

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

CONTOOCOOK VALLEY SCHOOL BOARD

POLICY COMMITTEE MEETING

Tuesday, December 21, 2021

6:00 PM

Location: SAU Finch Conference Room

Minutes

Committee Members: Keira Christian, Katherine Heck (Chair), Janine Lesser, Kevin Pobst, Stephen Ullman

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

- **Call to order**

Katherine Heck called the meeting to order at 6:10 p.m.

- **Approval of the December 7th Minutes**

Stephen Ullman moved to approve the minutes of December 7, 2021. Janine Lesser second. Unanimous.

2nd Read:

1. JRA - Students records. Privacy , Family, Student Rights
2. GBEF - Acceptable use Policy :Staff

The above two policies will go before the School Board tonight for a second read.

Policy Review-

3. DAF- Administrative Procedure

The administrative procedure was reviewed. It included a table about allowable and disallowable costs.

Lori Schmidt reported that the DOE generates helpful documents that can be used as a resource. Other district's procedures were looked at as well.

It is set up slightly differently than the Government's 1-11. It covers all of the major areas that need to be covered by DAF. When reviewing the procedure, it touches on all of the main areas.

Does this procedure get submitted to the DOE? Yes, it would be submitted to the DOE.

Lori Schmidt said that the procurement section includes numbers within the federal guidelines. ConVal policy does not align. The most restrictive policy must be used. Do we want the threshold to be \$15K when federally we are allowed a larger one? Policy DJE references \$15K or more for the requirement of competitive bids. A larger range might be helpful.

Lori Schmidt said that the policies should align. She proposed that DJE shift to align with federal guidelines. She proposed that our guidelines be restricted at \$150K.

Katherine said that she would not be comfortable going from \$15K to 150K.

Lori said that sealed bids are for items like snow plowing and transportation. Having the latitude to request a sealed bid could be stated.

Katherine Heck said that \$15K is too low in our current policy. When you get quotes, bids, and sealed bids they would align with the federal government and include threshold dollars.

Competitive proposals are at \$150,000 and are required through a sealed bid. ConVal policy does not address sealed bids. The threshold of \$15K requires three bids.

Stephen Ullman suggested that Lori Schmidt and Katherine Heck discuss and arrive at a consensus and bring forward a recommendation.

There is a policy in place. A procedure is needed through local policy.

The current standard for small purchasing is \$5K to \$50K in New Hampshire.

Kimberly Saunders said that this is a procedure and does not need to be adopted by the board but suggested that it go to the Budget & Property Committee.

Sole source was discussed.

This will go to the Budget & Property Committee and then to the Policy Committee before a recommendation develops and goes to the full board.

4. DGA- Authorized Signatures

A ConVal version and NHSBA version were referenced. Lori Schmidt recommended the NHSBA version.

ConVal Policy addresses authorized signatures and check-writing. The NHSBA version discusses authorized signatures.

ConVal Policy was last adopted in 2015. Electronic banking has come a long way since. Lori recommended the NHSBA version. Policy DAF procedure came to the committee for various reasons. Ordinarily, procedures would not come to the committee.

EHAC should be removed on page 22.

Ready to go forward for a first read with changes.

5. Policy review schedule for the January - March 2022

Katherine Heck said that she would like to consider asking if the administration could update where the policies pending are in the queue. Kimberly Saunders confirmed.

Fall Policy Update feeds into the committee's work flow as well.

JLCJA and JCA should be looked at to assure they align.

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

Policy Status Update:

7. JLCL - Concussions and Head injuries

- a. Under review

8. IK - Earning of Credit

- a. Under review by Education Committee

9. IMBC - Alternative Credit Options

- a. Under review by Education Committee

10. IHCD/LEB – Advanced Course Work

- a. Under review by Education Committee

11. LCC- Dual Enrollment

- a. Under review by district personnel, the Equity Committee will review.

In legal review:

- 12. GBCD - Background Investigation and Criminal History Records Check
- 13. EBCF - Pandemic/Epidemic Emergencies
- 14. JLCE - Emergency Care and First Aid
- 15. EBCG - Communicable and Infectious Diseases
- 16. JLCG - Exclusion of Students Who Present a Hazard

Next Agenda Items:

- 17. “D” Financial Policy Review Schedule

Requests for Policy Review:

- 18. LC – Relations with Education Research Agencies
- 19. JBAB -Transgender and Gender Non-Conforming Students

Stephen Ullman motioned to adjourn at 6:47 p.m. Keira Christian second. Unanimous.

Respectfully submitted,

Brenda Marschok