

**SANBORN REGIONAL SCHOOL BOARD**  
**POLICY COMMITTEE MEETING MINUTES**

**October 3, 2018**

1. Meeting called to order
2. **2. Approve Draft minutes of 9/5/18 and 9/19/18 meetings**

**9/5/18 Draft:** Meeting called to order in the Superintendent's office at 4:58PM. In attendance, Board members Larry Heath, Pam Brown, Tammy Mahoney, Director of Counseling Heidi Leavitt and Superintendent Ambrose. Minutes of 8/22/18 meeting approved. Policy CCA, SRSD Organizational Chart, was discussed. Suggestion to move placement of "Moderator" box, other revisions were discussed. Superintendent will provide revised Chart for next meeting. Policies JCA and JCLJ were reviewed. Policies IHBAA, IKFA, ILBAA, IMBC, CBI-R, tabled until administrators finished a review. Brown presented a document, "Policy Revision and Development Guidelines" for discussion. Committee members and Superintendent reviewed and supported the internal document. Adjourned 5:55 PM.

**9/19/18 Draft:** Meeting called to order at 5:00PM. In attendance, Board members Larry Heath, Pam Brown, Tammy Mahoney and Superintendent Ambrose. Policy GCOC was amended (replace "Director of Curriculum, K-8" with "Director of Academics, Professional Learning and Student Affairs") for Board approval. Policy CBI was revised to focus exclusively on the Superintendent Evaluation and its alignment to Board Goals. A revised draft of CBI began with the NHSBA's sample CBI language and was reviewed and modified to add bullet point 11, "Communications and Community Relations" to the list of potential "areas" for assessment. Policy CBI-R was then revised to focus on the process for the Superintendent Evaluation. Committee began with NHSBA's sample CBI-R language and added some modifications. Four old Evaluation forms, CBI-R-E, and CBI-E-1, -2, and -3 were then discussed. Committee agreed that all the old forms were obsolete and should be recommended for repeal. Committee agreed to recommend to the Board that the district follow NHSBA's practice of attaching a "Sample" Superintendent Evaluation Form to policy CBI-R without any policy codes being specified for the annual Evaluation Form(s) used. Adjourned 5:55 PM.

3. Old Business

3.1 CCA

3.2 IHBAA, IKFA, ILBAA, IMBC; IMBA [DISTANCE EDUCATION]

3.3 JJF, JJF-R-E1, JJF-R-E2 to R12 (Student Activities Fund)

4. New Business

4.1 BDE-E, DBJ (Finance committee proposed changes - see below, changes in red)

5. Adjourn

SRSD FILE: BDE-E

**BOARD COMMITTEE MISSIONS  
AND STATEMENTS OF PURPOSE**

**FINANCE**

The Finance Sub-Committee responsibilities are to:

- Review the monthly budget-to-actual financial data.
- Oversee bid documents, review submitted bids and make recommendations to the Board on service contracts and everything else not in Facilities Sub-Committee purview.
- Recommend to the Board any contract in excess of three years for Board approval.
- Review~~s~~ and refine~~s~~ the budget preparation process.
- Review annual audit.
- Approve any line transfer items per Policy DBJ.
- Confirm **the District uses the services of a qualified auditing firm to E** ensure the School District's Financial Records conform with Generally Accepted Accounting Principles (GAAP) ~~and provide education to the full board of GAAP.~~

Revised: 2008

**POLICY**

The Policy Sub-Committee is responsible for the development and review of all school board policies which will be disseminated on the District's website. The Committee is specifically responsible for the following items:

- Maintaining policy review and schedule.
- Post approved policies on the web.
- Notifying affected parties of policy development and/or changes.

- Initiate the identification of policy changes required by NCLB.

Reaffirmed: 2010

## **PERSONNEL**

The Personnel Sub-Committee will work to select and hire the best people for the District through the following tasks:

- Develop or refine job descriptions.
- Review personnel needs of the District.
- Recommend to the Chair of the Board, the process to be used and the people to be involved in selecting administrators for the District. (The Personnel Chair will be a member of all administrative search committees.)
- Organize the evaluation of the Superintendent of Schools.
- Recommend salary adjustments for non-union staff for budget consideration.
- Develop draft contracts.

Reaffirmed:

2011

## **FACILITIES**

The Facilities Sub-Committee is dedicated to ensuring that all buildings and property of the district are properly maintained to provide an appropriate educational environment.

The Facilities Sub-Committee is responsible for the following:

- Overseeing the Capital Improvement Plan.
- Overseeing the district-wide Maintenance Replacement Schedule.
- Overseeing the development of the budget for buildings and grounds, Capital Improvement Plan, and to advocate for them during the budget review process.
- Overseeing the bid documents, reviewing the submitted bids and making recommendations to the board for the items on the C.I.P.
- Reviewing and approving alterations to the facilities and grounds.

Reaffirmed: 2008

## **PUBLIC RELATIONS**

The Public Relations Sub-Committee will investigate and execute every opportunity to promote district-wide knowledge and awareness of facts relating to school programs at all levels, both academic and administrative. This sub-committee will also disseminate information promoting the District as a whole.

Some of the methods to be used:

- News media
- Newspapers
- District Newsletters and Bulletins via direct mail or sent home with students - General population newsletters
- Letters to the Editor
- Web sites
- Local Access TV – Newton and Kingston
- Networking with community citizens
- Posters and notices on Town Hall bulletin boards
- State and federal representatives
- Community groups

2010

## **EXCELLENCE in STUDENT ACHIEVEMENT (EISA)**

The purpose of the Excellence in Student Achievement (EISA) Committee is to ensure the highest level of student achievement.

The committee is responsible for monitoring student performance and making recommendations to improve student achievement to the school board.

This committee will:

- Work to advance student achievement.
- Review yearly Academic Achievement Reports based on the district outcomes for student progress.
- Review policies and/or Administration recommendations that impact student achievement.
- Review district's professional development plan for the year, ensuring alignment with student achievement goals.
- Review resources and budget priorities to ensure students have adequate tools for learning.
  
- Oversee program evaluation to ensure educational programs are effectively impacting student achievement, and that successful programs are replicated where possible.
  
- Review and recommend to the Board resolutions, pertaining, to student achievement, corresponding policies, programs, etc.
- Follow up on implementation of Board-approved policies and programs.
- Monitor, with the school board, progress on the Board's annual goals.
- Present the district's report card to the community.
- Communicate to the public the goals of the district to advance student achievement.

The committee should be comprised of three school board representatives, curriculum directors, and teacher representation when needed.

Revised 2/15/17

Effective: February 6, 2002

Revised: July 16, 2003

Revised: June 29, 2004

Revised: March 21, 2007

Revised: October 15, 2008

Revised: August 11, 2010

Revised: May 18, 2011

Revised: May 4, 2016

Revised: October 19, 2016

Revised: June 7, 2017

