

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

Policy Committee

Tuesday, January 19, 2021  
5:00 p.m.

Physical Location: SAU 1 Board Room  
106 Hancock Rd.  
Peterborough, NH

Virtual Location:

<https://us02web.zoom.us/j/81978101588?pwd=OHI6N1FqQWtUL0dKaEUyT1BvMStBdz09>

Meeting ID: **819 7810 1588**

Passcode: **2snb4Y**

Phone: +1 312 626 6799 US

Meeting ID: **819 7810 1588**

Password: **678761**

Minutes

**School Board Committee Members:**

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

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

**1. Call to Order**

Janine Lesser called the meeting to order at 5:07 p.m.

**2. Approve the minutes of December 15, 2020**

Stephen Ullman moved to approve the minutes of December 15, 2020. Katherine Heck second. Unanimous.

**3. Updates of policies under legal review: Title IX series, EHAC**

No Update.

**4. First read: DJD-Local Purchasing, with correct language**

Policy DJD will go for first read tonight at the School Board meeting.

**5. Second read: DI-Fiscal Accounting and Reporting**

Policy DI will go for a second read/adoption at tonight's School Board meeting.

**6. Committee pass: EBCG-Communicable & Infectious Disease, JLCG -Exclusion of Students, EBCF-Pandemic/Epidemic Emergencies**

Kevin Pobst said that our first policy, JHCC, says that we will work with agencies and prevention control. NHSBA recommended three policies to serve as a set. They refer to each other.

Policy EBCG is designed to minimize transmission and makes reference to JLCG. The heart of the policy is procedures when communicable disease is suspected. Disability law supersedes this policy.

It references EBCF as well.

JLCG was put forward for a first read but pulled back. "Exclusion of Students" is the recommended new name. Discussion took place about RSA 200:39 stating "shall" and not "may".

Tim Theberge believed that the "may" needs to read "shall".

Kevin Pobst said that he was happy to change the "may" to "shall", therefore he said that his recommendation has changed. Change the language in sentence one and rename the policy.

Kimberly Saunders said that when we work on policy, we can always adopt something that is stricter than law but we cannot do less than the law.

Policy EBCF specifies that the district will follow the recommendations of the pandemic plan from the State. We shall develop curriculum regarding communicable diseases among other requirements. It picks up additional pieces outside of policy EBCG.

Is the paragraph that says that "Staff members who are forced to miss excessive days of work shall first use any leave entitled to them through the FMLA and/or accrued sick leave" in conflict with the MOA?

Kevin Pobst recommended to do a first read on the three of these after they go to the nurses and administration for their review. It should also be reviewed by legal.

#### **7. Rescind JHCC-Communicable Disease Control Policy**

Janine Lesser said that this policy can be rescinded.

#### **8. Committee consider adding to the above JHCB/JLCB-Immunization of Students**

The recommendation is to keep the ConVal policy JHCB. JLCB spells out what is in the statute. Kevin said that it makes it too easy for those opposed to vaccinations.

The recommendation is to leave it alone and make no changes.

A reference to RSA 141-C:20-c could be added to policy JHCB.

The RSA will be added. A review date will be added but it does not need to go for a first read.

#### **9. Committee review IHAM-Health Education and Exemption from Instruction**

Stephen Ullman said that he favors the NHSBA update. What is different about NHSBA is that it is more specific and extensive in listing the requirements. Timing and methods on specific topics are much more specific. Contact information for the principal must be provided. An alternative assignment to make up for classes missed is stated. They are good aspects of NHSBA policy.

Kimberly Saunders said that this is better as procedure than as policy in terms of curriculum. Dr. Forrest agreed that having it as a procedure in the handbooks would be recommended. Making sure the handbook matches the policy should be confirmed.

If we have administrative procedure based on the RSA but that same language is not reflected in our policy, is that correct?

Janine Lesser said that if we make reference to the RSA it might fulfill the requirement.

What is our standard practice? If it says we have to have a policy, we have a policy. We have tried to make sure things are in procedures and processes because they change more rapidly than policy.

This policy needs updates to reflect applicable requirements. Committee confirmed.

Kimberly Saunders and Ann Forrest agreed to review to rewrite.

#### **10. Committee review DKA-Payroll Procedures, DM-Cash in School Buildings, DN-Equipment & Supply Sales, DJC-Petty Cash Accounts**

Policy DJC, Petty Cash, use of petty cash accounts has been eliminated. We could rescind but it might be a good idea to leave it there for a while as a reference. The rescind date can be listed.

Policy DM, Cash in School Buildings, it is dangerous to have cash in school buildings. Is there an amount that is allowable to have on hand and not deposit in the bank?

Lori Schmidt will review language. It is about developing a procedure. Schools in small towns don't have banks in their towns. Not every school can handle it the same.

Discussion took place about vending machines. They are overseen by Food Service.

Policy DKA, Payroll Procedures, includes specific language about the Department of Labor and RSA was referenced. Lori Schmidt will review.

Policy DN, Equipment and Supply Sales, relates to a School Properties Disposal Procedure  
Does the Federal Funds Policy cover assets that fall under this? That policy has not yet been reviewed.

#### **11. Committee review JFA-Residency**

ConVal does not have the overarching policy. It makes reference to the RSA; it is a one sentence policy. We have referred to policies. There is no reason for ConVal not to have JFA. There is no harm in having it. We are not exposed by not having it because of the other policies we have.

Kimberly Saunders said that we don't have it because if it only states we are going to follow State Statute then why have it because we are required to follow State Statute.

Tim Theberge said that he was inclined to have a policy because we have the other policy on enrolling students.

Katherine Heck said that it would be consistent not to have a policy. No JFA.

#### **12. Committee review EBBB-Reporting Accidents Involving Physical Harm of Students, EBBC-Emergency Care & First Aid (Student Accidents & Reports)**

Tim Theberge said that we have two identical policies; first aid EBBC and JL. Tim drafted JL.

Our existing policy did not mention glucagon.

This policy will be sent to the nurses for review.

#### **13. Adjourn**

**Stephen Ullman motioned to adjourn at 6:02 p.m. Tim Theberge second. Unanimous.**

Respectfully submitted,

Brenda Marschok