anna G-Z. recommended not adopting this policy, and Steve Co. noted that the Code of Conduct policy in GBEB already mandates reporting, so this is redundant. Josh C. moved to not adopt GBEAB, Sarah L. seconded, unanimous.

Policy JICC, Student Conduct on School Busses: Josh C. made style edits and correct references to local naming conventions, as well as clarifying that bus suspensions of more than 20 consecutive days go to the board. Steve Ch. asked if the board wanted to automatically hear bus issues, and the committee agreed that the language could leave it to the Superintendent, with a right of appeal if the parent chose. Steve Co. noted that the RSA required board involvement for 20+ day bus suspensions. References to School Bus Conduct rules in the model will be changed to Student Handbook. Anna G-z recommended removing two sentences directing the Superintendent to publish the appeal procedure in the Student Handbook and extending transportation suspensions to all District transportation, to general agreement. Josh C. will make the recommended edits for a future meeting.

Policy JICD, Student Discipline and Due Process: Waiting for some edits Steve Ch. wants to make.

Policy JH, Attendance, Absenteeism, and Truancy: Victoria P. made edits based on previous discussions adding excused absences for mental or behavioral health. She also noted that existing language regarding the process for adopting the Truancy Policy were unnecessary, and recommended striking it, as well proposing that notices be communicated annually, not mailed. There was some confusion about what version of this policy is on the agenda for the SCSB this evening vs. the version being discussed in the committee. Both Steve Ch. and Abby W. expressed that there had been confusion about process. Anna G-Z suggested amending the referral language to cover both mental and behavioral health absences and Victoria P. agreed. She suggested bringing the amended Victoria P. version to the SCSB meeting for discussion that night. There was an assumption that the Souhegan Board wanted to adopt this before school started, which isn’t possible if the normal Committee->SAU Board->Individual Boards

process is followed, and that the version agreed at the committee in this meeting was the best version for the Souhegan Board to adopt in advance of the rest of boards following the normal process. The committee agreed the version in the Souhegan packet should be pulled from the consent agenda and this version should be discussed instead.

Sarah L. reviewed the contents of the Trello agenda and asked all to check and make sure the remaining to-do list of policies is accurate. She asked that Anna G-Z. review IK, IKF, and IMBC. She noted that the committee has reviewed the important G policies of general SAU interest, and the remaining ones on the list are primarily for Souhegan-specific review.

Next Meeting is Tuesday, 8/23/22, at 8AM.

Motion to Adjourn made by Josh C., seconded by Jessica H., unanimous. **Chair Sarah L.** declared the meeting adjourned at **10:32 AM.**