

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

CONTOOCOOK VALLEY SCHOOL BOARD

POLICY COMMITTEE MEETING

Tuesday, April 5, 2022

6:00 PM

Location: SAU Finch Conference Room

Minutes

Committee Members: Katherine Heck (Chair), Janine Lesser, Kevin Pobst, Stephen Ullman, Crista Salamy

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

1. Call to order

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

2. Elect a Committee Chair

Stephen Ullman moved to nominate Crista Salamy as Policy Chair. Janine Lesser second. Unanimous.

3. Approval of the March 15, 2022 Minutes

Stephen Ullman moved to approve the minutes of March 15, 2022. Katherine Heck second. Crista Salamy abstained. All others in favor. Motion carried.

4. DK- Payments Checks and Manifests

Lori Schmidt reported having compared policy DK to that of NHSBA and combined the two and revised it.

How can a board member review and/or question a payment? The response was that the manifests are sent electronically to Jim Fredrickson and Dick Dunning for their review. Once they approve it, the manifests are developed.

Policy EHAC will need to be referenced in Policy DK once it is adopted.

This policy talks about payment of federal funds compliant.

DAF might also be referenced.

Once these changes are made it would be ready for a first read.

Is there a process for approving electronic transfers?

EHAC includes procedures. We can't hold vendors to our policies. When we make an electronic transfer, it falls under EHAC.

Positive Pay is used with ConVal's bank, which is a reporting of who is being paid and how much.

5. DAF- Federal Grants Administration

a. Review and Revise

Lori Schmidt reported that this policy was thought to be an outline to develop a policy by the DOE. NHSBA has a solid policy. The thought was to adopt the NHSBA policy (pg. 9-35).

This can go forward for a first read.

6. EHAC- Electronic and digital Records

On page 2 of 4, D,3; why is it difficult to implement? We use DocuSign.

There are more digital signature options that are recognized since COVID.

ConVal does not have an existing policy currently. Procedures could be tightened up to correspond with the policy.

The point of this policy is to make sure that parents and guardians have some ability.

Applicability was viewed as an important part of this.

A draft policy was located and will be shared.

This will be reviewed and returned to the Policy Committee.

State regulations are involved where Mark Schaub, Tech Director, should be included to review.

7. 1st Read- 4/5/22 School Board Agenda

a. IHCD/LEB- Advanced Coursework/Advanced Enrollment

8. 2nd Read-4/5/22 School Board Agenda

a. IHAM- Health Education Exemption from Instruction

b. GBED/JICG/ADC- Tobacco Products Ban, Use and Possession

c. ILBAA- High School Graduation Competencies

d. IMBC- Alternative Credit Options

e. IK-Earning of High School Credit

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

Policy Status Update:

Under review/revision by Administration:

JLCJ - Concussions and Head injuries – is with nurses anticipated by April 15.

JLCJA- Emergency Plans for Sports Related Injuries and Additional Protocols for Athletics Participation

ADC/GBED/JICG-Tobacco Products Ban Use and Possession – 2nd read tonight.

Under review by Education Committee

LCC- Dual Enrollment

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

b. LC – Relations with Education Research Agencies

a. Under review by administration

Under review by Budget and Property

a. FA/FAA – Annual Facility Plan -Recommended policy

b. Capital Plan Policy

In legal review:

GBCD - Background Investigation and Criminal History Records Check

EBCF - Pandemic/Epidemic Emergencies

JLCE - Emergency Care and First Aid – with nurses; anticipated back by April 15.

EBCG - Communicable and Infectious Diseases

JLCG - Exclusion of Students Who Present a Hazard

JCA – Change of Class of School Assignment Best Interests and Manifest Hardship

ACAC- Title IX Sexual Harassment Policy & Grievance Process – Adopted; changes were made and will be shared. Should be on website by 4/15. Expedited training on 4/14. More formal training for all staff coming forward. Training materials will be posted on website.

ACE will happen by 4/15 and complaint process is being worked on.

Next Agenda Items:

“D” Financial Policy Review Schedule

DJE Bidding Requirements

DJ-Purchasing

DID-Fixed Assets

Requests for Policy Review:

Stephen Ullman motioned to adjourn at 6:48 p.m. Kevin Pobst second. Unanimous.

Respectfully submitted,

Brenda Marschok