

SCHOOL ADMINISTRATIVE UNIT #64  
Milton School Policy Subcommittee Meeting  
Emma Ramsey Building  
Wednesday, January 24, 2018

PUBLIC SESSION MEETING MINUTES

**Salute to Flag**

Lead by Laura

**Members in Attendance:**

Melissa Brown - Chairperson, Laura Noseworthy, Shari Gaesser- Secretary

**SAU Representatives:**

Earl Sussman- Superintendent of SAU #64,

**Public in Attendance:**

Larry Brown, Doug Shute

**Public Hearing**

Melissa called the meeting to order at 5:04PM.

**Meeting Minutes**

- No meeting minutes changes noted.
- Laura will forward the IHBAA-R to Melissa Jean for an update.
- Minutes accepted as is by Melissa and second by Laura.
- Earl - make the following change in minutes - members in attendance should only be Laura and Melissa - move Doug down to public.
- Motion to accept minutes with changes by Laura and second by Melissa. Vote passes 2/0/0. Laura - Yes; Melissa - Yes.

**Policy Review**

- **ACE** - removed from heading, capitalize school district and take out note part. Laura - motion to move forward for first reading at school board second by Melissa. Laura - yes; Melissa - yes. Motion carried.
- **ADB** - remove from heading, Laura - do we have these signs posted or map as stated? Can we attest to fact whether there is a map and it is posted as denoted? This is a question for Bob, Tim and Principals and AP's - Shari to forward this request to each and will be discussed at next policy meeting. Laura - Does the staff sign a form at the beginning of the year for Drug Free? #1 and 2 are doing something for staff and bus- is this happening (ask Principals and asked if they are given or and/or signing.) Is it all policies or specific to this policy? Melissa - any issues, problems or concerns?
- **ADC** - Laura - Remove from title, heading should be on moved up. Should smokeless cigarettes be added to this? It should be clear about vaping and e-

cigs. Add in e-cigs and vaping under tobacco products. Take out comma – is there a sign posted on school buses and school property? Shari to contact John, Jan, Tim, Jen and Christy ask this question. Sent questions to Jan/John regarding the student handbook re: kids smoking policy.

- On the employee section, add colon/comma – is this in staff handbook? Employees may change to school district employee will report to school administration who will in turn report to local police department. Laura – I will send to Kathy for corrections and hold until we get the answers back.
- **DFA – Investment** – Laura - do we have investment? Doug – would be treasurer doings – It would capital reserve money to be held back. Totally understand policy we need to understand who, what, where, when how. (Check with Policy)
- Take out DFA in title – remove comma. #3 replace periods with a dash after yield. In the second part of sentence add comma. Prudence/Ethics/Internal Controls – put dashes after each instead of period. What is GFOA? – Include what this is in the policy. Laura - Do we have a finance committee? Earl/Doug we do not have one just School board and budget committee. Doug - If we were going to investment we would have to have a finance committee. Add in “school” where it says board. If we have a finance committee it would come to us first. The Finance committee would bring to the Board for final says. Finance committee works for the treasurer. Melissa – questions to Nate regarding Finance Committee. Larry Brown – this is reviewed every 5 years at least. Melissa - the Board will periodically review but no more than 5 years... if we are not doing it we may have to add. This goes to Kathy for changes but not to Board yet due to questions for Nate.
- **EB - Safety program** - remove EB from title. Do we have joint loss management committee? Look up RS 281-A:64 to see if we have it. Capitalize national due to it being a title. Should district be (’s), capitalized P in principal. Capitalized District. – D-o we have all these safety plans on file (Jan/John and Kathy Tim and Bob) Question needed to be asked by Shari to each of these. Laura – I will send to Kathy for corrections and hold until we get the answers back.
- **EBBC** – Take out abbreviations. Third sentence – add a comma after available. Capitalize school district. Is this something that the staff fills out? Take out from Narcan on down and include the notes. Laura - motion to move forward for first reading at school board second by Melissa. Vote passes 2/0/0. Laura – Yes; Melissa – Yes.
- Melissa - Nate do we have investments? Trustees of the trust fund would handle this. Nate - we do not but it should be part of the treasurer. GFOA? Melissa - Do we have to create a finance committee? Nate – depends. Doug – do you want to include these in monthly board report. Is there a policy for the trustee portion? Nate – will look into this. Per Larry – all monies are invested based on guidelines of the policy of state of NH. Nate will obtain information. BOG is dictated by RSA’s.

- **EEBD** – remove the abbreviation in title. Capitalize Principal. In second line capital Laura - motion to move forward for first reading at school board second by Melissa. Vote passes 2/0/0. Laura – Yes; Melissa – Yes.
- **EEAEA** – take out abbreviations. Take out semi-colons after headings. Laura - motion to move forward for first reading at school board second by Melissa. Laura – yes; Melissa – yes. Motion carried.
- **EFA** – Remove EF from Title. Last paragraph – how is this done? Second paragraph, second line capitalize district. Capitalize state and capitalize Federal per Melissa. Melissa - motion to move forward for first reading at school board second by Laura. Laura – yes; Melissa – yes. Motion carried.
- **EFAA** – Meal Charging – tabled and forward to Nate for review and revision. Give to Kathy and send on to next policy meeting.

### **Adjournment**

Motion to adjourn by Melissa and second by Laura. Meeting adjourned at 5:50. Vote passes 2/0/0. Laura – Yes; Melissa – Yes.

Respectfully Submitted

Shari Gaesser,  
Secretary

Minutes Approved on: May 24, 2018