

# Policy Committee Minutes

December 5, 2017

6:00 PM, SAU Offices

<p><b>Members</b></p>	<p>Rich Cahoon - Chair, Janine Lesser, Kristen Reilly, Stephan Morrissey, Kimberly Saunders, Ann Forrest</p> <p>Attendees: Rich Cahoon, Stephan Morrissey, Janine Lesser, Kristen Reilly, Ann Forrest, Myron Steere, Kimberly Saunders</p> <p>Guest: Tim Markley - HR</p>
<p>I.</p>	<p>Meeting call to order: Rich Cahoon called the meeting to order at 6:04 PM.</p> <p>1) Approval of November 21, 2017 Minutes</p> <p>Stephan Morrissey moved to accept the November 21<sup>st</sup> minutes, Stephan seconded by Janine. Minutes approved as written.</p> <p>\$11.9 million allocated by the state over the next two years for STEP, we must have a formal policy in place by the end of this month to qualify.</p> <p>The policy is on tonight's Board agenda to waive the policy through without two reads. Kimberly indicated we could also talk about in under Policy Reporting.</p> <p>We must have something in place and we discussed having Dean Eggert draft a policy that will cover the details. This would be a reimbursement from the state (we are already paying for this). How will this new requirement from the DOE affect us?</p> <p>Janine Lesser wondered how the State came up with the monies. They are not held to the same restrictions that we are. We need a clear formal policy. Ms. Saunders thinks that NHSBA will be coming out with a policy very soon. Rich Cahoon would like to see a minimalist policy created by Legal.</p> <p>Myron Steere indicated the money probably has already gone through steps at the state level. Kimberly Saunders will call and ask about students who cannot afford it this program; can the District pay the cost? Anything we can support will be a plus. We will ask for a waiver of the first read for this policy once it is generated.</p>
<p>2.</p>	<p><b>Polices to the Board</b></p> <p>The following policy is being presented tonight as a second read:</p> <ul style="list-style-type: none"> <li>❖ BCB: Board Member Conflict of Interest – a Board member asked if an extended family member wanted to apply for a job, would the Board member have to resign. This policy does include in-laws. The application asks if the applicant is related to a Board member. If the relative is not listed in the policy then it does not apply. What is not listed is Board members...who might apply for a job. It has happened. The Board can waive any policy if it wants. We don't want a patronage system. However, this is a small town and we do have Board members who have family working in the system and therefore cannot vote on contract issues.</li> </ul>

	<p>Kimberly Saunders indicated that if we were in a situation where the candidate is the best person for the job, we can ask for the waiver from the Board. Kimberly Saunders feels the waiver should come from the HR Director or the Superintendent. Stephan Morrissey feels there should be language on this. Action: Superintendent Saunders will pull this policy from tonight's meeting, in order to add additional content. On the recommendation of the Administration, this policy may be waived within the limits of State law, by the School Board.</p> <p>❖ JLCD: Administration of Medication in Schools: moving forward for 2<sup>nd</sup> read</p>
3.	<p><b>New Business: This is in today's packet.</b></p> <p>❖ GBCD: Background Investigation and Criminal Records Check -- This policy is revised to conform with the changes to RSA 189:13-a enacted by House Bill 556, Laws of 2017, Chapter 245. These changes require the District to assess whether convictions for felonies or misdemeanors, which are not on the list of disqualifying crimes in state law, are nonetheless disqualifying and to perform the background and criminal history record checks on contractors, employees of contractors, and student teachers, who will be providing services directly to students.</p> <p>We shared Tim Markley's list of different categories of staff. The new search will now also provide the initial charge. (Pleading down can sometime hide a more serious crime that we may not have seen). Kimberly Saunders will only receive information if there is a conviction.</p> <p>We need guidance around expectations. For instance, committing a foolish act as a young person may have a conviction, but is that a reason we would not hire? These are examples of what we want; classify offenses, or classify the time since the conviction.</p> <p>Rich Cahoon indicated he does not care for the silent resignation process. Ms. Saunders indicated that anyone coming into the central office would have a background check. She explained why it's important to run a background check. We want our HR Director to ask the right questions. 1 category is access to money 2 Access to students Stephan Morrissey feels that if it's a misdemeanor, it should not have to go to the Board.</p> <p>We do not get our investigative results back in a timely fashion; it takes 4 to 6 weeks to get the results of the prints and background check. If it's out of state, we will still have to tract it down, That data is not provided. Ms. Saunders indicated she has become aware of a warehouse that will provide data on anyone who has had their credentials revoked. Is there a difference between surrendering vs. having them pulled? Each state has different criteria.</p> <p>Do we need a separate list for each identified group of staff (see Tim's list). The Superintendent should have a list of felonies and misdemeanors, her protocol. She would like the Board to come up with this list.</p> <p>Rich Cahoon would like to put the types of staff into some type of category, then identify those aspects of what would prevent an applicant from being hired. He is concerned that we don't fire people who do things that we would not hire a new person for doing.</p>

