

CONTOOCOOK VALLEY SCHOOL DISTRICT
Office of the Superintendent of Schools
106 Hancock Road, Peterborough, NH 03458-1197

POLICY COMMITTEE

January 22, 2019

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, Janine Lesser, Kristen Reilly, Jerry Wilson, Stephan Morrissey, Kimberly Saunders, Ann Forrest

Building Administrators: Michelle Voto, Anne O’Bryant, Amy Janoch, Jim Elder, Gib West

1. Call to Order & Approval of January 8, 2019 Minutes

Rich Cahoon called the meeting to order at 6:00 PM.

Motion to accept the minutes of January 8th made by Stephan Morrissey, seconded by Janine Lesser. Minutes accepted as written.

2. Policies to the Board:

The following policies will be presented for a first read at tonight’s Board meeting:

IMBA: Distance Education

3. Policies for Discussion

Returning: We first discussed EFDA: Overdue Accounts

a) IHBG: Home Education – Returning for further discussion. Rich Cahoon indicated he had read through all of the RSA’s and they are all recorded in this policy. He then read some of the RSA’s to the committee.

In discussing ala carte classes for home educated students, it was noted we do not allow enrolled students to pick and choose when or what classes they want to attend.

Co-enrollment is a right of home educated students also. Does this include recess? At what point do we push for re-enrollment...50% attendance daily? If the attendance is 50%, they will then show up in our ADM (state).

Home educated students should fill out the enrollment paperwork just like an enrolled student. We want to encourage people to attend. Janine Lesser asked if we inform families about the in-school opportunities. Rich Cahoon believes we’d end up with less regulation at 50%, than 30%.

We want to encourage the families to come in to our schools. Some are open and some are not.

Janine Lesser asked our success rate for students who enter and cannot read at grade 3. We can make up the lost ground but this weighs on the student. Is the issue lack of instruction or is it a disability?

Rich Cahoon suggests the reference to the RSA is adequate, and that we not list the RSA in the first paragraphs.

We need to focus on those parents who use home education due to a truancy issue. How do we access returning students? Rich Cahoon would like to see them half time, if possible. We currently make all types of accommodations for home educated students who come in for classes/specials.

We will write the policy to be more welcoming than what NHSBA has provided. What is the compulsory age: 6-18, 6-21, or 3-21?

ACTION: Kimberly will work on this and we will bring back when ready.

b) EFDA: Overdue Accounts

Several administrators attended the meeting to discuss overdue accounts. We are discussing two separate issues: property damage/vandalism...to fields, parking lots, library books, athletics equipment and uniforms, Chromebook; and Food Service - beyond the bell breakfast and lunch.

Amy Janoch indicated she is very comfortable talking to families about overdue lunch accounts. This issue is separate from children, compared to vandalism, which is handled separately.

Janine Lesser asked if Principal Janoch is comfortable speaking with parents; though the Principal indicated she has never had to do this. Kristen Reilly asked if principals are allowed to know who is overdue. Usually the principals do not talk to the families; however, they might have to as a last resort. This issue is about accounts are \$500 or \$600 overdrawn. Jim Elder mentioned that he too, has talked to parents. He tells them about our free and reduced program. However, parents don't always follow through with the paperwork

Kristen Reilly asked how much money, per day, a student could spend...less than \$15. Also, who follows up once a family has applied for F & R? This is something that the SAU would follow up on, it comes from Food Service and to SAU.

We do not have a standard practice for collecting overdue accounts for Food Service. Presently, after a phone call, we have little power to move forward. By adding a level of contact at the elementary level, we can share the knowledge to families when the students are young.

The high school has some power, such as withholding the right to walk at graduation. Janine Lesser indicated that some families might be intimidated by the forms involved. At what point do we determine that the family really has a problem financially? Rich Cahoon indicated this would happen at the end of the school year. The problem is that these accounts are carrying over from year to year. We also have anonymous donors who are willing to pay off the balance for someone who cannot.

We talked about taking people to small claims court. The Superintendent wants to make sure this is something we don't put on the student. Once the student turns 18, the debt now belongs to the parent.

Small Claims Court has to be over a certain dollar amount. We would need an attorney also. The Superintendent asked if the plan is to create a way to track from different areas where debt may exist; lunch, books, Chromebook, etc.

Rich Cahoon would like to draw the distinctions between the different accounts and he would like to have different policies for the different categories; split the two.

Michelle Voto asked about a break-even process for collecting the monies owed and discussed her experiences. First intervention at by the school, then food service, then the SAU office, and small claims as a last resort. We should work with the families, rather than walking away with nothing (cash payments only, no checks). In her experience, this seemed to work better than going straight to collections. Better to counsel and offer a caring aspect. Kristen Reilly asked who the point people were that Michelle mentioned. This was a Title I summer program. An administrator and several AA's worked with the families. If the families did not pay it then went to the SAU.

Rich Cahoon redirected back to the food service dollar amount, wanting to stay with the amount of \$50. The Superintendent will work with the administrators to create a process. (See edits.) Rich asked if we want policy language that states we will reconcile the debt at the end of each year.

The Superintendent indicated that we have financial policies. We will document the decision as a policy.

ACTION: We will ask the administration to come up with a sentence to reconcile overdue lunch accounts and send for a 1st read. And bring school property policy to second meeting in March.

Move to adjourn made by Stephan Morrissey, seconded by Kristen Reilly. Meeting adjourned at 6: 49 PM.

New Policies for Discussion:

- a) GADA: Employment References and Verification (Prohibiting Aiding and Abetting of Sexual Abuse) -- New from NHSBA Sept. 2018 – this is a priority policy
- b) JJJ: Access to Public School Programs by Nonpublic, Charter School, and Home Educated Pupils --- The NHSBA changed the category from Optional to Recommended. Additional Legal References have also been made. Both the NHSBA and ConVal versions are included in this packet.

Existing Polices That Require Updating: includes NHSBA updated policies

- a) GBEC: Drug-Free Workplace/Drug-Free Schools (also applies to identical policy ADB, not included)
- b) GBED: Tobacco Products Ban Use and Possession In and On School Facilities and Grounds (this also affects identical policies ADC & JICG, which are not included in this packet)

Pending from Past Meetings: Status Report -- They are not included in this packet but will appear on a future agenda.

- c) STA Kindergarten Drop-off Procedure: under review by Legal and Bus Company
- d) 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 Attorney Eggert.
- e) ILD & ILD-R: Non-Educational/Non-Academic Questionnaires, Surveys, and Research – pulled pending further research.
- f) JLD: Guidance Counselors: awaiting feedback from Legal

5. Strategic Plan Related Policies: Not in this packet

The following policies fall under the Assessment category for the Strategic Plan and will first go before the **Education Committee**. They are not included in this packet but will appear on a future agenda.

- a) IGA: Curriculum Development
- b) IHBH: Extended Learning Opportunities
- c) IHBI: Alternative Learning Plans
- d) IK: Earning of Credit
- e) ILBA: Assessment of Educational Programs
- f) ILBAA: High School Competency Assessments
- g) IMBC: Alternative Credit Options

Communications Committee:

- a) Community Partnerships: KCB;

6. Next Meeting: February 5, 2019