

POLICY COMMITTEE

August 21, 2018
SAU Finch Room
6:00 PM

Minutes

Committee Members:

Rich Cahoon – Chair, Janine Lesser, Kristen Reilly, Crista Salamy, Jerry Wilson, Stephan Morrissey, Kimberly Saunders, Ann Forrest

Attendees: Rich Cahoon, Jerry Wilson, Janine Lesser, Crista Salamy, Kristen Reilly, Myron Steere, Ann Forrest, Kimberly Saunders

1. **Call to Order & Approval of August 7, 2018 Minutes: The meeting was called to order at 6:02 PM.**
Motion to accept the August 7th minutes, as written, by Jerry Wilson. Seconded by Janine Lesser. All in Favor. Janine Lesser abstained.
2. **Policies to the Board – The following policies will be presented to the Board for a second read:**
 - a) AFB: Evaluation of the Superintendent and Goal Setting
 - b) IHAMA: Teaching about Alcohol, Drugs, and Tobacco – This policy was reviewed by Legal and no changes were recommended.
3. **Policies for Review:**
 - a) Personnel Files: HR would like to see this information added to an existing policy or documented in a new policy.

HR would like to make sure we have this information in a documented policy. This will notify staff that if they want a copy of their file, we would charge them for the photocopying. The Superintendent would like to see this as a separate Employee policy. We will check on paragraph 3 for statute and bring back for a future meeting. Jerry Wilson asked about the expense involved in administrative time and cost. Ms. Saunders asked Legal if it would be less expensive to have them copied by an outside vendor, as we cannot charge for administrative assistance.
 - b) EFDA: Overdue Accounts:
Ms. Saunders indicated we are between a rock and a hard place. We are at a bit of a loss (\$52,000 in unpaid meals). How do we want to handle when parents/students owe us money, and not just about meals. There are also vandalism expenses. We cannot refuse to feed them. This is the only Overdue account policy we have (EFDA). Often it is not the child, it is the parent who does not accept responsibility. Janine Lesser asked if we could publish a public plea regarding the unpaid monies. We cannot use labor as a form of punishment. Rich Cahoon asked about Athletic fees; if we are charging an athletic fee, could the first money to come in be applied to the outstanding debt.

Ms. Saunders indicated we can look at that, and she would like to talk with Dave Jack (Business Administrator) to see how we can create a system to tie all the “programs” together. Kristen Reilly asked what is the highest debt. We would probably apply it to the oldest outstanding debt. Janine Lesser asked about the potential move to small claims court.

Do we provide a parent contract that holds the parent responsible for outstanding debt incurred by the student?

Presently, we send certified letters. What is the percentage of the families who owe the \$52K? Is it spread out over a large number of families, or just a minimal number of families?

Staff Accounts: Rich Cahoon asked if the staff limit should be higher than \$10.00. The committee agreed to make the amount \$25.00.

ACTION: Carol Hills will check the meal charging policy for a cross reference.

Kimberly would like to take this back to Dave Jack and see if there are any other options we have not thought of. We also should talk to the other administrators. Ann Forrest asked about the donation options. Is this option that is available on our website?

Coming Back From August 7 meeting:

- a) AC: Non-Discrimination – addition of gender identity reference. NHSBA policy JBAB (no JBA) is included with this policy, as requested at the August 7 meeting. Kimberly was not able to speak with Legal regarding this policy.
- b) CB, & CB-R: bringing back for further discussion. Also included are the NHSBA versions. According to HR, this policy is the job description for the Superintendent. How does our CB line up with the current RSA 302? Ms. Saunders did not think 302 had substantially changed for the past few years. How do we want to handle this?

Myron Steere suggests that we will bring NHSBA CB-R to the Board for discussion. Rich Cahoon would like to put this on the next Board agenda, if possible.

ACTION: We will send the board the current NHSBA CB-R for a discussion.

- c) JFABD: Admission of Homeless Students
Ann Forrest spoke to this policy. She provided documentation that should replace the existing definition for “Homeless”.
ACTION: Replace and send for a 1st read.
- d) JICI: Dangerous Weapons on School Property (legal version) – This policy contains new edits from Legal, based upon a recent review.
A discussion ensued regarding the additional text. Rich Cahoon asked if the committee is comfortable with this revised edition. We made an edit to the first paragraph.
ACTION: Incorporate identified edits and send for a 1st read.

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- e) JIHB: Searches of Student Automobiles on School Property – New version generated by CVHS Administration. Included is the CVHS version, Legal’s version, and the NHSBA version of JIHB-R.

Rich Cahoon has a concern with the next to the last paragraph in the Legal version. This punishes the student if the parent refuses to allow this to occur. Janine Lesser asked about reasonable suspicion. If we remove this paragraph, what does this do to the policy? Based on the first paragraph, Ann Forrest feels that a parent should not let a child use their car if they did not want it searched.

What if a student in school, under the influence, would want to go to the car? Yes, we want to ensure that the student no longer has access to whatever might be in the vehicle. A school resource officer cannot search the car.

Ann Forrest asked about the child using the parent’s refusal as a “get out of jail free” card. She feels this is about Due Process. There is a difference between a crime and a violation of school rules. If the punishment was going to happen anyway, why punish for the refusal to search. She asked if Rich Cahoon also has a problem with the 4th paragraph. There is a phone call made in advance (to the parent).

Jerry Wilson asked that we note that we’re not going to punish the child for the refusal of the parent.

ACTION: Add to the R – we should be recoding the Scope of the search – Ann Forrest.

Meeting called here at 7:00 PM.

Motion to adjourn Rich Cahoon, Seconded by Janine. All in favor.

- f) JLCL: Life Threatening Allergies – is this ready to send for a first read?

- g) JLD: Guidance Counselors: awaiting feedback from Legal (not in packet).

Pending from August 7 Meeting: Not in this packet

- a) STA Kindergarten Drop-off Procedure: under review by Legal and Bus Company
- b) EEAG – Use of Private Vehicles on School Business: Changed “teacher’s to “employees” in paragraph two. The Superintendent wants to discuss Legal’s edits with Dean Eggart.
- c) ILD & ILD-R: Non-Educational/Non-Academic Questionnaires, Surveys, and Research – pulled pending further research.
- d) JFAB: Admission and Tuition of Non-Resident Students – pulled pending further discussion with Student Services
- e) JKAA: Use of Restraint, Seclusion, and Physical Contact – status report

4. **B Policy Review** -- this agenda includes only those B policies that have recently been updated by the NHSBA.

- a) BEDB: Agenda Preparation and Dissemination (Recommended)
- b) BEDG: Minutes (Recommended)
- c) BEDG-R: Access to Minutes and Public Records
- d) BCA: Board Member Ethics (Recommended) – Our ethics policy is BBFE (included)
- e) BCA-R: Acknowledge of School Board Ethics Policy

5. **Strategic Plan Related Policies: Not in this packet**

Below is our original list of Strategic Plan-related policies from August 2016 with determination of committee ownership: Status Report?

- a) Communications: BHC, GBD; Communications Committee
- b) Assessment: IGA, IHBH, IK, ILBA, IMBC; presented to Education Committee
- c) Community Partnerships: KCB; Communications

6. **Next Meeting:** September 4, 2018

Respectfully submitted,

Carol Hills