

# Policy Committee Agenda: 2/5/2020, 4:45 – 5:15pm, Rm 102 SRHS

## 1. Call to Order; Approval of Agenda

**2. Draft minutes 1/8/20 meeting:** Called to order 5:30 PM. In attendance Board members Pam Brown (Chair), Larry Heath, Pete Broderick and Superintendent Ambrose. Minutes of 12/4/19 meeting approved without changes. Revised policies GDB, IHBA and JFABD, and new policy JFABE were agreed ready for 2nd Read at the next Board meeting. Committee members indicated policy GDB, including sections 11 and 14, merit additional discussion at a spring 2020 policy meeting. JLF and GBEAB were tabled (no 2<sup>nd</sup> Read) while revisions are completed. No public comments. Adjourned at 5:46 pm.

## 3. Old Business

JLF: REPORTING CHILD ABUSE OR NEGLECT (Revised) and GBEAB: MANDATORY CODE OF CONDUCT REPORTING – ALL EMPLOYEES (New) – Update. Brown's notes are shown at end of the agenda.

## 4. New Business

IHBA: EVALUATION REQUIREMENTS FOR CHILDREN WITH SPECIFIC LEARNING DISABILITIES

BDE: BOARD COMMITTEES

**GCQA: REDUCTION IN PROFESSIONAL STAFF WORK FORCE [ ←Tom says we might want to repeal this, since it is already covered by our Professional Staff's Contract.]**

Section K policies.

## 5. Public comment

## 6. Adjourn

**Next Policy Meeting: March 4, 2020 @ 4:45 pm in room 102, High School.**

Student Services Director Jodi Gutterman suggests we strike “Appendix IHBA-A-R” from Legal References. It has not been part of our Policy Manual, and NHSBA says it is not a policy – it is an administrative form which is continuously updated and used internally by Student Services offices as Federal and State regulations change. *“NHSBA, September 2016:* School Districts are required to provide and guarantee special procedural safeguards with respect to special education matters. However, those procedures are established via federal and state law. They are not matters of local board policy or local administrative regulations.”

To amend with 1<sup>st</sup> & 2<sup>nd</sup> Read at our Feb 5, 2020 Board meeting:

**IHBAA: EVALUATION REQUIREMENTS FOR CHILDREN WITH SPECIFIC LEARNING DISABILITIES**

The District will ensure that all evaluation requirements for children with learning disabilities are evaluated consistent with applicable state and federal laws and regulations. All staff, students, parents and other interested persons are directed to the New Hampshire Department of Education Special Education Policies and Procedures Manual.

Related: See also IHBA

*Legal References:*

*NH Code of Administrative Rules, Section Ed 1107.02(b), Evaluation Requirements for Children With Specific Learning Disabilities*  
~~**Appendix IHBA-A-R**~~

History:

New Policy: January 8, 2014

Revised: January 22, 2020

Revised: \_\_ \_\_, 2020

## **BDE: BOARD COMMITTEES – Current Sanborn policy**

### Statement of Purpose

This policy details the manner in which school board committees are appointed and how sub-committees of the school board will support school board goals.

### Statement of Policy

There shall be six standing committees: Personnel, Finance, Facilities, Policy, Public Relations and Excellence in Student Achievement (EISA). One representative from the Board will be assigned to Budget and Seacoast School of Technology. Other committees may be formed at the discretion of the Chairperson of the School Board.

The Chairperson of the School Board shall make assignments to committees at his/her discretion within one month of his/her election. Committee assignments shall commence immediately and shall meet within one month of appointment. Prior to March of each year, committee chairs will produce a written status report and forward a copy of this report to the Superintendent of Schools.

The subsequent Chairs shall review the status report with the sub-committee members to ascertain new goals. The yearly goals shall be brought forward to the board and each subcommittee will produce a set of yearly goals for the committee's work which are aligned to the School Board's annual goals.

Related Policies: BBAA, BDA, BEDG

Original Effective: June 17, 1981

Revised: December 17, 1986

Revised: March 1, 1989

Reaffirmed: September 2, 1992

Revised: April 17, 1996

Revised: February 6, 2002

Revised: April 19, 2006

Revised: September 6, 2006

Reaffirmed: May 2011

Revised: May 4, 2016

Revised: October 19, 2016

## **BDE: COMMITTEES AND DELEGATES – NHSBA sample policy**

### *Category R*

The Board may have the following standing committees as deemed necessary:

1. Building and Maintenance
2. Extracurricular
3. Policy
4. Finance/Audit
5. Transportation
6. Negotiations

Standing and special committees and delegations shall be appointed by the Chairperson of the Board and approved by vote of a majority of the Board. Committees will meet as needed on problems pertaining to said committee and will make recommendations for action by the full Board.

Reviewed: February 2004

Revised: July, 1998

## GCQA: REDUCTION IN PROFESSIONAL STAFF WORK FORCE

[Tom says we might want to repeal this, since it is already covered by our Professional Staff Contract.]

### Statement of Purpose

When the Sanborn Regional School Board finds it necessary to reduce the number of certified full time and/or part time positions for reasons of declining enrollments, budget reduction, change in or consolidation of board-authorized programs, reorganization or for any other reason determined necessary or desirable by the school board, the following reduction in force policy will be implemented.

### Statement of Policy

Reductions in the professional staff work force will be conducted as follows:

#### ***A. Notice***

1. As soon as a reduction in force is seriously contemplated, the Superintendent of Schools will notify the President of the SREA and all of the teachers in the specific classifications in which it contemplates a position will be eliminated.

