

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

**POLICY COMMITTEE**

July 23, 2019  
SAU Finch Room  
5:00 PM

**Minutes**

**Committee Members:**

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

**Attendees: Tim Theberge, Janine Lesser, Rich Cahoon, Myron Steere, Stephan Morrissey, Jerry Wilson, Crista Salamy (6:26), Dr. Ann Forrest, Dr. Kimberly Saunders**

**1. Call to Order & Approval of June 18, 2019 Minutes**

**Rich Cahoon called the meeting to order at 6:04 PM.**

**Stephan Morrissey motioned to approve the June 18 minutes; Tim Theberge seconded. Unanimous.**

**2. Non-Public Session: RSA 91-A:3,II (If Required)**

**3. Policies to the Board:**

**The following policies will be presented for a Second read at the July 23 Board meeting:**

- a) DFA: Investment
- b) GBA: Equal Opportunity Employment
- c) IMBD: High School Credit for 7<sup>th</sup>/8<sup>th</sup> Grade Coursework

**The following policy will be presented for a First read at the July 23 Board meeting:**

- a) KEC: Public Complaints about the Curriculum or Instructional Materials. We will propose rescinding KLB upon the adoption of KEC.

**4. Returning Policies for Discussion:**

- a) IGE: Parental Objections to Specific Course Material – added human sexuality content from older policy.

**5. New Discussion: Policies requiring updates.**

- a) BCB – School Board Conflict of Interest: Dr. Saunders has been waiting to discuss this policy; as it is written we are limited to who we can hire. We should look at the nepotism piece and rewrite it so that we can create a process that would allow more opportunity to choose from a very limited pool.

Stephan Morrissey asked what Dr. Saunders would like the Board to do. Include content along the lines of "applicants and relatives of the Board must disclose, and Board members must not advocate in any way for the hiring of the family member". We will ask Dean Eggert to draft something. Rich Cahoon feels that when this situation arises, this should go on a public agenda so that the public will be made aware. We also need to look at our hiring application. Do we want Legal to look at the Superintendent piece as well? Myron Steere suggested to review all of them.

We do not want to be giving contracts to family members.

Tim Theberge would like to add that donations are allowable.

Jerry Wilson asked if we address precluding board members from voting on contracts that might involve a family member. In the past, our Board members have always abstained. It has not been an issue. We can have it added to the policy, if the language is legal. Recusing might be the answer. We could add it to our Board Committee ethics, if it doesn't already exist. There is no recall if a Board member violates this.

**ACTION: Send to Legal for edits.**

- b) ACE: Procedural Safeguards Nondiscrimination on the Basis of Disability – if nothing else, Legal References require updating.
- c) EFA: Availability and Distribution of Healthy Foods –Legal References require updating.
- d) EH: Public Use of School Records -- NHSBA has a newer version (both policies are included)

## 6. Policy Review from Legal:

The following policies are under a Legal review:

- a) EHB: Data/Records Retention – NHSBA Update in 2018 (both versions included)
- b) JICD: Student Discipline and Due Process – NHSBA update in 2018 (both versions included)  
This may come back, as there is a bill before the Governor regarding suspensions.

**ACTION: We will provide these to the handbooks but we will follow the usual process for adoption.**

- c) JRA : Student Records, Privacy, Family, and Adult Student Rights – NHSBA update in 2018 (both versions included)

Dr. Saunders understands that the Board can limit what we consider Directory Information. We do release most of this information, if it is requested. Things to consider: we inadvertently do acknowledge Special Education students when we identify students who participate in Special Olympics. There are not many other areas where we might identify specific student information. We do not publish honor rolls in the newspaper. We also identify financial aid as part of a decision-making process.

**\* 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 – Dr. Saunders to speak with Legal regarding their edits.
- a) DAF: Administration of Federal Grant Funds

- b) EHAB: Data Governance and Security (under construction)
- c) GBEP: 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. EFDA: Overdue Accounts – awaiting additional content on reconciliation of overdue account process is related to this.
- d) 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) STA - Kindergarten Drop-Off Procedures

## 7. **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) IK: Earning of Credit
- c) ILBA: Assessment of Educational Programs
- d) ILBAA: High School Competency Assessments
- e) IHBH: Extended Learning Opportunities – returning to Education Committee (6-4-19)
- f) IMBC: Alternative Credit Options – hold for other credit-related policies (6-4-19)

## 8. **Communications Committee:**

- a) Community Partnerships: KCB;

Motion to adjourn made by Stephan Morrissey at 6:56 PM. Motion seconded by Jerry Wilson; all in favor.

**Next Meeting:** August 20, 2019

Respectfully submitted,

*Carol Hills*