

Policy Committee Agenda

December 19, 2017

5:30 PM, SAU Offices

Members	<p>Rich Cahoon - Chair, Janine Lesser, Kristen Reilly, Stephan Morrissey, Kimberly Saunders, Ann Forrest</p> <p>Attendees:</p>
1.	<p>Meeting call to order:</p> <p>1) Approval of December 5, 2017 Minutes</p>
2.	<p>Polices to the Board</p> <p>The following policy is being presented tonight as a 2nd read/adoption:</p> <ul style="list-style-type: none"> ❖ BCB: Board Member Conflict of Interest ❖ LCC: Dual Enrollment and Relations with Community Colleges (seeking to adopt this policy at tonight's Board meeting).
3.	<p>New Business: This is in today's packet.</p> <ul style="list-style-type: none"> ❖ LCC: Dual Enrollment and Relations with Community Colleges – waiving 1st and 2nd read for immediate adoption.
4.	<p>Pending Policies: from NHSBA Spring 2017 Spring Policy Update:</p> <ul style="list-style-type: none"> ❖ JICI: Dangerous Weapons on School Property – Kimberly will report back on this policy. ❖ JLD: School Guidance and Counseling Program – the category for this policy has changed from Priority to Recommended. Additional content has also been introduced. ❖ JLIF: Receipt and Use of Sex Offender Registry Information – this is an Optional policy that we do not have. ❖ EEBB: Use of Private Vehicles on School Business: status ❖ EFDA: Meal Charging – includes our decisions from the questions we've answered. Should also discuss existing polices EFC: Free & Reduced-Price Lunch and EFDA: Overdue Accounts. <p>A Policies: for Review</p> <ul style="list-style-type: none"> ❖ ADD/EBB: School Safety – Presently we do not have these Recommended policies. ❖ AFB/CB/CBI-R: School Superintendent/Evaluation of the Superintendent and Goal Setting – update required.
5.	<p>Strategic Plan Related Policies:</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"> ❖ Class size: IIB -- presented to Education Committee ❖ Communications: BHC, GBD; Communications Committee ❖ Assessment: IGA, IHBH, IK, ILBA, IMBC; presented to Education Committee ❖ Community Partnerships: KCB; Communications
6.	Non-Public: RSA 91-A:3,II (If required)
7.	Next Meeting: January 2, 2018

Policy Committee Minutes

December 5, 2017

6:00 PM, SAU Offices

Members	<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>
I.	<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 21st 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>
2.	<p>Policies to the Board</p> <p>The following policy is being presented tonight as a second read:</p> <ul style="list-style-type: none">❖ 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.

	<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 2nd read</p>
3.	<p>New Business: This is in today's packet.</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.</p> <p>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 & 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"> ❖ 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. ❖ IHBAD: Independent Special Education Evaluation -- this is a call-letter change only. IHBAD call letters will replace the call letters IHBAA 2006. The only content change is where I revised generic SAU 1 references to ConVal School Board & ConVal School District. Action: Move to a first read on Jan 2. 2018 ❖ 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. ❖ IHAMA: Teaching About Alcohol, Drugs, and Tobacco – the category has changed from Recommended to Priority. Legal References need to be added. ❖ IHAMB: Teaching about Self-Protection – Presently, we do not have this Recommended policy.
4.	<p>Pending Policies: from NHSBA Spring 2017 Spring Policy Update:</p> <ul style="list-style-type: none"> ❖ JICI: Dangerous Weapons on School Property – Kimberly will report back on this policy. ❖ JLD: School Guidance and Counseling Program – the category for this policy has changed from Priority to Recommended. Additional content has also been introduced. ❖ JLIF: Receipt and Use of Sex Offender Registry Information – this is an Optional policy that we do not have. ❖ EEBB: Use of Private Vehicles on School Business: status ❖ EFAA: Meal Charging – includes our decisions from the questions we’ve answered. Should also discuss existing policies EFC: Free & Reduced-Price Lunch and EFDA: Overdue Accounts. <p>A Policies: for Review</p>

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6.	Non-Public: RSA 91-A:3,II (If required) Myron Steere suggested having HR review all nonpublic and bring them forward as necessary.
7.	Next Meeting: December 19, 2017 @ 5:30 (1 agenda item)

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

Respectfully submitted,

Carol Hills

BCB – Board Member Conflict Of Interest

As elected officials, ConVal School Board members owe a duty of loyalty to the general public in protecting the school district's interests. Therefore, the Board declares that a conflict of interest is a personal and/or pecuniary interest that is immediate, definite, and demonstrable and which is or may be in conflict with the public interest.

