

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

CONTOOCOOK VALLEY SCHOOL BOARD

Policy Committee

Tuesday, April 6, 2021
5:00 p.m.

Physical Location: SAU #1, Board Room
106 Hancock Road, Peterborough, NH

Virtual Location:

<https://us02web.zoom.us/j/86195491202?pwd=dFZuTzJNNGd0ZXlSRmM3QXpZSENSUT09>

Meeting ID: **861 9549 1202**

Passcode: **1F79S6**

Phone: +1 312 626 6799 US

Meeting ID: **861 9549 1202**

Password: **536004**

Minutes

School Board Committee Members:

- Keira Christian
- Katherine Heck
- Janine Lesser
- Kevin Pobst
- Stephen Ullman

Present: Janine Lesser, Keira Christian, Katherine Heck, Kevin Pobst, Stephen Ullman, Dr. Kimberly Saunders, Lori Schmidt

1. Call to order

Janine Lesser called the meeting to order at 5:10 p.m.

2. Approval of the minutes from March 16, 2021

Kevin Pobst moved to approve the minutes of March 16, 2021. Katherine Heck second. Unanimous.

3. Policy Committee Chairperson

Kevin Pobst nominated Katherine Heck as Policy Committee Chairperson. Stephen Ullman second. Unanimous.

4. Updates on EBCG-Communicable & Infectious Disease; JLCG-Exclusion of Students; EBCF-Pandemic/Epidemic Emergencies; JLCE-First Aid & Emergency Care; DM-Cash in School Buildings; DN-Equipment & Supplies

Kimberly Saunders reported that there was nothing new to report at this time. Kimberly said that she would like to address Cash in School Buildings first. Petty Cash has been addressed.

Janine Lesser asked about the medical related policies. The response was that they go to legal for review first.

5. BDE: Committees and School Board Member Special-Duty Assignments

Katherine Heck referenced the copy included in the packet as well as the revised copy sent out with additional comments.

Kevin Pobst said that this policy has gone for a first read. Discussion about alterations after a first read and before the second took place.

Under "Committee Administration" is language about a quorum at committee meetings. There will be a consideration of the full board even if only several members attend.

Kevin Pobst said that the sentence “No vote shall be taken.....to vote present” should be omitted.

Janine Lesser spoke about committees having no authority on their own.

Kimberly Saunders said that the Student Discipline Committee is a subset of their own and make decisions on their own.

Stephen Ullman said that he has no issue with closing meetings for confidentiality.

Kevin Pobst said that for the purposes of this policy, the committee descriptions should be used in places such as currently present under “Committee Responsibility and Jurisdiction”.

Kevin Pobst further suggested placing a comma after the word committee in paragraph 1, page 1 and add except the student discipline and grievance committees...

Janine Lesser spoke about the sentence “All recommendations of these committees should represent a majority vote of committee members”. She said that the word “vote” should be replaced with something such as “consensus”.

Kevin Pobst said that the word “vote” doesn’t carry any sense that it is a final decision of the board.

Kimberly Saunders questioned the importance of that entire sentence. It appears that protocols are being put in place that might not be.

Kevin Pobst said that it tells what should be done if there was contention. It is important to have the sentence in for the moment things get difficult.

Stephen Ullman said that “scope of responsibility and jurisdiction” is redundant on page one.

Katherine Heck spoke about the functionality within a committee and board. A vote might be necessary in a contentious situation.

No harm in keeping the language.

Consensus on keeping the voting option in the policy: Confirmed.

Kevin Pobst brought attention to “Special Duty Assignment Procedures” and asked if it is acceptable to include the yellow highlighted “are not open to participation by Board members who have not been appointed”. “not open to board members who have not been appointed” was suggested. Legal opinion might be sought.

Kevin agreed to update the Google document and let Kimberly know when that is complete.

Katherine asked if a Vice-Chair of the committee is needed. It was suggested that another member be called to fill in if needed.

6. Legal advice on legislative directed changes in discipline policy

Kimberly Saunders said that Attorney, Dean Eggert will be coming to work with administration to work on changes that have occurred with discipline. Procedures will be updated. A potential policy to align with the procedures would make sense. Confirmed.

7. EHB: Data/Records Retention Policy, Chapter 33-A Disposition of Municipal Records

Stephen Ullman spoke about the ConVal policy, RSA, and NH School Board Association Policy to differentiate them for clarity.

The -R is the “Procedure” that goes with the policy.

This policy should go back for review. Policy Committee does not create the procedure (-R).

Comparing the NHSBA policy to the ConVal policy was suggested.

Janine Lesser said that we do not often use the National Policy but do refer to the NH Policy.

Stephen Ullman exited the meeting at 6:02 p.m.

EHB will return to a future agenda.

8. DIA - Fund Balance (ConVal, NHSBA, Draft)

Janine Lesser said that the NHSBA Policy has not been updated with the RSA changes.

The “Draft Sample Policy” does reflect current changes.

It will be important for people to understand exactly what “Fund Balance” is. The definitions will be critical.

Lori Schmidt agreed that “Net Assessment” needs to be stressed and defined.

Kevin Pobst suggested that leaving it as is versus skinning it up was suggested.
Janine Lesser suggested cleaning up some language to simplify it.

9. How do we post the KEB protocol on questions and complaints?

Tabled until a future meeting.

10. Development of Superintendent evaluation ad hoc committee

Tabled until a future meeting.

11. Policy development on quarterly question & answer sessions with administration and board

Tabled until a future meeting.

Kevin Pobst motioned to adjourn at 6:10 p.m. Janine Lesser second. Unanimous.

Respectfully submitted,

Brenda Marschok