

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

**Policy Committee
Work Session**

(Please note that this is a working session with no public participation)

**Thursday, October 8, 2020
10:30 a.m.**

Physical Location: SAU Office

Virtual Location:

<https://us02web.zoom.us/j/82913139303?pwd=dFJCSDYyZ3o4aktlM1ZKLzRuQ0dTz09>

Meeting ID: **829 1313 9303**

Passcode: **55GX6h**

Phone: +1 312 626 6799 US

Meeting ID: **829 1313 9303**

Password: **532496**

Minutes

School Board Committee Members:

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

Present: Katherine Heck, Janine Lesser, Kevin Pobst, Tim Theberge, Stephen Ullman, Robert Short, Jr., Lori Schmidt, Kimberly Saunders

1. Call Meeting to Order

Janine Lesser called the meeting to order at 10:47 a.m.

2. Financial Policies

Janine Lesser said that financial policies will be looked at and lined up for future meetings. Policies should be prioritized for work from now through January.

Policy JLC was noted as a priority policy.

Kimberly said that Title IX is extremely important. AC and ACAC should be prioritized and completed. Policies EBCG and EHAC are priorities as well.

Grant managing policy is one of the most (DAF 1-11) important. It requires written procedures.

Lori Schmidt said that it would be helpful to allow her and the accountant the opportunity to identify and evaluate the processes in place and put them in writing before a policy is finalized. We have a compliance review in February; as long as work is underway we should not get dinged on it and it will have no bearing on the financial audit just completed.

Tim Theberge asked if the policy simply directs the district to have procedures.

Katherine Heck agreed that it is required that administrative procedures should be in line with what the business office currently practices.

Rob Short asked if we have documented accounting procedures such as internal control. Lori Schmidt said that she has requested a copy of the internal controls from auditors.

Tim Theberge said that his understanding is that the district cannot treat federal money different than our own. Lori said that different thresholds can be applied.

Lori said that DAF and DJ can be stand-alone policies however, aligning where possible with grant guidelines would be possible.

Updating policies from oldest forward was suggested in terms of last reviewed date.

DJD, last reviewed in 1991 and DI should be updated.

"JL" policies will be grouped together for review.

Those policies that ConVal does not have will require a review of the NHSBA policy for a decision if ConVal would like to adopt a policy.

Janine Lesser said that we do not ever want to adopt a policy that we cannot comply with or one that makes it more difficult to comply. That is why NHSBA might adopt a policy that we do not adopt.

Kimberly Saunders said that there are three categories of policy; O-Optional, R-Required, and P Priority.

Stephen Ullman suggested that the committee go to the State required policies first. Janine said that is typically what the committee does but then DAF came down and several others.

IHAM was suggested for an earlier review.

After JL policies, IHAM would follow.

DN, DM, and DKA would follow.

JLCH and JLCI are optional policies. They could be dispensed of if the board is not interested.

Tim Theberge said that he does not have interest in having a DNR policy. JLCH was dispensed of in agreement with the committee.

Policy DJC – Petty Cash – Kimberly Saunders said that we should have a policy that states that we will not have petty cash.

DB and DBC should follow. Might be placed low on the list but requires annual review.

Tim Theberge said that a list of policies that require yearly review should be developed with a column stating when it was reviewed and if there were changes or not. Minutes would reflect the review.

Rob Short, Jr. said that policies should be reviewed but procedures should be uniform across the board.

Katherine Heck noted that some of the annual review policies also require a re-adopt. That should be noted in another column.

DFA is a priority policy that requires annual review. Katherine said that the Trustees from the Town of Peterborough hold money for ConVal. She suggested that we also have a copy of their policy of the same.

Discussion took place about the role of the Trustee of the Trust Funds and their latitude.

Kevin Pobst said that he does not remember specific guidelines per trust fund but rather guidelines for the trust funds as a whole. Documents upon creation are maintained that outline what the intended use of the fund is.

It was noted that the trusts could be moved to a different group of Trustees of the Trust Funds or the District could set up their own trustees which would be a distinct and separate group from the board.

Stephen Ullman spoke about two kinds of trusts; building trusts and endowment trusts.

Discussion continued about trusts, they are extremely difficult to be disbanded, interpretation of the intent of the trust can vary, and the difficulty in spending trust money.

Back to DFA, Investment Policy would follow.
DG and DH would be next.

Discussion took place about auditing and our auditing firm. Sending out an RFP for auditing services was discussed. It was very quickly explained why we do not RFP for auditing services.

EBBB would follow for review on future agendas. GBGA would be next. JFA, DEA, and DIA were slated to follow in review. DJE would follow and DBJ would be reviewed with DID.
DIB will be reviewed with DFA.
Looking at EBBC and JLCE together was noted.

3. Title IX Policies

Policy AC – Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan.

Kevin Pobst said that an overarching policy for discrimination needs to exist and then a procedure to investigate. Title IX does not tell you how to deal with things that do not fall under Title IX. There are behaviors that will be dismissed that will not fit within the narrow definition of Title IX for sexual harassment. The larger policy should be general about the misbehavior that will be dealt with and the procedure for doing so. It should be a more inclusive procedure. Extensive discussion took place about the differences in policy versions and the language therein.

A simplified AC policy that diverts to other policies for specific situations was suggested.
The sample AC policy does not provide a general procedure and a diversion to the specific offense.

The committee made updates in language, including references to other policies and legal.

THE NHSBA ACAC is a good shell, but we need our general procedure, and additional language.

FERPA will be referenced in AC.

Referencing Policy ACAC, Kevin said that based on the law conference he attended, it appears exactly what we need. Discussion was to review JBAA and GBAA and potentially keep them in place.

Making sure that we are covered on any required notices to people is important.

The work done so far will be reviewed for the next policy committee.

4. Spring Update Policies

Discussion took place throughout agenda in terms of sequence.

The next meeting will occur on October 20th. The previously scheduled work session on October 22nd was cancelled. If one is needed, it will be rescheduled.

Meeting adjourned at 2:23 p.m.

Respectfully submitted,

Brenda Marschok