A Board member shall not participate in, or influence in any way, the discussion, bid specifications, or vote on any contract, service, collective bargaining issue, or personnel matter, where the Board member has, or appears to have, a direct personal and/or pecuniary interest. A Board member shall not purchase from sell to, or furnish for hire to the District any labor, equipment, goods, commodities, personal property, real estate, services, or supplies with a value in excess of \$200.

As used in this policy, the term "Board member" includes a member of the Board members' immediate family (i.e., spouse, child, siblings, and parents) and anyone residing in the Board members' household.

A Board member shall not have any direct personal and/or pecuniary interest in a contract with the school district, nor shall he or she furnish directly any labor, equipment, or supplies to the District.

In the event a Board member is employed by a corporation or business or has a secondary interest in a corporation or business which furnishes goods or services to the School district, the Board member shall declare his interest and refrain from debating, discussing, or voting upon the question of contracting with the company.

It is not the intent of this policy to prevent the District from contracting with corporations of businesses because a Board member is an employee of the firm. The policy is designed to prevent placing a Board member in a position where his interest in the public schools and his interest in his place of employment (or other indirect interest) might conflict, and to avoid appearances of conflict of interest even though such conflict may not exist. Through the use of open competitive bidding or recusal of any Board member who has a conflict of interest, the Board will seek to obtain the best value for the district while avoiding impropriety or the appearance of impropriety.

Nepotism

The Board will not hire any teacher or other employee if such teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board.

This shall not apply to any person within such relationship or relationships who has been regularly employed by the Board prior to the inception of the relationship, the adoption of this policy, or a Board member's election.

On the recommendation of the Administration, this policy may be waived within the limits of State law, by the ConVal School Board.

Vendor Relations

Except as set forth above, the District shall not purchase supplies, materials, or services from a member of the Board or from a member of his or her household or from a firm in which a Board member holds a major interest.

BCB – Board Member Conflict Of Interest

Legal References:

Marsh v. Hanover, 113 NH 667 (1973) and
Atherton v. Concord, 109 NH 164 (1968)
RSA 95:1, Public Officials Barred From Certain Private Dealings

Category: R

See also: BBFE

First Read: November 21, 2017

Second Read: ~~December 5, 2017~~ December 19, 2017

Adopted:

LCC – Dual Enrollment and Relations with Community Colleges

The Contoocook Valley School Board recognizes the educational opportunity of allowing and encouraging its students to earn community college credit while still enrolled as secondary students at the ConVal Regional High School (ConVal) through both *dual enrollment* and *concurrent-enrollment* courses. “Dual enrollment” means college courses taught by Community College System of New Hampshire (CCSNH) college faculty in which high school students earn college credit while they are still enrolled in high school or career technical education (CTE) classes. “Concurrent enrollment” means ConVal courses taught by ConVal’s faculty approved by the Community College System of New Hampshire (CCSNH) in which ConVal students earn both high school and college or university credit while students are still attending high school or a career technical education center.

Student participation in the Dual and Concurrent-Enrollment Program (Program) established under state law, RSA 188-E:26, is limited to ConVal students in grades 11 or 12 enrolled in courses designated by CCSNH as part of the Program. The Program permits limited tuition reimbursement for designated STEM and STEM-related courses. Students shall be responsible for registering and paying in the first instance for both dual and concurrent-enrollment courses by the deadlines designated by both ConVal and CCSNH.

ConVal hereby identifies CCSNH, its College administrators, and faculty participating in either concurrent or dual-enrollment courses involving ConVal students, as school officials with a legitimate educational interest in accessing pertinent student record information regarding students enrolled in a dual or concurrent enrollment course without prior written parental or adult student consent.

ConVal shall annually notify students and their parents of dual and concurrent enrollment opportunities and those courses that have been specifically designated by CCSNH as eligible for reimbursement under the Program. This notice shall include a statement that student/parent reimbursement is contingent upon an eligible student completing a Program course with a grade of C or better. This notice shall also inform students, parents, and employees that dual and concurrent enrollment courses are college-level courses and students enrolling should expect a level of academic rigor higher than that usually associated with a high school course. This annual notice may be furnished through such electronic and/or print media as the Superintendent or his/her designee deems appropriate.

