

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

**POLICY COMMITTEE**

October 1, 2019  
SAU Finch Room  
6:00 PM

**MINUTES**

**Committee Members:**

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

Attendees: Janine Lesser, Tim Theberge, Rich Cahoon, Stephan Morrissey, Crista Salamy (6:30 pm), Cari Coates Dr. Kimberly Saunders, Dr. Ann Forrest

**1. Call to Order & Approval of September 17, 2019 Minutes**

**Rich Cahoon called at the meeting to order at 6:02 p.m.**

**Tim Theberge moved to approve the minutes of October 1, 2019; seconded by Janine Lesser.**

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

**a. Review of Sealed Minutes**

**3. Discussion**

- a) JCA: Change of School or Assignment – contains both NHSBA version and ours --- did not discuss this policy.

Dick Dunning had asked Rich Cahoon to look at this policy, our request for staffing information dates do not line up with what actually happens.

Presently, June 30 is our deadline. These requests are already an exception to the policy. Dr. Saunders would like to move it up to March 15 (the budget would have passed by then). She asked if anyone has any objections. Rich Cahoon said as long as it's not the end of the quarter. The Superintendent will send out monthly reminders to parents/staff.

Rich Cahoon asked if there are others policies or dates that affect staffing. If we think of any, let Rich Cahoon know.

**ACTION: Incorporate edits and send for first read at next Board. All in favor.**

- b) JIA: Student Due Process – Incorporated edits from last meeting.

Does everyone agree that this is now ready for a first read? All in favor. All references were checked to ensure we have them.

**ACTION: Ready for a first read at next Board meeting.**

- c) JLF: Reporting Child Abuse or Neglect – Priority policy; NHSBA 2019 Update; also includes our current police and our current procedure.

Are we including all the changes from NHSBA in our policy? Are the legal references up to date. We will use the Sept 2018 Protocol for this policy. Cari Coates will need to make several updates to the protocol first. Cari Coates explained that we have assigned building resources for the process of making a report. There will always be backup, should someone be out. We have a documentation process that indicates who is spoken to, what the phone number is. We track all calls to DCYF.

In the NHSBA version of the policy, how can they immediately confirm that the DCYF/law enforcement has been notified? The teacher and Principal or designee will work together. Rich Cahoon suggested we could use the bolded section (in the NHSBA version) that covers how to contact. Ann Forrest pointed out that the Training section is different between our policy and the NHSBA version. We are not consistent with our annual training for staff. Rich Cahoon likes the Contact information in NHSBA as well as the text on page 2, (b). Cari Coates wants to check the legislation to see if there has been any new or updated RSAs.

**ACTION: Will hold for next meeting as Dr. Forrest and Cari Coates provide additional content.**

**4. The following policies have been forwarded to Dean Eggert for review:**

- a) EHB: Data Retention – returning for further discussion
- b) GBEA: Staff Ethics – NHSBA 2019 Update; also includes our current policy
- c) GBEB: Staff Conduct – NHSBA 2019 Update; we do not have this policy
- d) JFABD: Education of Homeless Children and Unaccompanied Youth – Priority policy, NHSBA 2019 Update; also includes our current policy JFABD: Admission of Homeless Students
- e) JFABE: Education of Children in Foster Care – NHSBA 2019 Update

**Future Agenda item: the Reviewed note**

Do the minutes count; yes. The minutes can be provided as proof. Rich Cahoon will draft a formal review document.

**Motion to adjourn made by Jerry Wilson; seconded by Tim Theberge. The meeting adjourned at 6:43 pm.**

**Respectfully submitted,**

*Carol Hills*