

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
106 Hancock Road
Peterborough, New Hampshire
CONTOOCCOOK VALLEY SCHOOL BOARD

Policy Committee

Wednesday, April 22, 2020
5:30 p.m.

Physical Location: None

Virtual Location:

<https://us02web.zoom.us/j/88305233019?pwd=U3dNSC9tSDZtNVFTaDJlZjByK0pzZz09>

Meeting ID: 883 0523 3019

Password: 7FDVtr

Phone: +1 312 626 6799 US

Meeting ID: 883 0523 3019

Password: 246995

Minutes

School Board Committee Members:

- Katherine Heck
- Janine Lesser
- Kevin Pobst
- Tim Theberge
- Stephen Ullman

Present: Janine Lesser, Kevin Pobst, Tim Theberge, Stephen Ullman, Katherine Heck, Dr. Kimberly Saunders

1. Call Meeting to Order

Dr. Kimberly Saunders opened the meeting at 5:31 p.m.

2. Organizational Meeting

Kimberly Saunders said that this is an organizational meeting. She added that she likes to begin with the process. Policy is codified.

Kimberly asked the committee to decide who would be Chairman.

Kevin Pobst nominated Janine Lesser as Chairman. Tim Theberge agreed to be Janine's backup.

Stephen Ullman had suggested previously that School Board meetings start earlier as a result of the length of them. Janine Lesser said that she liked Stephen's suggestion of beginning School Board meetings earlier while conducting them remotely.

The committee process, in the past, has been very structured and allowed the committee to be productive.

3. Other

The ConVal School Board webpage was shared. The letter system is A-L to categorize a specific area. A & B relate to the organization itself. C is about Administration, D relates to Fiscal Management, and so on.

There are three different types of policies; "P" policies are priority policies and are those that are required by State Statute. We must have these in place. Policies may appear in more than one category but would be exactly the same.

The second group are those that are considered necessary and highly recommended. The NH School Board Association (NHSBA) highly recommends these.

In addition, policies state the date of the First Read, Second Read, and Adoption date. All policies must have two reads prior to being considered for adoption. The policies need to be adopted in a very specific way. At the first read, it simply has to be noticed. The second read moves to consideration for adoption. Category "O" policies are optional policies. They typically address specific concerns that might arise from administration concerns.

Policy, as a rule, does not specify how you want the district to carry out the policy. A "-R" outlines the procedures to execute the policy. Kimberly said that these need to be connected better. It is better to have no policy than to have a policy that you do not follow. Boards can get into hot water when they do not follow their own policy.

When a waiver for kindergarten entry based on age, or discipline are requested, we look to policy. At one point, a vote to adopt all of the NH School Board policies at once was made in 1991. On occasion, one of those policies rears its head.

Kimberly said that we always bring our own draft of a policy to Policy Committee. A NHSBA policy may be brought as well. Kimberly spoke about overreach of NHSBA policies. On occasion, we forward those policies for legal opinion.

Policy is set by the Board, procedure is set by Administration. Hiring and evaluation are management pieces and are procedures. There is no specific evaluation program in the contract. The contract is negotiated between the Board and the Union. The evaluation is mutually agreed upon by a committee made up of administration and union members.

Kevin Pobst noted that a majority of Policies on our website do not have procedures. Dr. Saunders shared that the procedures are not online, only the policy. She said that they should be clearly listed on the website. In his past experience, he said that Policy was reviewed with the procedure viewed alongside.

Katherine Heck echoed Kevin's comment about seeing the policy alongside the procedure because sometimes there are unintended consequences.

Stephen Ullman said that the most important thing that a district does is to hire teachers and to evaluate them with decisions to continue them. The procedure can be very important.

Kevin Pobst noted on several occasions, by attending a board meeting, there has been discussion on a topic which led to the statement that a policy should be developed on that topic. He asked how that process flows. Kimberly shared the process. Discussion took place about the fall arrival of board policy updates annually. Those updates, more often than not, are result of changes in law.

Katherine Heck asked if it is anticipated to begin reviewing policy at the next meeting. Kimberly said that she would create an abbreviated agenda to start.

What is the cost of annual membership to the NH School Board Association? Kimberly will report back.

The next Policy Committee is scheduled for Tuesday, May 5th at 5:00 via Zoom. Details to come.

4. Adjourn

Kimberly Saunders closed the meeting at 6:17 p.m.

Respectfully submitted

Brenda Marschok