The Superintendent shall designate an individual or individuals to serve as the point of contact on matters related to the Program including, but not limited to, student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses.

Each semester, ConVal shall provide CCSNH with grades for all students enrolled in a concurrent-enrollment course with the expectation that CCSNH shall provide ConVal with grades for all ConVal students enrolled in a dual-enrollment course.

Requests for accommodation by students with disabilities shall be communicated by the ConVal Student Services Department and processed through the College Disabilities

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Coordinator and approved by the CCSNH department head. ConVal will make students aware that accommodations that may be available under an IEP for high school courses may not meet the standards applicable to college courses. Neither dual nor concurrent enrollment for college credit will be permitted where a student utilizes modifications or accommodations that are deemed by CCSNH as not appropriate for college courses.

Concurrent-Enrollment Courses

To the extent possible, ConVal commits to concurrent-enrollment courses in which:

1. The curriculum in the course offered at ConVal shall be the same as that offered by the College, including College department approved texts, course outlines, exams, and the CCSNH grading system. The grades earned shall award dual credit both at ConVal and at the Community College (College).
2. The ConVal transcripts shall reflect course credit the same as that of other high school courses, but shall also designate a college-level course credit equal to that of comparable college courses. ConVal reserves the right to determine and periodically revise the conditions under which courses may be offered for college credit and jointly assumes responsibility with CCSNH for supervision of course development, implementation, and administration of concurrent enrollment courses.
3. Concurrent enrollment courses shall be taught over a time period that fits within the ConVal academic calendar and schedule; which shall be comparable to that offered by the College, or for such time period as is otherwise approved by the College.
4. ConVal's faculty teaching concurrent-enrollment courses shall provide the CCSNH College with a resume and transcripts demonstrating that they meet the same educational and experiential standards specified for college faculty. It is understood that the CCSNH College will assess credentials based upon its relevant departmental credentialing standards, as well as standards established by CCSNH's accrediting body, the Commission for Institutions of Higher Education. The College Vice President of Academic Affairs shall be deemed to have final authority to determine whether a proposed instructor meets specified standards.
5. ConVal's participation in concurrent enrollment courses shall be contingent upon the CCSNH College providing a faculty partner in accord with the terms of a Dual and Concurrent Enrollment Agreement between ConVal, its sending school districts, and CCSNH.
6. ConVal acknowledges that applicable academic policies and regulations as set forth in the CCSNH College catalogue will apply to all concurrent enrollment courses, including prerequisite skills and course requirements, class attendance and accommodations provided to students with disabilities.

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1. ConVal acknowledges that curriculum in dual-enrollment courses shall be the same as that offered by the College, including College department approved texts, course outlines, exams, and the CCSNH grading system. The grades earned are awarded dual credit – high school and college.
2. ConVal transcripts will reflect course credit the same as that of comparable high school courses.
3. CCSNH shall be deemed responsible for development, implementation, and administration of dual-enrollment courses.
4. The individual designated by the Superintendent as the point of contact on matters related to the Program shall take receipt of College grades earned by students in dual-enrollment courses.
5. The Board acknowledges that dual-enrollment courses will be taught at the Colleges during time periods that are set by the Colleges. These time periods may not coincide with the ConVal academic calendar, and thus student enrollment shall not unreasonably interfere with the requirements of the ConVal academic year and schedule.
6. Students shall be expected to comply with both the ConVal and College Codes of Conduct while participating in a dual-enrollment course.
7. Students shall also be subject to all applicable academic policies and regulations as set forth in the College catalogue, including prerequisite skills and course requirements, class attendance, and accommodations provided to students with disabilities.

This Policy is being adopted on an interim basis for a period of six (6) months and shall be subject to such review, revision, and amendment as the Board deem appropriate. It is also the intent of the Board to enter into an Agreement with CCSNH, and its sending Districts with regard to the Dual and Concurrent-Enrollment Program authorized by RSA 188-E:26 through RSA 188-E:29. To the extent that subsequent Agreement conflicts with, or further clarifies, this Policy, the Agreement shall control.

Legal References:

*RSA 188-E:26 - RSA 188-E:29 Dual and Concurrent Enrollment Program;
Programs Established*

See also: IHCD

First Read: Waived at December 5, 2017 School Board Meeting

Second Read: Waived at December 5, 2017 School Board Meeting

Adopted:

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