For purposes of this policy, classifications are defined as follows:

Kindergarten through fifth grade (with appropriate certification)

Sixth through eighth grade (Middle School)

Ninth through twelfth grade (High School)

In the middle and high schools, classifications will be defined by major teaching subject areas: English, Social Studies, Math, Science, World Language, Business Education, Family and Consumer Science and Industrial Arts/Technology Education.

In all four schools, Special Education, Guidance, and the Unified Arts subjects including Music, Art, Library, Physical Education, Enrichment, etc. will be treated as a group, grades K-12, as long as the appropriate certification is held by the transferring teacher.

2. The school board will accept any written presentation regarding the reduction in force from the teachers' union, individual teachers, or the public.
3. The decision to implement the reduction in force shall be made at the sole discretion of the school board.

#### ***B. Procedure for Determining Reduction in Force***

1. The school board will make every reasonable effort to minimize the effects in reduction in force on the current staff by absorbing as many positions as possible through attrition (retirement, resignations, and refusal to contract).
2. If further reductions in staff are necessary, the school board should retain those teachers who, will be the best teachers for the school system and the students it serves.

3. Teachers whose positions have been identified to be eliminated shall have the right to be offered a contract for the following school year for a position for which the teacher is certified, provided that a position becomes vacant and available prior to the commencement of the next school year. There will be no obligation on the part of the school board to offer a position to a teacher who has been identified as a teacher to be "laid off" if there is no known vacancy for the following school year for which the teacher is certified.
4. In identifying which teachers to release, the school board shall consider the following factors: certification, academic preparation, professional growth, job performance, experience in certified area and/or job classification, ability, and over-all effectiveness. All of the factors being equal, then seniority will be considered in making the final determination. Seniority is defined as the total number of years continuously employed in this school district.
5. There will be no recall rights for terminated employees. However, the school administration shall consider the applications of terminated employees for such positions which may become available in subsequent years, provided that said terminated employees submit a seasonable and timely application at the time the position becomes vacant. A previously employed teacher who returns to a teaching position within a three-year period shall resume employment by the school district at no less than the step occupied when the teaching position previously held was terminated.
6. Any transfer, assignments, or re-assignments resulting from or involved with a reduction in staff will be made at the sole discretion of the Superintendent of Schools. In the event of a change of assignment or transfer as a result of the reduction in force, the teacher involved shall be notified of such change.
7. This reduction in force procedure is the only procedure that may be used in a reduction in force. No other personnel action, other than a reduction in force, may be considered under this policy.

Effective: September 16, 1981

Revised: October 21, 1998

Revised: June 1, 2011

My notes for 2/5/2020 Policy mtg.

### 3. Old Business

JLF: REPORTING CHILD ABUSE OR NEGLECT (Revised) and GBEAB: MANDATORY CODE OF CONDUCT REPORTING – ALL EMPLOYEES (New) – Update

*My Email to Bob Dawson, Tom:*

Jodi would like policy JLF updated, and Tom would like new policy GBEAB approved.

The problem is - we can't proceed with these, because each of these policies has several "related polices" which are lacking in our manual, or, need simultaneous updating.

Here are the "related policies" that need attention.

For **JLF - REPORTING CHILD ABUSE OR NEGLECT:**

**JICK** (Bullying policy, which then links to **JBAA / GBAA** - Sexual Harassment)

**JICD**

IHBA

**IJOC** (which links to **GBCD, GBCD-R, ABA, IJOC-R**)

For **GBEAB - MANDATORY CODE OF CONDUCT REPORTING – ALL EMPLOYEES:**

**JICK** (again)

**JLF** (shown above)

GBEA (we lack this – ref'ed in new policy GBEAB)

GBEB (we lack this – ref'ed in new policy GBEAB)

**BOLDED** ones above are REQUIRED (priority). Non-bolded are recommended by NHSBA - and "referenced" in their drafts. Let me know how you'd like to proceed with these clusters. - Pam

*Email from Bob Dawson:*

Pam and Tom:

A (not-so-short) follow up:

GBEA, GBEB, GBEAB (3 policies, all new): The Codes of Conduct and Ethics. I have altered the NHSBA suggested policies a bit so they make more sense, and to trim them back a bit from what NHSBA suggests. As I think I mentioned earlier, I feel their policies are too prescriptive and go beyond what the State Board of Ed prescribed in some worrisome ways.

JLDBB (new): Suicide Prevention and Response. Heidi Leavitt and I worked on that today. We cleaned up some of the NHSBA language, and added a section on response / postvention (intervention after the fact). This was curiously missing. Heidi also suggested codifying some of their responses to make it crystal clear how we respond, so we created JLDBB-R, which describes those steps.

JLCFA (new): Feminine Hygiene Products. I simplified the NHSBA draft, and suggested a slightly lower age group (grades 6-12, not 9-12) partly since due to the co-habitation those grades will do, and as I believe those ages are more in line with girls' needs for those products.

JBAA-A (revised): Sexual Harassment contact list (not the real name). Updated only the mailing / street address for the SAU-based personnel listed in that one.

JLF (revised): Reporting Child Abuse or Neglect. As Jodi apparently suggested, I pretty much toss our current policy (< 1 year old) and replace with the new NHSBA language.

JICK (revised): Bullying (it has a fancier name). I'll be re-formatting this for the third time and trying to get comments from Will at NHSBA, or just going with what I think works. To be honest, the current policy works on the day-to-day level.

I'm going to push these out to the admin team in a bit for their comments. After we make some revisions based on that, I'll send along our final proposed policy changes / adoptions.

- Bob