

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

**POLICY COMMITTEE**

March 19, 2019

SAU Finch Room

6:00 PM

**Minutes**

**Committee Members:**

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

**Attendees: Rich Cahoon, Stephan Morrissey, Crista Salamy, Janine Lesser, Kristen Reilly, Jerry Wilson, Myron Steere, Tim Theberge, Dr. Kimberly Saunders, Dr. Ann Forrest**

1. **Call to Order & Approval of March 5, 2019 Minutes**  
**The meeting was called to order at 6:03 PM.**

**Motion to approve the minutes of March 5, 2019 made by Stephan Morrissey and seconded by Kristen Reilly. All in Favor.**  
**Minutes accepted as written.**  
**Rich Cahoon welcomed Tim Theberge to the meeting.**

**Rich Cahoon and Dr. Saunders explained how our policies work, how we sometimes have duplicated policies with different call letters.**

2. **Policies to the Board:**

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

- a) ADC/GBED/JICG: Tobacco Products Ban Use and Possession In and On School Facilities and Grounds – this is a revised policy from the NH School Board Assoc.  
Tim Theberge asked about liquid nicotine. Also, this would not presently apply to offsite chaperones.  
He also asked about JICL and comparing it to this policy. Facility is defined more broadly in one compared to the other.
- b) BGA: Policy Development System – this is a revised policy from the NH School Board Assoc.  
We should find a way to regularly review several policies each month.

3. **Policies for Discussion**

**Existing Polices That Require Discussion:**

- a) EEAG: Use of Private Vehicles on School Business: Review of legal edits; moving forward.

The redline version is from legal. It was pointed out that in paragraph 2, 10 years is a long time for a vehicle operation conviction. Kristen Reilly asked the difference between school purposes and "other" school purposes. Dr. Saunders indicated that there are times she transports materials for the district; this would be considered district business. There was a brief discussion on the use of will vs. shall.

We do not want adults having kids in their cars. If there is an accident, we become liable. Dr. Saunders will check with legal regarding employee discipline. What about a staff member who transports a student as an identified emergency contact. She will also check on this. We will need a permission form, insurance form, and reimbursement forms, which we have.

**ACTION: Check with Legal and bring back for further discussion.**

b) GBEF: Acceptable Use Policy: Staff – brought forward in relation to the Overdue accounts reference.

c) JICL/EHAA: Internet Safety and Responsible Use – for Students

**ACTION: We will hold off discussion at this meeting and bring back for April meeting.** Do we also bring forth

Rich Cahoon tested the food service policy at \$10.40 and received an email notifying him of the overdue account. Crista Salamy received a letter at \$34+ over.

#### **NEW: Policies from Education Committee:**

a) IHBH: Extended Learning Opportunities – This was brought up because at the high school we have this as an earned credit, but we also have this as non-earned credit. The NHSBA have an appeals process, which we added. Our policy discussed it but the process does not exist. High school extended learning is separate. What can the school deny? The credit? The class? Dr. Saunders indicated we could deny attendance during the school day. There is a process for both business and student to go through to access/become and ELO.

Rich Cahoon asked what does it mean if he wants to take something as a supplement, not caring about the credit. We would still need to assign a mentor? If they don't want credit, why write up a proposal. What about wanting to take a class for competencies?

Page 2, first paragraph, Stephan Morrissey asked what if the student is not a minor. We do often look for parents' permission but at 18, they do not need a parent's permission.

Rich Cahoon indicated that LearnEverywhere has been identified by the State Board indicating that a student will not be allowed to earn most of their credits through LearnEverywhere.

Dr. Saunders would adopt the policy based on what we know now. If LearnEverywhere changes position, we will update the policy.

Rich Cahoon asked if the appeals process should also appear in IMBC. It is not in this draft copy.

We have to make sure we have procedures in place to ensure all these processes are happening. Rich Cahoon asked if our process is friendly and welcoming (288 opportunities at ConVal and 100 at the middle schools). We also have an ELO coordinator. These coordinators should be identified in the handbooks. We have coordinators at all three schools.

The appeals process identified is talk to the principal only. It does not discuss an escalation.

b) IMBC: Alternative Credit Options – if we add the appeals process, how would this work.

Dr. Saunders is questioning the Funding paragraph (District pays & student reimburses district if the course is not completed). We expect the student to do the work.

Dr. Saunders would prefer not to do this in this format. The Board is under no obligation to pay.

Dr. Saunders agreed the appeal process should be in both policies. Rich Cahoon asked if the process is the same. Processes are usually yielded to the administration. Memorandum of understanding for Educational Services, provided by the school.

Rich Cahoon would like to hold these policies for further discussion and noted that both the forms and procedures should be on our website for students/parents to access. Dr. Forrest believes the forms exist at the high school level only.

**ACTION: Hold for next meeting to discuss the appeals process.**

**Move to adjourn made at 6:57 PM by Stephan Morrissey; seconded by Jerry Wilson. All in favor.**

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

- a) CFA: Individual School Administrative Personnel; also included is the NHSBA procedure – awaiting feedback from Legal
- b) GBEC: Drug-Free Workplace/Drug-Free Schools (also applies to identical policy ADB, included) – awaiting feedback from Legal.
- c) ILD & ILD-R: Non-Educational/Non-Academic Questionnaires, Surveys, and Research – pulled pending further research.
- d) JLD: Guidance Counselors: awaiting feedback from Legal
- e) IHBG: Home Education – Returning for further discussion. Superintendent status report
- f) EFDA: Overdue Accounts – awaiting additional content on reconciliation of overdue accounts

#### **4. 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

#### **5. Communications Committee:**

- a) Community Partnerships: KCB;

**Next Meeting:** April 2, 2019

Respectfully submitted,

*Carol Hills*