

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

Policy Committee

**Tuesday, November 17, 2020
5:00 p.m.**

Physical Location: ConVal High School Library

Virtual Location:

<https://us02web.zoom.us/j/82690010024?pwd=eTlBanVhNExrZGFydWpHSUpHMk9TZz09>

Meeting ID: **826 9001 0024**

Passcode: **qck7Q6**

Phone: +1 312 626 6799 US

Meeting ID: **826 9001 0024**

Password: **498514**

Minutes

School Board Committee Members:

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

Present: Janine Lesser, Kevin Pobst, Tim Theberge, Stephen Ullman, Dr. Kimberly Saunders, Dr. Ann Forrest

1. Call Meeting to Order

Janine Lesser called the meeting to order at 5:01 p.m.

2. Approve Minutes of November 3, 2020 Meeting

Tim Theberge moved to approve the minutes of November 3, 2020. Stephen Ullman second. Stephen noted a change in the word "basis" to "bases" on page two. Kevin Pobst abstained. All others in favor. Motion carried.

3. Update on policies AC, ACAC, GBAA, JBAA, JICK (legal)

Kimberly Saunders reported not yet having the opportunity to follow up with legal on these policies. They are pending legal review.

4. Reminder that DK and DGA are part of the financial policies update

Janine Lesser said that DK and DGA are part of DAF procedures for the federal audit team. Until those are done, these cannot be changed.

5. EHAC *Electronic/Digital Records & Signatures*-Tim Theberge (NHSBA version only)

Tim Theberge referenced a version of this policy that added "contractors and vendors" under applicability. Stephen Ullman said that there is a vague reference in section "C". He said that he too was concerned about external contractors coming under this policy.

Tim Theberge agreed that 5., under “electronic signatures” is highlighted. He said that the cost to implement 5 is prohibitive for ConVal. The only way that we can prevent the altering of a digital signature is through a third party with a PIN.

Kimberly Saunders said that there may be some programs that ConVal can work with. It depends on the level of security.

Do we have a policy on archiving documents with electronic signatures? Tim referenced a records retention policy. However, it does not go through the specifics. Tim said that we could choose to go through the process of scanning and saving rather than file cabinets for storage.

Do we currently have a system that meets items a-f under D. of the NHSBA policy? The policy uses the word “should” rather than “shall”. It is about intent and the manner it is stored.

Kevin Pobst noted that the policy that Tim Theberge drafted was great.

Tim Theberge spoke about an electronic signature being as good as a regular one. Discussion took place about appropriate places to use it. Checks to vendors, IEP’s, handbook acknowledgement etc.

Janine Lesser asked the committee if it is their feeling to go ahead. Does this need legal review? Kimberly said that it is up to the committee, but she is hesitant to write policy without legal review.

Is the policy necessary and if so, is this part necessary?

Janine Lesser spoke about having a record retention schedule. Tim Theberge said that it does not need to be in policy, we just need to have one.

Ann Forrest said that in some of our policy we do include a record retention component.

Janine Lesser asked if the records retention policy that was attached to former related material was intentional. Kimberly said that we do have a records retention schedule for various information.

Janine Lesser said that EHB should be changed to omit the expectation of an updated schedule.

6. EBCG Communicable & Infectious Disease-returns from Cari Coates and Gretchen (NHSBA version only)

Kimberly Saunders reported not receiving information back as of yet.

Janine Lesser referenced a similar policy. Policy JLCG is referenced.

Stephen Ullman said that he is impressed by the level of input from the nurses given.

7. JLCG Exclusion of Students Who Present a Hazard (NHSBA version only)

Kimberly Saunders said that JLCG was brought up in the event students refused to wear a mask.

EBCG identifies those times when a student or employee would need to be identified to deal with a communicable or infectious disease for it.

Tim said that he saw no problem.

Stephen Ullman asked about the differentiation between special need students that requires them to be in school? IDEA is powerful.

Kimberly Saunders said that there can be very specific needs or pieces in an IEP that can be very difficult to implement remotely. For example, if an IEP states the need for OT, it can be difficult to deliver those services. Or if a student’s potential for regression is so great, they may be identified to attend in person.

8. Other

None.

9. Adjourn

Kevin Pobst motioned to adjourn at 5:55 p.m. Stephen Ullman second. Unanimous.

Respectfully submitted,

Brenda Marschok