

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

**CONTOOCOOK VALLEY SCHOOL BOARD**

**POLICY COMMITTEE MEETING**

**Tuesday, December 7, 2021**

**6:00 PM**

**Location: SAU Finch Conference Room**

**MINUTES**

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

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

- **Call to order**

**Katherine Heck called the meeting to order at 6:05 p.m.**

- **Approval of the November 16th Minutes**

**Janine Lesser moved to approve the minutes of November 16, 2021. Keira Christian second. Kevin Pobst abstained. All others in favor. Motion carried.**

**1st 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 first read.

**2st Read:**

1. JICD - Student Behavior, Conduct, Discipline and Due Process- Re-Adopt with Changes
2. IMC – Controversial Speakers and Programs

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

**Policy Review-Priority/Required by Law**

3. IKF – High School Graduation Requirements -Related Policies: IK, IKFA, JLBA & IMBC

NHSBA sample policy IK is required for districts with high school grades. Substantive revisions include: (A) reflect 2021 amendments to RSA 189:11, II (HB320) requiring (i) students to obtain a 70% or better grade on the U.S. Citizenship test; (ii) districts to report civics OR citizenship test results to the N.H. Dept. of Ed., and (B) 2021 passage of new

RSA 193:26-a (SB147) requiring graduating students to file applications for financial aid. Additional revisions include reformatting and re-organization for improved usability, and addition of related policies and legal references.

Katherine Heck asked those present to send information to the Education Committee as well. Stephen Ullman noted that 20 credits are required by the State to graduate. ConVal requires 26 credits to graduate.

Dr. Forrest said that this policy came to the Education Committee earlier in the year as a result of a mismatch in the Program of Studies. The Board voted then, to suspend this policy. The piece that is different is the .5 Service Learning/Community Service requirement in the policy. It was previously asked but was never operationalized for implementation. The high school is working on a recommendation that is embedded into courses rather than stand-alone. More to come.

Kevin Pobst said that he thought that the important difference was that ConVal policy lacked Civics Exam requirements.

Policy IK should also be reviewed alongside.

FAFSA requirements are included in the NHSBA policy. It was asked how this is a requirement in high school for something that occurs outside of high school.

The requirement also calls for support of early graduation.

“Learn Everywhere” credits must be accepted.

The Education Committee will look at this policy as well as Policy IK.

#### 4. DAF- Administrative Procedure

Lori Schmidt reported a misunderstanding about uploading the procedure into the Policy Drive. Discussion took place about micro and macro purchases and bidding requirements. Lori Schmidt that she would like to prioritize the bidding policies and purchasing policies.

#### 5. DGA- Authorized Signatures

This policy should align with best practices.

The sample policy was seen as very restrictive. ConVal’s provided services exceed this threshold.

Contracts with \$15K or more are required for approval; it should be a higher dollar figure. The board is in charge of setting the tone for internal controls.

Suggestions - what is in place should be tightened up. Sample is too restrictive. NHSBA Policy was seen as more stringent as well. The NHSBA Policy’s first sentence that states “The Superintendent is directed to create internal controls to ensure that contracts, checks and other official documents are accurate.....” was seen as reasonable.

Lori Schmidt will review the NHSBA Policy and return with input for a future agenda.

Janine Lesser asked about assuring that students in the district are given due process. Do we feel that the policy protects the rest of the student population? ConVal’s legal team has reviewed the policy extensively. It reinforces work that has already been started. It assures that supports are in place.

Further discussion took place about search and seizure.

Policy JICD puts in place what is already being worked on.

#### 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  
. Under review by Education Committee
9. IMBC - Alternative Credit Options  
. Under review by Education Committee
10. IHCD/LEB – Advanced Course Work  
. Under review by Education Committee
11. LCC- Dual Enrollment  
. 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. JLCEG - 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 6:53 p.m. Keira Christian second. Unanimous.**

Respectfully submitted,

Brenda Marschok