

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

Policy Committee

Tuesday, May 4, 2021
5:00 p.m.

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

Virtual Location:

<https://us02web.zoom.us/j/81952255816?pwd=QWc4R2ZUbGhHSVdjNzFaVEx4YVgrQT09>

Meeting ID: **819 5225 5816**

Passcode: **66q8N7**

Phone: +1 312 626 6799 US

Meeting ID: **819 5225 5816**

Password: **663582**

Minutes

School Board Committee Members:

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

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

1. Call to order

Katherine Heck called the meeting to order at 5:04 p.m.

2. Approval of the minutes from April 20, 2021

Janine Lesser moved to approve the minutes of April 20, 2021. Kevin Pobst second. Unanimous.

3. Requested that BDE-Board Sub Committee Assignments be moved to second read on School Board Agenda

Katherine Heck reported that this policy will go before the board for a second read/adoption this evening.

4. DIA –Fund Balances Policy-Recommended

- a. Reviewed by Budget and Property 4/13/21.

This policy draft was created as a result of the warrant article that passed.

- b. Reviewed by Business Office 4/20/21

- 1) Proposed Changes- see 4/20/21 updated version

This revision makes the original draft more user friendly.

On page 3, under “Unassigned Fund Balance”, when using the term “unreserved fund balance” it might be confusing for some. Common language was suggested in its place such as “unassigned”. “Unassigned fund balance” is the term most commonly used.

The term “Unassigned fund balance” will replace all places where it states “unreserved fund balance”.

The sentence under “Unassigned Fund Balance” that begins “At fiscal year-end.....for the ensuing year” will be removed from that paragraph.

Once these changes are incorporated this policy will be ready for a first read of the board.

c. Complete Policy Committee Review 5/4/21.

Katherine Heck reviewed the Policy Foundation by Code. There are call letters that are associated with a category of policy e.g. “B” Policies are associated with School Board Governance and Operations. Dr. Kimberly Saunders reviewed categories A through L and were identified in terms of category. “A” policies are foundation and basic commitment policies. “C” policies are related to General School Administration, “D” policies are related to fiscal management, “E” are related to support services, “F” are facilities development policies, “G” policies are related to personnel, “H” are negotiation related policies, “I” are related to instructional program, “J” policies are student related, “K” are related to School Community Relations, and “L” policies are related to Education Agency Relations. “R” are not policies but are procedures associated with policies.

Kimberly Saunders said that it is better not to have a policy than to have a policy that is not being followed. An example would be before Policy JICK – anti-bullying policy, many school districts had verbiage in policy but were not following it which caused problems in districts.

The board sets policy. The board cannot write a policy that goes against or contradicts with administrative rules.

Katherine Heck said that the Policy Committee and administration have policies that govern the policy making process, evaluation of policy, and adoption.

5. Policy Committee Orientation and Overview (pg. 8-22)

Kimberly Saunders said that on occasion we find a policy that has a 1991 review date at the bottom. It is important to continually review policy as updates come forward. At one point in time, the policies in mass were adopted all together.

6. Status update:

a. Admin work session report on changes to discipline policy

Dr. Ann Forrest reported that we worked with administrators and Attorney Dean Eggert. The first session focused on changes in policy and the impact on our daily work. They are related to the length of time and ability to suspend students. A review of what is already in place took place at the sessions along with a list of responses that will take place to support students when things happen. Our suspension data was reviewed for the past three years which resulted in the knowledge that our suspension rates are very low. Restorative practices is the shift in focus. Documenting it in a policy is a goal. It all aligns with a direction that ConVal was already moving. More work is underway.

b. “J” Policies related to Health

Unrelated, Kevin asked about policies reviewed some time back. His understanding was that a review by the nurses would occur.

A timeline of where these policies are is needed. Katherine Heck and Kimberly Saunders will be meeting bi-weekly to develop policy agendas to allow ample time for review of the Policy Committee.

Kimberly Saunders said that the “J” policies are on hold until time is available for review.

7. Non-Public Session RSA 91-A:3 (If Required)

None.

Stephen Ullman moved to adjourn at 5:56 p.m. Kevin Pobst second. Unanimous.

Respectfully submitted,

Brenda Marschok