

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

POLICY COMMITTEE

May 7, 2019
SAU Finch Room
6:00 PM

Minutes

Committee Members:

Rich Cahoon – Chair, Janine Lesser, Kristen Reilly, Crista Salamy, Jerry Wilson, Stephan Morrissey, Tim Theberge

Attendees: Rich Cahoon, Janine Lesser, Crista Salamy, Jerry Wilson, Stephan Morrissey, Tim Theberge, Myron Steere, Dave Jack, Kimberly Saunders

1. Call to Order & Approval of April 2, 2019 Minutes

Rich Cahoon called the meeting to order at 6:04 PM. Motion made to accept the Minutes of April 2; all in favor. Motion passed.

2. Policies to the Board:

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

- a) EEAG: Use Of Private Vehicles to Transport Students and for Other School Purposes; Rich explained the comments from Legal regarding this policy.
- b) JICDD: Student Discipline Out-of-School Actions (have also attached JICK, as requested)

3. Returning Policies for Discussion

Existing Polices That Require Further Discussion:

- a) ADB/GBEC: Drug-Free Workplace & Drug-Free Schools (contains Legal edits)
The committee reviewed the legal edits (in red text).
Crista Salamy asked that if we have an employee who is under a doctor's care and is taking a controlled substance, is that allowed. Yes, but they cannot take it in front of students. What about medical marijuana. A discussion on medical marijuana ensued.
ACTION: Incorporate edits and send for a first read.
- b) CFA: Individual School Administrative Personnel (contains edits from Legal)
ACTION: Keep on agenda and hold until Legislative Session has made a final decision.
- c) JLD: School Guidance and Counseling Program (contains edits from Legal)
ACTION: Incorporate edits and send for a 1st read.
- d) STA - Kindergarten Drop-Off Procedures (contains Legal edits) – We cannot tell them what their policy should be, but we can suggest to them that they follow this edited version. We want the

bus company to make a second attempt to drop off the child. After an 2nd unsuccessful attempt, the student is returned to the school.

ACTION: Hold for discussion with Legal. The Superintendent will discuss with Legal.

New Discussion:

- a) DAF: Administration of Federal Grant Funds– Dave Jack, our Business Administrator spoke to this document. This is new information from NHSBA, based on revised Federal guidelines – In order to accept Federal funds, we have to comply with their policies/processes and will have document a compliance piece for procedural purposes. There is a template available. If our policies are more restrictive, we can continue to use them. If ours are less, we have to comply with the Federal pieces. Tim Theberge indicated that NHSBA has some incorrect information in this package.

Janine Lesser asked if ours is more or less restrictive. Dave Jack did not know but indicated we are safe if we put this standard in place. Janine Lesser indicated we may just go with the Federal guidelines. Tim Theberge explained the Feds definition of supplies vs. equipment. We might disagree with their definition of each. Dave Jack indicated that in micro-purchases, the bidding requirements may be less or more than our present policy. But if using Federal grant monies, we would have to adhere to the Federal guidelines. Dave Jack will take a look at this document in further detail and compare it with ours. This is mostly about when we go out to bid. Tim Theberge has agreed to assist.

Rich Cahoon suggested that we have various policies that touch on this but suggested that we might want to have a policy specific to Federal funds. Not all auditing firms are saying we need this policy in place. Others are saying they want a policy that adheres to the Federal compliance. The Superintendent indicated that our policy is not all in one, as this is. We have separate policies.

ACTION: Dave Jack will let Carol know when to add DAF to a future agenda.

- b) EHAB: Data Governance and Security – bringing forth at Dave Jack’s request
There will be something coming out of the Technology Committee. Janine asked if this was what Ann Forrest was working on. The Superintendent described that there are different aspect to data governance and security.

The Technology Plan is requested by June 30. The State’s Tech committee wants to provide a template, but Rich Cahoon feels it will not work as each district is different.

ACTION: Leave on agenda for further discussions.

- c) IGE: Parental Objections to Specific Course Material – revised by NHSBA in Sept. 2017 (both versions included)

Janine Lesser asked how often does this happen. Not very often and it’s usually around Sex Education. The NHSBA version has an additional paragraph caused by a change in the statute. We will have to change our policy to conform. Our high school does list a description of their courses online and in their handbook.

We would have to notify the parent about which staff member to contact. Who is else is notified? All parents, the students in the course, or both. The Superintendent will check on the

interpretation of the notification process regarding courses with sexual content. She believes we let them know about the materials and the parent can come in to review it.

Move paragraph 2 down to last paragraph

ACTION: Superintendent will check on the notification requirements.
This will go to Legal for review.

- d) KLB: Public Complaints About the Curriculum or Instructional Materials – this is an old policy (1991) that needs updating to KEC (2004, NHSBA)
The Superintendent does not care for the new KEC.

ACTION: Check for RSA regarding this policy. Hold for next meeting.

Motion to adjourn:

**Motion to adjourn made at 6:54 by Stephan Morrissey and seconded by Jerry Wilson.
All in favor. Meeting adjourned.**

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

- a) GBEF: Acceptable Use Policy: Staff (bringing back) Also includes JICL/EHAA: Internet Safety and Responsible Use – for Students. The Superintendent will draft a policy specifically to the collections process for damages or missing district property.
- b) ILD & ILD-R: Non-Educational/Non-Academic Questionnaires, Surveys, and Research – pulled pending further research.
- e) IHBG: Home Education – Returning for further discussion. Superintendent reworking policy.
- f) EFDA: Overdue Accounts – awaiting additional content on reconciliation of overdue account process.

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) IHBH: Extended Learning Opportunities (returned to Ed. Committee)
- b) IMBC: Alternative Credit Options (returned to Ed. Committee)
- c) IGA: Curriculum Development
- d) IK: Earning of Credit
- e) ILBA: Assessment of Educational Programs
- f) ILBAA: High School Competency Assessments

5. Communications Committee:

- a) Community Partnerships: KCB;

Next Meeting: May 21, 2019

Respectfully submitted,

Carol Hills