	<p>We can provide a list of positions. Administration (Kimberly Saunders &amp; Tim Markley) will come up with the classes of employees, with a list of the protocols that we will follow for each class and then the list of disqualifying events.</p> <ul style="list-style-type: none"> <li>❖ JLCK: Special Physical Health Needs of Students – Presently, we do not have this Priority policy. Does this apply to playgrounds? It could. Does this include ADD or ADHD? That is a medical diagnosis. Rich Cahoon feels this policy does not “say” anything? What are they trying to say? The law says we will have a policy that addresses the special physical health needs of students. If a doctor writes a medical request, it would be considered by the 504 Team. We would need the medical diagnosis from the Dr. Kristen feels we need only the first sentence. Rich feels we should just adopt it as written.</li> <li>❖ IHBAD: Independent Special Education Evaluation -- this is a call-letter change only. IHBAD call letters will replace the call letters IHBA 2006. The only content change is where I revised generic SAU 1 references to ConVal School Board &amp; ConVal School District. Action: Move to a first read on Jan 2. 2018</li> <li>❖ ILD: Non-Educational Surveys and Questionnaires (We do not have this as an existing policy) NHSBA note, September 2017: The adoption of Senate Bill 43 by the Legislature in 2017 added a requirement for prior written consent from a parent or guardian before a non-academic survey can be administered. As a result, state law, RSA 186:11, IX-d, requirements are nearly identical to the requirements of the federal Protection of Pupil Rights Amendment. This update, therefore, combines sample policy ILD, Educational Questionnaires, Surveys, and Research with sample policy ILDA, Non-Educational Questionnaires, Surveys, and Research.  We distributed both Mr. West’s and the NHSBA version of this.</li> <li>❖ IHAMA: Teaching About Alcohol, Drugs, and Tobacco – the category has changed from Recommended to Priority. Legal References need to be added.</li> <li>❖ IHAMB: Teaching about Self-Protection – Presently, we do not have this Recommended policy.</li> </ul>
4.	<p><b>Pending Policies:</b> from NHSBA Spring 2017 Spring Policy Update:</p> <ul style="list-style-type: none"> <li>❖ JICI: Dangerous Weapons on School Property – Kimberly will report back on this policy.</li> <li>❖ JLD: School Guidance and Counseling Program – the category for this policy has changed from Priority to Recommended. Additional content has also been introduced.</li> <li>❖ JLIF: Receipt and Use of Sex Offender Registry Information – this is an Optional policy that we do not have.</li> <li>❖ EEBB: Use of Private Vehicles on School Business: status</li> <li>❖ EFAA: Meal Charging – includes our decisions from the questions we’ve answered. Should also discuss existing polices EFC: Free &amp; Reduced-Price Lunch and EFDA: Overdue Accounts.</li> </ul> <p><b>A Policies: for Review</b></p>

	<ul style="list-style-type: none"> <li>❖ ADD/EBB: School Safety – Presently we do not have these Recommended policies.</li> <li>❖ AFB/CB/CBI-R: School Superintendent/Evaluation of the Superintendent and Goal Setting – update required.</li> </ul>
5.	<p><b>Strategic Plan Related Policies:</b></p> <p>Below is our original list of Strategic Plan related policies from August 2016 with determination of committee ownership: Status Report?</p> <ul style="list-style-type: none"> <li>❖ Class size: IIB -- presented to Education Committee</li> <li>❖ Communications: BHC, GBD; Communications Committee</li> <li>❖ Assessment: IGA, IHBH, IK, ILBA, IMBC; presented to Education Committee</li> <li>❖ Community Partnerships: KCB; Communications</li> </ul>
6.	<p><b>Non-Public: RSA 91-A:3,II</b> (If required) Myron Steere suggested having HR review all nonpublic and bring them forward as necessary.</p>
7.	<p>Next Meeting: December 19, 2017 @ 5:30 (1 agenda item)</p>

Motion to adjourn made by Stephan Morrissey. Seconded by Kristen Reilly.  
Meeting adjourned at 6:58 PM.

Respectfully submitted,

Carol Hills