

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS  
106 Hancock Road  
Peterborough, New Hampshire**

**CONTOOCCOOK VALLEY SCHOOL BOARD**

**Policy Committee**

**Tuesday, November 3, 2020  
5:00 p.m.**

**Physical Location:** ConVal High School Library

**Virtual Location:**

<https://us02web.zoom.us/j/89349910422?pwd=bFd4ZEhLU1JBN2s0OTljUDZadlBJQT09>

Meeting ID: **893 4991 0422**

Passcode: **DV4966**

Phone: +1 312 626 6799 US

Meeting ID: **893 4991 0422**

Password: **136567**

**Minutes**

**School Board Committee Members:**

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

**Present:** Janine Lesser, Katherine Heck, Tim Theberge, Stephen Ullman, Dr. Kimberly Saunders, Dr. Ann Forrest

**1. Call Meeting to Order**

**Janine Lesser called the meeting to order at 5:03 p.m.**

**2. Review of "working" policies:**

a. ACAC

Janine Lesser said that she believes this is ready to go to Dean for legal review.

b. GBAA

Using the language "Director of Human Resources" was decided for purposes of this document rather than Superintendent. This allows an appeal to the Superintendent.

Janine Lesser suggested the insertion of language that ties the policy to ACAC.

In addition, renumbering within the policy is needed.

c. JBAA

Stephen Ullman said that in both policies, it is up to the Principal to translate a verbal notification into a written form. He asked if there would be concern. Kimberly Saunders said that the document would be returned to the student for confirmation that it is accurately stated.

Janine Lesser shared her thoughts on tying the language for consistency.

Katherine Heck said that the federal policy requires us to use certain language, but ConVal policy can be what we designate it as because it doesn't meet the same criteria.

"Superintendent or their designee" can be used in policy GBAA and JBAA but not in ACAC.

Stephen Ullman said that he would like to mandate the use of Reporting Forms. Tim Theberge said that any format used compels it to be acted upon.

Eliminating number 3, under III and wrapping it into 7 (now 6). It is "strongly encouraged" will be used in the place of "voluntary".

Anywhere where we see investigation will be replaced with "Superintendent or their designee."

d. JICK

Under III, Reporting Procedure, under 3, and further under 1. Any school employee, volunteer, or employee ....shall report...." The word "shall" requires one to report. Confirmed.

Under V. Waiver of Notification Requirement – it is highly unlikely this would be waived unless there was concern about the safety of the child and how the parent would respond.

"Principal or his/her..." will be replaced with Principal or their designee everywhere.

Capitalize "Board" under VIII.

Administration would determine the punishment. It would follow the appeal process as with other discipline process. Kimberly Saunders shared the process. A reference is not needed about the appeal process otherwise it becomes policy.

Do we have to expand upon XI? Capture of Audio and Video Recordings on School Buses? Kimberly said that she will double check to confirm if all of our buildings are posted that recordings are being captured.

The difference between video and both audio and video was noted.

Katherine Heck provided the following language:

IX. Use of Video or Audio Recordings in Student Discipline Matters

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety, and welfare of all staff, students, and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, and ECAF. Should other policies be cross referenced?

Three basis for successful appeal; new evidence, district did not go through required steps, or prejudice or conflict of interest.

When discipline hearings take place, consequences are not looked at. The job is to assure that a student's due process rights were followed as outlined in State Statute.

EEAA – Video Surveillance on School Property is another required policy cited. Kimberly Saunders agreed to double check them.

After updated, this policy is ready to go to Dean.

**3. Review:**

a. EBCG

This policy can be sent to nurses to gain their thoughts and then reviewed. Or, the Policy Committee can do work and send it back to the nurses for input. Kimberly Saunders said that she prefers sending it to Cari Christian-Coates and the nurses to take a look, tell thoughts on, and this committee can take input under advisement.

b. EHAC

We do not have a policy like this NHSBA Policy. DK and DGA were sent, or may have been sent to legal.

There is a federal law that establishes the legality of electronic signatures.

The policy defines how ConVal will use it. We can identify what types of signatures will be allowed and at what levels.

Tim Theberge agreed to review this policy.

#### **4. Adjourn**

**Katherine Heck motioned to adjourn at 5:55 p.m. Tim Theberge second. Unanimous.**

Respectfully submitted,

Brenda Marschok